

CORPORATE HEALTH & SAFETY POLICY

Barné Building and Construction Inc.

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STATEMENT OF COMPANY SAFETY POLICY:

We at Barné Builders and Construction Inc. recognize that the safety and health of our people and the conservation of our physical resources is an important responsibility in the conduct of our business.

Barné Builders and Construction Inc. accepts the responsibility for providing a working environment in all our operations in which, except for circumstances clearly beyond our control, our employees can carry out their duties without endangering themselves or others, while ensuring that proper procedures and practices are observed.

We believe that each and every employee has the responsibility to work in such a manner as to safeguard themselves, other employees and the assets of the Company.

We at Barné Builders and Construction Inc. realize that safety and efficiency are the automatic by-products of effective management. Accordingly, we place on management – at all levels - the responsibility for maintaining an active, vigorous and realistic program to eliminate all forms of loss – both human and material.

L.R. Diotte
President

1.0 ACCOUNTABILITY:

Each of us is responsible for many of the things outside the work life and within it. Responsible means to be involved with a trust or a duty or obligation.

Responsibility is defined as that state of being answerable or accountable for that trust or duty or obligation.

Those who accept the responsibility of supervising the work of others must also accept the responsibility of seeing that the work is performed in a safe manner.

Those who accept the responsibility of performing the work must also accept the responsibility for performing that work in a safe manner.

Accountability at Barné Builders and Construction Inc. means that each level will be answerable to the next senior level for the carrying out of its responsibilities in the Safety Program.

2.0 SAFETY RESPONSIBILITIES:

2.1 GENERAL:

Every Employee, whatever his level, has a personal responsibility to work safely and to maintain a safe work area. He owes it to himself, his family and to Barné Builders and Construction Inc.

Supervision has additional safety responsibilities that must be exercised. These include enforcement of safety rules and maintaining a safe work place.

Each level is accountable to and must be made accountable by the next senior level.

Safety performance is measured in terms of administration, control and training. The administrative function covers all those safety duties which any level of supervision is required to perform personally.

The control function covers the reviewing of reports, statistics and other information and the use of any other check procedures to ensure that the immediate subordinate level is performing its safety responsibilities satisfactorily.

The training function covers the implementation and carrying out of the training program.

2.2 OF THE PRESIDENT:

Establishes company safety policies to ensure the welfare of employees.

2.3 OF THE GENERAL MANAGER:

Establishes and maintains the Barné Builders and Construction Inc. Safety Program and all other safety programs at Barné Builders and Construction Inc.

Requires notification of all fatal or serious accidents in areas under his jurisdiction, day or night.

Requires a safety inspection of all new equipment to be placed into service.

Co-ordinates safety/training programs with Construction Safety Association representatives.

CONTROL

Will review weekly and monthly records and statistics of safety activities and performance of those projects under his jurisdiction.

Reviews the safety programs on his projects to ensure they adhere to the Barné Builders and Construction Inc. safety programs as often as necessary to determine their effectiveness.

Reviews the safety training on all projects under his jurisdiction.

TRAINING

Develops a satisfactory attitude towards safety by project managers or superintendents reporting to him.

Ensures that project managers and superintendents reporting to him thoroughly understand the company safety program and its objectives.

2.4 OF THE PROJECT MANAGERS:

Responsible to the General Manager for the project safety performance.

Holds immediate subordinates accountable for poor performance.

ADMINISTRATION

Administers the safety program on his project in keeping with all aspects of the company program.

Requires all subordinates reporting to him to maintain his project in a safe manner. Identifies and removes all areas that could cause an injury.

Holds regular safety meetings with immediate subordinates.

Enforces Company's safety rules.

Reviews daily accident and injury reports and takes appropriate action as may be indicated.

Attends the scene of all fatal or serious accidents, whether day or night, in which his men or his operation is involved.

Approves all new project safety rules after review by the safety department to ensure they are not in conflict with Company rules.

Establishes project standards for protective equipment, both for type and use of equipment, according to the nature of the job.

Works with Construction Safety Association representatives in supplying safety training.

2.5 OF THE SUPERINTENDENTS:

Responsible to the project manager for the safety performance in his assigned area.

Holds all foremen accountable for the safety performance of their assigned areas.

ADMINISTRATION

Develops objectives in each aspect of the Company's Safety Program for his assigned area.

Requires all foremen to maintain all areas under their control in a safe manner.

Makes regular checks to all areas under his control to ensure that these responsibilities are being met and reports on conditions to the project manager.

Enforces Company's safety rules.

Holds regular safety meetings.

Studies and approves all project accident investigations and submits them to project manager.

Attends the scene of all fatal and serious accidents, whether day or night, in which his men or his operations are concerned.
 Develops safety rules for operations in his area and reviews them before submission to safety department for checking for conformity to Company's safety rules.
 Develops standards for protective equipment, for both type and use of equipment, according to the job.
 Inspects all new equipment before permitting such equipment to be placed in service.
 Administers the Company plan for the safety induction of new or transferred employees to ensure understanding and adherence to area and job safety requirements.
 Develops satisfactory training programs for employees on newly created jobs, for employees advancing in job progression and for jobs involving mobile equipment.
 Develops a workable inspection and maintenance schedule for all assigned equipment.
 Inspects selected areas for housekeeping, unsafe acts and unsafe conditions.

CONTROL

Checks safety performance daily discusses with foremen and reports to project manager.
 Ensures prompt completion of accident reports and safety maintenance items in accordance with Company's safety policy.

TRAINING

Develops a satisfactory attitude towards safety by all assigned foremen.
 Ensures that assigned foremen thoroughly understand the project and their responsibilities and duties with respect to Company's safety program.

2.6 OF THE FOREMAN:

Responsible to the superintendent or captain for the safety of his employees and for the safe condition of his area.
 Holds his working foremen or leaders accountable for the safety of their employees and for performance of their safety responsibilities and duties.

ADMINISTRATION

Maintains the physical safety of his assigned area, identifying, removing and guarding all areas of injurious contact and makes regular inspections of his complete area to ensure the same.
 Initiates and follows up on orders required to maintain his area in a safe condition.
 Establishes safe methods for performing routine jobs, ensuring that uniform methods are used by all shifts at all times.
 Ensures that all assigned employees, employees on newly created jobs, employees advancing in job progression and employees on any mobile equipment receive proper and adequate training.
 Holds regular safety meetings with his employees.
 Ensures the wearing of all personal protective equipment according to the standards developed and established by management.
 Ensures that all employees are completely familiar with, adhere to and understand safety lockout procedures.

CONTROL

Inspects shift safety performance daily, discusses performance with working foreman or leaders and reports to superintendent or captain.
 Conducts daily inspections for conformity to safe working habits and maintenance of housekeeping and working standards.
 Performs inspections to ensure that safety lockout procedures are being adhered to.

TRAINING

Develops a satisfactory attitude towards safety by his working foremen or leaders.
 Ensures that all employees understand the Company's safety program and their responsibilities and duties under the program.

2.7 OF ALL EMPLOYEES

To report to work in a condition, mentally and physically which will allow performance of all work functions required.
 To wear all safety equipment required by company rules, by project requirements and by the nature of the work. The equipment to be worn properly.
 To see that such equipment is maintained in good order and to see that worn or damaged equipment is replaced immediately.
 To be familiar with the rules and regulations pertaining to the operation or work performed.
 To use all safety devices provided.
 To report to supervisor all unsafe conditions.
 To use tools and equipment in the manner for which they were designed. Not to use defective tools or equipment and to report same.
 Not to drive or operate any machine or equipment unless authorized.
 To keep all work areas safe and orderly.
 To report all accidents, no matter how minor, whether injury producing or not, to supervisor.
 To report to supervisor all injuries, no matter how small and to continue to report for treatment as long as is necessary.

2.8 SAFETY REPRESENTATIVES:

Any crew numbering over five workers including the jobsite foreman will require that the workers appoint a labour safety representative. The labour safety representative should be knowledgeable of the hazards generally and inherently of the work and project and be available to escort safety inspectors during inspections, if called upon to do so. He shall be responsible for identifying situations that may be a source of danger or a hazard to workers, and he will make recommendations or report his findings to his supervisor and employer so corrective action may be taken. The labour safety representative has the right to conduct at least a monthly inspection of the work area and report his findings and recommendations. The labour safety representative also has the right to investigate accidents that occur at the work site, to be provided with any health and safety information pertaining to tests, standards, etc., the employer possesses.

2.9 SAFETY INSPECTOR/CONSULTANT:

Under instructions from the General Superintendent or his designee, the Safety Inspector/Consultant shall periodically inspect the assigned worksite locations and report his findings to the Crew Supervisor at the worksite and to the General Superintendent. The Safety Inspector/Consultant is an excellent source of information on safety related matters, but does not carry the responsibility for on-site conditions or practices. This responsibility lies with the Crew Supervisor and General Superintendent. The safety Inspector/Consultant may however, request a stoppage of any work, if he determines the safety related issues warrant such action and the Crew Supervisor and/or General Superintendent will be immediately notified so corrective action may be taken. A copy of the triplicate safety report will be given to and reviewed with the Crew Supervisor and if warranted, an impromptu crew safety meeting will be held to discuss the safety audit report findings and recommendations with the workers.

2.10 JOINT HEALTH & SAFETY COMMITTEE FUNCTIONS:

Constructor duties:

Under the Occupational Health and Safety Act, the constructor of a project shall form a Joint Health and Safety Committee where the size of the workforce regularly exceeds nineteen workers and where the project's duration will be three months or more. In our field operations this scenario will be rare as our crews are small in numbers and our projects are not of long durations.

Employer duties: Our principal requirement will be for Barné Builders and Construction Inc. management to formulate and implement a Joint Health and Safety Committee at our company headquarter location. Barné Builders and Construction Inc. will appoint a management member to become trained as a "certified health and safety representative for management. Barné Builders and Construction Corporation will require the labour workforce to select a labour safety representative to represent labour at our committee meetings. The selected labour safety representative shall be afforded the training to become a "certified labour safety representative", as required by law. Our Joint Health & Safety Committee meetings shall be held every three months (on a quarterly basis). The term of membership for selected committee members shall be two years with elections to take place for new membership.

POWERS OF THE JOINT HEALTH AND SAFETY COMMITTEE:

The primary function of the Joint Health and Safety Committee is to identify hazards at the workplace and implement solutions to safety concerns. Members of this committee should actively take part in the development, implementation and monitoring of all phases of the Health and Safety Program. Copies of the meeting minutes shall be distributed to the participants of our Joint Health and Safety Committee meetings and management shall post a copy of the J.H.&S. Committee meeting minutes in a conspicuous location for worker access and review. The Committee shall assist in resolving any unsafe work refusals and investigate reports of "dangerous circumstances".

PERIODIC INSPECTIONS:

In accordance with the Occupational Health and Safety Act, the Joint Health and Safety Committee shall cause a site inspection to take place on a monthly basis and any situation that may be a source of danger to workers shall be reported to and considered by the Committee. Unsafe situations requiring prompt attention should be reported to the crew supervisor and project superintendent immediately. Recommendations for remedial action on safety issues will be listed on the Committee meeting minutes and assigned to the responsible party for action.

**REQUIREMENTS FOR HEALTH AND SAFETY REPRESENTATIVES AND JOINT
HEALTH AND SAFETY COMMITTEES FOR THE WORKPLACE
NUMBER OF WORKERS AT GENERAL REQUIREMENTS
A PROJECT REGULARLY**

5 (five) or more one health and safety representative

[see Section A8 (1)]

20 (twenty) or more joint health and safety committee of two
persons. One committee representative

selected by management and one
committee representative selected by the
workers or if it is a unionized project,

their unions. [see Sections A9(2), 9(5)(a) and
9(5)(a)]

50 (fifty) or more a joint health and safety committee of at
least four persons. Two management
committee representatives and two
labour committee representatives. At
least one labour and one management
representative must be certified.

[see Section A9(6)(a), 9(9), 9(12)]

Worker Trades Committee: The joint health and safety committee
shall cause a worker and trades

committee to be formed. [see Section A10]

THE DURATION OF A PROJECT MUST EXCEED 3 (three) MONTHS before the Joint Health and Safety Committee, Safety Representative Certification, and Worker Trades Committee requirements apply. [see Sections A9(2); A9(13); and A10(1) respectively]

2.11 WORK REFUSAL POLICY:**THE RIGHT TO REFUSE UNSAFE WORK**

Barné Builders and Construction Inc. acknowledge the worker's right to refuse unsafe work if the worker believes his or her health or safety is endangered. Ontario's Health and Safety Act specifies the procedure to be followed in a work refusal. It is important that workers, employers, supervisors and health and safety representatives understand this procedure. The procedural flowchart below outlines the steps to be taken.

REFUSAL TO WORK WHERE HEALTH AND SAFETY IS IN DANGER

Worker refuses to work and notifies employer or supervisor

Employer or supervisor investigates in presence of worker and health & safety representative

Worker stands by in a safe place near work station

PROBLEM RESOLVED

UNRESOLVED

Worker continues to refuse work - the Ministry of Labour Inspector is notified.

Other worker may do the work if advised of the work refusal and reason for work refusal M.O.L.

Inspector investigates in presence of worker, employer or supervisor and health and safety representative.

Pending Investigation and decision, worker stands by or is assigned other work

Employer gives worker other directions

Decision is made In favor of worker Against worker

WORK RESUMES CORRECTIVE ACTION TAKEN

Note to Supervisors:

Workers have a right and duty to refuse what they believe to be unsafe work and the crew supervisor must investigate the complaint. Barné Builders and Construction inc prohibits any employer from penalizing, dismissing, disciplining, suspending or threatening any worker who exercises his or her right to refuse unsafe work.

2.12 SAFETY MEETING SCHEDULE

In keeping with the intent of our responsibility roles the following safety meeting schedule has been tabulated below:

MEETING TYPE AND FREQUENCY GENERAL PURPOSE

President's Annual Safety Review of year's safety performances,

Meeting with management organizational strategies, setting goals.

Annual Safety Forum: An evaluation of safety performances - with all employees of previous year, educational sessions held, goals targeted for next year.

Vice President of Operations Safety review with General Superintendents:

bi-annual meeting and project managers regarding performances in the field.

General Superintendent General superintendent to hold weekly safety:

weekly safety meetings with the crew supervisors to review safety performances and determine the safety topic for next week's crew safety talk sessions.

Health / Safety Representative Monthly Reviews: as per the Act. Quarterly Joint

Health and Certified members of our corporate health and Safety Committee

Meetings safety committee, along with invited guests shall meet and discuss

safety concerns raised by our field labour safety representatives or by management.

Foremen's Weekly Crew Supervisor (foreman) to hold crew safety talks to plan

for Safety meetings on site the work and identify site specific hazards, to

ascertain employee safety concerns, supervisor safety concerns and methods of control. Set topics will also be given for discussion on a weekly basis.

3.0 OUR SAFETY ORIENTATION AND TRAINING PROGRAM

3.1 SAFETY ORIENTATION

It is Barné Builders and Construction Inc. policy that each employee, whether hired directly or sub-contractually by Barné Builders and Construction Inc. be orientated to the following:

- Occupational Health & Safety Act and its Regulations for Construction Projects.
- Specific hazards to our type of work and operations
- The safety policies and procedures of Barné Builders and Construction Inc.
- The various safety guidelines available for fall protection and roofing operations.

Before any worker begins employment, Barné Builders and Construction Inc. will ensure the employee reads the above material in a language he understands and that the new employee signs our worker orientation sheet, acknowledging his responsibilities to our policy and procedures and to the Occupational Health and Safety Act and its Regulations. Orientation literature is available from the Construction Safety Association of Ontario to summarize health and safety concerns and should be issued when a worker commences employment. It is Barné Builders and Construction Inc. policy that during pre-award negotiations with any trade contractor who will be providing goods and services to the work site, that such contractors be made aware of and become contractually bound to Barné Builders and Construction Inc. Health and Safety Policy. Safety indoctrination to our safety policy and program is imperative in order to establish the desired attitudes and reinforce Barné Builders and Construction Inc. commitment to a safe work environment.

3.2 HEALTH AND SAFETY TRAINING:

The Barné Builders and Construction Inc. objective is to deliver health & safety related training to our direct employees, including supervisory and management staff. Some of the safety related training to be made available is:

- **Safety orientation training to our corporate health and safety program**
 - Application: All employees and supplied labour
 - Frequency: As new workers are hire and initial orientation to existing workforce
- **Due Diligence training that will cover legislative health and safety responsibilities**
 - Application: All employees (supplied labour invited to attend)
 - Frequency: Initially for whole workforce and every three years afterwards
- **Workplace Hazardous Materials Information System training**
 - Application: All employees and supplied labour
 - Frequency: Annual review and update
- **Emergency Response training**
 - Application: All employees and supplied labour
 - Frequency: Annual review and update
- **Fall Protection Systems training**
 - Application: All employees and supplied labour
 - Frequency: Applies to all workers likely to be exposed to heights
- **Fire Fighting and Fire Prevention training**

- Application: All employees and supplied labour
- Frequency: Initially for whole workforce
- **Traffic Control and Vehicular Signaling training**
- Application: All employees and supplied labour
- Frequency: Supervisors, safety representatives and designated TCPs, every three years
- **Hoisting, Rigging and Crane Signaling training**
- Application: All employees and supplied labour
- Frequency: Applies to workers likely to operate hoists and rig loads
- **Propane heater, kettle and torch certification training**
- Application: All employees and supplied labour
- Frequency: every three years
- **Transportation of Dangerous Goods training**
- Application: Shipper, Supervisors, Project Managers and Drivers
- Frequency: Every three years
- **Job Safety Analysis and Hazards Recognition training**
- Application: All employees and supplied labour
- Frequency: Every three years
- **Health and Safety Committee training**
- Application: All Health & Safety Representatives of the Joint Health and Safety Committee
- Frequency: One time training
- **Labour and Management Representative "Certification" training for J.H.&S. Committee**
- Application: All Health & Safety Representatives of the Joint Health and Safety Committee
- Frequency: Every three years
- **Field Labour Safety Representative training (Basic Safety Representative training)**
- Application: All Health & Safety Representatives belonging to our field work crews
- Frequency: One time training
- **Accident & Incident Investigation training**
- Application: All labour and management safety representatives, supervisors and managers
- Frequency: One time training
- **Competency training in use of tools and equipment**
- Application: All employees and supplied labour who are assigned
- Frequency: One time training
- **First Aid training**
- Application: One designated worker from each work crew, supervisors and managers
- Frequency: Every three years
- **Personal Protective Equipment use and maintenance**
- Application: All field and shop employees and supplied labour
- Frequency: One time training

- **Lift Truck Operator Training**

- Application: Those employees designated to operate lift trucks
- Frequency: One time training

- **Power Elevating Work Platform training**

- Application: Employees designated to operate PEWP's
- Frequency: One time training

- **Suspended Access Equipment training**

- Application: Employees designated to operate Suspended Access Equipment
- Frequency: One time training

- **Asbestos Awareness training**

- Application: All employees in the field
- Frequency: One time training

3.3 TRACKING AND MONITORING OF WORKER TRAINING:

Employee Training Record Log:

The Vice President of Operations and the Comptroller or assigned designee shall record and monitor the safety training provided to all levels of employee positions through the use of a training record log. This log will indicate the name of the employee, the safety training obtained and the date obtained, as well as any expiration dates and when such re-training will be required. Based on the content of this log, the VP of Operations will be able to assess the need for qualified workers for the shop and field operations.

3.4 SAFETY ORIENTATION PROGRAM CHECKLIST

To ensure we are adequately informing "new hires" of our company policies and procedures. All workers have a right to know the terms and conditions of our corporate policy and program. By raising the new employee's level of awareness to our safety program, our workforce will be better able to understand and comply with our company standards and requirements.

Employee Initials Instructor's Initials

- COMPANY POLICY AND ACCEPTABLE BEHAVIOUR REVIEWED _____
- INTRODUCTIONS TO PROJECT SUPERINTENDENT _____
- INTRODUCTIONS TO PROJECT LABOUR SAFETY REPRESENTATIVES _____
- INTRODUCTIONS TO PROJECT MANAGER _____
- INTRODUCTIONS TO PRESIDENT'S SAFETY POLICY STATEMENT _____
- RESPONSIBILITIES OF WORKERS _____
- RESPONSIBILITIES OF OUR CREW SUPERVISORS _____
- RESPONSIBILITIES OF OUR PROJECT MANAGERS _____
- EMERGENCY RESPONSE PROCEDURES _____
- INCIDENT AND ACCIDENT REPORTING PROCEDURES _____
- ALCOHOL, DRUGS - IMMEDIATE DISMISSAL _____
- HORSEPLAY AND FIGHTING - IMMEDIATE DISMISSAL _____
- THEFT OF PROPERTIES - IMMEDIATE DISMISSAL _____
- SAFE VEHICLE OPERATION - no backing up _____
- TRAFFIC CONTROL MEASURES – traffic plans _____
- SAFE ACCESS AND EGRESS FROM WORK LEVELS _____
- PROTECTING THE PUBLIC _____
- DEALING WITH MINISTRY OF LABOUR OFFICIALS _____
- EARLY & SAFE RAPID RETURN TO WORK PROGRAM _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

- HARD HAT AND SAFETY FOOTWEAR _____
 - EYE PROTECTION _____
 - HEARING PROTECTION _____
 - REFLECTIVE VEST USE _____
 - FALL PROTECTION - Safety Harness / Lanyard Use _____
 - RESPIRATORY PROTECTION _____
 - CLOTHING PROTECTION _____
 - HAND PROTECTION (GLOVES) _____
 - OTHER _____
- WORK OPERATIONS Employee Initials Instructor's Initials
- GENERAL HOUSEKEEPING REQUIREMENTS _____
 - GUARDING OF MACHINERY AND EQUIPMENT _____
 - GUARDRAIL AND COVERINGS FOR FALL PROTECTION _____
 - SAFE SCAFFOLD ERECTION, USE & DISMANTLING _____
 - SAFE LADDER SETUP AND USE _____
 - SAFE MANUAL LIFTING TECHNIQUES _____
 - HOISTING & RIGGING SAFETY _____
 - WORK PLATFORM REQUIREMENTS AND USE _____
 - STAKE OUT OF SERVICES – hydro lines or u/g services _____
 - CLEARANCES TO ELECTRICAL INSTALLATIONS _____
 - POWER ELEVATING PLATFORM USE - if required _____
 - ELECTRICAL EQUIPMENT GROUNDING (GFI) _____
 - PUBLIC PROTECTION CONSIDERATIONS _____
 - PROPANE CYLINDER EXCHANGE – mobile equipment _____
 - WIND HAZARDS ON THE JOB _____
 - SAFE WORK WITH VOLATILE SUBSTANCES _____
 - SAW CUTTING SAFETY _____
 - VERIFICATION OF REQUIRED SAFETY TRAINING _____
 - HOT WORK OPERATIONS _____
 - LOCK-OUT & TAGGING REQUIREMENTS _____
 - J.H.&S. COMMITTEE AND CREW SAFETY MEETINGS _____
 - SAFE STORAGE OF MATERIALS – combustible and flammables _____
 - FIRE PREVENTION MEASURES _____
 - CARBON MONOXIDE POISONING AND PREVENTION _____
 - HEAT STRESS HAZARDS AND PREVENTION _____
 - WORKING ALONE PROCEDURES AND LIMITATIONS _____

I _____ HAVE RECEIVED MY COPY OF THE *BARNÉ BUILDERS AND CONSTRUCTION CORPORATION SAFETY POLICY BOOKLET* IN A LANGUAGE I UNDERSTAND, AND RECOGNIZE THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES AND PROCEDURES SET OUT IN THIS POLICY AND THE ONTARIO HEALTH AND SAFETY ACT AND ITS REGULATIONS. I ACKNOWLEDGE THAT ANY VIOLATION TO THIS POLICY COULD BE CAUSE FOR DISCIPLINARY ACTION OR EVEN TERMINATION OF MY EMPLOYMENT.

DATED: _____

PRINT: _____ PRINT: _____

EMPLOYEE EMPLOYER REPRESENTATIVE

SIGNATURE: _____ SIGNATURE: _____

EMPLOYEE EMPLOYER REPRESENTATIVE

3.5 ALCOHOL AND DRUG POLICY

Barné Builders and Construction Inc. will not allow anyone of its employees to enter our job sites if they are not capable of performing due to alcohol and /or drug abuse. All personnel on our property and work places shall abide by the following guidelines:

1. No worker shall use, possess, offer or sell illicit drugs, illicit drug paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
2. Employees shall not have present in the body, any illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada, and their metabolites.
3. No worker shall use, possess, distribute or sell alcoholic beverages.
4. No worker shall have a blood alcohol concentration of 0.4% or higher. All employees are prohibited from consuming any alcoholic beverages during their working hours, whether on or off our property. All employees are required to limit their consumption prior to working hours so that there is no alcohol in the body.
5. Intentional misuse of prescribed medications, over the counter medications or other substances, is not allowed.
6. Employees must not be unfit for work due to the use or after-effects of alcohol, illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.
7. Employees must not be unfit for work due to the effects of the legitimate use of prescribed or over the counter medications. Barné Builders and Construction Inc. is responsible for monitoring and managing potential impairment problems during working hours due to the legitimate use of medications, in consultation with medical practitioners.

3.6 OUR W.H.M.I.S. TRAINING PROGRAM

THE WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM:

The Canada-wide Workplace Hazardous Materials Information System (WHMIS) is designed to ensure that all workers have uniform access to information about Hazardous Materials used, stored, handled or disposed of in the Workplace. Barné Builders and Construction Inc. requires all employees, including all subcontractor employees, to be WHMIS trained, *both fundamentally and specifically* for the hazardous materials being used on our sites. No [WHMIS Controlled] materials shall be handled, stored, used or disposed of on our sites unless the proper container labeling and current Material Safety Data Sheets for such materials are on site and made readily available to the workers. On an annual basis Barné Builders and Construction Inc. shall re-assess the WHMIS training needs of our employees and retrain if necessary. This re-assessment and training is a requirement of the law and Barné Builders and Construction Inc. requires all subcontractor employers to comply. Regulations require that suitable training be provided to any person who will be exposed to, likely to be exposed to or be in close proximity to a hazardous material ("controlled product").

WHMIS inventory list:

A shop inventory list and layout plan of stored hazardous materials shall be drawn up by management as frequently as required to keep our workers informed. This shop inventory list shall be posted on the shop wall for employee review purposes.

WHMIS Communication Center:

A bulletin board has been set up in a common area and within easy access to workers. Reference to all material safety data sheets will be made available as well as other relevant documentation pertaining to our WHMIS program.

Field inventory records:

The project manager and general superintendent shall collaborate with the office to ensure all crew supervisors have in possession on-site all required current copies of the Material Safety Data Sheets and labeling for the W.H.M.I.S. controlled products present on the project.

W.H.M.I.S. Hazard Classification

All suppliers of W.H.M.I.S. controlled materials must classify their hazardous products into one of the following hazard classification symbols:

W.H.M.I.S COMPLIANCE PLAN

All supervisors shall adhere to the measures listed in our WHMIS compliance plan and seek assistance from the General Field Superintendent and our offices if documentation or training requires attention

1. Any person likely to be exposed to, exposed to, or in close proximity to a hazardous controlled product must undergo WHMIS training. All workers at our plant or work sites shall carry proof of WHMIS training.
2. All Subcontractor companies shall submit their Material Safety Data Sheets for all WHMIS controlled products to be brought on site, to Barné Builders and Construction Inc. management, prior to use. These MSDS sheets shall be kept up to date and made readily available on our sites for workers to review.
 - a) all controlled products shall also be provided with the required hazard supplier or workplace labels,
3. All supervisors are to provide site-specific instruction to their workers on the storage, handling, use and disposal of any WHMIS controlled products brought on site. Barné Builders and Construction Inc. requires a written acknowledgment from all subcontractor companies, (on their company letterhead), that their workers have received this instruction along with all other hazardous information required for their workers health and safety.
4. Any WHMIS controlled products *not in use* shall be kept under storage. Appropriate fire extinguisher equipment shall be provided near these areas. All subcontractor companies are to use the designated storage areas provided to them by Barné Builders and Construction Inc.
5. The project superintendent, in consultation with the Joint Health and Safety Committee for Barné Builders and Construction Inc. shall periodically review the suitability of the WHMIS training and practices in place. The results of such training and instruction provided shall be

- performance based, enabling the workers to *use* the information to protect their health and safety.
6. All direct and subcontractor supervisory personnel shall draw up written work procedures, (to be followed by their workers), when *fugitive emissions* from a controlled product pose a risk to workers.
 7. All direct and subcontractor supervisory shall also have written procedures to be followed by their workers in case of an *emergency involving a controlled product*.
 8. Any worker or supervisor found to be negligent in their responsibilities regarding the above shall be disallowed from continuing their work until proper training, instruction and procedures are brought up to standard.

4.0 THE CORPORATE SAFETY EVALUATION SYSTEM

4.1 MEASURING SAFETY PERFORMANCE:

The responsibilities of Managers, Supervisors, Workers and Sub-trades are broadly outlined in this Safety Policy. Although responsibilities are defined, they tend to be very broad statements that are difficult to measure and accordingly, accountability is for general actions, rather than for specific tasks. It is not a Barné Builders and Construction Inc. policy to keep score on Safety.

However, specific and realistic measurement of individual or project performance and compliance is an ongoing concern and will, in part be measured through professional safety audits. On a company wide basis however, since Barné Builders and Construction Inc. is a registered construction employer, paying Insurance premiums to the WORKERS' SAFETY & INSURANCE BOARD OF ONTARIO, it is vitally important that our "experience rating" be maintained or improved.

Experience rating is a (WSIB) method of adjusting compensation insurance premiums based on our record of injury frequency and costs. Significant rebates are rewarded to firms whose records are better than average, while surcharges are levied against firms with poor records. Worker compensation is not cheap insurance. Rebates translate into significant savings in labour costs on our projects, which make us more cost competitive. By example, our experience rating assessment could easily equal the salary of a Project Superintendent for one year. The measure of a Company's accident prevention performance is based on how severe its injuries are (costs) and how many injuries it has (frequency).

4.2 SAFETY PUBLICATIONS AND POSTINGS:

Barné Builders and Construction Inc. will from time to time, issue periodicals, bulletins or specific safety guidelines to inform all our personnel and sub-trades of construction health and safety issues. An important part of measuring our safety performance is the calculation of "INJURY FREQUENCY RATES". Every attempt should be made to keep these figures low. This can be achieved by keeping all Barné Builders and Construction Inc. employees and sub-trades informed of problems regarding health and safety and advising every one of our ongoing health and safety strategies. Such material as safety signs, posters, accident scenario bulletins, safety publications, etc., will be posted about the work sites, workshops, or headquarter offices.

4.3 SAFETY RECOGNITION:

It is part of Barné Builders and Construction Inc. corporate purpose and objective to promote proper health and safety attitudes among our employees by recognizing the safety performance achievements of our workers. Accordingly, safety award plaques, commendation by personal letter, and other incentives may be used from time to time, to promote our corporate approach to safety consciousness in the workplace. Company newsletters may be circulated from time to time to address internal safety concerns, industry hazard alerts and to recognize an individual safe work performance achievements.

4.4 WORKSITE MEETINGS: (MAKE ROOM FOR SAFETY)

Regular scheduled project co-ordination meetings usually are for the purpose of quality control, scheduling, manpower, production, and other building related discussions. There should be a place for safety at these meetings and it should be an integral part of the way the project is managed. A safe project is usually a well organized, clean workplace; on time and within budget and is a reflection of the project's management team. Maintaining a safety conscious work environment by discussing safety related issues at these meetings is a key consideration, in achieving the completion date without a safety related incident.

5.0 DISCIPLINARY PROCEDURES

5.1 WRITTEN WARNINGS AND DIRECTIVES

Barné Builders and Construction Inc. requires that all subcontractors, vendors and/or suppliers of goods and services, to comply with the Occupational Health and Safety Act and its Regulations for construction projects (current edition). Subcontractors are also required as part of Barné Builders and Construction Inc. sub-contractual agreement to comply with Barné Builders and Construction Inc. Corporate Health & Safety Policy.

ANY HEALTH AND SAFETY INFRACTIONS OBSERVED AT A WORKSITE WILL BE DEALT WITH IMMEDIATELY THROUGH A DOCUMENTED VERBAL WARNING, FOLLOWED BY A WRITTEN WARNING FOR A REPEATED OFFENCE. THE WRITTEN WARNING WILL INDICATE THE PROBABILITY OF SUBSEQUENT SUSPENSION OR DISMISSAL FROM THE WORKPLACE IF THE INFRACTION PERSISTS.

A SAFETY WARNING DOCUMENTATION SHALL CONTAIN:

- PROJECT NAME AND NUMBER
- IDENTITY OF DIRECT OR SUBCONTRACTUAL EMPLOYEE RESPONSIBLE
- IDENTITY AND SIGNATURE OF THE FOREMAN IN CHARGE OF THE WORK
- AN EXPLANATION OF THE HEALTH AND SAFETY VIOLATION OBSERVED
- DATE AND TIME AS TO WHEN THE INFRACTION IS TO BE RECTIFIED
- THE SIGNATURE OF SITE SUPERVISOR AND THE SAFETY INSPECTOR
- MEASURES TAKEN TO PREVENT A RE-OCCURRENCE.

In the case of a subcontractor employee or supervisor who refuses or neglects to rectify a hazardous condition, practice or violation observed, Barné Builders and Construction Inc. Crew Supervisor shall exercise his right to take immediate steps to correct the unsafe condition at the expense of the responsible subcontractor or employee and / or remove from the work site any individual who continues to cause the unsafe condition to remain or performs in a manner not consistent with the guidelines of the Act, its Regulations or our Safety Policy.

DISTRIBUTION OF SAFETY DIRECTIVES SHALL BE AS FOLLOWS:

- COPY TO THE CREW SUPERVISOR IN CHARGE OF THE SUBCONTRACT WORK
- COPY TO THE SITE SUPERINTENDENT
- COPY TO THE GENERAL FIELD SUPERINTENDENT
- COPY TO THE SUBCONTRACTOR'S HEAD OFFICE

5.2 ACCOUNTABILITY MEASURES

Employees of Barné Builders and Construction Inc. including sub-contractor employees working on sites will be held accountable for their actions and any violation of this safety policy. Those violating this safety policy shall be given notices, verbal and/or written, and penalties as follows:

<< NOTICE >>

Violations to the following represent a serious level of neglect and the crew supervisor or his competent replacement has the right to exercise a “ZERO TOLERANCE” policy and have the violator(s) dismissed from the project.

No further warnings are required or will be given:

Fall protection violations

Propane & Torch Handling violations

Hoisting and Rigging violations

a) **Barné Builders and Construction Inc. EMPLOYEES**

1st violation - a recorded verbal warning

2nd violation (same offence) - written notice

3rd violation (same offence) - a one day suspension from work and pay.

4th violation (same offence) - permanent dismissal from employment.

b) **SUBCONTRACTOR EMPLOYEES**

1st violation - a recorded verbal warning

2nd violation (same offence) - written notice to employee and employer a advising that further violation will require removal from site.

3rd violation (same offence) - permanent removal from site.

c) **ARCHITECTS/OWNERS AND REPRESENTATIVES**

1st violation - a recorded verbal warning

2nd violation (same offence) - written notice to individual and employer advising that further violation will require removal from site.

3rd violation (same offence) - removal from site.

These notices and penalties shall be enforced as written on all projects.

Dismissal of an employee shall be reviewed with a party of three (i.e. superintendent, management and safety committee member).

6.0 EMERGENCY NOTIFICATION AND RESPONSE PROCEDURES:

6.1 WORKSITE ACCESS AND ROUTING:

As soon as practical during the on-site mobilization process, the General Field Superintendent together with his crew supervisors (jobsite foreman), shall develop an emergency contingency plan specific to the site, with a route way plan to the nearest medical facility. This is for the purposes of transporting an injured worker for medical treatment, as well as for the directing of emergency vehicles to the accident scene. This map/plan should be kept on site, at the first aid station and be communicated to all employees and subcontractors.

6.2 WORKSITE EMERGENCY COMMUNICATIONS:

As early as practical, *Barné Builders and Construction Inc.* supervisory personnel, shall establish an emergency contact list specific to the project that shall contain the

following details, and shall be posted at the First Aid Station and contain:

- Telephone No. of the local Police
- Telephone No. of the local Fire Department
- Telephone No. of the local Hospital
- Telephone No. of the nearest Ministry of Labour office
- Telephone No. of the Air Ambulance (if applicable)
- Telephone No. of Barné Builders and Construction Inc. General Superintendent
- Telephone No. of the Barné Builders and Construction Inc. Safety Consultant
- Telephone No. of the Barné Builders and Construction Inc. Project Manager
- Telephone No. of the Barné Builders and Construction Inc. Office Manager

Note: While it is not a requirement, it is useful to contact the local Fire Department, Police and Ambulance authorities to introduce the project and include input where appropriate to facilitate an emergency response if required.

DEFINITION: - Reportable occurrences to the Ministry of Labour

An *EMERGENCY* is general defined as any event causing loss of life, immediate property loss or an immediate treat to the public or workers. Specifically, an *EMERGENCY* can be any of the following incidents as prescribe in section 11 of Ontario's Construction Regulations for the purposes of Section 53 of Ontario's Health and Safety Act. These prescribed incidences must be reported in to the Ministry of Labour.

6.3 NOTIFICATION TO THE MINISTRY OF LABOUR – Sec 11 of O.H.&S. Regs 213/91

It is the responsibility of the employer to call the Ministry of Labour by telephone or other means immediately and follow up with a notice of occurrence report within 48 hours of the following prescribed events:

- a) Any critical injury or death as defined by the Occupational Health & Safety Act.
- b) A worker falling a distance of three metres or more.
- c) A worker who falls and is arrested by a fall arrest system.
- d) A worker becoming unconscious for any reason.
- e) Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment [fuses, switches, disconnects].
- f) Contact by a backhoe, shovel, crane or similar lifting device or its load with an

an energized power line rated at more than 750 volts.

g) Structural failure of all or part of false work designed by, or required by the Act or its regulations to be designed by a professional engineer.

h) Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.

i) Failure of all or part of the structural supports or a scaffold.

j) Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.

k) Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.

l) Overturning or the structural failure of all or part of a crane or similar hoisting device.

6.4 NOTIFICATION PROCEDURES FOR EMERGENCIES:

The reporting and emergency response procedures to the authorities listed on the following pages shall be communicated to all members of our work force. It is very important for the crew supervisor to ensure that the accident scene is not disturbed or tampered with. The authorities will act vigorously to hold those accountable who tamper or disturb the accident scene. Accidents or incidents having occurred on any Barné Builders and Construction Inc. work site which fall within the following categories shall be reported as soon as practicable by telephone or facsimile.

A) FATALITY/CRITICAL INJURIES:

When an accident occurs which results in the critical injury or death of a worker, the following contacts must be notified immediately:

- Barné Builders and Construction Inc. CREW SUPERVISOR (FOREMAN)
- Barné Builders and Construction Inc. GENERAL SUPERINTENDENT
- Barné Builders and Construction Inc. VICE PRESIDENT OF OPERATIONS
- Barné Builders and Construction Inc. PRESIDENT
- THE NEAREST MINISTRY OF LABOUR OFFICE
- THE DIRECT EMPLOYER OF THE INJURED
- OUR PROFESSIONAL SAFETY INSPECTOR/CONSULTANT

B) MEDICAL AND LOST TIME INJURIES:

When an accident occurs which results an injury requiring medical aid to a worker, the following contacts should be notified:

1. Barné Builders and Construction Inc. CREW SUPERVISOR (FOREMAN)
2. Barné Builders and Construction Inc. GENERAL SUPERINTENDENT
3. Barné Builders and Construction Inc. VICE PRESIDENT OF OPERATIONS
4. Barné Builders and Construction Inc. PRESIDENT
5. THE PROFESSIONAL INSPECTOR/CONSULTANT

C) FIRST AID INJURIES:

For minor injuries requiring First Aid treatment only:

1. Barné Builders and Construction Inc. CREW SUPERVISOR (FOREMAN)
2. Barné Builders and Construction Inc. GENERAL SUPERINTENDENT
3. THE EMPLOYER OF THE INJURED WORKER IF A SUB-CONTRACTOR

D) INCIDENTS (*NEAR MISS*) WITH SERIOUS INJURY and/or PROPERTY DAMAGE POTENTIAL:

1. Barné Builders and Construction Inc. CREW SUPERVISOR (FOREMAN)
2. Barné Builders and Construction Inc. GENERAL SUPERINTENDENT
3. THE DIRECT EMPLOYER INVOLVED IF IT INVOLVES A SUBCONTRACTOR
4. THE PROVINCIAL MINISTRY OF LABOUR IF REQUIRED, AS PRESCRIBED.
5. THE PROFESSIONAL INSPECTOR/CONSULTANT

6.5 RESPONSE PROCEDURES FOR EMERGENCIES:

In an emergency involving an accident or incident the crew supervisor shall initiate notification procedures and assist in stabilizing the injured until medical help arrives. The following basic response procedures can be used with modifications to these procedures as required:

INJURIES REQUIRING *FIRST AID ONLY*:

1. HAVE THE DESIGNATED FIRST AID ATTENDANT TREAT THE INJURED PERSON AND RECORD THE PARTICULARS IN THE FIRST AID TREATMENT LOG BOOK.
2. INFORM THE INJURED PERSON TO NOTIFY HIS CREW SUPERVISOR OR HEAD OFFICE IMMEDIATELY IF, DUE TO COMPLICATIONS, HE VISITS HIS/HER DOCTOR.
3. PROVIDE THE INJURED PERSON WITH A TREATMENT MEMORANDUM IF THERE IS ANY POSSIBILITY HE MAY VISIT HIS DOCTOR AND INSTRUCT HIM/HER TO SIGN AND GIVE THE MEMORANDUM TO HIS/HER DOCTOR TO FILL OUT. THE TOP COPY OF THE MEMORANDUM SHOULD BE RETURNED TO THE EMPLOYER BY THE INJURED ON THE NEXT DAY.

INJURIES REQUIRING *MEDICAL AID*:

1. PROVIDE IMMEDIATE FIRST AID AND ARRANGE FOR TRANSPORTATION TO A MEDICAL FACILITY.
2. ALWAYS HAVE SOMEONE ESCORT THE INJURED PERSON TO THE MEDICAL FACILITY. HAVE THE INJURED PERSON SIGN THE TREATMENT MEMORANDUM AND GIVE IT TO THE ATTENDING DOCTOR TO FILL OUT.
3. PRESERVE THE ACCIDENT SCENE FOR AN ACCIDENT INVESTIGATION.
4. PHONE SENIOR MANAGEMENT AND REPORT THE CIRCUMSTANCES.
5. THE SUPERVISOR SHOULD THEN INVESTIGATE THE ACCIDENT AND MAKE A REPORT IN WRITING. SENIOR MANAGEMENT MAY HOWEVER ELECT TO FOLLOW-UP WITH A PROFESSIONAL INVESTIGATION. THE INITIAL INVESTIGATION SHOULD BE COMPLETED WITHIN TWENTY-FOUR HOURS.
6. FOLLOW-UP ATTENTION THE INJURED PERSON'S PROGRESS, THE WCB CLAIM STATUS AND THE POSSIBILITY OF RAPID RE-EMPLOYMENT THROUGH MODIFIED DUTIES SHOULD BE PERFORMED.

NOTE:

IT IS REQUIRED BY LAW TO REPORT AN INJURY IN WHICH MEDICAL AID WAS PROVIDED, TO THE WORKERS SAFETY & INSURANCE BOARD. THEREFORE, ANY FIRST AID TREATMENT WHICH BECOMES A MEDICAL AID SITUATION MUST BE REPORTED BY THE INJURED TO HIS CREW SUPERVISOR OR HEAD OFFICE IMMEDIATELY SO THE PROPER WSIB FORMS CAN BE PROCESSED.

CRITICAL INJURY RESPONSE PROCEDURES:

1. ASSESS THE SITUATION CALMLY AND TAKE COMMAND.
2. PROTECT THE ACCIDENT SCENE FROM CONTINUING HAZARDS, SUCH AS FIRE, LIVE WIRES, TRAFFIC, OPERATING MACHINERY, ETC.
3. PROVIDE FIRST AID TO THE INJURED, IF ANY, AS SOON AS POSSIBLE AND KEEP THE INJURED PERSON WARM.
4. ARRANGE FOR IMMEDIATE MEDICAL HELP:
Call the Ambulance at 911 or _____.
Call the Police at 911 or _____.
5. CALL THE CORPORATE HEAD OFFICE AT **(416)743-5370**, AND ADVISE SENIOR MANAGEMENT SO THEY CAN CONTACT THE MINISTRY OF LABOUR IMMEDIATELY AND NOTIFY THE INJURED PERSON(S) RELATIVES.
6. NOTIFY THE SAFETY REPRESENTATIVE/SAFETY COMMITTEE AND LOCAL UNION OFFICE (IF APPLICABLE).
7. HAVE SOMEONE MEET AND DIRECT THE AMBULANCE TO THE ACCIDENT SCENE.
8. FOR FOLLOW-UP PURPOSES, FIND OUT WHICH HOSPITAL THE INJURED WILL BE TAKEN TO AND HAVE SOMEONE THERE.
9. ISOLATE THE ACCIDENT SCENE BY BARRICADE, ROPE, CAUTION TAPE, ETC. AND POST A GUARD TO MAKE SURE NOTHING IS TAMPERED WITH UNTIL THE AUTHORITIES ARRIVE ON THE SCENE AND ALL INVESTIGATIONS ARE COMPLETED.
10. CO-OPERATE FULLY WITH ALL EMERGENCY CREWS AND MINISTRY OF LABOUR PERSONNEL.

NOTE: ONCE THE INJURED HAVE BEEN EFFECTIVELY LOOKED AFTER AND THE AUTHORITIES INFORMED, THE SITE SUPERVISOR AND HIS OR HER ASSISTANTS SHOULD BEGIN THEIR OWN INVESTIGATION AND OBTAIN WITNESS STATEMENTS WITHOUT INTERFERING IN THE MINISTRY OF LABOUR'S OWN INVESTIGATION.

6.6 CRITICAL INJURIES DEFINED

FOR THE PURPOSE OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ITS REGULATIONS, "CRITICAL INJURY" MEANS AN INJURY OF A SERIOUS NATURE THAT:

1. PLACES LIFE IN JEOPARDY.
2. PRODUCES UNCONSCIOUSNESS.
3. RESULTS IN SUBSTANTIAL LOSS OF BLOOD.
4. INVOLVES THE *AMPUTATION* OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
5. INVOLVES THE *FRACTURE* OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
6. CONSISTS OF BURNS TO A MAJOR PORTION OF THE BODY.
7. CAUSES LOSS OF SIGHT IN AN EYE.

NOTE: ANY TIME AN INJURED WORKER IS TAKEN BY OUTSIDE EMERGENCY SERVICES, WE WILL ASSUME THE INJURY TO BE CRITICAL IN NATURE.

6.7 **PRESERVATION OF WRECKAGE**

WHERE A PERSON IS CRITICALLY INJURED OR KILLED AT THE WORKPLACE, NO PERSON SHALL, EXCEPT FOR THE PURPOSES OF:

- A) SAVING LIFE OR RELIEVING HUMAN SUFFERING;
- B) MAINTAINING AN ESSENTIAL PUBLIC SERVICE OR A PUBLIC TRANSPORTATION SYSTEM; OR;
- C) PREVENTING UNNECESSARY DAMAGE TO EQUIPMENT OR OTHER PROPERTY; INTERFERE WITH, DISTURB, DESTROY, ALTER OR CARRY AWAY ANY WRECKAGE, ARTICLE OR THING AT THE SCENE OF OR CONNECTED WITH THE OCCURRENCE UNTIL PERMISSION TO DO SO HAS BEEN GIVEN BY AN INSPECTOR OF *THE MINISTRY OF LABOUR*.

6.8 **REPORTING A CRITICAL INJURY TO THE AUTHORITIES MANAGEMENT RESPONSIBILITIES:**

Where a person is killed or critically injured from any cause at a workplace, the constructor if any, and the employer shall notify an inspector from the MINISTRY OF LABOUR, in addition to the safety committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram, or other direct means and the employer shall within forty-eight hours after the occurrence, send to the director (MINISTRY OF LABOUR), a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe.

THE REPORT SHALL INCLUDE THE FOLLOWING:

1. NAME AND ADDRESS OF THE EMPLOYER AND CONSTRUCTOR.
2. THE NATURE AND CIRCUMSTANCES OF THE OCCURRENCE AND A DESCRIPTION OF THE BODILY INJURY SUSTAINED.
3. A DESCRIPTION OF THE EQUIPMENT AND/OR MACHINERY INVOLVED.
4. THE TIME AND PLACE OF THE OCCURRENCE.
5. THE NAME AND ADDRESS OF ALL WITNESSES TO THE OCCURRENCE.
6. THE NAME AND ADDRESS OF THE PERSON WHO WAS KILLED OR CRITICALLY INJURED.
7. THE NAME AND ADDRESS OF THE PHYSICIAN OR SURGEON, IF ANY, BY WHOM THE PERSON WAS OR IS BEING ATTENDED FOR THE INJURY.
8. THE STEPS TAKEN TO PREVENT A RECURRENCE.

IMPORTANT:

THE EMPLOYER SHOULD DRAW THEIR ATTENTION TO CONTACTING THE AUTHORITIES:

- A) IMMEDIATELY BY TELEPHONE, FACSIMILE, ETC.
- B) AND PROVIDING A REPORT OF OCCURRENCE WITHIN FORTY-EIGHT (48) HOURS.

7.0 OUR ACCIDENT INVESTIGATION PROGRAM:

DEFINITIONS:

First Aid: Includes any one time treatment and follow-up visit for the purpose of observation of minor scratches, cuts, burns, etc.

Medical Aid: Any treatment that requires a physician or a medical practitioner's attention.

Lost Time: Is any occupational injury or illness which results in the employee being unable to work their next regular shift due to any on-site work related injury or illness.

Critical Injury: Any injury that

- A. places life in jeopardy
- B. produces unconsciousness
- C. substantial loss of blood
- D. fracture of leg, arm, hand or foot (not a finger or toe)
- E. involves amputation
- F. burns to a major portion of the body
- G. causes loss of sight

Note: Any time an injured worker is taken by outside emergency services, it is to be assumed that a critical injury has occurred.

It is a Barné Builders and Construction Inc. policy that any incident or any injury resulting from an accident be promptly reported to the General Superintendent by the crew supervisor and investigated forthwith. For injuries or incidents caused by or involving subcontractors on our projects, an investigation report containing all pertinent information and measures to prevent a recurrence shall be forwarded to the General Superintendent within TWENTY-FOUR HOURS. The General Superintendent in collaboration with the crew supervisor and our professional health and safety consultant is responsible for evaluating the cause of all accidents/incidents and the possible effect on other workers doing similar tasks, so preventative measures can be implemented to prevent a recurrence. The first obligation is to the injured worker to ensure that assistance and proper first aid attention is provided without hesitation. If the accident is of a critical nature the crew supervisor should secure the area including any tools and equipment involved and calls for an ambulance. The crew supervisor should ensure the accident scene is left undisturbed and the various contacts made as per our reporting procedures. It is the responsibility of the project superintendent and the crew health and safety representative to ensure preventative measures are taken to prevent a recurrence. The Health and Safety Committee shall ensure recommendations generated from our incident and accident investigations, are carried through and applied as required.

CONDUCTING THE INVESTIGATION

Once the crew supervisor has dealt with the immediate matters regarding the treatment and transportation of the injured worker, he shall contact the head office of Barné Builders and Construction Inc. and report as per the procedures outlined above. The crew supervisor shall participate in the following investigation duties:

- After securing the accident scene the crew supervisor should pictorially document the accident scene through the use of a camera.
- The crew supervisor shall interview any workers involved and any witnesses to the accident in the accompaniment of the crew labour safety representative.
- Written witness statements shall be taken and an assessment of the accident scene shall be conducted by the crew supervisor to determine the primary and secondary causes (contributing factors).
- The information collected shall be recorded on our standard supervisor's accident investigation form and the report forwarded to management as soon as possible.
- The crew supervisor shall provide recommendations on the measures to be taken to prevent a recurrence.
- Once management, together with any authority involvement concludes on the remedial action to be taken, management shall ensure such remedial action is implemented. Management will also ensure the facts of the accident are communicated to the general workforce for the purpose of education.

8.0 HOUSEKEEPING POLICY:

Barné Builders and Construction Inc. will not tolerate an untidy worksite. It is the responsibility of each direct and sub-contractual crew supervisor to clean up their respective work areas on a daily basis or as often as necessary to maintain a hazard free surfaces. If for any reason such clean up does not occur by a subcontractor crew, Barné Builders and Construction Inc. will undertake the clean-up work on behalf of the delinquent sub-contractor and back-charge accordingly. No warnings need be given prior to such action, however, our standard clean up directive may be used *initially* to order subcontractors and remind them of their responsibility and of our intended action. Route ways shall be maintained at all times to prevent a hazardous condition and appropriate measures shall be taken to isolate waste disposal areas and bins from public access. The heights and exposure to possible high winds dictate the necessity to exercise extreme precaution in safety storing material and containing debris.

9.0 CORPORATE SITE INSPECTIONS AND REPORTS:

9.1 SAFETY INSPECTIONS:

It is Barné Builders and Construction Inc. policy to perform work in the safest possible way, consistent with good construction practice. The health and safety of all members of the construction team, the general public, as well as the protection of associated properties is the responsibility of our supervisory personnel. To ensure the safest possible conditions exist on our projects, all personnel associated to the construction team must understand and strictly adhere to Barné Builders and Construction Inc. health and safety policy procedures.

Barné Builders and Construction Inc. reserves the right to remove anyone who causes an unsafe condition to exist, or who refuses or neglects to perform in a manner consistent with the regulatory standards of Ontario's Occupational Health and Safety Act, its regulations and this safety policy.

To ensure that safe working conditions and practices exist on our projects, safety inspections shall be conducted at all Barné Builders and Construction Inc. Work sites. These safety inspections shall be conducted either by Barné Builders and Construction Inc. supervision or a professional safety consultant. These inspections may be:

- a) pre-started inspection of project's setup.
- b) Occasional unannounced inspections and shall cover all work areas.
- c) Planned general inspections at a frequency of once a week per site.

A classification system for grading the safety inspection findings shall be as follows:

"A" = Life threatening (requires immediate attention)

"B" = Potential for personal injury or loss (require immediate attention)

"C" = Hazard Alert (corrective action necessary as soon as possible)

The inspection report shall be completed and signed by the person conducting the inspection and be reviewed/signed by the project superintendent. A copy of the worksite safety inspection report will be distributed to the Project Superintendent.

9.2 SAFETY FORMS:

THE FOLLOWING FORMS ARE TO BE USED WHEN REQUIRED:

- Postings & Documentation checklist
- Hazard Analysis forms
- Crew safety talks on tasks
- Roofing Pre-Job Planning Checklist

10.0 TOOLS, EQUIPMENT & VEHICLE/MACHINE MAINTENANCE:

The General Superintendent in collaboration with the maintenance foreman at our shops is responsible for ensuring that all plant and work site equipment is maintained in a safe operating condition which meets or exceeds all requirements of the Occupational Health and Safety Act and its Regulations, as it pertains to the safe operation of the equipment. The General Superintendent shall monitor and control the inspection, service, maintenance and testing of any machine or equipment prior to being used on any project start up. All tools and equipment owned or leased by Barné Builders and Construction Inc. shall be maintained in first class condition; and the General Superintendent shall ensure that only a competent person is allowed to service our equipment and approved its mechanical fitness. The General Superintendent shall also review and keep current the logbooks, certificates of authorization, service records and safe operating procedures of our equipment to ensure compliance with all legislative requirements. A list of all equipment requiring maintenance records and the dates when such maintenance records have been updated shall be maintained.

Defective Tagging Program:

A defective equipment tagging system shall be implemented by all crew foremen and any equipment requiring repair or replacement (at the judgment of the crew supervisor or other competent person) shall be tagged. Such tags shall include:

- The name of the person tagging the equipment.
- The date and time of removal from service.
- The description of the problem with the piece of equipment.

NOTIFICATION AND TAGGING PROCEDURE:

Once a worker or supervisor recognizes a piece of equipment is not functioning properly or exhibits defects, the equipment shall be tagged as defective and sent to our shops or a qualified facility for repair. The worker shall notify the supervisor so he or she can place a defective tag that is made up of the following:

the defective tag shall be red in colour and exhibit the words

"OUT OF SERVICE"

the defective tag shall have space on it to record the issuer's name, date of tagging and nature of the defect.

the approval tag shall be green and exhibit the words,

"OK TO USE"

the approval tag shall have space on it to record the issuer's name, date of tagging and description, issuer's name

All tools, equipment or vehicles owned and/or operated by sub-contractor companies on a Barné Builders and Construction Inc. worksite shall also be maintained in first class working condition and a defective tagging system implemented also. The sample equipment inspection log sheet below could be used to keep accurate records of service and maintenance.

SAMPLE INSPECTION MAINTENANCE LOG

DATE OF MANUFACTURE: _____

MODEL NUMBER: _____

DATE PURCHASED: _____

INSPECTION DATE INSPECTION ITEMS

NOTED

CORRECTIVE ACTION MAINTENANCE

PERFORMED

Approved By:
Approved By:
Approved By:
Approved By:
Approved By:
Approved By:
Approved By:
Approved By:
Approved By:
Approved By:

11.0 MODIFIED WORK & VOCATIONAL REHABILITATION

It is the policy of *Barné Builders and Construction Inc.* to offer light duty in all cases after proper Medical permission has been given to the injured worker. After the accident report has been filled out and the proper forms have been submitted the employee will have a letter sent via courier of possible light duty functions. This letter will also be forwarded to the applicable W.S.I.B. adjudicator. It is the responsibility of the worker to respond to his or hers intentions. Modified work is any job or combination of tasks that an employee, who suffers from a partial disability, may perform on a temporary basis without risk of re-injury to them or others. This work may consist of regular tasks that have been changed or redesigned for an employee participating in a modified work program. There may be a reduction in time or volume of work performed however, the work must be productive and the results must have value.

Modified Duties: General modified duties can include but are not limited to work in the office, shop, site or office, housekeeping activities, inventory control, supervisory assistance or work helper, work a normal job with a helper, records control or shipping and receiving

In the event the injured worker does not participate in the company's light duty program, all applicable medical documentation must be provided immediately.

11.1 CARE AND REHABILITATION OF INJURED WORKERS: MONITORING THE INJURED WORKER:

To promote the care and rehabilitation of our injured, it is essential that the best medical care and response be available for each project. It is the responsibility of Barné Builders and Construction Inc. and each subcontractor employer to provide adequate First Aid facilities and qualified (trained) First Aid personnel, consistent with their scope of work. We believe that follow-up attention and rehabilitation of injured workers is critical to a good safety program. Barné Builders and Construction Inc. performs these activities, and encourages others to do likewise. The Project Superintendent continues to be responsible to the injured employee and is expected to keep in contact with the injured worker, monitor his/her recovery and as soon as the worker is able, accept the worker back on the work site. Barné Builders and Construction Inc. will monitor the injured worker's recovery process through medical progress reports, discussions with the doctors and adjudicators of the WORKERS SAFETY & INSURANCE BOARD, and others, in an effort to ensure the worker's earliest possible return. Barné Builders and Construction Inc. supports rapid re-employment measures and will implement them when possible.

11.2 SPECIFIED MODIFIED WORK & LIGHT DUTIES SELECTION

The following work breakdowns are intended to outline principle work descriptions that may match the "Functional Abilities Form" produce by the injured worker's doctor of the WSIB. The work descriptions below are not all inclusive, there may be other opportunities for light duty work that may become apparent through collaboration with the WSIB case worker whose partial function

is to assist employers and workers in establishing suitable modified work for the injured worker(s).

1) Employee's Regular Crew:

- a) General clean up: Light sweeping, clearing debris – decks, interiors or grounds
- b) Roof application: Application of adhesives, broom felts, mechanical fastenings
- c) Kettle operations: Safety watch, propane control, temperature checks, filling five gallon pails, fire watch, signaling.
- d) Tanker operation: Propane control, safety watch, fuel checks and fills, temperature monitoring, signaling
- e) General safety: co-ordinate interior protection of equipment, fire watch, setting up and monitoring public way protection, conduct safety inspections.

2) Modified Duties for Office Work:

- 1.0 Picking up drawings, tender documents and various other documents
- 1.1 Employee receives instruction by person or phone
- 1.2 Employee drives vehicle to instructed location – picks up documents
- 1.3 Employee delivers the documents to the office
- 2.0 General assistance to estimators
- 2.1 Employee places the drawings on the drawing table
- 2.2 Employee studies the drawings
- 2.3 Employee performs non-complex calculations under estimator's instructions
- 2.4 Employee occasionally accompanies estimator to a field trip to verify instructions
- 3.0 Delivery of tenders and other documents
- 3.1 Employee receives instructions in person or by phone
- 3.2 Employee drives a vehicle to desired location and hands over tenders and other documents
- 3.3 Employee returns back to the office

3) Modified Duties for Production Shop & Warehouse:

- 1.0 General stock control
- 1.1 Worker insures inventory count of stock located in the warehouse section of the shop
- 1.2 Worker stores shop materials using forklift, shop dolly, roll-away ladder and manually
- 1.3 Most items weigh less than 10 kg and are not considered bulky
- 1.4 Worker stores shop materials under 10 kg manually
- 1.5 For items heavier than 10 kg, assistance will be provided if needed
- 1.6 Worker keeps inventory materials up to date
- 2.0 Filling "Job Card" accessory list (a list of items to be prepared and shipped to job site)
- 2.1 Worker receives job card
- 2.2 Worker ensures all "job card" items are prepared for shipping

- 2.3 Worker achieves task using forklift, shop dolly, roll-away ladders or manually.
- 2.4 Manual lifting involves items less than 10 kg in weight and considered not bulky.
- 2.5 Worker complete the shipping paper work
- 3.0 Priming metal flanges, gravel stop and sleeves
- 3.1 Worker obtains any of above listed items from the shelving
- 3.2 Worker applies coat of primer over item surface (spray or brush)
- 3.3 Worker places primed item back on shelf
- 3.4 Items are less than 2 kg in weight and easy to handle
- 3.5 Tasks allow frequent change of posture by sitting or standing

4) Modified Duties for the Maintenance Shop

- 1.0 General hand tool repairs
- 1.1 Worker inspects hand tools such as drills, hammers, axes, spades and ensures the tools are in good working order and free from defects
- 1.2 Upon detecting damaged or defective tool, worker places the tool on the work table and begins repair
- 1.3 Repaired tool is placed into repaired tool bin
- 1.4 Worker complete the paper work
- 2.0 Parts washer station
- 2.1 Worker collects small engine parts
- 2.2 Worker places small engine part into the cleaning tank
- 2.3 Worker adds cleaning solution to cleaning tank
- 2.4 Worker cleans small engine parts
- 2.5 Worker places clean, small engine parts on the mechanic's work bench
- 3.0 Assisting the mechanics personnel
- 3.1 Worker gathers and organizes tools under mechanic's direction
- 3.2 Worker assists in light repairs
- 3.3 Worker supplies parts to the mechanic
- 3.4 Worker cleans the work area by light sweeping and collecting debris
- 3.5 Worker disposes debris into a debris container
- 3.6 Worker places tools back on the tool rack and tool cabinet

Barné Builders and Construction Inc. is dedicated to accomplishing its full role and commitment to the Corporate Health and Safety Policy and with our Rapid Return to Work program, in bringing injured and physically impaired personnel back to their fullest possible potential and thereby recognizing that every employee's success is the company's success. We recognize that in some situations the injured employee may have to be trained in a another vocational role within our company and we shall assist the WSIB in this goal.

11.3 WORKER SUBSTANCE ABUSE PROGRAM

It is the policy to assist any Barné Builders and Construction Inc. employee in dealing with substance abuse. We recognize the inherent dangers to other

workers who work with a worker who is impaired through substance abuse, as well as the personal problems associated with the substance abuser.

All crew supervisors and worksite superintendents are to keep a watchful eye for any signs or symptoms associated with possible substance abuse by workers on our work sites. Barné Builders and Construction Inc. has a zero tolerance policy toward drinking (or other substance abuse) on the worksite. If a worker is suspected of being under the influence or found with alcohol etc. he/she will be immediately removed from the job site.

Our company management will follow these procedures:

- a) The site supervisor will discuss the situation with the shop steward or labour safety representative of the crew or the Joint Health and Safety members. These people will talk and assess the problem. Where a third party concurs that the employee is unfit for work, the employee should be taken home.
- b) Where there is not an agreement after the third party assessment, assistance will be obtained from the certified members of the Joint Health & Safety Committee.
- c) The employee will be made to understand that our management cannot allow him to continue working until he seeks medical attention and treatment to eliminate his dependence or practice of substance abuse. The worker will be suspended from working until his treatment is completed and his reliance to the substance in question is over.
- d) Management will assist in setting up such treatment necessary in collaboration with the substance abusers family doctor and such local substance abuse clinics as (WITH COMPLETE CONFIDENTIALITY):
 - DeNovo Treatment Center 1-800-933-6686
 - Addiction Research Foundation 1-800-463-6273
 - Ontario Drug and Alcohol Registry of Treatment 1-800-565-8603

12.0 OUR FIRST AID PROGRAM

12.1 FIRST AID RESPONSIBILITY ROLES:

GENERAL SUPERINTENDENT RESPONSIBILITIES:

The general superintendent shall ensure that there is a sufficient number of first aid trained for company operation. Every workplace location in the field shall have at least one work in each crew, trained in standard first aid. The general superintendent should post a Form 82 - "IN ALL CASES OF INJURY" poster at the shop. This form outlines the responsibilities and obligations of both the worker and the employer when an injury occurs at the work site.

Re-certification program log:

The general superintendent shall also ensure that a re-certification log is maintained and indicates when these trained first aid attendants are required to re-certify. All formal first aid certificates shall be posted on the shop wall for display.

Formal reporting and submission procedure:

The general superintendent shall ensure that the supervisors and workers under him report all injuries, and that the WCB accident report form is properly completed and submitted to the WCB, through office channels, within three days of the accident being report by the worker.

CREW SUPERVISOR (FOREMAN) RESPONSIBILITIES:

The crew supervisor shall ensure that there is a first aid kit and trained first aid attendant on duty for his crew at all times. The crew supervisor shall also ensure his first aid attendant(s) carry their proof of training with them at all times. The crew supervisor shall also ensure transportation is provided to any injured worker requiring going to the hospital, the doctor's office or to his home. It is in the best interest of Barné Builders and Construction Inc. that the worker is accompanied to the medical facility by a person assigned by the crew supervisor or management, to inform the doctor of our modified duty options and to be briefed on the worker's condition.

FIRST AID ATTENDANT RESPONSIBILITIES:

The first aid attendant shall ensure that workers that are injured are properly attended to and the treatment/advice is recorded on the first aid treatment log, which should be kept on site, in the first aid kit at all times.

First Aid Treatment Log:

The first aid treatment record log must indicate the name of the worker, the nature of the injury, date/time of occurrence, date/time injury was reported, date/time of treatment, nature of treatment rendered and the name of the person rendering the treatment. This is a confidential document and must be treated as such. Once the record log has been filled, or the project completed, the record

must be forwarded to Barné Builders and Construction Inc. Office management for filing. By law it must remain filed for one year.

First Aid Kit Maintenance:

The first aid attendant is also responsible to ensure the first aid kit is of adequate size and shall maintain the required components in the first aid kit. The required contents of the kit are defined by the FIRST AID REGULATIONS (1101) of the WORKERS SAFETY AND INSURANCE BOARD, according to the size of workforce at the project. He shall inform his foreman of any supplies required.

12.2 FIRST AID REQUIREMENTS FOR SUBCONTRACTORS:

Unless otherwise instructed, each subcontractor company shall provide their own first aid equipment and trained first aid attendants (workers) as per the WCB First Aid Regulations, which require all employers to provide first aid coverage.

12.3 MEDICAL TREATMENT MEMORANDUM:

If first aid is insufficient to treat the injured worker and the worker requires the services of a physician, the crew supervisor must assure that the injured worker (if able) signs the treatment memorandum form and that the attending physician receives a copy of the signed form to fill out. This treatment memorandum form permits the doctor to release information to Barné Builders and Construction Inc. regarding the worker's condition, as well as giving a written account of the status of the worker's injuries and modified work capabilities. The doctor also has the option to return the worker to modified duties for a specified period of time as our treatment memorandum relates to the doctor that those duties are generally available. It is the General Superintendent's responsibility to try to accommodate the injured worker's restrictions as prescribed by the attending Physician. Please ensure the worker signs in the upper right hand corner of the treatment memorandum form, *before* he leaves the site to visit the doctor. A copy of the signed form should be transmitted to the Workers Compensation Board for their records.

12.4 REQUIRED COMPONENTS FOR OUR SHOP FIRST AID KITS

This type and size of first aid kit shall be supplied at our headquarter operations offices and shops. Place a check mark to any item requiring replacement

First Aid Kit Checklist 15 to 200 employees

- (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station which a first aid box containing as a minimum:
 - (a) A current edition of a standard St. John ambulance First Aid Manual;
 - (b) 24 safety pins;
 - (c) 1 basin, preferably stainless steel; and
 - (d) dressings consisting of:
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,

- (iii) 12 rolls of 1 inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inch square,
 - (v) 8 rolls of 2 inch gauze bandage,
 - (vi) 8 rolls of 4 inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding
 - (xi) 1 roll-up splint
- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent

12.5 First Aid Kits for our company vehicles and projects

This size and type of first aid kit shall be supplied to all our company vehicles and roofing projects where crews are between 5 and 15 workers. Place a check mark to any item requiring replacement

First Aid Kit Checklist 5 to 15 employees

- (1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum:
- (a) a current edition of a standard St. John ambulance First Aid Manual;
 - (b) 1 card of safety pins; and
 - (c) dressings consisting of:
 - (i) 24 adhesive dressings individually wrapped,
 - (ii) 12 sterile gauze pads, 3 inch square,
 - (iii) 4 rolls of 2 inch gauze bandage,
 - (iv) 4 rolls of 4 inch gauze bandage,
 - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (vi) 6 triangular bandages
 - (vii) 2 rolls of splint padding, and
 - (viii) 1 roll-up splint

12.6 FIRST AID TREATMENT RECORD LOG

WSIB First Aid Regulation 1101 – Section 5 states:

"Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given." Use this treatment log sheet below. Tape this record sheet to the back of the front cover of the first aid kit box so it is always available.

13.0 CORPORATE HEALTH & SAFETY RULES

A MESSAGE TO EMPLOYEES AND SUBCONTRACTORS:

It is the policy of *Barné Builders and Construction Inc.* to insist that all employees understand and strictly adhere to the provisions of the Occupational Health and Safety Act for Construction Projects and its Regulations. The duties and responsibilities of the supervisor, worker and employer, legislated in the Occupational Health and Safety Act, are of particular importance. Below, are the some of the most fundamental of our Corporate Safety Rules. Know them and adhere to them. Your crew supervisor or General Field Superintendent will inform you of any additional safety rules and procedures.

PERSONAL SAFETY RULES

NOTE: ALL INJURIES AND INCIDENTS OR ACCIDENTS NO MATTER HOW MINOR MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.

1. Approved class "B" hardhats and "Green Patch" - C.S.A. approved footwear with toe and sole protection, must be worn at all times while you are on the project.
2. Appropriate work gloves must be worn when handling and using tools and materials, which may cause injuries to your hands.
3. Face shields or goggles must be worn when grinding, cutting, concrete chipping, handling hot substances or if involved in any other operation which poses a risk of injury to your eyes.
4. For your protection on the job, do not wear:
 - LOOSE CLOTHING OR CUFFS
 - GREASY OR OILY CLOTHING
 - TORN OR RAGGED CLOTHING
 - FINGER RINGS, BRACELETS OR NECK CHAINS
5. Personal clothing shall be construction clothing suitable to afford full protection to the skin. Wearing of short pants and short sleeve shirts or removal of shirts is not permitted. Remember to cuff your pant and shirt lengths over your gloves and boots.
6. Kettle men are required to wear long sleeve shirts, gloves with elasticized cuffs, facial protection shields, a respirator and proper hearing protection.
7. Any worker who is in danger of inhaling hazardous particles or fumes must wear the proper respiratory protection.
8. Any worker exposed to loud noise of high decibel ratings, beyond acceptable duration, must wear the proper hearing protection.
9. Other personal protective equipment, such as safe belts and body harnesses, respirators, reflective vests, floatation vests, ear protection devices, etc., must be worn as required by the Occupational Health and Safety Act and its regulations.
10. Non-prescription drugs or alcohol will not be allowed on the job and any employee found to in possession of, or under the influence of, drugs or

alcohol, will be refused from working and is liable to be severely disciplined or terminated from employment or may be assisted through a rehabilitation program.

11. If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor, for corrective action.
12. No person shall jump from one level to another. Proper access/egress shall be by ramp, runway, stairs, or ladder, and anyone discovered doing this will be reprimanded and subject to immediate termination from employment.
13. Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.
14. When attempting to lift heavy material, always seek assistance from fellow workers or use adequate mechanical lifting devices. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.
15. Do not engage in any prank, contest, and feat of strength, unnecessary running or boisterous conduct.
16. Do not remove or make ineffective, any protective device, equipment or thing, required by your employer or the Occupational Health and Safety Act and its regulations unless the appropriate safety measures are taken for the protection of all workers. Report any the presence of any missing or defective, protection device, immediately to your Supervisor.
17. Never work at heights if you are afraid to do so, or if you are ill or subject to dizzy spells. Tell your crew supervisor. He will respect you for being honest and assign you to other suitable work. Always work within your limitations.
18. Smoking is strictly prohibited near flammable substances and storage areas.
19. Obey all safety signs and posted instructions/procedures. They are there for your information and protection. Contact your foreman, should you require signage, caution tape or other devices, to warn others of your work operation.
20. Always work in adequately illuminated conditions. Use portable lighting stations in un-serviced areas. No one should ever be allowed to work in the dark.
21. Always use the "buddy system" to avoid working alone. If it is necessary to do so, arrangements should be made to check on the worker at fifteen minute intervals, by the worker's foreman. Confined space work however, requires constant tendering of the isolated worker(s) and there are strict regulated procedures to follow in this kind of situation. Check with your foreman for detailed instructions before entering any confined space.
22. Always ensure all slab or roof openings are either securely covered or guard railed.

23. Always ensure you are protected from falling while working at openings and floor or roof edges, if heights exceed eight feet. Temporary barriers, guard railing, travel restraint or fall arrest protection will be required, depending on the circumstances.
24. Ensure that all permanent, temporary wiring or electrical extension cords are in good condition, properly grounded and insulated before use.
25. Always ensure that ground fault circuit breaker interrupter devices are used when operating power tools outdoors or in wet locations.

ROOFER'S SAFE EQUIPMENT SETUP AND USE

1. The operator of any equipment is responsible for the safe use and operation of the equipment. The supervisor must ensure proper instruction and training is provided.
2. Ladders are to be of sound construction, free from cracks or other defects and secured top and bottom before use. Always keep ladder landings free of obstructions and ensure it extends at least three feet above the top landing. Ladder rungs are to have a minimum 6 inches of clearance from any surface.
3. Always maintain three point contact when ascending or descending a ladder. Do not attempt to carry materials by hand when using a ladder.
4. All workers are responsible to ensure they setup proper fall protection equipment before attempting to work near roof edges. A temporary barrier shall be placed in the immediate work area at least two meters away from the perimeter of the roof and this barrier shall consist of portable weighted posts, spaced at eight foot intervals and support a taut chain, cable, or rope that is set at 1.1 meters above the roof level. Do not use caution tape for this purpose.
5. Piping that supplies hot tar or bitumen to a roof shall be securely fixed and supported to prevent its deflection and if the piping is within two meters to the roof edge, a guardrail shall be provided for the workers protection.
6. A hoist used on a roof shall have a guardrail installed on both sides of the frame at the edge of the roof and shall be positioned in such a way that the hoist cable is vertical at all times while a load is being hoisted. Only a competent worker shall operate a material hoist.
7. Counterweights used on a roofer's material hoist shall be suitable for the purpose, shall not consist of roofing or other construction material, shall be securely attached to the hoist and shall provide a safety factor against overturning of three or more.
8. Fully charged fire extinguishers of the 4A40BC type shall be kept readily accessible at the following work site locations:
 - a) where flammable or combustible materials are stored, handled or used.
 - b) where welding or open-flame operations are carried on.
 - c) Where fuel-fired internal combustion equipment is used.
 - d) On each story of an enclosed building being constructed or altered.

PROPANE CYLINDER SET-UP AND USE.....

1. All propane cylinders, empty or full, must be kept in an upright position and secured at all times and the valves of these cylinders should be kept closed when not in use.
2. Gloves should be worn when handling cylinders, fittings or valves.
3. Propane cylinders should be kept at least ten feet away from heat sources such as roofing kettles. Always face the safety relief disk on cylinders, away from the kettle.
4. Use only approved hoses and fittings for liquid propane and protect it from heat or damage. When worn or damaged ensure they are replaced.
5. Propane tankers should be kept at least 25 feet away from heat sources.
6. No cylinders of compressed gas shall be dropped, hoisted by slings or magnets or transported or stored in a horizontal position.
7. No arch welding electrode or ground lead shall be hung over a compressed gas cylinder.
8. Always be aware of the load carrying capacity of roofs and flooring. Be sure it will support you and the loads applied to it. Check with your supervisor if in doubt.
9. Never light propane burners while it is in the burner well, a fuel flashback may occur.
10. Never use water on burning bituminous materials such as asphalt and coal tar pitch.
11. Treat hot bituminous materials with respect. You are handling it at 400 degrees plus.
12. Be very aware of any power lines around you when handling materials on roofs or on the ground. Many workers are electrocuted this way every year.
13. Never attempt to repair equipment while the motor is running or when it is plugged in.

NOTE: If ever in doubt as to the safe methods to be used in handling materials, equipment or performing a task, always seek assistance from your supervisor.

HOUSEKEEPING PRACTICES AND SETUP.....

1. Objects are not to be placed or left where it is likely to endanger a worker.
2. Reusable and waste material and debris on a project shall be removed to a disposal or storage area as often as necessary to prevent a hazardous condition.
3. Rubbish, debris and all other materials shall not be permitted to fall freely from one level to another but instead lowered by a chute or in a container.
4. Signs with lettering at least 6 inches in height containing the words "DANGER WORK OVERHEAD" or "DANGER DUE TO _____", in clear legible letters shall be posted in prominent locations and in sufficient numbers to warn workers of a hazard on a project
 - a) Adjacent to a hoisting area

- b) Under a suspended scaffold
 - c) At the outlet of a chute
 - d) Or at other locations hazardous to workers or public
5. a chute used for the disposal of materials and debris shall be adequately constructed and rigidly fastened in place. A chute shall be enclosed on its four sides if its slope exceeds a gradient of 1:1 (45 degree) to the horizontal. Refer to the regulatory standards for further details of chute component and dimensional requirements.
 6. Nails or other items that protrude from surfaces and endanger a worker shall be removed.
 7. Maintain and keep route ways to all work areas free of obstructions and slippery surfaces.
 8. Remember! Anything broken down fine enough could be harmful to your health. When sweeping, blowing debris clear, or ripping material; use suitable respiratory protection as required for your protection.

MATERIAL HANDLING GUIDELINES.....

1. All employees on our work sites must carry proof of generic WHMIS training and be instructed specifically how to store, use, handle and dispose of hazardous materials at the workplace.
2. Be aware of smoking restrictions around flammable materials.
3. When in doubt about proper procedures in handling a hazardous material, always refer to the MSDS (Material Safety Data Sheet) or ask your supervisor.
4. Use all the personal protective equipment and control measures required for the safe use of the hazardous material you will be handling.
5. Heavy lifts should be done with the assistance of others or through the aid of mechanical lifting devices. Your back is very susceptible to injury in a bent position.
6. All materials and equipment should be stored, moved, piled or transported in a manner which will not endanger workers.
7. No material on a work site shall be piled or left within 1.8 meters (six feet) to an edge of a floor, roof, balcony or excavation.
8. When lifting, remember to keep your back erect and lift with your legs. Avoid torsional rotation of your back while lifting materials. Seek help if necessary and never lift beyond your limitations.
9. Keep your respective areas clean and free of trip or slip hazards.
10. Use the appropriate methods for the safe disposal of hazardous materials. Ask your supervisor if in doubt.
11. Unused material should be returned to the manufacturer or safely stored.
12. Be aware of concentration hazards when using hazardous materials in confined spaces and take all the appropriate measures for confined space work.
13. Store and secure all compressed gas cylinders in an upright position with valves closed. Spent compressed gas cylinders should not be stored inside a building.

14. A container for a combustible, corrosive, flammable or toxic substance shall be suitable for what it will contain and be clearly labeled to identify:
 - a) the substance
 - b) its hazards
 - c) safe handling precautions
 - d) A reference to refer to the substances Material Safety Data Sheet.

SCAFFOLDING COMPLIANCE GUIDELINES.....

1. The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.
2. All scaffolds should be supported on solid surfaces or compacted ground.
3. Have footings, sills or supports that are sound, rigid and capable of supporting two times the maximum anticipated load without settlement or deformation of the scaffold.
4. Be tied (secured) to the building at vertical intervals, not exceeding three times the least lateral dimension of the scaffolding. If this is not possible, guy lines or outriggers or other suitable means shall be used.
5. Have all foot plates, screw-jack legs, coupler pins, braces, castors and brakes installed in accordance to the manufacturer's instructions.
6. Have all work platforms equipped with guardrails consisting of a top rail, middle rail and toe board.
7. Access to all work platforms shall be provided by ladders of suitable length and secured top and bottom to prevent lateral movement.
8. All platforms shall consist of rough sawn (2" X 10") planking of No. 1 grade spruce quality and be secured from slipping by cleating or other means.
9. Heavy materials placed on scaffold platforms shall be situated directly over framing without exceeding the material unit stress of scaffold components.
10. All platforms and ground areas shall be kept free of obstructions, debris and slippery materials to prevent slip/trip hazards and maintain clear route ways.
11. Workers shall wear and use safety full body harnesses attached to the project or framing (if suitable), when erecting or dismantling scaffolds at heights above three metres.
12. Work platforms at heights below eight feet must be at least 18" inches wide and if the platform is situated over the eight-foot height, the platform must consist of planking laid tightly side by side, the full width of scaffold frame.
13. All scaffold components should be supported with documentation by the manufacturer or from a professional engineer, verifying their load rated capacity, including the scaffold's bracing layout instructions.

HOT WORK PERMITS

Before proceeding with any open flame operation, including torch cutting or welding, all workers must check with Barné Builders and Construction Inc. crew supervisor to determine if hot work permits are required.

PROTECTING WORKERS FROM PROTRUDING OBJECTS.....

Protruding objects exists in varying forms on a construction project and all efforts must be made to protect workers from such objects such as rebar dowels, protruding nails sharp metal edging, etc.

SIGNAL MAN TRAFFIC CONTROL

Around heavy truck and equipment, a competent signalman is required when the operator's view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. A international orange retro-reflective vest shall be worn the signalman and he or she shall not perform any other work while acting as a signaler.

NO SMOKING RULING

All direct hired and subcontracted employees shall adhere to Ontario's Smoke Free Act the prohibits people from smoking tobacco in enclosed public areas and enclosed workplaces. It is now a legal duty that employers enforce this regulation.

WOOD TROUGH CAPS.....

Recommend capping of protruding objects such as rebar dowels.

14.0 FALL PROTECTION PROGRAM STANDARDS

WARNING!

No worker shall expose himself to heights greater than three metres when working near an edge to an unguarded floor, roof, platform, opening or ladder without first providing travel restraint, fall arrest or guardrail protection. Any person found doing so shall be subject to disciplinary action.

EQUIPMENT STANDARDS AND SET-UP:

All safety belts, full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A. label. Safety harnesses and belts are to be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyards are to be 5/8" diameter nylon or equivalent. The lanyard or lifeline/lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs minimum for fall arrest protection purposes. The length of the line system should be adjusted so the wearer will be prevented from falling no greater than 1.5 meters from where he stands. All lanyards shall be equipped with a C.S.A. shock absorber device.

LIFELINES shall be:

- 16 millimetres (5/8") diameter polypropylene or equivalent.
- used only by one worker at a time.
- be free from any danger of chafing.
- be free of cuts, abrasions, defects, and knots along its length.
- be long enough to reach the ground or knotted at the end to prevent the lanyard's rope grab from running off the lifeline.
- be connected at right angles to the worker's position.

TRAVEL RESTRAINT PROTECTION: definition

This consists of a lanyard or lifeline/lanyard set-up where the wearer is restricted from free movement at an exposed edge. If the worker should trip or lose his balance, he will land on the work area surface.

FALL ARREST PROTECTION: definition

This consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed edge to perform his work and if he should trip or lose his balance he could fall over the edge. The system's adjustment must limit his fall to 1.5 metres and only full body safety harnesses will be allowed for his protection. C.S.A. approved shock absorber devices must be used.

GUARDRAIL PROTECTION:

Guardrails consisting of a top rail, middle rail and toe board must be provided around work platforms, ramps, and open areas where a worker can fall from one level to another. Temporary removal of a guardrail by workers in order to perform work, will require the worker(s) to protect themselves by use of either travel restraint or fall arrest protection methods and appropriate measures should be

taken to cordon off the work area and warn others to stay clear. The guard railing must be immediately re-installed once the work is completed.

14.1 FALL PROTECTION PROCEDURES FOR ROOFERS

LADDER SETUP PROCEDURE:

Prior to raising the ladder in position, the workers shall check it for any structural defects. Setting up a ladder is a two-man operation. After positioning the ladder, with proper extension (three feet above top landing) and ensuring the ladder's bottom is secured, one worker shall hold the ladder in place while another worker ascends the ladder and secures the top of the ladder to prevent any lateral movement. Workers are to ensure the ladder has a proper scope of lean (3.1 to 4.1 from wall to base). Under no circumstances should workers hand carry materials while ascending or descending the ladder. This is extremely dangerous. Three point contact (two hands, one foot) or (one hand, two feet) must be maintained at all times. If materials have to go up, use the hoist or rope it up.

INITIAL FALL PROTECTION SETUP:

IN SITUATIONS WHERE ACCESS TO THE ROOF IS NOT AVAILABLE [FROM WITHIN THE BUILDING OR BY MEANS OF VERTICAL ACCESS LADDERS] THE FOLLOWING PROCEDURE COULD BE USED:

Once the ladder is secured, a worker equipped (wearing) a full body harness and shock absorbing lanyard, attached to a lifeline trailing behind him, will ascend the ladder to the roof and walk at a right angle directly away from the roof edge and towards the center of the roof to a suitable anchorage point. The worker will then proceed to attach the end of the lifeline, which is clamped to his lanyard's rope grab device, to the selected anchorage point.

Once the worker is attached to the anchorage point, he may slide his rope grab along the length of the lifeline to allow enough adjustment of slack to reach the roof edge to receive materials for setting up a funnel arrangement of rope barriers, left and right of the ladder. The funnel arrangement of the rope barriers will keep workers away from the immediate roof edge while the mount and dismount the ladder at roof level. As workers ascend to the roof they will follow the same procedure for tying off their fall arrest systems, keeping in mind that all lifelines must have independent tie-off points and consist of one man per lifeline. All work to be done at unguarded edges will require workers to wear setup and use their travel restraint or fall arrest systems.

GUARDRAIL AND TEMPORARY ROPE BARRIER SETUP:

Workers assigned to erect guard railing at the roof edges must protect themselves through the use of fall arrest or travel restraint systems while they are erecting the guard railing. When erecting temporary rope barriers, workers are to set the weighted posts eight to ten feet apart and also position them six and one half feet (6' 6") in from roof edge. The rope will then be attached to the posts so as to maintain a rope height of 42 inches from the roof surface.

HOIST OPERATION:

The hoist operator must protect himself while operating the hoist. Setup and use travel restraint protection connected to a suitable fixed support on the project.

Rail across the archway of the hoist when it is not in use.

Fall Protection Measures

Methods of containment on roof zones by use of rope barriers is one method of separating workers from roof edges. Rope barriers to be placed Six Feet – Six Inches in from roof edges and should include the pathway to the work zone on roof. Material storage areas on roof are also considered work zones and should be contained by the rope barrier system if guardrails are not utilized.

When combining rope barriers and guardrail systems, ensure the rope barrier angles in towards the guardrail system so as to afford rail protection at the narrow vector point. Placing the rope barrier at the end of the rails does not afford adequate protection. Rope barrier must be 6'-6" from the end of the guardrail. Workers can and should use a Travel Restraint method of fall prevention in most lifeline use applications in roofing. Fall arrest setups should be the last option. Remember that your lifeline should be a right angle to the edge.

14.2 SAFE LADDER SETUP

Improper setup and use of ladders make up about 30% of fall accidents every year and the proper setup and security of ladders will go a long way in reducing the possibility of falls. Refer to the regulatory standards in Ontario's Construction Regulations. Ladder are to be secured from displacement – top and bottom, extend 36 inches above top landing and have a scope of lean of 3:1 or 4:1. For every three or four feet in ladder height, come out at base from vertical wall – one foot. Workers to always use three point contact while climbing or descending on ladders [two hands, one foot - or - one hand, two feet].

FOR EMERGENCY EGRESS PURPOSES IT IS BEST TO HAVE TWO ALTERNATE MEANS OF ESCAPE OFF THE ROOF.

14.3 EMERGENCY RETRIEVAL PROCEDURES**FOR RESCUE OF A WORK SUSPENDED ON A FALL ARREST SYSTEM**

Generic Retrieval Plan only – must be customized to each project!

In the event a worker falls and is arrested by fall arrest system, it is imperative that the following rescue procedures be taken to retrieve this worker within fifteen minutes from the time of suspension. Being suspended for prolonged durations beyond fifteen minutes could cause serious internal injury to the worker.

Communications:

All workers will be informed of these procedures and the crew supervisor will organize the rescue process. Hand held radios or telephones should always be available by crew supervisors to notify the constructor of a fall arrest event.

Retrieval Procedures:

1. Emergency facilities, including site safety personnel shall be immediately notified when a worker has fallen and is suspended by his/her fall arrest system.
2. All work is to be suspended in the area near the fallen worker, until such time as the worker has been rescued and the fall event has been fully investigated.
3. Where possible, the suspended worker is to be secured by secondary means of support (another lifeline, rope, etc.).
4. One person is to be designated to remain in constant contact with the fallen worker, and shall continuously monitor the fallen worker's condition and maintain contact with the rescue team. This designated person shall be tied off through the use of appropriate fall protection equipment and shall at no time exposed himself/herself to the hazard of falling.
5. The fallen worker shall NOT attempt to release, or disable the descent control device, or shall he/she attempt self-rescue.
6. **POWER ELEVATING WORK PLATFORMS:**
In the event there is a power elevating platform available on the project, (of sufficient capacity and reach) the operator will be summoned to position the power lift device directly underneath the suspended worker and raise the platform slowly so as to land the suspended worker onto the platform.
7. **CRANE WITH APPROVED "MAN BASKET":**
A crane equipped with an approved "man basket" may be utilized to rescue the fallen worker, provided that the rescuer is properly secured utilizing double lanyards connected to the platform of the basket.
8. **THE RESCUER** should be equipped with a First Aid Kit and be a qualified first aider who can render treatment if necessary to an suspended worker.
9. The worker, once he/she has been recovered, shall be immediately removed to the nearest health care facility or medical attention.
10. No work may commence until all investigations have been completed, and where required, recommendations implemented to prevent a recurrence.
11. All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. This equipment (used in the fall arrest event), shall only be reused once it has passed the manufacturer's tests and approvals for reuse.

LADDERS:

In the event there is no power elevating work platform or crane equipped with a retrieval "man basket" available on the project, an extension ladder, suitable to reach the necessary height, will always be made available at the workplace. At least two workers will be summoned by the crew supervisor to assist in securely setting up a ladder beside the worker suspended on his/her lifeline. The suspended worker will be asked to mount this ladder from his suspended position and fellow workers will hold the ladder stable for this purpose.

For our roofing operations it is important to always have two principle means of escape from the roof.

EXTREME HEIGHTS:

In this situation, only a crane of sufficient capacity and reach, equipped with an approved man basket or other retrieval device, or a properly equipped fire rescue vehicle equipped with an extension ladder of sufficient reach (outside of fire rescue service authorities), is to be used. Should the heights involved not be reached by the equipment onsite, the local Fire Department should be called in to assist in the rescue.

RESCUE TEAM CO-ORDINATION:

One person must be designated as the team co-coordinator ("person in charge") and should have a thorough understanding of the retrieval procedures to follow. All persons assisting in the rescue shall co-ordinate their efforts through the direction given by the Team coordinator. There must be verification of the crane operator's knowledge and understanding of the rescue requirements, and this should apply to all crane operators working on the construction project. Meetings should be held to convey these rescue and retrieval procedures to all persons who may possibly be involved in the rescue.

Note: This emergency retrieval procedure above is generic and should be customized to the specific needs of each project.

15.0 FIRE PREVENTION POLICY:

All work crew supervisor are required to provide fire extinguisher equipment near all areas where open-flame, welding or fuel powered equipment is used. It is expected that crew foremen will ensure that fire extinguishers are provided in sufficient numbers near all operating burner kettles and tankers. Fire extinguishing equipment is to be inspected daily for defects and function status. Empty or partially discharged cylinders are to be taken away for re-charging. A fire extinguisher inspection and maintenance program should be implemented monthly by a competent person and a record tagging procedure used.

FIRE WATCH POLICY:

All crew supervisor are also expected to conduct a two hour fire watch at areas where torch down modified bitumen operations have taken place. Consult the W.H.M.I.S. MSDS sheets for detailed fire prevention measures applicable to the substances being handled.

16.0 TRAFFIC CONTROL PLANNING FOR THE PROJECTS

In some instances where the manoeuvring of vehicular traffic poses risks to workers or the public, there will be a requirement for our supervisors to devise a Traffic Control Plan as specified in Section R67(4) & (5) of the Occupational Health and Safety Act and Regulations for Construction Projects. The plan shall be in writing, outlining the hazards associated and the measures to be taken to protect workers from vehicular traffic. The written traffic control plan must remain on the project and provided to a Ministry of Labour inspector if requested.

The traffic control plan shall be developed in writing and shall specify the identified hazards and the control measures to be used to adequately protect the workers. Such measures as:

- | | |
|-------------------------|-------------------------------------|
| 1. Barriers | 8. Traffic control devices |
| 2. Barricades | 9. Blocker trucks |
| 3. Delineators | 10. Crash trucks |
| 4. Lane control devices | 11. Sign trucks |
| 5. Warning signs | 12. Speed control devices |
| 6. Flashing lights | 13. Longitudinal buffer areas |
| 7. Flares | 14. Trained traffic control persons |

Such traffic control planning requires us to minimize the need for our construction vehicles to back up. When vehicles must back up, our supervisors are expected to have competent signalers available to direct the operators. A worker who is required to direct vehicular traffic, shall be a competent worker and shall not perform any other work while directing vehicular traffic. The worker (traffic control person) shall be positioned in such a way that he or she is not endangered by vehicular traffic and shall be given adequate written and oral instructions, in a language that the he or she understands, with respect to directing vehicular traffic, and those instructions shall include a description of the signals that are to be used.

1. A worker acting as a Traffic Control Person shall not direct traffic for more than one lane in the same direction.
2. A worker acting as a Traffic Control Person shall not direct traffic if the normal posted speed limit of the public way is more than 90 kilometers per hour. Police officers are required in situations where multi-lane traffic must be controlled for the progress of our work.

TRAFFIC CONTROL MEASURES ON THE PROJECT

At times our ground kettle operations are in close proximity to laneways being used by motorists and delivery trucks to access parking lots and delivery docks at the buildings. Adequate signage and delineation measures must be setup to provide advance warning to these motorists of our construction activity ahead. The illustration below attempts to demonstrate some to the many measures that could be taken to warn motorists and provide separation of our work zones to lane ways. Grounds personnel should wear fire retardant type retro reflective vests and danger signs should also be used to warn motorists and the public. Typical grounds layout near buildings being worked on The following page outlines traffic control signaling procedures to be implemented by trained

personnel for the purpose of directing our vehicles when the operator must travel in reverse.

ON-SITE SIGNALING PROCEDURES

HAZARDS DESCRIPTION

On Project:

- Workers could be at risk of contact by vehicular equipment such as tractor trailers and dumpster vehicles maneuvering in position.

Reversing to be DRIVER RESPONSIBILITY:

- The necessity of vehicles having to operate in reverse on our projects will be minimized as much as possible. Operators will be expected to maneuver into position in forward direction as much as practicable.

Driver to ensure that they have a functional backup alarm system:

- No vehicular equipment operator shall backup his vehicle until he is directed by a competent signal person. The driver must strictly follow the direction/signals of the signaler.

Communications: COMPETENT SIGNALER – COMMUNICATION WITH DRIVER:

- When vehicular equipment arrive on site, the grounds attendant or another worker [who will be competent signaler] designated by the crew supervisor shall contact with the driver of the vehicle and discuss the situation and agree upon prearranged hand signals, blind spots and the maneuvering procedures necessary.

Positioning: SIGNALER POSITIONING & REQUIRED RETRO-REFLECTIVE GARMENTS

- The signaler shall position himself or herself clear of the vehicle's intended path of travel and shall be in full view of the operator and shall have a clear view of the intended path of travel. The signaller shall pay particular attention to watching the part(s) of the vehicle that the operator cannot see. The signaler shall wear a retro-reflective vest in addition to his/her other personal protective equipment.

Eye contact: ESTABLISHING EYE CONTACT:

- All tradesmen who may be in the area, will be reminded, by the crew supervisor or signaler, to establish eye contact with the vehicular equipment operator before attempting to encroach upon the operator's travel zone and before crossing the operator's path of travel. The signaler should also be made aware of such attempts.

Additional TRAFFIC CONTROL MEASURES:

If necessary, designated route ways will be established for tradesmen or vehicle work zones will be cordoned off with caution tape and warnings signs, to alert and restrict movement of tradesmen.

17.0 HEAT STRESS POLICY:

The body's ability to dissipate heat (sweating process) is compromised when the humidity content in the air is high and the air is hot. It is our policy to make all workers aware of the risks of heat stress related conditions such as heat exhaustion and heat stroke. All crew supervisor are to collaborate with contractor supervisors and health and safety representatives in making workers aware of these risks. Measures that can be taken to reduce the risks of heat stress are as follows:

- a) Workers are to refrain from drinking such beverages as teas, coffee and alcoholic drinks as they are diuretics and cause people to urinate which in turn further dehydrates the person.
- b) Workers should include some salty foods with their lunch but should not take salt tablets as it can result in stomach ulcer conditions.
- c) Engineered controls can help such as air conditioning when practicable and the use of fans to circulate the air.
- d) Supervisors must ensure their workers work short durations with plenty rest periods and not over-exert themselves when working. The process of workers acclimatizing to hot environments is described below: The longer you work hard in the heat, the better your body becomes at adjusting to the heat. If you are not used to working in the heat then you should take a week or two to get used to the heat. This is called "acclimatization". If you are ill or away from work for a week or so you can lose your acclimatization.

There are two ways to acclimatize:

- 1. If you are experienced on the job, limit your time in hot working conditions to 50 percent of the shift on the first day, 60 percent of the shift on the second day, and 80 percent of the shift on the third day. Work a full shift on the fourth day. If you are not experienced on the job (if you are, for example, a summer student), you should start off spending 20 percent of the time in hot working conditions on the first day and increase your time by 20 percent each subsequent day.
 - 2. Instead of reducing the exposure times to the hot job, you can become acclimatized by reducing the physical demands of the job for a week or two. If you have health problems or are not in good physical condition, you may need longer periods of acclimatization.
- Other sources such as heat radiation from processes can also be problematic for workers and similar precautions should be taken.

18.0 CARBON MONOXIDE POISONING:

Carbon monoxide is often called "**the silent killer**," because it gives no clear warning to its victims. **It is an invisible gas with no taste or smell** and it will not cause any unusual feeling in the nose, mouth or throat as it is breathed in. The first effects that can actually be noticed are headache and faintness. A worker who does not know about carbon monoxide poisoning may ignore these early symptoms or think a minor illness is coming on. But continuing exposure can cause confusion, loss of consciousness, and even death. Immediately

Dangerous To Life: 1500 ppm **All fuel-burning equipment emits some carbon monoxide.** This includes car, truck and forklift engines, construction equipment powered by propane or gasoline, and non-electric heaters. Poorly maintained equipment usually emits more carbon monoxide: a poorly tuned gas engine may give off up to 12 times as much carbon monoxide as a well tuned one.

Carbon monoxide tends to build up in pockets in the poorly ventilated areas of workplaces. This can happen even in semi-enclosed workplaces, where tarpaulins and plastic sheeting are used for shelter. It is a Barné Builders and Construction Inc. policy that all efforts will be made to minimize the occurrence of carbon monoxide build-up. We require all contractors to ensure that the following preventative measures are taken on our projects:

1. All areas where fuel-burning equipment is being used must be ventilated by mechanical means to the outside.
2. Contractors are to tune and maintain engines and other equipment regularly.
3. Where practical, install air-monitoring devices. The alarms should be set below 35 ppm.
4. Employers are to make their workers aware of the danger of carbon monoxide poisoning from fuel-burning equipment. They should know the warning signs of carbon monoxide exposure — headache, faintness, dizziness, confusion, nausea, and irregular heartbeat - and should NEVER ignore them when working where fuel-burning equipment is being used. Workers who have been exposed to carbon monoxide need immediate medical attention.
5. The use of Carbon Monoxide Scrubbers (filters) to contractor equipment may be required to minimize the risk of Carbon Monoxide build-up.

We must remain within the following exposure limits:

Time-Weighted Average Exposure Value (TWAEV):

35 ppm (i.e. maximum allowable long-term exposure in parts per million)

Short-Term Exposure Value (STEV): **400 ppm** maximum allowable

19.0 EXPLANATION OF LOCK-OUT PROCEDURAL SEQUENCE

1. Receive work assignment.
2. Locate the area and identify the equipment or machinery to be worked on.
3. Identify all power sources affecting the equipment or machinery, such as electrical, pneumatic, hydraulic, steam, gravity or momentum.
4. Determine whether lockout is required to perform the work assignment.
5. Locate and identify all power source components on equipment or machinery.
6. Determine whether it is physically possible to lock out each power source.
7. If lockout is required, check with qualified operations personnel before proceeding.
8. Have qualified personnel shut down the equipment or machinery. Install your personal safety lock with tag indicating name, employer, time/date and work location.
9. Any power or product remaining in the equipment or machinery must be discharged or disconnected by qualified personnel.
10. With extreme caution, try to start the equipment or machine manually.
11. Look for any movement or functions.
12. If none observed, try to restart again.
13. Look for any movement or functions.
14. If none observed, confirm that all power sources are at a zero energy state.
15. Carry out work assignment.
16. When work is complete and area ready to resume operations, remove all locks, tags, and lockout devices. Check that all personnel are clear of the equipment or machinery.
17. Have qualified personnel restart the equipment or machinery.
18. Assignment complete once equipment or machinery is operating satisfactorily.

Note: The employer must ensure a written lockout and tagging plan is in effect for the work to be done. Each employee shall be responsible of hanging their own lock and tag on the equipment before starting work. No employee or other contractor may remove a lock or tag belonging to another employee. Each employee involved with lockouts shall have his/her own personal lock with & key. No locks with duplicate or master keys shall be used. If more than one employee is required to lockout and tag a circuit or piece of equipment, a multiple padlock device shall be used. Any employee who removes a tag or lock belonging to another employee or person, or overrides a tag or lock in any way, shall be subject to immediate reprimand or termination.

20.0 WORKING NEAR ELECTRICAL INSTALLATIONS DURING ROOFING OPERATIONS

HAZARDS:

1. Risk of electrical shock by contact or encroachment to electrical equipment on roofs.
2. Risk of electrical shock during screw down of insulation.
3. Risk of electrical contact with overhead hydro wires during hoisting operations.

MEASURES:

1. **Electrical Hazard Assessment of Project:**
The Barné Builders and Construction Inc. project superintendent in collaboration with the crew supervisor shall through discussion with the owner's or builder's superintendent, determine the electrical hazard risks associated with the work.
2. **Written project specific electrical protection plan:**
A written project specific electrical protection plan shall be devised based on the hazard assessment and communicated to all personnel associated with and in the control zone of the roofing operation.
3. **Preventative Measures:**
During hoisting operations
 - a) Prior to hoisting a determination shall be made as the amount of voltage flowing through any overhead hydro wires nearby and based on the voltage rate, stay a safe distance clear of such wiring as specified in Section 188 of the O.H.&S. Regulations for construction projects 213/91.

Phase-to-phase voltage and minimum distance:

750 to 150,000 volts - 3 metres

more than 150,000 to 250,000 volts - 4.5 metres

more the 250,000 volts - 6 metres

A competent person shall monitor the clearances and stop the hoisting operation should the crane operator encroach upon the clearance distances specified in the table above. Post dangers signs as applicable.

Crane operator:

The crane operator shall be provided with written notification of the electrical hazard before beginning work. Also a legible sign, visible to the crane operator shall be posted in the operator's cabin, warning of the potential electrical hazard.

b) Working near electrical installations on roof:

At times we have secondary electrical wiring leading to transformers, conductors, and other connections present at areas on the roofs we work on. Every reasonable precaution must be taken to prevent hazards to our workers from such energized electrical equipment.

i) Prior to roof work in the hazard area, a determination shall be made as the amount of voltage flowing through any overhead hydro wires nearby and based on the voltage rate, stay a safe distance clear of such wiring as specified in Section R188 of the O.H.&S

Regulations for construction projects 213/91.

ii) A bumper line system shall be set up with clearances from the electrical equipment as per the clearance chart above and danger signs shall be posted to warn workers to stay clear of the electrical equipment.

iii) Prior to moving in to the delineated area to do work the Barné Builders and Construction Inc. crew supervisor or project manager shall arrange with the building owner to have the electrical equipment De-energized, switches locked out and disconnected. If this cannot be done, such electrical equipment must be insulated by the utility owner and workers will have to wear the necessary protective insulated apparel to do the work safely such as insulating gloves or mitts.

c) Prior to screw down of insulation panels:

The risk of electrical contact could exist if we accidentally screw down through electrical conduit located just underneath the corrugated metal roof. The project manager in collaboration with the crew supervisor shall through discussion with the owner's or builder's superintendent, determine the locations of such conduit and mark their paths on the roof so as to avoid contact.

d) Electrical shock from electrical power tools and cords:

All portable electrical power tools when used outdoors or in wet locations shall be protected by a ground fault circuit interrupter device installed at the receptacle or on the circuit at the panel. All electrical cords shall be maintained in good condition to prevent risk of electrical shock as well.

e) Tools, ladders, scaffolding and other equipment or materials capable of conducting electricity shall not be stored or used so close to an energized electrical installation, equipment or conductor – as to make contact and cause electrical shock risks. When moving ladders into position workers must look up and avoid encroachment towards overhead electrical equipment.

21.0 **SAFE OPERATION OF HAND HELD TORCHES**

It is important to follow all safety regulations and our rulings pertaining to the use of hand torches in order to prevent fire.

- Before proceeding with the job, check all local fire codes.
- All Liquid Propane gas cylinders must be tied or chained in an upright position. Propane tanks placed near torches must be protected by a heat shield.
- Do not use torches near combustible material. Use extra care at facilities where combustible and/or flammable fumes are exhausted.
- Have dry chemical or foam fire extinguishers available for every work area; be sure that everyone is trained to use them.
- Inspect hoses, valves, gauges, connections, fittings, and torch heads before beginning work.
- Use flint or electronic lighters to ignite torches; don't use matches or disposable lighters.
- Never point torches at anyone, leave lighted torches unattended, or bypass triggers or regulators on torching equipment.
- Close the valve on the propane container when the burner is turned off in order to allow the propane burn out of the hoses.
- The crew supervisor must walk the roof at least two hours after the end of each day's torch work to check for smoldering fires, complete heat probes and satisfy all requirements of a proper fire watch.
- Review and adhere to the manufacturer's safety guidelines and procedures.
- Never fire a torch unless the proper number, size, and type of fire extinguishers are present.
- All employees must be properly trained in the handling of propane and hand torches.
- Each crew is equipped with a heat probe and employees are trained in its proper use. This instrument must be used daily when a hand torch has been used.

22.0 WORKING SAFELY WITH STEP LADDERS

All employees, contractors and supplied labour shall adhere to the following step ladder guidelines:

- Step ladders should only be used for short duration work (fifteen minutes or less) and you should never over exert or over extend when using a step ladder.
- Always inspect your step ladder for defects prior to use.
- When setting up a step ladder, ensure that it is placed on a firm and level surface and that the spreader bar is in the locked position.
- Workers should always try to maintain 3 point contact with the ladder. Use a scaffold platform if it will provide better stability.
- Do not use metal type ladders near or for electrical work.
- Never straddle between a ladder rung or brace and some other surface. Placing side pressure will cause the step ladder to tip over.
- Remember to use fall protection if you are working near guardrails on a ladder as you will be over the height of guardrail protection.
- Never stand on the top of a step ladder. It is best to stay at least two rungs below for better balance.
- Never use a step ladder to access to another level, as the side pressure when mounting or dismounting will cause the ladder to shift and you could fall.
- Never use step ladders as a support for planking or other work platforms, as it does not provide the stability required.
- Never paint over the surfaces of a wood step ladder as it can mask defects and prevent effective inspections.

23.0 WORKING SAFELY USING ARIAL LIFT PLATFORMS

Barné Builders and Construction Inc. requires all operators of aerial lifts to be trained in its use and carry evidence of training. Operators of aerial work platforms must adhere to the following guidelines:

- “Do a circle check and ensure all components are in good condition. Use a checklist provided by the manufacturer. Report any defects observed to your supervisor. “Ensure all operation manuals, signs, inspection slips including the engineer's certificate of authorization are on the lift prior to operating it. " Ensure that the lift is suitable for the surface it is to be operated on. " The operator and any passengers are to wear their harnesses or waist belts with lanyards connected to an attachment point on the lift specified by the manufacturer - PRIOR TO AND DURING OPERATION OF CONTROLS. " Ensure gates or chains to the platform rails are engaged “Be aware of overhead electrical hazards and keep clear. " Do not be loaded in excess of the rated carrying capacity of the lift. “Do not stand on platform guardrails to reach above.
- Do not load guardrails with materials as they may fail or you may affect the stability of the machine.
 - Become familiar with and follow all manufacturer safe-operating instructions at all times.
 - Elevating work platforms should not be used as a means of access to levels.
 - Use the right lift machine for the job

24.0 WELDING AND TORCH CUTTING OPERATIONS

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job. Follow these guidelines prior to the start of the work.

1. Always ensure that there is adequate ventilation, natural or mechanical since hazardous fumes can be created causing respiratory harm.
2. Always use the necessary personal protective equipment for your protection such as eye protection, respirators and protective clothing (non-synthetic) free from oil and grease.
3. Ensure there are fire extinguishing equipment nearby for immediate use.
4. Check cables and hoses to ensure they are protected from slag and sparks.
5. Check the work area for combustible material and possible flammable vapours before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection and a fire watch must be maintained.
6. Never weld or cut pipes, drums, tanks, etc. that have been in service without first making sure that all flushing, ventilating, purging precautions have been carried out.
7. Never enter, weld or cut in a confined space without first conducting proper air tests and all other necessary confined space, lockout and tagging procedures.
8. When grinding, maintain a safe distance away from flammable and combustible materials, or sources of combustion from tanks, piping or containers.
9. When working overhead, cordon off a safe work zone below and post signs warning other workers to stay clear. Use fire resistant materials (fire blankets, tarps, etc.) to control or contain slag/sparks.
10. Contact lenses should never be worn by workers near welding operations.
11. Protective screens or barriers should be erected to protect others from arc flash, radiation or splatter. Where not feasible, PPE should be issued to workers near the welding area.

PERMIT NOTICE

In situations where hot work may affect sensitive equipment and systems belonging to the owner of a plant or building, HOT WORK PERMIT forms may be implemented to ensure the necessary controls are in place. A sample of a hot work permit is illustrated on the next page.

25.0 SOLVENTS AND ADHESIVES SAFETY

Job Site Use and Storage:

- Read and follow all Material Safety Data Sheets (MSDS).
- Always use adhesives in open or well ventilated areas. If existing ventilation is poor, utilize fans or other means to provide positive circulation in order to reduce workers' exposure to unacceptable limits.
- Store only enough solvent-bearing adhesives on the roof for the day's use in approved containers as per Section R41-43 of Occupational Health & Safety Act and Regulations. Do not leave adhesives on the roof overnight.
- Store remaining materials on the ground at least fifty feet from the building in a locked and controlled area. Manufacturer supplied adhesives should be stored in their original containers.
- Only organic cleaning solvents in safety cans should be used. Storage on the roof should not exceed one day's supply as per the Regulations.
- Clothes or shop rags used for cleaning should be removed from the roof nightly and disposed of properly to prevent spontaneous combustion.
- Smoking should be prohibited within fifty feet of any organic solvents used in cleaning or adhesive application. Post No Smoking signs where necessary.
- Acetylene or electric welders and equipment producing open flames may ignite solvent vapors. Ensure appropriate distance from these flammable sources.
- Adequate fire extinguishers should be readily accessible at all times.

Warehouse Storage:

- Read and follow all Material Safety Data Sheets (MSDS). Identify all adhesives and organic solvents that they contain.
- A separate, isolated, and secured area should be allocated for storage of adhesives and organic solvents. Post No Smoking signs at the storage areas.
- Flammable materials must not be stored near building exits.
- Material containers should be handled individually and with extreme care.
- Immediately dispose of all empty containers or containers that have exceeded their shelf life.

26.0 ENVIRONMENTAL POLICY STATEMENT

Environmental protection is considered to be an important and integral part of conducting business with Barné Builders and Construction Inc. One of the guiding Principals is to take careful consideration to the environment in our everyday decision making.

Barné Builders and Construction Inc. ENVIRONMENTAL POLICY

- Develop a project environmental action plan which commensurate with company standards and regulatory/client requirements.
- Minimize hazards to worker and public health.
- Maintain an effective reporting and communications system.
- Protect the environment from adverse effects of construction operations.
- Comply with all legislative and regulations of the environment.
- Provide education to participating personnel; enabling them to understand and share in the responsibility for monitoring and protecting the environment.
- Assess potential environmental risks.
- Evaluate and monitor environmental performance to applicable standards, work with industry, government, and other workers to maintain environmental awareness.
- Maintain an effective reporting system to upper management and supervisors.
- Barné Builders and Construction Inc. shall conduct a waste audit covering the waste that will be generated in the construction project. The audit shall also address the extent to which materials or products used consist of recycled or reused materials or products.
- The plan or a summary be posted at the construction site in a place where most of the workers will see it and;
- If a summary is posted, any worker who requests to look at the plan be allowed to do so. A25(2)(m)

ENVIRONMENTAL PROCEDURES

This environmental requirements manual is provided to you as an introduction to the rules and procedures required by each employee to implement and abide by when performing everyday duties. It is the responsibility of all Barné Builders and Construction Inc. employees, contractors and sub-contractors to read, understand, comply with, and ensure everyone is trained on the rules and procedures set out in this manual.

The company reserves the right to terminate any employee for a single environmental or safety infraction, with or without prior notice.

DEFINITIONS

CONTAMINANT

Any solid, liquid, gas, odour, heat, sound, vibration or radiation resulting from human activities that may cause adverse effect on people, property or the natural environment.

DISCHARGE

Includes an addition, deposit, emission or leak.

ENVIRONMENT

Surroundings in which an organization operates including air, water, land, natural resources, flora, fauna, humans and their interactions. Surroundings extended from within the organization to the global system.

ENVIRONMENTAL AUDIT

The assessment of environmental performance against applicable laws, regulations, institutional policies, and operational procedures to provide evidence and assurance about all essential due diligence.

ENVIRONMENTAL IMPACT

Any change in the environment whether adverse or beneficial, wholly or partially resulting from an organization's activities, products, or services

ENVIRONMENTAL PROGRAM

A strategy to attain environmental goals. The program should identify:

- Fundamental environmental goals
- Environmental liabilities
- Compliance strategies, including environmental auditing, monitoring, record keeping, abatement and waste minimization initiatives

POLLUTANT

Any solid, liquid, gas and/or odour resulting directly or indirectly from activities that:

- Impair the quality of the natural environment for any use made of it
- Injure or damage property, plant or animal life
- Harm or materially discomfort any person
- Adversely affect the health or impair the safety of any person
- Render any property, plant or animal life unfit for use
- Cause the loss of enjoyment of the normal use of property; and/or
- Interfere with the normal conduct of business

A pollutant also includes any substance from which such solid, liquid or gas and/or odour is derived.

HAZARDOUS SPILL

A discharge of a pollutant made into the natural environment, which is the air, land or water of Ontario, from or out of a structure, vehicle or other container, that is abnormal in quantity in light of all the circumstances of the discharge.

OUR POLICY

General

1. Employees shall become familiar with applicable job-related environmental legislation and shall conduct Barné Builders and Construction Inc. business in an environmentally responsible manner.
2. No person shall discharge a contaminant into the natural environment and no person responsible for a source of contaminant shall permit a discharge into the natural environment in an amount, concentration, or level, in excess of that prescribed by Ontario's Environmental Regulations.
3. Every person who discharges a contaminant or is responsible for a contaminant that discharges into the natural environment, in an amount, concentration, or **level in excess** of that prescribed by the regulations, shall forthwith notify the Ministry of the Environment about the discharge.
4. Every person who discharges a contaminant into the natural environment that is **likely to cause** an adverse effect shall forthwith notify the Ministry.
5. The owner of the pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause adverse affects shall immediately do everything practicable to prevent, eliminate and improve these effects and to restore the natural environment.

Environmental Due Diligence

1. Barné Builders and Construction Inc. shall design and implement and audit their own environmental programs to conserve resources, minimize waste production, comply with environmental legislation, and promote operational environmental due diligence including routine monitoring, emergency preparations and reporting.
2. Management personnel shall establish systems and contingency plans where necessary to protect the environment, and shall see that these systems and plans are effectively operated and maintained.
3. Employees of Barné Builders and Construction Inc. shall be trained to respond effectively to environmental occurrences and to report remedial actions to supervisory personnel and government authorities. This training and instruction shall be a local or departmental responsibility.
4. Significant environmental issues and environmental due diligence initiatives shall be reported by senior supervisors/management personnel to Environmental Health and Safety to promote internal communications and other appropriate actions.

Guidelines

Barné Builders and Construction Inc. is committed to preventing pollution by regularly identifying, assessing, managing, and reviewing operational and research activities that may harm the environment. Barné Builders and Construction Inc. expects environmentally responsible behavior from within its organization and from all employees. All employees have a duty to report situations of concern to their immediate supervisors.

The ***Environmental Protection Act*** and its Regulations, and local municipal bylaws apply to Barné Builders and Construction Inc. daily operations may impact the environment via air emissions, chemical storage, fuel storage, vehicle usage, and hazardous waste, use of ozone-depleting substances, hazardous material spills and sewer discharges. The law requires that all employees conduct their business with due diligence (i.e., with all reasonable care being taken).

Environmental Offences

Under the ***Environmental Protection Act***, every person who is convicted of a contravention of the Act or Regulations or who fails to comply with an order or requirement of an inspector or director or an order of the Minister of Environment is liable to a fine or imprisonment. Individual supervisors, managers and workers can be charged and found personally liable. Barné Builders and Construction Inc. Can also be prosecuted. The owner of the pollutant may also be liable for compensation to a third party for loss or damage arising from the adverse effects of the pollutant, spill or contaminant.

NOTE TO EMPLOYEES:

All employees are secure from reprisals when they report environmental concerns and Barné Builders and Construction Inc. expects to be informed of such matters without haste.

ENVIRONMENTAL CHECKLIST

1. Appointment of an on-site designate
2. A list of Contaminant Products
3. A substitution for less hazardous substances
4. MSDS for all on-site products/health hazard information
5. Ensure all environmental licenses and permits have been arranged for
6. Storage and handling of all harmful on-site products
7. Response Plan to on-site spill containment
8. Requirements for a spill containment kit
9. Emergency Response plan for an on-site spill event
10. Notification and Communication requirements
11. Preparation for an environmental inspection or audit

MINIMIZING WASTE

WASTE AUDIT AND WASTE REDUCTION WORKPLANS

WASTE AUDIT:

A waste audit is essentially a study relating to waste generated by our operations on a project. The crew supervisor, in collaboration with the Barné Builders and Construction Inc. General Superintendent, shall measure and estimate the quantity and composition of waste that will be generated on the project. A waste audit summary sheet shall be used to determine:

- a) Amount of waste generated
- b) Amount of material that can be reused
- c) Amount of material that can be recycled

WASTE REDUCTION:

Based on the waste audit summary information, the crew supervisor in collaboration with the General Superintendent and Management will determine ways to reduce waste generated on the project. Such waste reduction planning will be developed before work starts at the project. A waste reduction work plan summary sheet shall be used to determine:

- a) Material Category
- b) Weight of waste material
- c) Proposed action to be taken to: reduce, reuse or recycle materials
- d) Setting up of start times, end dates and progress status

Examples of the waste audit and waste reduction summary sheets to be utilized for these assessments are included in this environmental safety plan.

Minimizing waste is one of the first considerations of a successful environmental program and to environmental protection. Audits will be performed periodically and submitted for the waste that is generated during the construction period. This audit will identify recyclables that will be accumulated. (i.e. tar products and concrete, wrappings, wood, corrugated steel, cardboard, aluminum siding, copper, etc) The purpose is to provide information on all onsite products and materials which may be hazardous and which are non-hazardous in nature for all personnel on site.

MSDS - MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets must be present on-site for all controlled products. The MSDS sheet must be submitted before the controlled product is brought onto the site. These sheets must be kept current and readily accessible for review for any and all site personnel. MSDS sheets expire three years from supplier's preparation date.

STORAGE AREAS

The General Superintendent will approve storage area locations for bulk hazardous materials. Any storage areas, which contain hazardous materials, will not be located in environmentally sensitive areas. All potentially hazardous products must be properly labeled and stored in designated safe and secure product storage areas which are protected from rain, wind, sun and unauthorized use. All products shall only be handled by persons who are trained and qualified in handling these products and shall be fully trained. (e.g. WHIMIS and Emergency Response Procedures)

FLAMMABLE LIQUIDS/OILS/PAINTS

Any flammable liquids, oils and glycols must be stored in a CSA approved container. All solvents and materials shall be stored in designated secure, ventilated areas away from the immediate work area. All contaminated or hazardous liquid wastes are to be stored in appropriate steel or plastic drums or tanks and sent for disposal in accordance with applicable federal and provincial legislation. All painting operations shall be carried out during calm weather periods (minimal wind) to minimize airborne paint particulate. Spilled paint or solvent shall be contained, cleaned up and disposed of in accordance with federal and provincial waste management. The General Superintendent must approve the storage location of all products such as solvents, thinners, urethanes etc., and shall not be left open; covers shall be placed/replaced to ensure proper seal. Any spilled paint or solvent shall be contained, cleaned up and disposed of in accordance with federal and provincial waste management. All glycol, fuel, sanitary and storm lines shall be properly drained prior to their abandonment, with the contents being contained and disposed of in accordance with applicable environmental legislation and regulations. Any oily rags or rags contaminated with paint products will not be allowed to accumulate and they are to be stored in an approved self-closing metal container.

EXCAVATED MATERIAL

The Superintendent of the location and procedure for the storage or excavation of material requires prior approval. If the excavated material is contaminated, the following procedures will be implemented so as to restrict the movement of contaminated soil.

- Ensure all waste disposal operations are managed in a manner to minimize the waste materials to become loose and airborne.
- Ensure all workers involved are made aware of the potential consequences of such contamination.
- Notify immediate supervisor of soils of unusual odour or visual quality is compromised, so that an assessment of the relative degree of contamination through on-site monitoring or analytical testing can be made.
- Ensure that excavated soil that exceeds the threshold soil quality criteria for petroleum hydrocarbon/glycol and required remediation is sent to an appropriate remediation facility or approved off-site facility.
- Ensure the soil below the threshold soil quality criteria is re-used on-site or elsewhere at the site for backfill or other suitable purpose.

- Ensure soil is segregated, temporarily stockpiled and covered with tarps.
- Contaminated soil shall be classified as a registerable or non-registerable solid waste.
- Maintaining a record of soil disposals, including, as a minimum, the following:
 - Client/generator
 - Hauler
 - Destination of material
 - Type of material
 - Number of loads

The site will be regularly audited to ensure the soil management plan is being followed. In the event that hazardous wastes are found during the course of the work, ensure the hazardous wastes are segregated and properly disposed of by qualified hazardous waste removal contractors and in accordance with applicable federal and provincial legislation. All persons involved with the hazardous waste removal program and any persons working in the vicinity of the hazardous waste working areas shall exercise caution and wear protective equipment and clothing as needed. Arrange for proper dust and particulate control measures to prevent the release of hazardous materials.

ESTABLISHING WORK ZONES

Work zones shall be established for work areas and resulting materials:

1. **CONTAMINATION AREA**
This is the area where contamination does and could occur. Bulk storage of hazardous excavated material will be stored in this area. Personnel entering this area are required to wear the required personal protective equipment.
2. **DECONTAMINATION AREA**
This area provides a transition zone between contaminated and clean areas of the site. The decontamination area is to be located directly outside the contaminated area. Any personnel and equipment leaving the contaminated area will be decontaminated in this zone, if required.
3. **CONTAMINANT FREE AREA**
This is a contaminant free area and should be a safe distance away from the other two areas. Other measurements may be required to deem this area free of contaminants such as signage, protective clothing for the personnel who enter the area, special employee training/education.

EQUIPMENT MAINTENANCE/STORAGE/FUELLING

Any vehicles/equipment will not be parked or stored, especially after regular working hours, in environmentally sensitive areas. Cleaning of construction equipment in locations where debris is prevented from gaining access to storm sewers or watercourses. Trim loads to trucks hauling material from the site before leaving the site in order that no spillage of loads occurs. Establish a procedure and a plan for fuelling and vehicle or equipment maintenance. A contingency plan for the interception and rapid clean-up and disposal of spills and obtain approval of such plan prior to starting work from the site

superintendent. Maintenance and repair shall be done, at the immediate work area. When repair activity must be conducted onsite, the following precautions **MUST** be followed:

1. Repair and maintain equipment in an area designated by the construction superintendent, keeping in mind that such areas shall be a minimum of 30 meters from a watercourse.
2. The maintenance and repair area shall be located such that no surface runoff will flow through the area.
3. Barné Builders and Construction Inc. shall equip the maintenance and repair areas with enclosed containers for the disposal of all refuse and nonhazardous waste resulting from the maintenance operation.
4. Barné Builders and Construction Inc. shall equip the maintenance and repair areas with spill control kits for spills and hazardous materials.

Petroleum products and allied petroleum products can be found in underground storage tank systems, aboveground storage tank systems and fuelling systems located on the construction site. Precautions must be taken to prevent spillage during fuelling operations.

- All fixtures, hoses, nozzles and storage tanks shall be in good repair with no leaks
- All vehicles and tankers used to deliver or store fuel shall be CSA approved to store automotive fuel
- Refilling operations and storage tanks shall not be located within 30 meters of a waterway, sanitary or storm sewer, manhole or catch basin
- Oil changes must be done so that the oil is drained into a containment pan located on a leak tight tarp
- Any leak or spill of oil or fuel onto the ground must be reported immediately to the site Superintendent who will then take the appropriate action

EROSION AND SEDIMENT CONTROL

Proper erosion and sediment control measures shall be installed and maintained to minimize the loss of material to surface and subsurface drainage systems. Catch basins and manholes where potential for surface runoff exists will be protected by means of silt fencing and or straw bales. Surface runoffs will be directed to catchments basin. If applicable, the erosion on slopes will be addressed.

DRAINAGE

All water from dewatering operations shall be contained and discharged in a way that ensures that water quality and quantity objectives of the receiving storm or sanitary sewers systems are met. This may require the use of water treatment facilities or storm water management ponds. Temporary drainage and pumping shall be provided, as necessary to keep excavations and site free from water. Utilize erosion and silt buildup controls as necessary. After ground and storm water in dewatering catchments basin has clarified and separated from solids and meets the solids and chemical contents of water criteria for direct discharge

into the storm sewer system stated by the authorities having jurisdiction, the contractor may pump and discharge the water into the storm water system. Water containing suspended materials will not be pumped into waterways, sewers or drainage systems. All Environmental Laws for the disposal of effluent water containing solid and/or liquid contaminants will be complied with.

HAZARDOUS SPILL CONTINGENCY PLAN

A spill contingency plan is designed to provide the best response with the shortest possible time to protect people, property and the environment. To carry out these objectives, the plan must include mechanisms for initiating and carrying out the required notifications, spill containment, clean-up and remedial actions. Spills or discharges of pollutants or contaminants under the control of any personnel shall be reported immediately and documented accordingly. If the spill contains noxious vapour, evacuate immediately and keep unnecessary people away. If it is safe to do so, contain the spill by surrounding it with earth, sand or an approved commercial absorbent; cover or protect any catch basins in the immediate area from receiving any spilled contaminants. Reporting an incident of a spill should be determined if it is to cause or likely to cause any of the following effects:

- Impairment to the quality of the natural environment - air, water or land
- Injury or damage to property and animal life
- Harm or material discomfort
- Adverse health effects
- Impairment to safety
- Property, plant or animal like to become unfit for use
- Interference with normal conduct of business

Each reportable spill will be documented and submitted as required to the environmental regulatory agency. This report will include information on the cause of the spill and events leading up to it. The type and volume of the substance spilled will be noted.

Details of the containment, cleanup, disposal and restoration operations will also be provided. If any of the spills is of a solid, contain it by using barriers and control dust and particulates by covering it with tarp. All spills of equipment fluids, cleaning fluids, fuels or other hazardous wastes must be cleaned up immediately and all contaminated materials, including soils, must be disposed of in compliance with applicable laws and regulations.

SPILL CATEGORIZATION

1. **Minor Spill** - a spill that does not cause significant adverse effects, or public concerns and that the spiller can utilize his own resources available to him, undertake the necessary measures to control, contain and clean-up the substance spilled.
2. **Moderate Spill** - a spill that causes or is likely to cause significant adverse effects in the immediate vicinity of the spill for which the resources provided may be required to effectively contain and clean-up the substance spilled.

3. **Major Spill** - an incident in which oil or other hazardous substance of such magnitude and nature as to require additional resources to those available the responsible party.

EMERGENCY SPILLS ACTION PLAN

Under the ***Environmental Protection Act*** any spill of a pollutant is a spill. Of primary concern are those spills of pollutants, which are abnormal in quantity and quality. Reportable quantities for spills of hazardous and/or toxic substances vary widely. Therefore, there is no standard exemption. Therefore, if a spill of any quantity is detected, the site superintendent and/or Ministry of Environment must be notified to determine if formal notification is necessary. In the event of a hazardous substance spill, the crew supervisor will report the incident to the Barné Builders and Construction Inc. Spills Coordinator for further action.

REMEDIATION

The clean up will include the following actions:

- Securing the total spill area
- Filling drainage paths
- Containment of the spill
- Securing the source of the spill
- Secure open drains
- Deploy booms
- Deploy absorbents which are commercially approved for spills
- Clean-up as appropriate - transfer spilled substances, soils/water, used absorbents to tanks or drums
- Disposal of recovered spilled substance and clean-up materials; this disposal will require adherence to all applicable laws
- Restoration of the site

ASSESSMENT OF THE SPILL

Information, which will be used during the assessment of the spill:

- Location
- Substance
- Quantity
- Total quantity spilled (assessment of any further spillage)
- Surface area involved
- Hazardous materials involved (MSDS)
- Potentially stopping leak or contain the spill
- Criteria for containing the spill
- Required materials or equipment
- Weather conditions while counter measures are underway

INFORMATION REQUIREMENTS FOR NOTIFICATION

The following information will be required upon the notification of the spill:

- Spiller's company name
- Location of the spill
- Name of the caller and return phone number
- Type of incident
- Any injuries or casualties
- Substance or quantity spilled
- Quantity contained/released
- Time incident contained/released
- Time incident started/stopped
- Cause of spill
- Potential environmental impact
- Description of nature of containment and recovery actions underway
- Time clean-up will be completed
- Names of people/departments contacted

SITE SPECIFIC ENVIRONMENT CONTROL ASSESSMENTS

The owner of the building being worked on and the General Superintendent will collaborate in determining risks to:

- a) the roofing crew working on top of or inside the building
- b) the employees who would be working inside or outside the building

Considerations:

Risks to roofing crew:

- designated substances release on or in roofs
- harmful emissions release from roof vent stacks

Risks to building employees:

- entry of fumes generated from roofing operations
- spillage of flammable or hazardous materials
- possible fallen material during work operations

Appropriate measures will be taken to minimize such risks through:

- Identifying harmful emissions from roof vent stacks and use the appropriate shutdown, respiratory protection, or isolation measures to protect workers.
- Identifying roof substance content and if considered a designated or harmful substance, enact appropriate abatement measures to protect workers and public.
- Minimizing entry of roof work fumes generated, by sealing intake vents into building or using mechanical ventilation to minimize fume entry.
- Enacting an appropriate response to the spillage of any flammable or hazardous material on the roof or property grounds.

ASBESTOS AND OTHER DESIGNATED SUBSTANCES

Asbestos containing materials is present throughout many areas of the construction site. All construction that requires demolition, access into ceiling spaces or work performed on mechanical systems shall be carefully monitored and assessed prior to the commencement of work. A schedule and work plan detailing all asbestos abatement work will be required from the Contractor

performing the work. Care must be taken to ensure exposure to asbestos is minimal or eliminated where possible. If friable material is discovered during any work, the workers will stop operations immediately. If any designated substances are encountered, the Contractor will immediately stop further disturbance and notify proper authorities.

NOISE REDUCTIONS

These precautions and measures consist of, but are not limited to the following:

- Efficient intake and exhaust silences on compressed air equipment
- Efficient intake and exhaust mufflers on internal combustion engines

The site superintendent will monitor the site for excessive noise and take necessary actions to control to a reasonable level wherever possible.

DUST AND DEBRIS CONTROL

Excessive dust and debris from construction activities creates a serious hazard for the operation of all regular activities on the construction site. During progress of work, provide measures to control dust and debris at all times.

Waste, loose material and debris, capable of causing damage should be contained at all times. Cover or water sprinkling of dry materials to prevent blowing dust and debris, temporary enclosures (tarps etc) or other suitable methods to prevent dust and debris arising and scattering into the air.

Excavated materials and exposed, unprotected cut faces shall be managed in a manner to minimize dust levels. Do not use water when it may create hazardous or objectionable conditions such as icing, flooding, pollution and ponding.

The contractor responsible shall clean up any debris ending up outside the site. Maintain sufficient water, watering equipment and personnel on site at all times to control dust. This prevents blowing of the dust on and from the site, from paved and unpaved temporary roads and excavated areas by wetting. Securely cover excavated and demolition materials being removed from the site and all fill materials being delivered to the site from becoming airborne of dust and debris. This concludes our environmental safety plan strategy and we welcome any input by our employees or clients, on ways to improve this plan.

27.0 FORMS TO IMPLEMENT OUR HEALTH AND SAFETY PROGRAM

- A. Joint Health & Safety Committee Notice
- B. Joint Health & Safety Committee Meeting
- C. Worker Trades Committee Roster
- D. Labour Safety Representative Notice
- E. Foreman's Toolbox Safety Meeting Minutes
- F. Safety Orientation Seminar
- G. Worker Orientation Program Sheet
- H. Documentation & Postings Checklist
- I. Hazard Analysis Worksheet
- J. Supervisors Pre-Job & Safety Planning Checklist
- K. Roofer's Safety Inspection Checklist
- L. Clean Up Directive
- M. Safety Directive (Contravention Notice)
- N. Worksite Emergency Contacts
- O. Incident Investigation Report
- P. Supervisors Accident Investigation Report
- Q. Practitioner Letter
- R. WSIB Functional Abilities form
- S. Treatment Memorandum
- T. Notice of Occurrence Form
- U. Visitor Release Form
- V. Subcontractor Health and Safety Agreement
- W. Declaration of Competent Supervisor
- X. New Employee Training Checklist
- Y. Injury Treatment Record

A

JOINT HEALTH & SAFETY COMMITTEE NOTICE

CONSTRUCTOR: _____

HEAD OFFICE: _____

Telephone No.: _____

NEAREST MINISTRY OF LABOUR OFFICE: _____

Telephone No.: _____

ROSTER**HEALTH & SAFETY COMMITTEE MEMBERS****LABOUR**

Name	Trade	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MANAGEMENT

Name	Trade	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B

JOINT HEALTH & SAFETY COMMITTEE MEETING

PROJECT _____ PROJECT NO. _____

CONSTRUCTOR _____ MTG TIME _____ AM/PM

MEETING LOCATION _____ MTG DATE _____

MINUTES RECORDED BY _____ TITLE _____

SIGNATURE _____ DATE RECORDED _____

ATTENDANCE ROSTER

NAME (Print)	COMPANY	SIGNATURE
--------------	---------	-----------

Labour Co-Chair

_____	_____	_____
-------	-------	-------

Management Co-Chair

_____	_____	_____
-------	-------	-------

OTHER REPRESENTATIVES IN ATTENDANCE

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
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_____	_____	_____
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DISTRIBUTION:

C

WORKER TRADES COMMITTEE ROSTER

CHAIRPERSON: _____

COMPANY: _____

TRADE: _____

TRADE SAFETY REPRESENTATIVES

NAME	COMPANY	TRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRADE SAFETY REPRESENTATIVES SHOULD BE APPOINTED BY THEIR RESPECTIVE UNIONS IF THE PROJECT IS A UNIONIZED ENVIRONMENT. OTHERWISE THE WORKERS OF EACH TRADE SHOULD VOTE THEIR SAFETY REPRESENTATIVE IN.

C

LABOUR SAFETY REPRESENTATIVE NOTICE

THE LABOUR SAFETY REPRESENTATIVE FOR THIS CONSTRUCTION PROJECT IS:

Name

Employer

Trade

WORK

LOCATION:_____

E

FOREMAN'S TOOLBOX SAFETY MEETING MINUTES

EMPLOYER: _____

FOREMAN: _____ Date: _____

PROJECT: _____ Time: _____

SAFETY TOPICS DISCUSSED:

SAFETY CONCERNS RAISED:

CORRECTIVE MEASURES:

CREW ATTENDANCE ROSTER

NAME (print)

TRADE/POSITION

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F

SAFETY ORIENTATION SEMINAR

EMPLOYER: _____

LOCATION: _____

DATE: _____

TIME: _____

ATTENDANCE ROSTER

NAME (Print)

COMPANY

SIGNATURE

F

[illegible]**DISTRIBUTION:**

G

WORKER ORIENTATION PROGRAM CHECKLIST

To ensure we are adequately informing "new hires" of our company policies and procedures. All workers have a right to know the terms and conditions of our corporate policy and program. By raising the new employee's level of awareness to our safety program, our workforce will be better able to understand and comply to our company standards and requirements.

	Employee Initials	Instructor's Initials
- COMPANY POLICY AND ACCEPTABLE BEHAVIOUR REVIEWED	_____	_____
- INTRODUCTIONS TO PROJECT SUPERINTENDENT	_____	_____
- INTRODUCTIONS TO PROJECT LABOUR SAFETY REPRESENTATIVES	_____	_____
- INTRODUCTIONS TO PROJECT MANAGER	_____	_____
- INTRODUCTIONS TO PRESIDENT'S SAFETY POLICY STATEMENT	_____	_____
- RESPONSIBILITIES OF WORKERS	_____	_____
- RESPONSIBILITIES OF OUR SUPERVISORS	_____	_____
- RESPONSIBILITIES OF OUR PROJECT MANAGERS	_____	_____
- EMERGENCY RESPONSE PROCEDURES	_____	_____
- INCIDENT AND ACCIDENT REPORTING PROCEDURES	_____	_____
- ALCOHOL, DRUGS - IMMEDIATE DISMISSAL	_____	_____
- HORSEPLAY AND FIGHTING - IMMEDIATE DISMISSAL	_____	_____
- THEFT OF PROPERTIES - IMMEDIATE DISMISSAL	_____	_____
- SAFE VEHICLE OPERATION - no backing up	_____	_____
- TRAFFIC CONTROL MEASURES – traffic plans	_____	_____
- SAFE ACCESS AND EGRESS FROM WORK LEVELS	_____	_____
- PROTECTING THE PUBLIC	_____	_____
- DEALING WITH MINISTRY OF LABOUR OFFICIALS	_____	_____
- EARLY & SAFE RAPID RETURN TO WORK PROGRAM	_____	_____
<u>REQUIRED PERSONAL PROTECTIVE EQUIPMENT:</u>		
- HARD HAT AND SAFETY FOOTWEAR	_____	_____
- EYE PROTECTION	_____	_____
- HEARING PROTECTION	_____	_____
- REFLECTIVE VEST USE	_____	_____
- FALL PROTECTION - Safety Harness / Lanyard Use	_____	_____
- RESPIRATORY PROTECTION	_____	_____
- CLOTHING PROTECTION	_____	_____
- HAND PROTECTION (GLOVES)	_____	_____
- OTHER _____	_____	_____

G

	Employee Initials	Instructor's Initials
<u>WORK OPERATIONS</u>		
- GENERAL HOUSEKEEPING REQUIREMENTS	_____	_____
- GUARDING OF MACHINERY AND EQUIPMENT	_____	_____
- GUARDRAIL AND COVERINGS FOR FALL PROTECTION	_____	_____
- SAFE SCAFFOLD ERECTION, USE & DISMANTLING	_____	_____
- SAFE LADDER SETUP AND USE	_____	_____
- SAFE MANUAL LIFTING TECHNIQUES	_____	_____
- HOISTING & RIGGING SAFETY	_____	_____
- WORK PLATFORM REQUIREMENTS AND USE	_____	_____
- STAKE OUT OF SERVICES – hydro lines or u/g services	_____	_____
- CLEARANCES TO ELECTRICAL INSTALLATIONS	_____	_____
- POWER ELEVATING PLATFORM USE - if required	_____	_____
- ELECTRICAL EQUIPMENT GROUNDING (GFI)	_____	_____
- PUBLIC PROTECTION CONSIDERATIONS	_____	_____
- PROPANE CYLINDER EXCHANGE – mobile equipment	_____	_____
- WIND HAZARDS ON THE JOB	_____	_____
- SAFE WORK WITH VOLATILE SUBSTANCES	_____	_____
- SAW CUTTING SAFETY	_____	_____
- VERIFICATION OF REQUIRED SAFETY TRAINING	_____	_____
- HOT WORK OPERATIONS	_____	_____
- LOCK-OUT & TAGGING REQUIREMENTS	_____	_____
- J.H.&S. COMMITTEE AND CREW SAFETY MEETINGS	_____	_____
- SAFE STORAGE OF MATERIALS – combustible and flammables	_____	_____
- FIRE PREVENTION MEASURES	_____	_____
- CARBON MONOXIDE POISONING AND PREVENTION	_____	_____
- HEAT STRESS HAZARDS AND PREVENTION	_____	_____
- WORKING ALONE PROCEDURES AND LIMITATIONS	_____	_____

I _____ HAVE RECEIVED MY COPY OF THE *Barné Builders and Construction Inc. SAFETY POLICY BOOKLET* IN A LANGUAGE I UNDERSTAND, AND RECOGNIZE THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES AND PROCEDURES SET OUT IN THIS POLICY AND THE ONTARIO HEALTH AND SAFETY ACT AND ITS REGULATIONS. I ACKNOWLEDGE THAT ANY VIOLATION TO THIS POLICY COULD BE CAUSE FOR DISCIPLINARY ACTION OR EVEN TERMINATION OF MY EMPLOYMENT.

DATED: _____

PRINT: _____ PRINT: _____
 EMPLOYEE EMPLOYER REPRESENTATIVE

SIGNATURE: _____ SIGNATURE: _____
 EMPLOYEE EMPLOYER REPRESENTATIVE

H

DOCUMENTATION & POSTINGS CHECKLIST

<u>ITEM</u>	<u>ON-SITE</u>	<u>MUST OBTAIN</u>
1. Employers Registration form	_____	_____
2. Notice of Project form	_____	_____
3. Notice of labour safety representative	_____	_____
4. Notice of Constructor & address	_____	_____
5. Joint Health & Safety Committee notice	_____	_____
6. Joint H & S Committee minutes posted	_____	_____
7. Workers Trades Committee Notice posted	_____	_____
8. WSIB Notice of Injury form 82 posted	_____	_____
9. Ministry of Labour inspection reports posted	_____	_____
10. M of L Notice of Compliance form posted	_____	_____
11. Emergency Response Procedures posted with contacts	_____	_____
12. Ambulatory Route Map to nearest hospital with contacts	_____	_____
13. Project access routing map posted	_____	_____
14. Traffic Control Plan (if required) posted	_____	_____
15. Emergency Evacuation Plan posted	_____	_____
16. Material Safety Data Sheets posted	_____	_____
17. Copy of your Corporate Safety Policy posted	_____	_____
18. Current Ontario H & S Act / Regs manuals posted	_____	_____
19. Fall Arrest Emergency Retrieval Plan posted	_____	_____
20. Reports respecting H & S –engineer approvals	_____	_____
21. First Aid Certificate of First Aid Attendant posted	_____	_____
22. Safety Inspection Reports posted or filed	_____	_____
23. Post location of washrooms for worker review	_____	_____
KEEP ON FILE FOR EACH CONTRACTOR		
24. Employer Registration Form	_____	_____
25. Contractor Orientation Sign-off slips	_____	_____
26. Contractor's Safety Policy	_____	_____
27. Contractor's Safe Work Procedures	_____	_____
28. Contractor Fall rescue plan (if applicable)	_____	_____
29. Contractor's Records of Training	_____	_____
30. Contractor's Notice of Safety Representative	_____	_____
31. Contractor's Engineer Design Drawings	_____	_____
32. Copies of Contractor Logs & Licenses	_____	_____
33. Copies of Contractor Crew Safety Meeting minutes	_____	_____
34. Declaration of Supervisor Competency form	_____	_____
35. M.S.D.S. on Hazardous materials on project	_____	_____
36. Contractor WSIB Clearance Certificate	_____	_____
37. Mechanic's fitness cert. for equipment on site	_____	_____

I

Hazard Analysis Worksheet

WORKSHEET – Hazard Analysis			
Job Title / Occupation / Common Hazards in a Work Environment			
Analyzed by:			Date:
Reviewed by:			Date:
Approved by:			Date:
Job Steps	Identified Hazards	Risk Level	Controls
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

J

SUPERVISORS PRE-JOB SAFETY PLANNING CHECKLIST**Shop Preparations**

Yes	No	Attention to:
_____	_____	Sufficient safety devices and materials provided for the job _____
_____	_____	Equipment provided in good condition and working order _____

Pre Job Meeting with client

_____	_____	Discussion held with building owner regarding chemicals on site _____
_____	_____	Discussion held with building owner regarding public way protection _____
_____	_____	Discussion held with building owner regarding fugitive emissions _____

Pre Job Crew Safety Meeting

_____	_____	Daily pre-job crew safety meeting held to review job task procedures _____
_____	_____	Emergency procedures and nearest ambulatory route discussed _____
_____	_____	Fall Protection Retrieval plan in writing and specific to the site _____
_____	_____	Daily pre-job crew safety meeting rostered and minuted _____
_____	_____	Labour safety representative for crew has been selected by workers _____

Foreman Daily Morning Inspection of Work Zones

_____	_____	Foreman has toured the site and inspected for safety deficiencies _____
_____	_____	Foreman has designated a specific worker(s) to correct concerns _____

Foreman Compliance considerations for inspection

_____	_____	All workers are wearing their required personal protective equipment _____
_____	_____	Grounds operations are fenced in and danger signs are posted _____
_____	_____	Overhead protection in place at entrances/exits, danger signs posted _____
_____	_____	Kettle properly setup, leveled, vented, chocked, etc. _____
_____	_____	Combustible materials at least ten feet away from open flames _____
_____	_____	Propane cylinders secured and kept 15 ft away from flames _____
_____	_____	Fire extinguishers charged, in position and tagged being inspected _____
_____	_____	Kettle/tanker temperatures are being monitored and maintained _____
_____	_____	Kettle man wearing face shield when dispensing kegs into kettle _____
_____	_____	Kettle/tanker being attended to at all times by competent operator _____
_____	_____	Access ladder if used is properly extended, secured and positioned _____
_____	_____	Bumper lines in place to set a path to distant work zone on roof _____
_____	_____	Bumper lines in place at work zone where guardrails cannot be used _____
_____	_____	Fall protection in use for the installation or dismantling of guardrails _____
_____	_____	Guardrails properly installed at required at work zone perimeters _____
_____	_____	Fall protection in use for the installation or dismantling of guardrails _____
_____	_____	All openings are either guard railed or suitably covered over _____
_____	_____	Electrical tools, their casings and cords are in good condition _____

J

- _____ Electrical tools protected by ground fault circuit breakers (GFI's) _____
- _____ Materials on roof kept at least six feet in from roof edges _____
- _____ Materials on roof secured against high winds and tipping _____
- _____ Housekeeping on roof maintained to prevent slip/trip hazards _____
- _____ All moving parts to machinery properly guarded _____

Material hoist considerations:

- _____ Material Hoist properly counter-weighted for 3:1 safety factor _____
- _____ Material Hoist properly counter-weights properly secured (tied down) _____
- _____ Material Hoist motor properly oiled and brake mechanism checked _____
- _____ Material Hoist operation manual and maintenance records on site _____
- _____ Hoist hydraulic lines/connections in good condition and secured _____
- _____ Material Hoist cable/hook in good condition and hook thimble in place _____
- _____ Material Hoist zone below in cordoned off and danger signs posted _____
- _____ Material Hoist archway is guard railed when not in use _____
- _____ Material Hoist operator is using travel restraint protection during use _____

Worker performance considerations:

- _____ Worker's skin fully protected when handling hot tars and burners _____
- _____ Workers handling tar pails at only ½ capacity levels _____
- _____ Workers are using travel restraint protection for edge work _____
- _____ Workers are using travel restraint protection around openings _____
- _____ Worker are not throwing materials over roof edges _____
- _____ Workers are using proper chutes or container to lower debris _____
- _____ Workers are maintaining 3-point contact when using ladders _____
- _____ Workers maintain safe clearances when using propane torches _____
- _____ Workers using proper lifting techniques on the job _____

Other considerations:

- _____ Ladders & scaffolds kept safety distance from overhead hydro lines _____
- _____ Warning signs/barriers in place to separate from high voltage devices _____
- _____ Alternate emergency egress from roof in case of building fire _____
- _____ Two hour + fire watch being implemented after torching operations _____
- _____ Workers are properly coached on use, setup and handling of tools _____
- _____ Workers properly coached on use, setup and handling of equipment _____
- _____ Are workers soap testing propane connections for positive seals _____
- _____ Vehicles backing up are being directed by a competent signaler _____
- _____ Traffic Protection Plan devised for the workplace _____

NOTE: THIS IS NOT AN ALL INCLUSIVE LIST. FOREMEN SHOULD CONTACT THEIR MANAGERS OR SAFETY CONSULTANT IF THEY HAVE ANY QUESTIONS REGARDING COMPLIANCE AND SAFETY.

ROOFER'S SAFETY INSPECTION FORM

PROJECT _____ DATE _____

PROJECT NUMBER _____ FOREMAN _____

SUPERINTENDENT _____

PERSONAL PROTECTION

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> SAFETY GLASSES | <input type="checkbox"/> HARD HATS |
| <input type="checkbox"/> CSA BOOTS (GREEN PATCH) | <input type="checkbox"/> BODY HARNESS |
| <input type="checkbox"/> RESPIRATORS | <input type="checkbox"/> WHMIS KIT |
| <input type="checkbox"/> CUFFS OVER BOOTS - SLEEVES OVER GLOVES | |
| <input type="checkbox"/> ORANGE VEST | |

WARNING BARRIERS

- ☐ INSTALLED 2 METRES FROM ROOF EDGE
- ☐ WARNING SIGNS POSTED IN WORK AREA
- ☐ BARRICADES AT EQUIPMENT AREA: GROUND LEVEL

WORK AREA HOUSEKEEPING

- ☐ CLEAR OF OBSTRUCTIONS, SNOW, ICE, DEBRIS
- ☐ SAND IF NECESSARY
- ☐ FIRST AID KIT AND WATER COOLER AVAILABLE
- ☐ DEBRIS REMOVED DAILY
- ☐ MATERIAL PILED A MINIMUM OF 2 METRES FROM ROOF EDGE
- ☐ WEIGHTS TIED

HOIST

- ☐ GUARDRAILS - COUNTERWEIGHT - PLYWOOD - MINIMUM - 1.5 x LOAD (T1000 - 1500 LB. COUNTERWEIGHT)
- ☐ CABLE AND SAFETY HOOK INSPECTED AND HOIST PINS
- ☐ QUALIFIED OPERATOR TO OPERATE HOIST
- ☐ OPERATING INSTRUCTIONS

KETTLE AND TANKER

- ☐ OPERATOR: FACE, MASK, EAR AND HAND PROTECTION
- ☐ LEVEL, WHEELS BLOCKED, COVER OPEN
- ☐ CHECK PIPES, ETC., FOR MOISTURE
- ☐ GUARDRAILS AT HOT PIPES
- ☐ FIRE EXTINGUISHERS - (2) ACCESSIBLE
- ☐ BITUMEN THERMOMETER (WORKING)

LADDERS

- ☐ SECURE BASE - TIED OFF - THE TOP 3 FT. ABOVE ROOF EDGE
- ☐ NO BROKEN RUNGS OR GRAVITY LOCKS
- ☐ RATIO 4-1 (1 FT. OUT FOR 4 FT. UP)

PROPANE

- ☐ SECURED IN UPRIGHT POSITION (EMPTY OR FULL)
- ☐ PROPANE PIGS - 25 FT. AWAY FROM TANKER
- ☐ CYLINDERS - 10 FT. AWAY FROM KETTLE
- ☐ HOSES, BURNERS, REGULATORS IN GOOD WORKING ORDER

FIRE PROTECTION

- ☐ HEAT GUN
- ☐ FIRE WATCH REQUIRED
- ☐ DRY CHEMICAL

ROOF OPENINGS

- ☐ PROPERLY COVERED OR BARRICADED

COMMENTS

L

CLEAN-UP DIRECTIVE**PROJECT** _____**DATE** _____**SUBCONTRACTOR** _____**TRADE** _____**FOREMAN** _____**SIGNATURE** _____

You are hereby ordered to clean up and remove your refuse from the work area indicated below. We remind you of your legal obligations under Section 35(1) of the Occupational Health and Safety Regulations, to maintain a clean work area as often as necessary and at least on a daily basis.

PLEASE CLEAN-UP AND REMOVE YOUR REFUSE FROM THE AREA(S) INDICATED BELOW:

COMPLIANCE DEADLINE: By _____ am / pm **DATE:** _____

Your failure to comply within the indicated deadline will result in arrangements being made by _____ to perform the required clean-up duties on your behalf and at your expense, chargeable at the following rates:

\$ _____ per man-hour for clean up.

\$ _____ per cubic yard for disposal.

REMEMBER!

A CLEAN JOB IS A SAFE JOB. BY HONORING YOUR HOUSEKEEPING OBLIGATIONS ACCORDING TO SAFETY LAW AND OUR SUBCONTRACTUAL AGREEMENT YOU CAN HELP REDUCE WORK HAZARDS AND AVOID THESE BACK CHARGES.

_____ WORK DONE BY SUBCONTRACTOR

_____ WORK DONE BY _____.

TOTAL BACK CHARGES:

No. of Man-hours _____ = \$ _____

No. of Cubic Yards _____ = \$ _____

TOTAL AMOUNT CHARGED = \$ _____

SUPERINTENDENTS APPROVAL _____

M

SAFETY DIRECTIVE

<< CONTRAVENTION NOTICE >>

PROJECT: _____ NO. _____ DATE: _____

COMPANY: _____ TIME RECEIVED: _____ AM / PM

FOREMAN: _____ SIGNATURE: _____

NAME(S) OF KNOWN VIOLATORS: _____

At the above noted project, we observed what we consider to be a contravention to the
OCCUPATIONAL HEALTH AND SAFETY ACT and/or **REGULATIONS**, and that a worker(s)
 health and safety was or could of been in danger.

SITUATION: _____

We, the management of _____ require that you
 immediately rectify this infraction, and to this end, the Site Superintendent or his staff shall re-
 inspect on _____ by _____ am / pm or on _____
 to ensure compliance with the regulations and/or our Corporate Health and Safety Policy. If the
 concerns noted above have not been rectified within the stated due dates/time above, then
 _____ will take the necessary steps to correct the unsafe
 condition or practice at your expense, and we reserve the right to remove anyone who causes the
 unsafe condition or practice to exist, or who performs in a manner not consistent with the
 requirements of the Occupational Health and Safety Act and/or it's Regulations.

A COPY OF THIS SAFETY DIRECTIVE WILL BE FORWARDED TO YOUR COMPANY OFFICE.

Directed by:

_____ and/or _____
 SITE SUPERINTENDENT SAFETY REPRESENTATIVE

COMMENTS:

N

WORKSITE EMERGENCY CONTACTS

POLICE

FIRE DEPARTMENT

AMBULANCE

NEAREST HOSPITAL

MIN. OF LABOUR

W.S.I.B.

SAFETY CONSULTANT

MANAGEMENT

=====

FIRST AID CONTACTS1.

2.

3.

4.

5.

6.

7.

O

INCIDENT INVESTIGATION REPORT

Employer: _____ Date _____

Address: _____

Constructor: _____

Address: _____

Date of Incident: _____

Time of Incident: _____

Incident Location: _____

Name of person in authority at location: _____

Name of Supervisor on site to whom incident was reported: _____

Date and time incident reported: _____

Conditions at location: (e.g. weather, housekeeping, lighting.) _____

USE THIS AREA TO SKETCH LAYOUT OF INCIDENT SCENE

DESCRIBE THE INCIDENT: WHAT HAPPENED! Detail all equipment, objects, condition of tools, events, and circumstances that led to the incident. Indicate property damage, size and weight of equipment or material involved, person in most control of object, equipment, or substance. Indicate position of witnesses. Obtain measurements and measure distances.

O

Was anyone else directly involved in the incident (third parties) _____. If so, detail actions, give addresses and phone numbers. IMPORTANT! - REMEMBER TO GET THEIR WRITTEN ACCOUNT (STATEMENT) OF THE INCIDENT!

Names, addresses and phone numbers of witnesses or workers in the area at time of incident. (Attach written statements to this report.)

1. _____
2. _____
3. _____

Is there any further information that you are aware of, which would assist in the investigation of this incident? Please include written statements of witnesses, co-workers, foreman, etc., and ensure that accompanying statements are signed, and dated.

Date and time reported to Ministry of Labour (If required) _____
 Name of M.O.L. Representative who took the call: _____

Describe primary root cause and contributing factors:

What protective measures have been taken to prevent a recurrence?:

 SUPERINTENDENT'S SIGNATURE

 FOREMAN'S SIGNATURE

 DATE

 EMPLOYEE'S SIGNATURE

 CONSULTANT'S SIGNATURE (IF APPLICABLE)

P

SUPERVISORS ACCIDENT INVESTIGATION REPORT

NOTE: * Headings in bold indicate information mandatory under health and safety legislation.

Employer: _____ **Employee #** _____ **Project #** _____

Address: _____ **Name of Injured:** _____

Constructor: _____ **Address of Injured:** _____

Address: _____

Date of Accident: _____ **Time of Accident:** _____

Accident Location: _____

Birthdate: _____ S.I.N. # of Injured: _____ Telephone # of Injured: _____

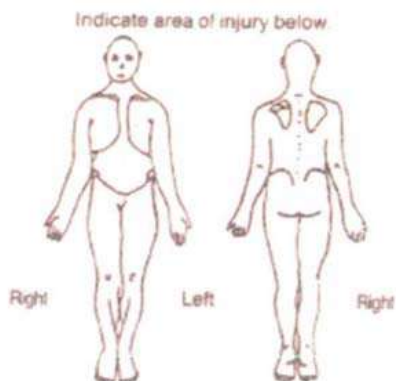
Occupation: _____ Years experience: _____ Driver's License # _____

Name of person in authority at location: _____

Name of Supervisor on site to whom accident was reported: _____

Date and time accident reported: _____

Conditions at accident location: (e.g. weather, housekeeping, lighting) _____



Use this area to sketch site location and layout of accident

DESCRIBE THE ACCIDENT: Detail all equipment, objects, condition of tools, events, and circumstances that led to the accident. Indicate property damage, size and weight of equipment or material involved, person in most control of object, equipment, or substance. Indicate position of witnesses. Obtain measurements and measure distances.

P

SUPERVISORS ACCIDENT INVESTIGATION REPORT

Nature of Injury: (Describe injuries - e.g. cuts, lacerations, bruises, worker claims to have experienced pain, etc.)

Lost time injury information only:

How long will worker be off work: _____

Date and hour last worked: _____

Normal working hours in week: (Include O.T. if regular work includes standard O.T. hours) _____

Normal working hours on date of accident: _____

Start and finish times of shift: _____

Was anyone else directly involved in the accident (third parties) ____? If so, detail actions, give addresses and phone numbers.

IMPORTANT! - REMEMBER TO GET THEIR WRITTEN ACCOUNT (STATEMENT) OF THE ACCIDENT!

Names, addresses and phone numbers of witnesses or workers in the area at time of accident.

(Attach written statements to this report.)

1. _____
2. _____
3. _____

Was a treatment memorandum issued to the injured worker? _____ Did worker sign it? _____

Name, address, and phone number of attending physician, surgeon or clinic: (Is this the family doctor?)

Did you accompany worker to medical treatment? _____ Name of escort _____

If no, did you contact physician to confirm modified duties clearance? _____

Is there any further information that you are aware of, which would assist in the investigation of this incident? Please include written statements of witnesses, co-workers, foreman, etc., and ensure that accompanying statements are signed, and dated.

P

SUPERVISORS ACCIDENT INVESTIGATION REPORT

Date and time reported to Ministry of Labour (If required)

Name of M.O.L. Representative who took the call:

List protective devices or clothing the worker(s) used at the time of the accident:

What other protective equipment should have been used for the worker's health and safety.

What protective measures have been taken to prevent a recurrence:

Has the employee had a previous similar disability? _____. If yes, when? _____

Did the employee collect compensation? _____

Name of employer at time of previous disability: _____

Was there any serious or willful misconduct involved? A neglect of company safety rules, or neglect in reporting the accident immediately? _____

Are you aware of any underlying health conditions which could aggravate the duration of disability or could have contributed to the accident?

Do you feel any need for any further investigation of this claim? _____

If so, detail reason: _____

Was this report completed with the injured employee present? _____

Was the investigation of this claim conducted immediately? _____

If no, give date and time conducted: _____

Name of person who conducted investigation: _____

Name of injured employee's foreman: _____

Name of injured employee's superintendent: _____

SUPERINTENDENT'S SIGNATURE_____
FOREMAN'S SIGNATURE_____
DATE_____
EMPLOYEE'S SIGNATURE_____
CONSULTANT'S SIGNATURE (IF APPLICABLE)

Q

109 Elm Street, Suite 206
Sudbury, Ontario P3C 1T4
Tel: 705-674-8596
Fax: 705-674-7548

January 2012

Dear Health Care Practitioner,

Barné Builders and Construction Inc. has implemented a return to work program designed to return any injured employee to medically appropriate work when an occupational injury occurs in order to protect their earning ability and minimize the disruption to their personal lives. We have developed and have in place a comprehensive return-to-work program committed to providing suitable work consistent with the functional abilities of the worker. If our employee is unable to return to his or her regular job, we will attempt to find an appropriate alternate work assignment. In almost every case, we will be able to immediately accommodate the worker with modified work within their capabilities and will ensure that any assignment meet medical restrictions.

We ask that you please complete the attached *Work place Safety and Insurance Board* "Functional Abilities Form" as soon as possible. Kindly give one completed copy to the injured worker (which he will return to us). Please list any specific precautions or restrictions that we should currently consider. We are also greatly concerned about any long-range plan for returning this employee to regular duties as this program is intended to be a stepping-stone. Thank you for your participation in our efforts to return our employee to a safe and productive workplace.

Yours truly,

Barné Builders and Construction Inc.

109 Elm Street, Suite 206
Sudbury, Ontario P3C 1T4
Tel: 705-674-8596

Functional Abilities Form

for Planning Early and Safe Return to Work

Health Professionals, please use this form ONLY when requested by an employer or worker.

The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.

Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.

PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.

Authority to Release Information

Section 37(3) of the *Workplace Safety and Insurance Act, 1997* provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.


When completing this report, please **print in black ink.**

Worker and/or employer should complete Sections A and B of this report. If your patient needs assistance, please help. Please submit this report even if Section A is not fully completed.

Information about your responsibilities can be found on **Page 4.**


The WSIB will pay health professionals for completing this form.

Mail to: Workplace Safety and Insurance Board 200 Front Street West Toronto, ON M5V 3J1	OR	Fax to: 416-344-4684 or 1-888-313-7373
--	-----------	---



...go to form

A guide to completing this form is available at www.wsib.on.ca



WSIB
CSPAAT

Mail to:
200 Front Street West
Toronto ON M5V 3J1

or Fax to:
416 344-4684
OR 1-888-313-7373

FAF

Functional Abilities Form
for Planning Early
and Safe Return to Work

Please PRINT in black ink

Claim No. _____

A. Section A to be completed by the employer and/or worker.

Worker's Last Name		First Name		Telephone	
Address (no., street, apt.)		City/Town		Province	Postal Code
Employer's Name				Date of Birth (dd/mm/yyyy)	
Full Address (No., Street, Apt.)				Date of Accident/Awareness of Illness (dd/mm/yyyy)	
City/Town				Prov.	Postal Code
				Employer Telephone	
				Employer Fax No.	

1. Type of job at time of accident (where available, please attach description of job activities) _____ Area(s) of injury(ies)/illness(es) _____

2. Have the worker and the employer discussed Return To Work ☐ yes ☐ no If no, will be discussed on dd mm yyyy

3. Employer contact name _____ Position _____

B. Worker's Signature

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature _____ Date dd mm yyyy

Please print form & sign before returning to the WSIB

C. Health Professional's Billing Information
For billing purposes fax or mail pages 2 and 3 to the WSIB.

Health Professional's Designation
☐ Chiropractor ☐ Physician ☐ Physiotherapist ☐ Registered Nurse (Extended Class) ☐ Other

PROVIDER BILLING INFORMATION IN THE BOLDED AREA OF SECTION C SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER.

Are you registered with the WSIB? <input type="checkbox"/> yes Please enter the WSIB Provider ID. in the box provided <input type="checkbox"/> no Please call 1-800-569-7919 to register		WSIB Provider ID.
Health Professional's Name (please print)		Your Invoice Number
Address (No, Street, Apt.)		Service Code FAF
City/Town	Province	Postal Code
		Fax

I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.

Health Professional's Signature _____ Telephone _____ Date dd mm yyyy

Please print form & sign before returning to the WSIB

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...go to next page



Mail to: 200 Front Street West
Toronto ON M5V 3J1
or Fax to: 416 344-4684
OR 1-888-313-7373

FAF

Functional Abilities Form for Planning Early and Safe Return to Work

Please PRINT in black ink

Worker's Last Name		First Name		Claim No.	
D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.					
1. Date of Assessment dd mm yyyy 		2. Please check one: <input type="checkbox"/> Patient is capable of returning to work with no restrictions. <input type="checkbox"/> Patient is capable of returning to work with restrictions. Complete sections E and F. <input type="checkbox"/> Patient is physically unable to return to work at this time. Complete section F.			
E. Abilities and/or Restrictions					
1. Please indicate Abilities that apply. Include additional details in section 3					
Walking: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify)		Standing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify)		Sitting: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify)	
Lifting from floor to waist: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)		Lifting from waist to shoulder: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)		Stair climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify)	
Ladder climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> 1 - 3 steps <input type="checkbox"/> 4 - 6 steps <input type="checkbox"/> Other (please specify)		Travel to work: Ability to use public transit <input type="checkbox"/> yes <input type="checkbox"/> no		Ability to drive a car <input type="checkbox"/> yes <input type="checkbox"/> no	
2. Please indicate Restrictions that apply. Include additional details in section 3					
<input type="checkbox"/> Bending/twisting repetitive movement of (please specify)		<input type="checkbox"/> Work at or above shoulder activity:		<input type="checkbox"/> Chemical exposure to:	
<input type="checkbox"/> Environmental exposure to: (e.g. heat, cold, noise or scents)		<input type="checkbox"/> Limited use of hand(s): Left <input type="checkbox"/> Gripping <input type="checkbox"/> Right <input type="checkbox"/> <input type="checkbox"/> Pinching <input type="checkbox"/> <input type="checkbox"/> Other (please specify) <input type="checkbox"/>		<input type="checkbox"/> Limited pushing/pulling with: <input type="checkbox"/> Left arm <input type="checkbox"/> Right arm <input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Operating motorized equipment: (e.g. forklift)		<input type="checkbox"/> Potential side effects from medications (please specify) Do not include names of medications.		<input type="checkbox"/> Exposure to vibration: <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/Arm	
3. Additional Comments on Abilities and/or Restrictions. _____ _____ _____					
4. From the date of this assessment, the above will apply for approximately: <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> 3 - 7 days <input type="checkbox"/> 8 - 14 days <input type="checkbox"/> 14 + days				5. Have you discussed return to work with your patient? <input type="checkbox"/> yes <input type="checkbox"/> no	
6. Recommendations for work hours and start date: <input type="checkbox"/> Regular full-time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours				Start Date dd mm yyyy	
F. Date of Next Appointment Recommended date of next appointment to review Abilities and/or Restrictions. dd mm yyyy					
I have provided this completed Functional Abilities Form to: <input type="checkbox"/> Worker and/or <input type="checkbox"/> Employer					

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Important Information		
<p>To receive benefits, the worker must apply for benefits within six months of the date of a work-related injury or illness. When filing a claim for benefits, the worker must also consent to the disclosure of functional abilities information provided by a health professional to his or her employer for the purpose of facilitating an early and safe return to work. Failure to file a claim or provide consent for the release of the functional abilities information can result in no benefits.</p> <p>If you have questions about the completion of this form please call 1-800-387-0750.</p> <p>Worker's Responsibilities</p> <ul style="list-style-type: none"> This form is to be completed by a treating health professional, who will discuss the information with you. Once completed, contact your employer immediately to review the information on the completed form. Together, you and your employer will begin to plan an early and safe return to work. <p>Employer's Responsibilities</p> <ul style="list-style-type: none"> This form provides general information about this worker's functional abilities and restrictions to help you plan an early and safe return to work. When you provide this form to the treating health professional, ensure that you have the worker's signed consent (Section B) for the release of functional abilities information. Where available, also attach a description of the worker's job activities to assist the health professional in completing the form. The prescribed form that is available from the WSIB is a generic form developed to assist with general functional abilities information. The WSIB will pay the health professional to complete the prescribed WSIB form only. A charge will appear on your Accident Cost statement or Schedule 2 Invoice which reflects the cost of payment for each form completed. If you have a form that is specific to your workplace and have the cooperation of the worker in providing consent for the release of information on your form, you may use your own form. If you create your own form, you must reimburse the health professional directly. Do not send a copy of the completed Functional Abilities Form for Planning Early and Safe Return to Work to the WSIB. The health professional is responsible for submission of the form. <p>Health Professional's Responsibilities</p> <ul style="list-style-type: none"> The employer and worker will use this information to plan the worker's early and safe return to work. Their return to work plans will reflect the functional abilities and restrictions you have noted and presume that no clinical contraindications exist for other work activities, therefore it is crucial that all sections be completed in full. The completion of this form is based on your examination of the worker and does not require a specialized functional abilities evaluation. Diagnostic or confidential information must not be included. Please add specific information on the duration of temporary restrictions or maximum times or weights to be considered, in section E3 under abilities and/or restrictions. If necessary, attach an additional page to this completed form to describe abilities and restrictions. Completion of this form does not replace clinical reporting requirements to the WSIB. Once you have received this form, promptly complete it and give it to the worker and/or employer. For billing purposes fax or mail pages 2 and 3 to the WSIB. When faxing, do not mail a copy. <p>The WSIB will pay the health professional for the completed form when pages 2 and 3 are received.</p> <table border="0"> <tr> <td> <p>Workplace Safety and Insurance Board 200 Front Street West Toronto ON M5V 3J1</p> </td> <td> <p>WSIB Fax 416-344-4684 or 1-888-313-7373</p> </td> </tr> </table> <p style="text-align: right;">...go to home page</p>	<p>Workplace Safety and Insurance Board 200 Front Street West Toronto ON M5V 3J1</p>	<p>WSIB Fax 416-344-4684 or 1-888-313-7373</p>
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A guide to completing this form is available at www.wsib.on.ca

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S

TREATMENT MEMORANDUM

I hereby authorize the release of medical information to my employer _____

EMPLOYEE SIGNATURE

Dear Doctor:

In order for BARNÉ BUILDERS AND CONSTRUCTION INC. to fulfill our obligations to the Workers Safety and Insurance

Board, we ask that you complete this form and have the employee return it to his/her employer.

Please Print:

Name: _____ claims to have suffered an illness/injury while in our employ
on _____.

Attending Physician _____ Phone: _____

Address of Physician _____

PHYSICIAN'S ASSESSMENT AND RECOMMENDATIONS:

Nature of problem and diagnosis: _____

1. Employee may return at once to normal work. Yes? _____.
 2. Employee is unable to work. Yes? For how long? _____.
 3. Employee may return to modified duties? Yes _____.
- Estimated duration of modified duties: _____ days _____ weeks.

RESTRICTIONS: _____ lifting weight (specify) _____ lbs.
 _____ prolonged walking
 _____ prolonged standing
 _____ climbing
 _____ repetitive action (specify) _____
 _____ overhead work

MODIFIED WORK:

Employee may do: _____ office work (e.g. - filing, bookkeeping, etc.)
 _____ pulling nails from lumber, light material sorting
 _____ light cleaning, sweeping, janitorial work
 _____ light indoor work, working at table or bench
 _____ road flagging or security work

TREATMENT:

Does employee require further treatment? Yes _____ No _____ Time period for next visit? _____

COMMENTS: _____

WE THANK YOU FOR YOUR ASSISTANCE AND CO-OPERATION IN ATTENDING TO OUR EMPLOYEE AND IN COMPLETING THIS FORM.

SIGNATURE OF ATTENDING PHYSICIAN _____

DATE _____

T

Notice of Occurrence Form

"Notice Of Occurrence" as required under The Occupational Health & Safety Act and Construction Projects Regulations.

	Health & Safety Officer
Ministry Of Labour	Construction Health & Safety Branch

Ministry of Labour Address:

COMPANY ADDRESS

The nature and the circumstances of the occurrence:

Body Injuries Sustained:

Description of Equipment/Machinery Involved in the incident/accident:

Date, Time & Place of Occurrence: **Date :** _____ **Time :** _____

Location of accident scene: _____

T**Injured Worker's Name & Address**

Name : _____

Address : _____

Telephone: _____

Names and addresses of Witnesses or "Persons Having Knowledge":

Name : _____

Address: _____

Telephone: _____

Name : _____

Address: _____

Telephone: _____

Name : _____

Address: _____

Telephone: _____

Address & name of Attending Physician

Attending Physician: _____

Address: _____

Telephone: _____

Steps taken to prevent recurrence

Information Provided by: _____

U

VISITOR RELEASE FORM

BETWEEN:

____ (THE CONTRACTOR)

- AND -

____ (VISITOR OR OWNER)

I, _____ (please print name clearly) hereby acknowledge, that I am entering the construction operations site (The "Site") of: _____ and I have been informed that the condition of the premises at and surrounding the Site and the activities on or near the premises at and surrounding the Site may be of a potentially dangerous nature. I further expressly acknowledge that I am entering the Site voluntarily and entirely at my own risk, and that I have been advised that I am responsible for wearing appropriate Safety Equipment and Clothing while on, or at the Site, and I am fully aware that the law prohibits me from entering "THE SITE" without wearing the appropriate Safety Equipment and Clothing in accordance with THE ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS. I further expressly acknowledge and hereby agree, that all risks attendant upon, or related to my entering the Site, are assumed by me.

In consideration of being permitted access to the Site and the premises at and surrounding the Site, on my own behalf and on behalf of my dependents, I hereby expressly release, waive, discharge and agree to absolve, indemnify, and hold harmless, The Contractor, and The Owner, their agents, consultants, servants, officers, employees, representatives, assigns, successors, contractors and/or workmen and all of them from any and all liability, causes of action, damages, losses, claims, costs legal or regulatory penalty under any statute or regulation, proceedings and/or suits whatsoever, present or future, in respect of any and all personal injury or injuries, (whether fatal or otherwise), and/or damages to myself and /or property damage to any of my property howsoever caused, while I am on or at the Site or arising in consequence or in respect of my entering the Site.

I hereby expressly acknowledge that I have read and understood this Release and agree to be bound by the terms hereof.

This release is made in contemplation of, amongst other matters, the "OCCUPIERS LIABILITY ACT" (ONTARIO) and Part V of the "FAMILY LAW ACT 1986" (ONTARIO) and any similar and/or successor legislation as may be in force from time-to-time in the Province of Ontario.

This release shall ensure to the benefit of the Contractor, and The Owner, their agents, consultants, servants, officers, employees, representatives, assigns, successors, contractors and/or workmen and all of them and shall be binding upon me, my heirs, administrators, successors, representatives, dependants, assigns and all of them.

PRINT NAME: _____ DATED: _____

SIGNATURE: _____ WITNESS: _____

V

Trade Contractor Safety Acknowledgement Form

Trade Contractor Safety Information

All subcontractors and their employees during the course of their employment on any Barné Builders and Construction Inc. Corporation site must accept safety as a corporate and personal responsibility, thereby agreeing to abide by the safety regulations prescribed. Barné Builders and Construction Inc. Corporation is concerned with your health and safety. For your information some of the common safety rules and safe practices are outlined here along with a few responsibilities you must assume as a subcontractor or an employee of a subcontractor (subject to revision as required).

1. Read and be familiar with the Health & Safety Act in Ontario, and Barné Builders and Construction Health and Safety Policy.
2. Work safely at all times. Be alert to possible hazards around you.
3. Be aware and respect warning signs, and marked restricted areas
4. All employees shall use personal protective equipment as required. Hard hats and green patch boots must be worn on all job sites. Wear eye protection where there is a risk of eye injury from flying particles, or hazardous substances. Wear gloves as specific to the task at hand.
5. Full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over, closer than 10 feet from the edge of any raised work surfaces or roof edges, unless properly scaffolded.
6. Facemasks or other respiratory equipment must be worn where you are exposed to injury from noxious gases, fumes or dust.
7. Before starting a job check the area you will be working in. Correct any unsafe conditions yourself if it is within your jurisdiction to do so, otherwise tell your supervisor so that he can have it corrected.
8. Report ALL unsafe conditions that you may notice on the project.
9. Report ALL injuries to your supervisor no matter how small. Details of an injury requiring medical attention must be reported at once for submission of an accident report.
10. Maintain an orderly work area with good housekeeping practices.
11. Running, shoving, fighting, playing practical jokes or other horseplay is prohibited while on the jobsite.
12. Follow site requirements for smoking and eating areas.
13. Possession, use of or trafficking in intoxicants and/or non-medical prescribed narcotics or drugs is prohibited.
14. Each subcontractor and their employees must know, understand and perform his\her duties in a safe manner, complying with established rules, regulations, standards, policies and procedures as dictated by Barné Builders and Construction Inc. Corporation, the Client, and Federal, Provincial and Municipal Legislation. A complete Barné Builders and Construction Inc. Corporation Health and Safety Manual is available on all sites or upon your request. The foregoing does not set out all of Barné Builders and Construction Inc. Corporation management's prerogatives and shall not be deemed to restrict management to exercise its rights.

V

**Trade Contractor and Trade Contractor Employee Safety Information
Acknowledgement.**

I have reviewed my copy of Barné Builders and Construction Corporation's Safety Rules and Regulations. I understand and recognize that I must abide by these rules and procedures at the workplace as well as Legislative Requirements pertinent to my work.

Trade Contractor Name: _____

Signing Authority Name: _____

Signing Authority Signature: _____

Date: _____

W

DECLARATION OF COMPETENT SUPERVISOR

IN THE MATTER OF: contract work performed by (_____)

Name of Company

at the (_____)

Name of Project

1. I am the (_____) of (_____)

Title

Name of Company

and as such have the knowledge of the matters herein stated.

2. (_____) is a (_____)

Name of Company

Choose one: Sole Proprietorship/Partnership/Corporation

with its head office located at (_____)

Address

and has carried on a business as a contractor since on or about (____/____/____)

Insert Date

3. (_____) has since (____/____/____)

Name of Company

Insert Date

had in place, a health and safety policy under section 25(2) j of Ontario's Occupational Health and Safety Act -R.S.O. 1990, c.O..1. as amended (the "Act") and has developed and maintains on an annual basis, a program to implement the written Occupational Health and Safety Policy. A copy of the policy and program is available for inspection upon request.

4. (_____) will employ for this project, a supervisor or

Name of Company

supervisors who are competent persons as defined by section 1 (1) of the Ontario's Construction Regulations and specifically the following person(s) who:

a) are qualified because of knowledge, training and experience to organize the project work and its performance.

b) are familiar with the Act and Regulations for Construction Projects that apply to the project work; and

c) have knowledge of any potential or actual danger to health and safety at the project.

5. (_____) will employ for the purpose of this project,

Name of Company

the following competent supervisors:

1. _____

2. _____

3. _____

4. _____

No supervisors other than those named shall work on the project in a supervisory capacity.

6. The supervisors employed by (_____) have

Name of Company

successfully completed the necessary health and safety courses to be considered a competent person to undertake work described in the contract.

Company Official's Printed Name

Company Official's Signature

Dated: _____

X

NEW EMPLOYEE TRAINING CHECKLIST

DATE: _____

Name of Worker	WHMIS	First Aid	Propane Handlers Certification	Fall Protection	Fire Prevention	Rigging and Hoisting	Other Specialized Training

28.0 COMPANY POLICY ON HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

Barné Builders and Construction Inc. is committed to providing its employees with a workplace that is free of harassment and discrimination. Relationships between Barné Builders and Construction Inc. employees will be non-discriminatory with respect to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. Harassment or discrimination, whether verbal, physical or environmental is unacceptable. Contractors hired by Barné Builders and Construction Inc. are also required to abide by our Harassment and Discrimination Policies. Failure on the part of any contractor, its sub-contractors or their employees, including our own employees, to comply with these policies will not be tolerated and may result in termination of the contract and/or immediate removal of the offending contractor employee, subcontractor or its employee, either temporarily or permanently.