HEALTH AND SAFETY MANAGEMENT PLAN

JUNE 2014

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HEALTH AND SAFETY MANAGEMENT PLAN

1. Laari Health, Safety, Environment and Community Policy

It is Company Policy to conduct the operation and construction of its facilities without personal injury, property or environmental damage, and community issues. All injuries and accidents can be prevented.

We believe that all of our employees are entitled to work in a safe and healthy construction environment. Every reasonable precaution will be taken to provide such an environment. Every worker must protect his or her own health and safety by working in compliance with all Government Legislation and with safe work practices and procedures established by our Company Health and Safety Management Plan.

We will ensure that prior to commencing any work all employees shall clearly understand the work to be done, the potential hazard to the environment, the safety rules and legislation which apply and shall be deemed competent to perform such work. All workers must be confident that they can perform the required work without causing personal injury to themselves, other workers, the environment, property or the community.

At Laari, we believe that you are not just joining a company you're joining a family, a family that is **Constructing with the Goal of Keeping Families Whole**.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this family, from the President to the workers.

Laari Construction, as an employer, is ultimately responsible for worker health and safety. As president of Laari Construction, I give you my personal promise that every precaution will be taken for the protection of workers, the work place, the environment, and community surrounding the project site.

_____ _____

President Date

_____ _____

Site Superintendent Date

2. Introduction

This health and safety management plan has been prepared to orientate new employees and sub-contractors and help all employees comply with the safety requirements, regulations, environmental and community issues that are part of all construction projects.

The purpose of this Health and Safety Management Plan is to outline the approach that Laari Construction will take on each of our projects in order to complete the project safely by ensuring management, workers, and sub-contractors all work in conjunction with safety in the foreground to “construct with the goal of keeping families whole”

This Health and Safety Management Plan along with our Clients, Owners, or General Contractors Health and Safety Management Plans, contracts, OHS acts and regulations, legislation, standards, codes of practice, procedures, guidelines, programs and references outline the framework for the safe work practices that are expected from Laari Construction Management, Workers, Sub-Contractors, Visitors and Suppliers working on any of Laari Construction projects.

Laari Constructions approach to achieving our goal of keeping families whole is based on the beliefs of five essential elements:

- Managerial Commitment and Planning
- Employee involvement and input
- Effective worksite Analysis
- Safe work plan and procedures for Hazard Prevention and Control
- Health and Safety Training

3. Roles and Responsibilities

Laari Construction is committed to demonstrate that accident prevention is a priority and shall provide the motivation and resources to make the safety program work. Laari will ensure all personnel given supervisory responsibilities get proper training for their positions if they are not qualified.

3.1 Responsibility of President

The President is responsible and accountable for the successful and safe completion of each project.

3.2 Management is responsible to

a) Ensure that all work being done is in compliance with the Occupational Health and Safety Act and Regulations and the Company HSMP.

b) Ensure that all personnel are qualified and knowledgeable with the work they are required to perform and provide safe equipment and tools in good working order.

c) Conduct a PHR with owner/client prior to beginning work and inform employees and sub trades of any hazardous condition or toxic materials identified which may be on the jobsite and ensure they have the knowledge, proper tools, PPE and expertise/training to perform tasks safely.

d) Provide safety devices and equipment on every construction site.

e) Plan and program all operations with accident prevention in mind.

f) Ensure that all employees understand and accept their personal responsibility for safety.

g) Anticipate the risks that may arise from changes in equipment or methods.

h) Immediately investigate every accident or incident - however slight. Complete accident investigation report and when appropriate complete form 07 for Workplace Safety & Insurance Board. All Company reports should be completed within 24 hours and reports for WSIB must be submitted to the Board within three working days.

i) Discuss and communicate any findings from job site inspections, and safety meetings with crew.

j) Ensure that all employees use or wear the equipment, protective devices or clothing required for injury prevention as per the attached Personal Protective Equipment list.

k) Ensure that the environment is protected at all times, particularly in sensitive ecological areas.

3.3 Supervisors

Our supervisors' attitudes play the most important role in obtaining the acceptance of health and safety in the workplace. Our Supervisors have the responsibility to;

a) Ensure that all work being done is in compliance with the Occupational Health and Safety Act and Regulations and this Company HSMP.

b) Ensure that all personnel are qualified and knowledgeable with the work they are required to perform and provide safe equipment and tools in good working order.

c) Ensure all workers are orientated for the project which they are involved and are familiar with Laari Constructions Cardinal Rules and review them throughout the project.

d) Conduct a PHR with owner/client prior to beginning work and inform employees and sub trades of any hazardous conditions, or toxic materials identified which may be on the jobsite and ensure that they have the knowledge, proper tools, PPE and expertise/training to perform tasks safely.

e) Provide safety devices and equipment on every construction site.

f) Plan and program all operations with accident prevention in mind.

g) Ensure that all employees understand and accept their personal responsibility for safety.

h) Anticipate the risks that may arise from changes in equipment or methods.

i) Ensure employees review and understand all hazards identified in Process Hazard Review and encourage employees to discuss hazards and safety concerns in their workplace.

j) Ensure all employees are aware of the potential environmental impact of tasks throughout the project and take the proper steps to eliminate or contain the hazard.

k) Immediately investigate every accident or incident - however slight. Complete accident investigation report and when appropriate complete form 07 for Workplace Safety & Insurance Board. All Company reports should be completed within 24 hours and reports for WSIB must be submitted to the Board within three working days.

l) Analyze reports on accidents and injuries (on and off their site) and discuss with all workers on site.

m) Motivate, educate and train employees to work safely.

n) During projects

- **i)** Complete daily and weekly toolbox meetings. Topics discussed may be but are not limited to
  - **a.** Analyzing ongoing work in terms of safety hazards and preventative measures
  - **b.** Reviewing safety policy/PHR's
  - **c.** Reviewing reporting procedures
- **ii)** Ensure daily pre use equipment checks are being completed
- **iii)** Conduct weekly PPE inspection
- **iv)** Conduct weekly work site inspections
- **v)** Conduct a weekly audit on safety documentation and ensure all documentation is summarized and sent to office.
  - **a.** Manpower and hours (sub-contractors included)
  - **b.** 4 daily toolbox meetings
  - **c.** 1 weekly toolbox meeting
  - **d.** Appropriate number of daily Field Level Risk Assessments (FLRA), sub contractors included
  - **e.** Appropriate number of equipment checks
  - **f.** 1 weekly PPE inspection
  - **g.** 1 weekly work site inspection

o) Discuss and communicate any findings from job site inspections, and safety meetings with crew.

p) Ensure that all employees use or wear the equipment, protective devices or clothing required for injury prevention as per the attached Personal Protective Equipment list.

q) Ensure that the environment is protected at all time particularly in sensitive ecological areas and that workers are made aware of the locations of spill kits and how they are used. Spills must be reported to the office as soon as possible so it can be determined if the spill is a reportable incident for the Ministry of the Environment.

r) Ensure all new employees are trained and orientated for the project in which they are hired by reviewing the Laari Health and Safety Management Plan, job specific PHR and project overview. New employees must produce all necessary qualifications and indoctrinations (i.e. NORCAT, ZES, WHMIS, site specific training) prior to being allowed to work.

s) The accompaniment of anyone who is not a full-time field employee (estimator, office staff, etc.), in person or through a designated full-time field worker when they are visiting a work site.

3.4 Responsibilities of Workers (Laari employees and sub-contractors)

As an employee of Laari Construction you will be required to follow our Health and Safety Management Plan, our Company Safety Plan, and the Occupational Health & Safety Act and Regulations for Construction Projects, which also includes WHMIS Legislation and to Construct with the Goal of Keeping Families Whole.

You are also responsible to:

a) Know, understand and comply with all safety rules and standards as per this Health and Safety Management Plan and the Occupational Health & Safety Act and Regulations for Construction Projects.

b) Learn and understand Laari Constructions “Cardinal Rules” and realize that a breach of one “Cardinal Rule” results in immediate dismissal from site and is subject to discipline pending the outcome of the incident investigation.

c) Never work in a manner that may endanger any person, the community or the environment. Never begin any work which you may not know, understand or are not qualified or authorized to perform.

d) Report to your supervisor any problems with equipment, tools or dangerous conditions which you feel may endanger personnel or the environment.

e) Use and wear all protective safety equipment, as required by Company Policy and the Occupational Health and Safety Act and Regulations for Construction Projects for the specific type of work being done.

f) Never operate equipment or tools that you have not been trained, certified or authorized to do so.

g) Never modify or use tools for a use they were not intended. This includes removing of guards or safety devices.

h) Maintain a neat and orderly work area. Do not block doorways, walkways, stairs or access to fire extinguishers or electrical panels.

i) Immediately report ANY accident to the supervisor.

j) Report to work free from any adverse performance effects of alcohol or other drugs and do not use or be under the influence of alcohol or non-prescriptive drugs while on the job.

k) Fighting is disallowed on any project. Workers involved will be dismissed immediately.

l) Do not participate in any horse play or practical jokes or feats of strength with co workers

m) When in doubt, ask for information or direction from the foreman or supervisor in charge.

n) Report to work in a respectable manner, in good hygiene and health

3.5 Rights of the Worker

Right to Know

You have the right under the OHSA to be told about the hazards in the work you do and to be instructed on how to do your work safely. If someone asks you to do work that you don't know enough about, your employer and supervisor are responsible for making sure you know how to do the work safely. That's why you have the right to speak up and ask questions – even if you are shy or unsure. People can get hurt on the job if they don't have the right information and training. You should never have to be worried that you will get in trouble for asking questions or reporting a problem.

Right to Participate

The "right to participate" to be part of the process of identifying and resolving health and safety concerns.

Right to Refuse

If you have reason to believe that the work you are doing or the equipment you are using might hurt you or someone you work with, you can refuse to do that work. This means that you tell your employer or supervisor (and your health and safety representative or committee) that you think you are in danger and you are not going to do the work. You need to tell them why.

3.6 First Aid

A trained and designated first aider will be located at every job site. First aid certificate Regulation 1101, section 5 will be posted on the safety board, located near the first aid station. The station will be equipped with a first aid kit which will be replenished every time an item is taken, fire extinguishers as well as an eye wash station readily available for use.

All legislation pertaining to the project can be found on the safety board along with safety plans and emergency procedures. Fire extinguishers and first aid kits will also be located in onsite vehicles, C-cans, and equipment when necessary.

3.7 Safety System Management

Laari holds a quarterly supervisor meeting for all supervisors and management. The intent of these meetings is to communicate companywide safety concerns, identify and analysis risks and trends, and review the company health and safety management plan.

Incidents and accidents that have happened at one of our sites are reviewed and discussed. The discussion focuses on the prevention of the occurrence from happening again, the corrective action that has been implemented, and the root cause of the incident/accident.

Leading/Lagging Indicators are compiled and summarized for performance review of each supervisor in control of a project.

- Leading Indicators
  - Formal Inspections completed versus required
  - Daily tool box meetings completed versus required
  - Daily FLRA's completed versus required
  - Total number of pre-use equipment checks completed versus required
- Lagging Indicators
  - Total Incident Recordable Frequency Rate (TIRFR) =

    $$\frac{\text{MA+LTI+modified work+ fatalities x 200,000}}{\text{number of hours worked}}$$

  - Lost Time Incident (LTI) Frequency Rate =

    $$\frac{\text{number of lost time injuries x 200,000}}{\text{number of hours worked}}$$

The supervisors are expected to communicate all discussions and findings during the supervisors meeting to their work force on their respective projects the following work day in the morning tool box meeting. Any feedback from the crew should be encouraged and addressed.

3.8 Health and Safety Representatives

The OHSA says that workplaces with 6 to 19 workers need to have a health and safety representative or a joint health and safety committee. In larger workplaces with 20 or more workers, the OHSA says a joint health and safety committee has to be set up.

Committees have to have at least two people on them; the workers or their union, if any, pick one of them and the employer picks the other. In workplaces where there are 50 or more workers, the committee must have at least four members, and at least half of the members have to represent workers. The committee plays an important role in helping to keep workplaces safe.

For example, a member of the committee who represents workers must regularly inspect the workplace. Information from these inspections is brought back to the committee. The committee then makes recommendations to the employer to improve health and safety. The employer has to respond to these recommendations within a short period of time. Because there is an employer and a worker member of the committee, everyone has a say in identifying and solving problems.

The health and safety representative has many of the same roles as a committee. Such as:

- Helping to improve health and safety at work.
- Conduct an inspection of the work areas to identify hazards.
- Report findings and make written recommendations to Supervisor.

JHSC responsibilities include:

- Conduct an inspection of the work areas monthly to identify hazards.
- Report findings and make written recommendations to senior management.
- Support the implementation and maintenance of the company safety program.
- Review inspection, audits and incident reports.

3.9 Legislation and OHSA Entities.

OHSA

The OHSA is a set of laws that spells out the duties of employers, supervisors and the rights and duties of workers. There are also different Regulations that are attached to the OHSA. They contain more detailed laws about how to make the workplace safe in specific situations. For example, several Regulations explain what is needed to work safely with chemicals and other hazardous materials. This includes training, warning labels on products and information sheets. There are also Regulations for different types of workplaces, such as construction projects, health care facilities, industrial establishments and mines.

Entities under OHSA Section 22.5 include:

- The Workers Health & Safety Centre,
- Occupational Health Clinics for Ontario Workers and
- The four sectors focused health and safety associations
  - Workplace Safety North.
  - Public Services Health and Safety Association.
  - Workplace Safety and Prevention Services.
  - Infrastructure Health and Safety Association.

These entities are health and safety system partners of the Ministry. They provide a range of services to employers and workers and are funded by the Ministry.

Ministry Of Labour

Ministry of Labour health and safety inspectors may check to ensure employers, supervisors and workers are complying with workplace violence and workplace harassment requirements. They may do this as part of a general inspection of a workplace or when investigating a specific complaint or incident.

Inspectors may issue written orders to comply with the act when contraventions are found [Section 57]. The ministry may also prosecute an employer, supervisor or worker if a contravention is found or if they have failed to comply with an order of an inspector, a director or the minister [Section 66(1)].

It is not the role of ministry inspectors to resolve or mediate specific allegations of harassment in the workplace. Employers are responsible for investigating and dealing with incidents and complaints of workplace harassment. They are also responsible for making decisions on what steps, if any, should be taken as a result.

M.O.L duties include:

- Ensure compliance with the Occupational Health and Safety Act and its regulations; and to
- Ensure the workplace's internal responsibility system is working.

WSIB

The Workplace Safety and Insurance Board oversees Ontario's system of workplace health and safety and monitors the quality of health care. The WSIB's purpose is:

- To promote health and safety in the work places and to prevent and reduce the occurrence of workplace injuries and occupational disease.
- To facilitate the return to work and the recovery of workers who sustain personal injury arising out of and in the course of employment or who suffer from and occupational disease.
- To facilitate the re-entry in to the labour market of workers and spouses of deceased workers.
- To provide compensation and other benefits to workers and to the survivors of deceased workers.

All material will be made available to every person and located in the site office trailer on the safety board along with a list of the information pertaining to the health and safety representatives for the site.

- The WSIB form 82
- OH&S Act and Regulations
- Emergency Contact Numbers
- Emergency Procedures
- WSIB 1101
- Certified First Aiders Onsite
- Company Safety Management Plan
- Safety Policies and Procedures
- Workplace Harassment Policy
- Fire Extinguisher and First Aid Kit

4. Safe Work Plan and Procedures for Projects

Laari Construction is committed to work in a safe and productive manner. In order to maintain a safe working environment our supervisor of the project will ensure that every employee working for Laari, directly or as a sub-contractor will work in a safe manner and that a safe means of performing their job is available to them. The supervisor will also ensure all employees have valid and up to date training;

Training that may be required on Laari Constructions project sites are;

- Laari Construction Orientation
- NORCAT
- WHMIS
- ZES
- Basics of Fall protection
- Site specific Indoctrination

4.1 Hazard Identification and Analysis Procedure

Prior to the beginning of the project a Process Hazard Review (PHR) will be conducted and submitted, and will also be reviewed, understood and signed by every employee performing work on the project. The PHR will identify any hazards that may arise during the completion of the project and identify control measures to eliminate or minimize the risk.

Hazards are identified for the PHR by;

- Reviewing the project to be completed, and list all phases of project.
- List all tasks within each phase.
- Identify the hazards.
- Analyse all hazards.

Analysis of the hazards identified in the PHR is completed through the hierarchy below and appropriate protections are applied to each hazard.

1. At the Source –
    - try to eliminate the hazard
2. Along the Path –
    - engineering controls, such as;
        - guarding or separation
        - isolation or lockout
        - automation or redesign
        - ventilation or substitution
    - administrative controls, such as;
        - work scheduling and arrangements
        - job rotations and rest periods
        - task assignments and working capabilities
    - work practices
        - housekeeping and condition of work areas
        - training in safe work procedures

- scheduling equipment maintenance
- hygiene practices and facilities
  - hand wash facilities
  - separate eating facilities
  - change room

3. At the Worker –
   - personal protective equipment
     - hard hats, safety glasses, hearing protection, boots, and gloves
     - respirators and protective clothing
     - fall arrest systems

The Process Hazard Review (PHR) is considered a live document for the duration of the project it was originated for. If for any reason a task or hazard arises throughout the project that was missed on the original PHR, changes can be made. Additionally, if a better method of controlling the hazard arises throughout the project (i.e. at the source instead of the worker), the higher level of control on the aforementioned hierarchy is to be used.

4.2 Safe Work Plan

Laari will also ensure work is being carried out safely and in accordance with the Occupational Health and Safety Act and Regulations 213/91 for Construction Projects and Laari Construction Health and Safety management Plan. A Safety Representative of Laari Construction will be available to act as a resource for the supervisor and to help ensure that all work is being performed safely and answer any questions regarding safety throughout the project.

Laari will continue to communicate all hazards identified in the PHR, hazards that come up throughout the project. Hazards identified though incident/accident investigations, both on and off site. Safety shares from outside sources, concerns brought up by employees, or any other source in morning tool box meetings. Additionally during the project the Laari Construction supervisor will,

- Complete a daily toolbox meeting
- Complete daily FLRA (Field Level Risk Assessment)
- Ensure daily pre use equipment checks are being completed

- Complete weekly toolbox meeting
- Conduct weekly PPE inspection
- Conduct weekly work site inspections

- Attend a weekly meeting with Owners Representative

The supervisor will also take the responsibility for,

- Maintaining daily communication with Owner representative
- Attending a daily coordination meeting for all contractors on site (if applicable), or chair such meeting if Laari Construction is the General Contractor on site.
- Attending a weekly progress meeting along with the Laari Construction Manager and Health and Safety Representative with Owner Representative.

4.3 Training

Laari Construction is committed to the ongoing education of all employees and management with safety in mind; training will be made available for every employee who is in need. Laari Construction utilizes a vast number of resources to conduct training for employees and management and also ensure that all sub-contractors are trained and qualified to perform their duties as per their scope of work.

Laari Construction is a signatory company with two local unions, “The United Brotherhood of Carpenters and Joiners of America” Local 2486, and “The Labourers’ International Union of North America” Local 493. Employees who are hired by Laari Construction from one of the locals are deemed as “Competent Workers”.

Additional training provided by Laari Construction is required in order to get employees familiar with site specific hazards or trained on machinery that they might not be familiar with.

New employees joining the Laari Construction Family are given an employee orientation which is training on;

- the Laari Construction Health and Safety Management Plan
- the project specific PHR for the job they have been hired
- a project overview and work description for the project they have been hired
- the personal protective equipment they will be required to wear

During the orientation, Laari Construction ensures the new employee has had the required training to get on our sites, which is;

- NORCAT
- WHMIS
- ZES (Zero Energy State)
- Fall Arrest

On many Laari Construction projects the clients, owners or general contractors require addition training or the duties within our scope require us to receive additional training. Laari Construction is committed to ensuring that all employees receive this training prior to beginning their duties. Some examples are;

- Site specific training
- Confined space
- Scaffold erecting
- Forklift training
- Man lift/scissor lift training

Additionally, new workers who are hired during a project that is ongoing or a worker with minimal experience will be assigned to a “Laari Construction mentor”. This mentor will be a member of the same union who has been on the project and is familiar with the site hazards. The mentor will work as the new workers partner with the role of introducing the new employee to the site conditions and hazards and ensuring that they are comfortable and capable of performing their duties of Constructing with the Goal of Keeping Families Whole.

Supervisors and Management are given additional training in order to fulfill their roles and ensure they are capable and aware of the legal requirements that they have.

Supervisors are required to attend the Infrastructure Health & Safety Association “Supervisory Training – Basics of Supervising” prior to beginning their roles as supervisors. Supervisors are given the opportunity to attend Ontario OHS Due Diligence for Managers and Supervisors whereas managers are required to attend.

4.4 Personal Protective Equipment (PPE) Requirements

The following PPE will be required by all employees, supervision, management, sub-contractors, suppliers and visitors while on any work site or project while working directly for Laari Construction. Some additional PPE may be required due to specific hazards or clients, owners or general contractor’s requirements.

The users of PPE will be provided the appropriate PPE training if required and keep a copy of this training on their persons at all times while working on Laari Construction Projects.

The following list of PPE is required to be worn on all Laari Construction Projects.

- **Eye Protection:** In the interest of eye injury prevention, the Company fully requires employees to wear proper eye protection or the type of work and hazards involved in the work they are doing.
- **Head Protection:** A CSA or equivalent approved Class B hardhat shall be worn properly in and around all work areas.
- **Hearing Protection:** Employees, who are exposed to noise levels in excess of 85 decibels, or in areas where excessive noise can cause hearing loss, shall wear adequate hearing protection. In areas where noise levels exceed 95 decibels, double protection must be worn. See Section 4.5
- **Footwear:** Safety footwear, meeting CSA Standard Z195, high cut (8 inch high) Grade 1 with sole protection, shall be worn by all workers in and around all construction areas. This footwear is easily recognized by the presence of a green, triangular patch on the right boot.

  Note: Many clients require metatarsal guard in footwear.

- **Respiratory Protection:** CSA approved respiratory protection appropriate for the job, shall be worn and maintained as required. Workers must, when required to use respiratory protection have or obtain an approved fit test for the respiratory protection required to perform their duties. Workers must also be adequately trained in the use of the respiratory protection required.
- **Fall Protection:** A CSA approved fall arrest safety harness system must be worn whenever a worker is in danger of falling as per sec. 26.1 to 26.9 of the Regulations for Construction Projects. Workers must also be trained in the proper use of fall protection.
- **Florescent stripping**: A safety vest, coat or shirt with high visibility stripping, either yellow or orange shall be worn at all times when working on Laari Construction projects.
- **Work Wear:** Long-legged trousers (jogging pants are not acceptable) must be worn at all times. Neck chains, rings or other jewelry that may catch on surroundings or become entangled in machinery or equipment should be avoided. They could be

dangerous on the job. Work clothes must always be in good condition; loose ragged clothing is very dangerous and can get tangled up in rotating equipment resulting in a serious injury.

4.5 Hearing Protection

Hearing Loss

- Hearing loss – any reduction in the normal ability to hear is referred to as a loss of hearing. A hearing loss can be either temporary or permanent.
- With a temporary hearing loss, normal hearing will usually return after a rest period away from all sources of intense or loud noise. The recovery period may be minutes, hours, a day or perhaps even longer. Temporary hearing loss occurs when hair cells in the inner ear have been bent by vibrations and need time to bounce back.
- Permanent hearing loss is the result of hair cell or nerve destruction within the inner ear. Once these important parts of the hearing process are destroyed, they can never be restored or regenerated. The result being permanent hearing loss, also referred to as permanent threshold shift (PTS), can range from slight impairment to nearly total deafness.

Hearing Loss Factors

Type of noise	Continuous, intermittent, impact, high or low frequency.
Intensity of noise	Level of loudness.
Duration of exposure	Length of time worker subjected to noise – for example, during day, on specific shifts.
Employment duration	Years worker subjected to noise.
Type of noise environment	Character of surroundings – for example, enclosed, open, reflective surfaces.
Source distance(s)	Distance of worker from noise source.
Worker's position	Position of worker relative to noise source.

Worker's age	For instance, a 20-year-old apprentice versus a 50- year-old journeyperson.
Individual susceptibility	Sensitivity difference, physical impairments.
Worker's present health	Whether a worker has any detectable losses or ear diseases.
Home and leisure activities	Exposures to noise other than occupational, such as hunting, skeet shooting, earphone music, snowmobiling, etc.

Training

All workers who wear Hearing Protection Devices (HPDs) must be trained to fit, use, and maintain the protectors properly. Workers must be instructed in the proper fitting of HPDs as recommended by the manufacturer. Training should include a demonstration. Workers should then practice using the HPDs under close supervision. Checks are needed to ensure the best possible protection.

Workers should understand the following:

- that there is risk of hearing loss increases if HPDs are not worn in noisy environments (eight-hour exposure of 85 dBA).
- that wearing HPDs is required in all situations where noise exposure may damage hearing.
- that to be effective an HPD must not be removed even for short periods.
- that various HPDs are available to accommodate differences in ear canal size, jaw size, head size and shape, comfort level, compatibility with other forms of PPE, etc.
- that proper fit is essential to achieve maximum protection.

Choosing the Correct Hearing Protection

CSA Standard Z94.2, Hearing Protectors, identifies classes of hearing protectors as A, B, and C. Class A protectors offer the highest ability to attenuate, followed by B and C. See Appendices to identify proper hearing protectors based on noise level.

4.6 Incident/Accident and Near Miss Reporting

In the event that a reportable incident, accident, or near miss does occur at one of our work sites, the follow actions must be completed;

- worker must identify and report any property damage, near miss and/or incident to supervisor immediately
- Supervisor will assess the situation and takes appropriate action
- If worker requires medical assistance, the worker must be provided transportation to the medical facility and be accompanied by a suitable Laari representative
- Supervisor must report incident/accident, or near miss to appropriate client, owners, or general contractors representative
- Supervisor must report incident/accident, near miss or property damage to Laari Management. If incident/accident, near miss or property damage is critical; Supervisor must ensure area is isolated and remains “as is” until investigations are complete.

Critical Injured means an injury of a serious nature that:

- Places life in jeopardy,
- Produces unconsciousness,
- Results in substantial loss of blood,
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body, or
- Causes the loss of sight in an eye.
- Laari Management will contact the M.O.L when required.
- Supervisor; with assistance of Management and Health and Safety must thoroughly investigate the incident/accident.

Incident/Accident reporting and an emergency response plan will be developed for each project on an as needed basis. The above steps need to be included in the response plan but additional steps may be added depending on the work site situations and hazards, as well as tasks being performed, legal and regulatory requirements and clients, owners or general contracts policies and procedures.

4.7 Lightning and High Wind Procedure

PLAN in advance your evacuation and safety measures. When you first see lightning, hear thunder, or notice extremely high winds activate your emergency

plan. Now is the time to go to a building or a vehicle. Lightning often precedes rain, so don't wait for the rain to begin before suspending activities.

IF OUTDOORS...Avoid water. Avoid the high ground. Avoid open spaces. Avoid all metal objects including electric wires, fences, machinery, motors, power tools, etc. Unsafe places include underneath canopies, small picnic or rain shelters, or near trees. Where possible, find shelter in a substantial building or in a fully enclosed metal vehicle such as a car, truck or a van with the windows completely shut. If lightning is striking nearby when you are outside, you should:

A. Crouch down. Put feet together. Place hands over ears to minimize hearing damage from thunder.

B. Avoid proximity (minimum of 15 ft.) to other people.

IF INDOORS... Avoid water. Stay away from doors and windows. Do not use the telephone. Take off headsets. Turn off, unplug, and stay away from appliances, computers, power tools, & TV sets. Lightning may strike exterior electric and phone lines, inducing shocks to inside equipment.

SUSPEND ACTIVITIES for 30 minutes after the last observed lightning or thunder.

INJURED PERSONS do not carry an electrical charge and can be handled safely. Apply First Aid procedures to a lightning victim if you are qualified to do so. In the event that a lightning storm, high winds moves in on Laari Constructions work site, Laari Construction personal will use the following steps.

- Once lightning or high winds are noticed by, or communicated to Laari. Laari workers and sub-contractors are to report to the trailers as soon as possible and in a safe manner.
- Workers will wait out storm until 30 minutes have passed since you last here thunder or see lightning.
- No worker is allowed to leave site until proper authorization is given by their supervisor
- Agreement on hours worked for the day must be made with designated union representatives appointed by crew prior to any worker leaving.

5. Rules and Policies

5.1 Laari Construction's 'Cardinal Rules'

Laari has established Cardinal Rules that are applicable to management, employees, sub-contractors, visitors and suppliers engaged on any of Laari Construction projects or activities. A 'Zero Tolerance' Policy will be enforced for

breach of a Cardinal Rule. This means the offending person shall be removed from the site and is subject to discipline pending the outcome of the incident investigation. Discipline may result in the dismal of the employee from their current and any future employment with Laari Construction.

Supervisors shall ensure that all Cardinal Rules for Health and Safety are implemented and clearly communicated to all personnel on Laari Construction projects. Orientation training shall include instruction and assessment of Cardinal Rules – rules that must not be broken.
LAARI Construction reserves the right to terminate any employee on a single HSE infraction with or without prior notice

Cardinal Rules

- Fall protection procedures as per Sec 26 of OHS Regulations for construction
- Insubordination
- Fighting, violence, or harassment
- Being under the influence of drugs or alcohol
- Stealing
- Purposely destroying any company property

5.2 Alcohol and Drug Program

Laari Construction is committed to protect the health, safety, and environment and community of our employees, supervisors, sub-contractors, and visitors. It is well understood that the use of illicit drugs and the inappropriate use of alcohol and nonprescription drugs can affect the safety and wellbeing of employees, the work environment, and job performance and the community.

Laari has a legislative duty to prevent individuals who are under the influence of drugs or alcohol from entering the work environment as set out in provincial Occupational Health and Safety legislation

Laari Construction Supervisors are expected to ensure that their workers and sub-contractors remain free from any adverse performance effects of alcohol or other drugs when engaged in Laari business, at all times when on Laari premises and property, including when operating vehicles and equipment.

Laari Construction employees and sub-contractors are expected to:

- report to work free from any adverse performance effects of alcohol or drugs
- not use or be under the influence of alcohol or drugs while on the job.
- maintain a valid driver's license, if it is a condition of work
- report any loss of license immediately (no later than 24 hours)
- conduct themselves in an appropriate manner while on Laari business, premises, and property

If unexpected circumstances arise where a Laari Construction employee is requested to perform services while under the influence of alcohol or other drugs, it is the sole responsibility of that employee to inform a Laari Construction Supervisor or manager that he or she cannot accept that assignment.

5.3 Accessibility for Ontarians with Disabilities Policy

Purpose of the act

The purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) is to create a more accessible Ontario for persons with disabilities. This is achieved by identifying, and to every extent possible, preventing and eliminating barriers experienced by persons with disabilities.

Policy statement

Laari Construction is committed to applying the principles and guidelines of the AODA. Laari Construction will use reasonable efforts to ensure its policies, practices and procedures are within the requirements of the *Accessibility for Ontarians with Disabilities Act*.

Every employee and client has a right to equitable treatment with respect to employment, services, goods, facilities and accommodation without discrimination in accordance with the provisions of the *Ontario Human Rights Code*.

Laari Construction strives to provide a barrier-free environment for its clients. Services will be provided in a manner that is based upon the principles of dignity, independence, integration and equal opportunity to all of its clients wherever possible.

Definitions

Accessible - capable of being entered or reached, approachable; easy to get at; capable of being influenced, obtainable; able to be understood or appreciated.

Assistive Device - a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal Assistive Devices are typically devices that clients bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Barrier - anything that prevents a person with a disability from fully participating in all aspects of society, including the workplace, because of his or her disability including:

- A physical barrier
- An architectural barrier
- An information or communicators barrier
- An attitudinal barrier
- A technological barrier
- A policy or practice

Clients - those who receive services.

Dignity - respecting and treating every person including persons with a disability as valued and as deserving of effective and full service as any other customer.

Disability:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- a condition of mental impairment or a developmental disability
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997.*

Guide Dog - a highly-trained working dog that has been trained at one of the facilities listed in *Ontario Regulation 58* under the *Blind Persons' Rights Act*, to provide mobility, safety and increased independence for people who are blind.

Independence - freedom from control or influence of others, freedom to make your own choices.
Service Animal - as reflected in *Ontario Regulation 429/07*, an animal that has been trained to perform tasks that assist people with disabilities and includes any animal;

- If it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- If the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Service Dog - as reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- The person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person - an individual hired or chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services.

General provisions

In accordance with the *Accessibility Standards for Customer Service, Ontario Regulation 429/07*, this policy addresses the following:

A. The Provision of Goods and Services to Persons with Disabilities
B. Communication
C. The Use of Assistive Devices
D. The Use of Guide Dogs, Service Animals and Service Dogs
E. The Use of Support Persons
F. Notice of Service Disruptions
G. Customer Feedback
H. Training

A. The provision of goods and services to persons with disabilities

Laari Construction will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all clients receive the same value and quality;
- Allowing clients with disabilities to do things in their own ways, at their own pace when accessing services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that clients with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing services; and
- Communicating in a manner that takes into account the client's disability.

B. Communication

Laari Construction strives to communicate with customers with disabilities in ways that takes into consideration their disabilities and their preferred method of communication.

- Clients with disabilities will be offered alternative communication formats that will meet the needs of the customer as promptly as feasible;
- Documents will be provided to clients in an alternative format that will meet the needs of the customer in a timely fashion, and
- If telephone communication is not suitable for clients' needs, alternative forms of communication will be offered as required.

C. Assistive devices

Clients own assistive device(s):

Persons with disabilities may use their own assistive devices as required.
If there is a physical, technological or other type of barrier that prevents the use of an assistive device on Laari Construction's premises, the barrier will be removed if possible. If unable to remove the barrier, the client will be asked how he/she can be accommodated and what alternative methods of service would be more accessible to him/her. Laari Construction will make every effort to provide an alternative means of accessibility to the client.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other measures will be used to ensure the

access of services. It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

D. Guide dogs, service animals and service dogs

A client with a disability that is accompanied by a guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. “No pet” policies do not apply to guide dogs, service animals and/or service dogs.

Exclusion Guidelines:

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) other alternative methods to enable the person with a disability to access services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws:

The *Health Protection and Promotion Act, Ontario Regulation 562 Section 60,* normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

Recognizing a Guide Dog, Service Dog and/or Service Animal:

If it is not readily apparent that the animal is being used by the client for reasons relating to his or her disability, staff may request verification from the client. Verification may include:

- A letter from a physician or nurse confirming that the person requires the animal for reasons related to the disability;
- A valid identification card signed by the Attorney General of Ontario; or
- A certificate of training from a recognized guide dog or service animal training school.

Care and Control of the Animal:

The client that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

Allergies:

If a health and safety concern presents itself, for example in the form of a severe allergy to the animal, Laari Construction will make all reasonable efforts to meet the needs of all individuals.

E. Support persons

If a client with a disability is accompanied by a support person, Laari Construction will ensure that both persons are allowed to enter the premises together and that the client is not prevented from having access to the support person.
In situations where confidential information might be discussed, consent will be obtained from the client, prior to any conversation where confidential information might be discussed.
Where appropriate, support persons may be required to acknowledge that it is the client, and not the support person, to whom Laari Construction is providing its services.

F. Notice of disruptions in service

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Laari Construction. In the event of any temporary disruptions which would impact our clients with disabilities, reasonable efforts will be made to provide advanced notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

In the event that a notification needs to be posted the following information will be included unless it is not readily available or known:

- Goods or services that are disrupted or unavailable
- Reason for the disruption
- Anticipated duration
- A description of alternative services or options

Notification Options:

When disruptions occur notice will be provided by:

- Posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the website
- Contacting clients verbally or through other methods

- By any other method that may be reasonable under the circumstances.

G. Feedback process

Clients will be provided with the opportunity to provide feedback on the service provided to those with disabilities. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, or email), will be available upon request.

H. Training

As reflected in *Ontario Regulation 429/07* training will cover the following:
A review of the purpose of the *Accessibility for Ontarians with Disabilities Act, 2005*
A review of the requirements of the *Accessibility Standards for Customer Service, Ontario Regulation 429/07*
Instructions on how to interact and communicate with people with various types of disabilities
Instructions on how to interact with people with disabilities who:
use assistive devices;
require the assistance of a guide dog, service dog or other service animal; or
require the use of a support person
Instructions on how to use equipment or devices that are available at our premises, or that we provide, that may help people with disabilities.
Instruction on what to do if a person with a disability is having difficulty accessing our services.
Laari Construction's procedures and practices pertaining to providing accessible customer service to clients with disabilities.

Training Schedule:
Training will be provided to those employees who directly deal with our clients. Revised training will be provided in the event of changes to legislation, procedures and/or practices.
Record of Training:
Laari Construction will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

Notice of availability of policy and procedures

This policy will be made available to the public and customers upon request. This policy and its related procedures will be reviewed as required in the event of legislative changes.

5.4 Smoking Policy

All employees working for Laari construction will follow the Smoke-Free Ontario Act. Smoking is prohibited in all enclosed workplaces and enclosed public places across Ontario as of May 31, 2006.

The Smoke-Free Ontario Act States:

- Bans smoking in enclosed public places and all enclosed workplaces as of May 31, 2006, including restaurants, bars, schools, private clubs, sports arenas, work vehicles, offices and entertainment venues, including casinos, bingo halls, bowling and billiard establishments
- Eliminate designated smoking rooms (DSRs) in restaurants and bars, permit residential care facilities to operate controlled smoking areas which are specially designed to ensure nobody outside the room is exposed to second-hand smoke. The law stipulates who may enter the area and under what conditions, as well as requirements for engineering design, function and maintenance of these areas
- Protect home health care workers from second-hand smoke when offering services in private residences
- Prohibit smoking on patios that have food and beverage service if they are either partially or completely covered by a roof
- Toughen the rules prohibiting tobacco sales to minors
- Prevent the promotion of tobacco products in entertainment venues
- Immediately restrict the retail promotion of tobacco products and impose a complete ban on the display of tobacco products by May 31, 2008

Laari Management and Supervisors are expected to;

- Ensure that employees are aware that smoking is prohibited in enclosed workplaces.
- Remove ashtrays and any object that serves as one.

- Ensure that no one smokes in an enclosed workplace.
- Ensure a person who does not comply does not remain in the enclosed workplace.
- Post *No Smoking* signs at all entrances, exits, washrooms and other appropriate locations in order to ensure that everyone knows that smoking is prohibited

Laari Employees and Sub Contractors are expected

- To follow the rules and regulations set out in the smoke free Ontario act.
- Demonstrate a compliant attitude towards the smoke free Ontario act.

Any employee, supervisor or manager caught not following the rules and regulations set out in the smoke free Ontario act are taking full responsibility for their actions and will acknowledge that they are aware of the Smoke free Ontario Act and have been made aware of the Smoke Free Ontario Act by their employer. They will be responsible for any fines associated with not complying with the Smoke free Ontario Act.

5.5 Disciplinary Policy

At Laari Construction we believe that all of our employees are entitled to work in a safe and healthy construction environment. Every reasonable precaution will be taken to provide such an environment. Every worker must protect his or her own health and safety by working in compliance with all Government Legislation and with safe work practices and procedures established by our Company Health and Safety Management Plan.

All workers must be confident that they can perform the required work without causing personal injury to themselves, other workers, the environment, property or the community.

In light of our philosophy, Laari Construction has implemented the following three strike disciplinary system when a safety violation occurs. Additionally, this disciplinary system will also be used when other violations occur that warrant discipline, such as theft. Laari Construction reserves the right to terminate any employee on a single HSE infraction with or without prior notice.

First occurrence:

Upon first occurrence, the worker will be given a written warning. This warning will be documented and kept on file.

Second occurrence:

The worker shall be immediately dismissed from the job site for the remainder of the current shift and will be given a minimum of one day off without pay.

Third occurrence

The third occurrence is grounds for immediate dismissal.

5.4 Environmental Policy

Laari Construction is committed to minimizing the impact of its activities on the environment and to the concept of sustainable development, which requires balancing responsible planning and management of resources in the protection of all our projects by keeping health, safety, environment and community in mind.

The key points of our strategy to achieve this are

- Minimize waste by evaluating operations and ensuring they are as efficient as possible
- Promote recycling; both internally and amongst our sub-contractors, clients, and suppliers
- Source and promote a local product range in order to minimize the environmental impact during projects
- Meet or exceed all the environmental legislation that relates to our individual projects

To implement this policy, our company will:

- Access, plan, construct and operate our facilities in compliance with all applicable legislation providing for the protection of the environment, employees and the community.
- In the absence of legislation, apply cost-effective best management practices to advance environmental protection and to minimize environmental risks.
- Maintain an active, self-monitoring program to ensure compliance with government and company requirements

5.6 Company Vehicle Driving Policy

All persons driving Laari Construction vehicles must provide the office with a Valid Driver's License (this will be kept on file and added to our driver list for

insurance purposes). Drivers are expected to follow the highway and traffic act set out by the ministry of Transportation while operating a Laari Vehicle

Drivers caught driving with a suspended license face fines from $1,000.00 to $50,000.00 through the Ministry of Transportation. Laari Construction requires immediate notification (within 24 hours) of any loss or suspension of a license if it is a condition of your employment with Laari Construction.

A company vehicle is considered an enclosed workplaces as per the smoke free Ontario Act, any employee, supervisor or manager caught not following the rules and regulations set out in the smoke free Ontario act are taking full responsibility for their actions and will acknowledge that they are aware of the Smoke free Ontario Act and have been made aware of the Smoke Free Ontario Act by their employer. They will be responsible for any fines associated with not complying with the Smoke free Ontario Act.

Do

- Check vehicle and equipment fluid levels, running gear and electrical components thoroughly, every day, and prior to use.
- Regular maintenance of Laari vehicles must be performed every 5000/km
- Yearly annuals must also be scheduled for all Laari vehicles and equipment.
- See Laari Construction Fleet Manager for regular maintenance schedule.
- Operate at or below posted speed limits and at a speed that is appropriate for road conditions.
- Walk around the vehicle prior to reversing.
- Ensure that all loads are covered and properly secured.
- Ensure that the vehicle is kept clean.
- Treat the public in a courteous manner at all times.
- Always wear your seat-belt when the unit is in motion.

Do Not

- Use company vehicles for personal business at any time.
- Operate a defective vehicle. Report any problems to Laari construction Fleet Manager and have it repaired prior to use.
- Offer rides to anyone other than Laari employees.
- Allow passengers to ride in the back of a pick-up or any unit that is not equipped with approved seats and restraining devices.
- Leave the vehicle running and unattended.

Serious violations of the Highway Traffic Act, such as careless driving, may result

in termination. Operators are responsible for any fines that are levied by a peace officer.

5.7 Cell Phone Policy

Laari Construction does not allow the use of personal cell phones on the job site. All personal cell phones should be left in your vehicle or in the site trailer. The time to make personal calls is during your lunch period, not during work hours.

It is dangerous to operate equipment while talking on the phone. All your attention should be on running the equipment safely. It is just as unsafe to be on the phone while you are on the ground with equipment moving around you.

In the case of an emergency that your family needs to get a hold of you they can call the office and the office can then call your supervisor to let you know. This should only be done in the case of an emergency.

5.8 Modified Work

Modified work helps an injured worker return to work while recovering and provides the opportunity to contribute to the workplace. Modified work helps workers succeed at work following a workplace injury.

The reasons why Laari offers modified work are;

- to retain an experienced worker
- decrease employees time away from work
- strengthen employee relations by showing an injury doesn't threaten job security
- boost employees morale
- maintain a reputation as a supportive employer
- increase the employees independence
- reduce any additional hiring or training costs
- reduce costs associated with claims

Laari defines the following as modified work;

Temporary modified work includes any changes to regular job duties, as a result of an injury.

This includes changes in:

- tasks or functions
- workload (e.g. hours or schedules)
- environment or work area
- equipment

It can also include:

- work normally performed by others
- work specifically designated as a modified work program

Modified work needs to be;

- achievable - given the employees injury, are they able to physically do it
- safe - our modified work plan will not endanger our employees recovery and safety or the safety of others
- constructive - modified work plan will contribute to our employees skill development and their return to full duties
- productive – our modified work duties will be meaningful to the organization

6. General Safety

6.1 Housekeeping and Material Storage

O. Reg. 213/91, s. 35 (1). States.

Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, **at least once daily**.

- Good housekeeping must be practiced at all times. Tripping hazards and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction, and be well-lit and properly ventilated.
- Scraps must be removed to disposal bin or designated disposal area.
- Nails or sharp objects protruding from lumber or boards must be removed or bent down in a fashion that they no longer pose a hazard.
- Daily job site cleanup is required and individual cleanup duties must be assigned to all workers.
- All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles. This will ensure clear passageways in storerooms, warehouses and on job/project sites creating a safe workplace for all employees.

- Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling.
- Bagged or sacked material should be stacked or piled no more than ten high and should be cross piled on skids so that in all cases, no one can be injured because the material falls, rolls, overturns or breaks.
- Barrels may be stacked upright with platforms/planks between layers and should not be stacked any higher than the mechanical equipment can safely reach.
- Skids of brick blocks or other such material should be stockpiled in such a manner as to prevent tipping or collapsing.
- Employees are not allowed to climb up, on or about any such stacked equipment, machinery, supplies, parts, products, etc.
- Stockpiles should be blocked and interlocked ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment (e.g. fire doors).
- Proper tools, such as cutters or snips, must be used to break metal bands and extreme caution should be taken when removing such objects.
- Protruding nails in boards, planks, etc., must have the nails removed or bent over, and the boards placed in an orderly fashion. When handling such material, the workers should wear heavy gloves and safety footwear as prescribed.
- Signs must be posted to warn workers of hazardous areas.

6.2 Defective Tools Handling Procedure

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

Be aware of problems like:

- chisels and wedges with mushroomed heads;
- split or cracked handles;
- chipped or broken drill bits;
- wrenches with worn out jaws; and
- tools which are not complete, such as files without handles.
- tools with guards removed.

To ensure safe use of hand tools, remember:

- never use a defective tool;
- double check all tools prior to use; and
- ensure defective tools are repaired.
- ensure all guards are in place.

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

Watch for problems like:

- broken or inoperative guards;
- insufficient or improper grounding due to damage on double insulated tools;
- no ground wire (on plug) or cords of standard tools;
- damaged or frayed cords
- the on/off switch not in good working order;
- tool blade is cracked; and or missing teeth
- the wrong grinder wheel is being used, or the guard has been wedged back on a power saw.
- blade turning in proper direction

Remove all defective tools from the work area and mark,
"DEFECTIVE – DO NOT USE."

6.3 Access and Egress

O. Reg. 213/91, s. 72 States.

A work area, a route to and from a work area and a scaffold platform on which work is being performed shall be maintained at all times in a condition that does not endanger workers and, without limiting the generality of the foregoing,

(a) shall be kept clear of obstructions;

(b) shall be kept clear of snow, ice or other slippery material; and

(c) shall be treated with sand or similar material when necessary to ensure a firm footing.

- Areas of access and egress must be adequately lit.
- If tools or material may fall on a worker, overhead protection shall be provided.
- Access to and egress from a work area located above or below ground level shall be by stairs, runway, ramp or ladder.
- Areas of access and egress shall be kept clear of obstructions.
- Areas of access and egress shall be kept clear of snow, ice, or other slippery material.
- Areas of access and egress shall be treated with sand or similar material when necessary to ensure a firm footing.
- Every shaft shall have a means of access and egress by stairway, ladder, or ladder way for its full depth during construction and when it is completed.

6.4 Material Handling and Lifting

Experience shows that poor material handling and lifting practices are a major cause of accidents and injuries. Workers are encouraged to get help when a lifting task may be more than they can handle. When lifting:

Manual Lifting

- Size up the load. If you think you need help, ask for it.
- Get a good footing.
- Bend your knees and get a good grip on the object to be lifted.
- Keep your back straight, lift with your legs, and keep the object being lifted close to your body.
- Keep your balance and do not twist or turn as you lift.
- To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

6.5 Lifting and Hoisting Procedure

Evaluating the Load

Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the determined center of gravity.

Landing the Load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

- Select only appropriate slings for the task and NEVER exceed the working load limits (WLL).
- Use proper hand signals when necessary.
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. Never shorten a line by twisting or knotting.
- With chain slings, never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load, unless the load is properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.
- Ensure that safety latches on hooks are in good working condition.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used when necessary to control the load.

6.6 Ladders

Always inspect ladders prior to use. Do not used ladders for skids, braces, workbenches, or any other purpose other than climbing. Straight and extension ladders must be securely tied both top and bottom to a stable structure. Stepladders must be fully opened and set level.

Ladders must always have none slip feet and must be secured to the structure or held in place by a co-worker while a person is on the ladder. Only one person should be on a ladder at any given time.

Do not over stretch when working from a ladder. Ladders are intended to access a work platform or area and should not be used to work from.

Always face the ladder when climbing. Use a three-point contact when climbing up or down a ladder i.e. two hands and one foot or two feet and one hand on the ladder at all times.

6.7 Signs

Signs are the most important tool we can use to warn other workers of an existing hazard. The signs should be installed as soon as a hazard is discovered. For the sign to be most effective they must also come down as soon as the hazard ceases to exist. By having signs posted only when hazards are present, they will be more effective.

6.8 Scaffolds

Scaffolds shall be built according to Regulation for Construction Projects and must be inspected by a competent person and equipped with a scaffold tag before being used. The scaffold must have a top-rail, mid-rail and toe board, which must be capable of resisting any load that may be applied to it.

Inspect planks regularly and discard if defective.

There may be situations where it is not possible to install guardrails– in these cases personnel must use a full body harness with shock absorbing lanyard tied off to a stable structure.

Check with your supervisor for safe working loads on all scaffolds.

6.9 Man Lift

Only authorized, properly trained, qualified persons shall use or operate this equipment. The operating and maintenance instruction manuals issued by the manufacturer must be followed. Load limits of the boom and basket will not be exceeded.
Shock loading (sudden stops or starts) of the equipment shall be averted. Aerial lifts shall not be “field modified” unless the modifications are certified by the manufacturer. Equipment checks shall be conducted prior to each use. When working from an aerial lift, a harness will be worn and a lanyard attached to the boom.

Employees shall not stand or sit on top of the edge of the basket or on ladders placed in the basket.
Employees' feet shall be on the floor the entire time that he/she is in the basket.

6.10 Confined Space

A confined space is defined as: an area that is not both designed and constructed for continuous human occupancy, and in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it. If you have a space that is fully or partially enclosed, the two conditions above must both apply before the space can be considered a "confined space".

Each employee prior to entering a confined space must have completed a training course for working in a confined space as per sec. 221.1 to 221.18 of the Regulations for Construction Projects. The confined space must be purged and ventilated to create and maintain an atmosphere that will not endanger the workers and a confined space permit must be completed by the supervisor and the guard prior to any person entering the confined space.

Suitable procedure must be in place to remove a worker from the confined space in case of emergency and another worker trained in artificial respiration must be stationed outside the confined space. The guard will monitor and document who is going into and out of the confined space and he will also be responsible for calling for help should an incident occur.

6.11 Propane Handling

Propane is heavier than air, and therefore, can collect in low-lying areas and can also be absorbed into clothing. Only workers with a valid "Record of Training" in propane handling shall be permitted to connect, activate and disconnect propane-fuelled torches, vehicles and heaters up to 400,000 BTU's. Store and secure cylinders upright at all times. Do not store propane indoors or near other fuel storage areas.

6.12 Fuel Storage

Fuel is to be stored in approved fuel storage containers, with a double wall and lock while on project sites with a fire extinguisher available nearby.

6.13 Electrical Tools

Prior to using any electrical tools, workers must be trained or have the knowledge to use the tool and ensure all guards are in place and that the tool is in good working condition. Electrical cords must be inspected prior to each use and if any defects are noticed in the cord or if guards are missing or faulty, the tool must be removed from the field and properly tagged prior to beginning or continuing your work.

6.14 Equipment

Always carry on you a proof of training for that piece of equipment you're using. Conduct and pre use equipment check prior to using the equipment by walking around your equipment before the start of every shift and check for leaks or others signs requiring repairs. If leaks are present, contact your supervisor and properly identify, collect and dispose of in a safe and appropriate manner and remove equipment from service by tagging it out.

6.16.1Forklift

- Never leave the controls unattended if there is a load on the forks.
- When traveling with a load, always keep it low.
- Always travel at a safe speed, when traveling near workers your speed should not be greater than a walking person.
- Honk your horn when arriving at a corner or blind spot.
- When traveling down a ramp with a load, never travel forward; always back up with the help of a signalman

6.16.2Crane:

- No worker shall operate a crane unless the worker can provide applicable valid proof of training.
- The operator has full responsibility for the safety of a lift and may NOT make a lift until safety is assured
- No crane or similar hoisting device shall be subjected to a load greater than its rated load-carrying capacity
- A competent person shall be designated as the signalman and shall be easily identifiable to the crane operator. The signalman shall wear a florescent vest.

6.15 Fire Protection

Burning permits must be completed before any hot work has been started on some clients, owners, or general contractor's projects. All employees are to be aware of the procedures in place for burning prior to starting.

- Precautions shall be taken at all times to prevent an outbreak of a fire in the workplace.
- Workers must be familiar with the operation and location of all firefighting equipment.
- Fire extinguishers must be properly maintained, inspected monthly and promptly refilled after use.
- If combustible materials are present in the area, they must be removed to at least 20 feet of your work area or they must be protected by using a fire retardant blanket or other means of protection.
- Extinguishers have a very short duration of discharge – usually less than 60 seconds. Be sure to aim at the base of the fire.

6.16 ZES Zero Energy State: Lock out / Tag out

When working on any source of stored energy, Electrical, Gravitational, Mechanical, Kinetic or Potential; Laari utilizes the Zero Energy State (ZES) system. This is we isolate the work area by removing the energy source by switching off or closing valves, remove any potential or stored energy hazards, and install locks and tags no before completing work.

General Safety Requirements

- Training/instruction: Ensure all employees have received all required training as required by Laari Construction H&S Program
- PPE requirements: Ensure all employees have all necessary PPE as required, including individually keyed locks and tags.

Safety Planning / Hazard Assessment

- Identify isolation requirements: The supervisor or a competent worker must assess the work area to determine what equipment is being worked on, and/or what nearby equipment may pose a hazard and needs to be isolated/locked and tagged out of service.
- This includes reviewing drawings of the entire system to be de-energized/de-activated to determine what must be isolated and confirming these requirements with client.

Physical inspection of the system must also be performed:

- to ensure the isolation points identified are adequate;
- to verify isolation points; ensure drawings are accurate and;
- ensure all isolation components are in acceptable condition.
- Maintain isolation log/records: A formal isolation log/record must be maintained for all equipment/systems that require multiple isolations (3 or more)

This log must identify

- the equipment/system being isolated,
- the date of isolation,
- the date the isolation was removed,
- the lock number,
- the name of the person who performed the isolation,
- contact information (phone number) and the name of the supervisor.

Lockout / Tag

All apparatus capable of being electrically, pneumatically, hydraulically, gravity or otherwise activated must be de-energized or de-activated by physically disconnecting, establishing barriers and otherwise rendering the apparatus inoperable.

A lock and tag is used for making certain that the equipment is isolated and cannot be energized by clearly identifying that the system has been isolated for the purpose of protecting personal safety and physically securing the isolation.

Switches, power sources, controls, valves, interlocks, pneumatics, hydraulics, computer controlled sources, robotics etc. must be appropriately locked and tagged personally by each worker involved in the operation.

- **Lock out:** After all isolation points have been identified and the system has been isolated/de-energized by the supervisor (or competent worker), each worker who may be required to work on the equipment/system must be protected by placing an individually keyed red safety lock (as supplied) on the isolation device. The key for the lock must be kept on their person while the lock is in place.
- **Tag:** Each worker must attach to the lock a durable tag (provided) containing the information required including: name of the tag owner, date the tag was applied, and the system that has been isolated / work activities.

A tag used to identify the purpose of the lock and must clearly identify that the system is not to be energized/operated or that any guards, locks, temporary ground cables, chains, tags and other safeguards are not to be removed until work is complete.

Additional lockout / tag requirements:

- Grounding: All electrical systems that may be subject to induction must be temporarily grounded using approved grounding components
- Depressurizing: All piping, hydraulic and pneumatic systems must be isolated, depressurized and tested before work.

Testing / Verifying the Isolation

The system must be adequately tested to ensure it has been isolated. This may include physical verification of the isolation.

- Testing Operational Systems:

Whenever possible all isolation/de-energizations should be performed by first directly observing the operation of the equipment or system to ensure that the isolation is adequate (properly functioning).

- Testing Non-operational Systems:

In many instances it is not possible to directly observe or verify the isolation based on the operability of the equipment or system (if it is inoperable because of equipment/system failure or prior isolation such as plant shut down... In this case additional measures to physically verify isolation must be taken.

This may include:

- disconnecting and physically verifying that all leads are disconnected,
- testing with a potential indicator,
- taking additional measures to lock out the system by isolating the primary energy source or
- establishing secondary barriers.

- Testing Electrical Systems:

Electrical equipment must be tested with a CSA certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems that could feed into the system being isolated. Test voltage phase to phase and phase to ground. Test the “start up” to ensure that the equipment is off.

Workers testing electrical systems must:

- Remove all watches, rings, neck chains or other conducting jewelry
- Wear electric shock resistant footwear
- Wear safety glasses with UV protection

Authorization to Proceed/ Verification of Completion

Prior to the commencement of work the supervisor or competent worker must verify the isolation points with all workers involved in the task by reviewing the isolation log/record and ensuring all necessary locks/tags have been supplied and/or applied.

Upon completion of the work the supervisor or qualified designate must verify that the isolation has been removed.

Lock / Tag Removal

- Removal of locks/tags: After the assigned work is completed and the equipment is to be energized, the supervisor or qualified designate must be notified to receive authorization prior to removal of any locks or other lockout devices from equipment or machinery. The supervisor or designate must verify that the work is complete all isolations have been removed and the equipment is free to safely operate prior to removing the lock and tag.
- Multiple work groups: Where multiple workers may be working on the equipment or system, the supervisor must make all workers aware in advance when Laari Construction will remove its isolation. All work must be stopped while isolation is being removed.
- Double shifts: Workers leaving the site must remove their locks and the workers coming on shift must immediately replace them with their own locks.

Safety Zone

Where nearby equipment may pose a hazard however isn't in the immediate work area and cannot be locked out or otherwise de-energized, a "safety zone" must be established. This zone must provide a warning perimeter or physical barrier preventing accidental contact with nearby equipment or utilities.

Safety Inspections

On a daily basis all employees and supervisors must informally verify that the isolation is adequate by checking the locks/tags and testing the isolation. At a minimum, this inspection is performed prior to commencing work each day.

Where isolation is applied Laari Construction supervision and management is responsible for formally ensuring that all employees are following the applicable isolation safety requirements.

6.17 Trenches and Excavating

Soil conditions and stability can vary greatly from one area to another. Factors that can affect soil stability include, but are not limited to: previously disturbed soil, drying of walls and sub-surface weeping.

Hard Compact

Hard compact is defined as:

- Hard to hand excavate,
- an excavating bucket can leave well defined teeth marks in the soil,
- the soil has been verified as hard compact by a Professional Engineer,
- a soil testing kit indicates that it is hard compact.

Soils Other than Hard Compact

- Require a 45 degree or greater cutback from the vertical side wall in all soil conditions above 1.2 meters in height.
- Require the use of shoring, or
- Require the use of an engineered trench box.

Frozen Soils

Frozen soils cannot be considered hard compact due to the risk of wall failure below the frost line.

Set-Backs

Trenches in or near roadways and construction sites are subject to wall movement from vibration. Vehicles and equipment must be kept back from the trench a distance equal to the depth of the trench.

Spoil Piles

- They must be set back a minimum of 1.0 m from the trench/excavation edge.
- If placed too close to the trench or excavation edge, they can exert excess downward pressure causing wall failure.
- Excavated loose material should be scaled back away from the edge of the trench.
- All earth trenches more than 1.2 meters (4 feet) deep that a worker is

required to enter, must be shored with timbers or a pre-fabricated trench box or supported by an approved support system in accordance with the current *Regulations for Construction Projects*, or be cut with embankment slopes of 1 to 1 (45 degrees).

- Ladders must be used for getting into or out of a shored trench and be placed so that a worker is protected at all times when using the ladder.
- Work must not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
- Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts.
- When timber shoring is used, it must be installed progressively as the trench is being excavated.
- Excavations which workers are required to enter must be kept reasonably free of water.
- Tools, equipment and excavated soil must be kept at least 1 meter (3 feet) from the edge of the excavation or trench.

6.18 W.H.M.I.S.

The Workplace Hazardous Materials Information System gives everyone the right to know about the hazards of materials they work with and provides the means to find out that information. WHMIS does this through **labels, material safety data sheets, and worker training education.**

All employees including subcontractors must have current WHMIS training and upgrading. If there is any doubt or question regarding a hazardous product, immediately consult your supervisor for clarification!!

Below are a Table of Class, Symbols and Examples supplied in the C.S.A.O. “Construction Health and Safety Manual”:

Table 1

Class Symbol	Example
Class A: Compressed Gas	 oxygen
Class B: Flammable and Combustible Material	 acetone
Class C: Oxidizing Material	 chromic acid
Class D: Poisonous and Infectious material 1. Materials causing immediate and serious toxic effects 2. Materials causing other toxic effects 3. Biohazardous Infectious Material	 ammonia  asbestos  contaminated blood products
Class E: Corrosive Material	 hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material	 acetylene

7. Safe Working Practices: Working at Heights, Fall Arrest.

The Construction Regulation (O.Reg.213/91) requires that:

- Employers ensure that workers using a fall protection system are trained in its use and given adequate oral and written instructions.
- Training and instruction records are kept, including training and instruction dates and workers' names.
- Employers make training and instruction records available to inspectors on request.
- Supervisors verify that appropriate fall protection systems are in place on a project

All new Laari Construction employees onsite must receive proper fall protection training. The training will be based on CSAO's *Basics of Fall Protection Trainer's*

Guide.

It is the expectation that all employees will have the knowledge to:

- know how to use the fall arrest equipment properly,
- recognize hazards, and
- determine if other controls can be put in place to limit the need for fall arrest (e.g. guardrails).

Supervisors will assist in developing a written "Rescue Procedure", as per the Construction Regulation.

Each jobsite is to develop a written rescue plan for the specific hazards on the jobsite and:

- Post it in the trailer, and
- Send it to applicable subcontractors.

Fall protection systems must be in place if any worker is exposed to any of the following conditions:

- Falling more than 3 meters.
- Falling more than 1.2 meters, if the work area is used as a path for equipment.
- Falling into operating machinery.
- Falling into water or another liquid.
- Falling into or onto a hazardous substance or object.
- Falling through an opening on a work surface.

To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use this Fall Protection standard and revise it as often as is necessary.

7.1 Working from Scaffolds:

- Scaffold platforms must be fully planked.
- Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 meters (8 feet) or more above floor level.
- Wheels and casters must be locked when personnel are working on the scaffold.

- If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless:
    - they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
    - the floor is firm and level.

7.2 Working from Swing Stages:

- A worker must wear a full body harness with lanyard and shock absorber tied off to:
    - an independent lifeline, if the swing stage has only two independent suspension lines, or
    - the swing stage, if it has four independent suspension lines (two at each end).

7.3 Working Near Unprotected Openings and Edges

- A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 2.4 meters (8 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

7.4 Full Body Harnesses, Lanyards, and Shock Absorbers

- All full body harnesses, lanyards, and shock absorbers must be CSA-certified. Look for the CSA label.
- Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
- Lanyards must be 16 millimeter (5/8") diameter nylon or equivalent.
- Lanyards must be equipped with a shock absorber.

7.5 Lifelines

- All lifelines must be:

- 16 millimeter (5/8") diameter polypropylene or equivalent;
- used by only one worker at a time;
- free from any danger of chafing;
- free of cuts, abrasions and other defects;
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
- secured to a suitable tie off point.

7.6 Rope Grabbing Devices

- To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

8. Emergency Procedures

8.1 Critical Injury

A 'Critical Injury' is defined in, R.R.O. 1990, Reg. 834, s. 1 as an injury of a serious nature that places life in jeopardy,

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

In case critical injury occurs:

- worker must safely stop work and report incident to supervisor immediately
- Supervisor will assess the situation and takes appropriate action

- If worker requires medical assistance, the worker must be provided transportation to the medical facility and be accompanied by a suitable Laari representative
- Supervisor must report incident/accident to appropriate client, owners, or general contractors representative
- Supervisor must report incident/accident to Laari Management. Supervisor must ensure area is isolated and remains “as is” until investigations are complete.

Laari Management will contact the M.O.L when required. A supervisor; with assistance of Management and Health and Safety must thoroughly investigate the incident/accident

Incident/Accident reporting and an emergency response plan will be developed for each project on an as needed basis. Additional steps may be added to response procedures depending on the work site situations and hazards, as well as tasks being performed, legal and regulatory requirements and clients, owners or general contracts policies and procedures.

8.2 Solvents and Flammable Liquid Handling

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

The Supervisor must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose. The following practices will apply when solvents/flammables are used:

- Use nonflammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in the area.
- Store flammables and solvents in special storage areas.
- Check toxic hazards of all solvents before use (MSDS).
- Provide adequate ventilation where all solvents and flammables are being used.
- Use safety goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of worker’s clothes.
- When breathing hazards exist, use the appropriate respiratory protection.

- Never leave solvents in open tubs or vats. Return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage and the field use of solvents/flammables.
- Where solvents are controlled products, ensure that all employees using or in the vicinity of use or storage are trained in the Workplace Hazardous Materials Information System (WHMIS).
- Ensure all WHMIS requirements are being met.

8.3 Hazardous Material Storage and Handling

The Management of Laari Construction is committed to preserving the health and safety of its employees and for all who are involved in our projects. The protection of workers from injury or occupational disease is a major continuing objective of our company and Laari Construction is committed to protecting any worker from any hazardous material such as the following:

Transporting Flammable Liquids

- Gasoline and other highly flammable liquids must not be carried in the passenger compartment of a vehicle.
- Gasoline and other highly flammable liquids must be transported and stored in approved containers bearing the CSA or ULC label.
- Ensure that the containers are not damaged and that caps or fittings are properly secured after filling.
- Flammable liquids must be transported in an upright position, braced or otherwise secured to prevent overturning.
- When transporting gasoline or other flammable liquids in a van, place the containers in the rear of the van with adequate ventilation. Remove the containers from the van immediately upon arrival at the destination.
- Provide a 5BC fire extinguisher in the driver's compartment when gasoline or other flammable liquids are transported in a van.
- Do not use gasoline as a cleaner.
- Gasoline engines should be shut off and allowed to cool before refueling.

Propane

- Unless designed for horizontal use, propane cylinders must be kept in an upright position.
- Propane cylinders must be stored in a well-ventilated area away from heat sources, outdoors and above grade.

- Only approved hoses and fittings must be used to connect a cylinder to tools and equipment.
- When not in use, propane cylinders and hose-connected devices must not be left in trenches or other low-lying areas. Propane is heavier than air and can settle in dangerous concentrations at the bottom of trenches, manholes, vaults, basements, sumps and other below-grade areas.
- Never look for leaks in a propane cylinder or hose with a flame. Use soapy water.

Oxygen & Acetylene

- Leather gauntlet gloves and goggles with No. 4 or 5 lens shade must be worn by workers using an oxyacetylene cutting torch. No.4 or 5 lenses do not remove arc-welding rays.
- Oxygen and acetylene cylinders must be secured in an upright position at all times during storage, use and transportation.
- Cylinders should be stored in a well-ventilated area, outside with overhead protection from the weather.
- Protective caps must be in place when the cylinders are not in use or when they are being moved.
- Type BC fire extinguishers must be available whenever oxyacetylene cutting is being done.
- Cylinders must not be placed where they may become part of an electric circuit or be inadvertently struck by a welding rod.
- Cylinders must be hoisted in properly rigged racks or baskets to keep them secure and upright.
- Workers using oxyacetylene must not carry butane lighters.
- Oxygen or acetylene torches must not be used to blow dust from work surfaces, clothing or skin.
- Do not move cylinders without first closing the valves.
- Do not use regulators, hoses or torches unless they are working properly.
- Use only a spark lighter to ignite torches. Never use matches or a cigarette lighter.
- A leaking gas cylinder must be shut off and removed to an outdoor location away from ignition sources and marked to be readily identifiable. The supplier should be notified about the defective cylinder.
- Keep acetylene cylinders away from heat source. The surrounding temperature must be kept below 54 C (130 F).
- Empty cylinders must be stored separately from full cylinders. Store acetylene cylinders separately from oxygen cylinders.

- Cylinders must not be placed where materials or equipment can strike, fall on or knock them over.
- Supply hoses must be protected from traffic

8.4 Hazardous Material Spills.

Contact Ontario Spills Action Centre @ 1-800-268-6060. Federal Environmental Emergency number (416) 346- 197 1 or CANUTEC at (613) 996-6666 collect 24 hours for the correct method of cleanup and disposal advice.

General Requirements:

Disposing of Hazardous Waste.

- Hazardous waste determination.
- Identification number will be required
- Extremely hazardous waste disposal permit.
- Is the waste taken to a hazardous waste facility permitted by the province and or region?
- Is there an onsite hazardous waste facility? (Special requirements may apply)

LAARI Construction will subcontract out for the removal of any of the above hazardous waste materials to a contractor who is trained and/or licensed by the Provincial Government or local Municipality. This information will be communicated verbally and in writing. This information will be included in Health & Safety Manual.

All supervisors / foremen will be given adequate training to recognize dangerous waste materials and to act on laid out procedures. Management will review and acknowledge the success of this program element with its staff at the end of the current year.

8.5 Dust and Asbestos Safe Handling

Asbestos

As part of the ongoing commitment to provide a safe work environment, the following procedure has been established to address the existence of asbestos on job sites.

What is Asbestos?

HEALTH AND SAFETY MANAGEMENT PLAN

Asbestos is a naturally occurring material once used widely in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However when asbestos is inhaled, it can be harmful and lead to the following diseases:

- Asbestosis
- lung cancer
- mesothelioma (cancer of the lining of the chest and/or abdomen).

Where can it be found?

- Sprayed-On Fireproofing
- Pipe and Boiler Insulation
- Loose Fill Insulation
- Asbestos Cement Products
- Acoustical Plaster
- Acoustical Tiles
- Vinyl Asbestos
- Gaskets
- Roofing Felts
- Asphalt/Asbestos Limpet Spray
- Drywall Joint-Filling Compound
- Coatings and Mastics

Prior to Commencing Work

Supervisors:

- Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
- If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner to remove it.
- Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.
- If there is asbestos in the work area and its presence does not impact the work, advise workers of location and what not to disturb.

Workers:

- In all projects, bear in mind the possible presence of asbestos.

- If you are working in an area known to contain asbestos, contact your supervisor to determine whether or not asbestos is present in the work area or adjacent areas in which you may be working.
- If there is any doubt about pipe or duct insulation, textured ceilings, vinyl asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify your supervisor.

Note: To remove Asbestos a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and Respirators, understanding of containment procedures and knowledge of proper handling, storage and waste removal procedures. For type 3 removals, training is a legal requirement.

DO NOT REMOVE OR DISTURB ASBESTOS CONTAINING MATERIAL. IF YOU ARE INSTRUCTED TO DO SO, STOP WORK AND CONTACT YOUR SUPERVISOR.

Dust

What are the hazards?

There are two kinds of hazardous dust common in construction. These include:

- fibrous dust from insulation materials (such as asbestos, mineral wool, and glass fiber) and
- non-fibrous silica dust from sandblasting, concrete cutting, or rock drilling

Where does construction dust come from?

Dusts are particles which are usually many times larger than fume particles. Dusts are generated by crushing, grinding, sanding, or cutting and by work such as demolition.

Preventative Measures

Ventilation:

- Natural dilution ventilation — Welding outside in a light breeze or inside with doors and windows open provides large volumes of fresh air which should disperse airborne contaminants sufficiently in most cases. However, it is important for the welder to stay to one side of the plume.

- Mechanical dilution ventilation – Fans such as roof exhaust fans and wall fans force outside air into and out of the building. General mechanical ventilation in most cases will deflect the plume out of the welder's breathing zone.
- Local exhaust ventilation – Consists of an exhaust fan, air cleaner, and ducted system dedicated to removing airborne contaminants at the source and exhausting them outdoors. Local exhaust ventilation is preferred over dilution ventilation because it is better able to prevent airborne contaminants from entering the welder's breathing zone.

Respiratory Protection:

- See the Respirator Selection Guide in CSAO's *Construction Health and Safety Manual* (M029) for activities that create dust.
- If you are in doubt about choosing the appropriate respiratory protection or if you are not sure to the source of the dust stop work and advise your supervisor.

Eye Protection:

- Use eye protection appropriate for the task required.
- If you are in doubt about choosing the appropriate eye protection ask supervisor for assistance.

9. Occupational Illness

OSHA Section 1 "occupational illness" is defined as "a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the **Workplace Safety and Insurance Act, 1997**".

What is latency?
Latency refers to the concept that some occupational illnesses may not be immediately apparent or known. Rather, there may be a period of time between the initial exposure to a physical, chemical or biological agent and the appearance of the illness or disease. This latency period can be brief or lengthy. In some cases, an occupational illness may appear years or decades after an exposure.

Common Occupational Illnesses

Biological:

- Flu
- H1N1v Flu Virus
- Infection Prevention and Control
- Mold
- Tick Bites and Lyme Disease
- West Nile Virus

Chemical:

- Carbon Monoxide Poisoning
- Hydrocarbon Solvent Vapour Mixtures
- Anhydrous Ammonia
- Lead
- Silica
- Ammonia, Nickel Carbonyl, and Beryllium Exposure

Physical:

- Heat Stress
- Noise Damages Hearing
- Radiofrequency and Microwave Radiation
- Ultraviolet Radiation from the Sun

Ergonomic:

- Musculoskeletal Disorder (MSD's)

10. Conclusion

Accidents have no set time or place. They usually occur without warning, and without regard for person or place.

We trust that by planning all operations with a preventative mind, and by working with safety as our goal, we shall all be accident free.

Accident prevention is everybody's business!!

In the event of an after hour emergency of any kind, Laari Construction is available 24 hours a day. Do not hesitate to contact us.

Joel Tarvudd	President	705-662-3605
Keith Welsh	Health & Safety Officer	705-662-3614

Appendices

Accident/Incident Investigation Report

Type: Accident (physical harm to person) First Aid [ ] Medical Aid [ ] Incident [ ] Lost Time [ ]

Part 1 – Employee Information

Last Name: _____ First Name: _____

Employee Address: _____

Phone #: _____ Date of Birth: _____

Occupation: _____ Years of experience_____

Part 2 – Injury/Incident

Accident Date: _____ Time: _____ a.m. _____ p.m.

Supervisor: _____ Project Location: _____

Exact Accident Location: _____

Person(s) who took employee for treatment: _____

Date Accident Reported to Supervisor: _____Time: _____ a.m. _____ p.m.

Nature of Injury: _____

_____

Job or activity at time of accident/incident: _____

_____

Medical Facility: _____ Phone #: _____

Doctor: _____

Property Damage: Yes _____ No _____ Estimated Cost: _____

Nature of Property Damage: _____

Name and Address of Witnesses: _____

_____

Part 3 – Accident/Incident Description: What happened? Include a description of the injury and part of body injured. Or describe any damaged property. (Take pictures if possible).

Part 4 – Cause of Accident/Incident: What contributed to the accident/incident?

Part 5 – Prevention: What action has or will be taken to prevent the above accident/incident from happening again?

Completed by (please print): _____

Title: _____

Signature: _____Date: _____

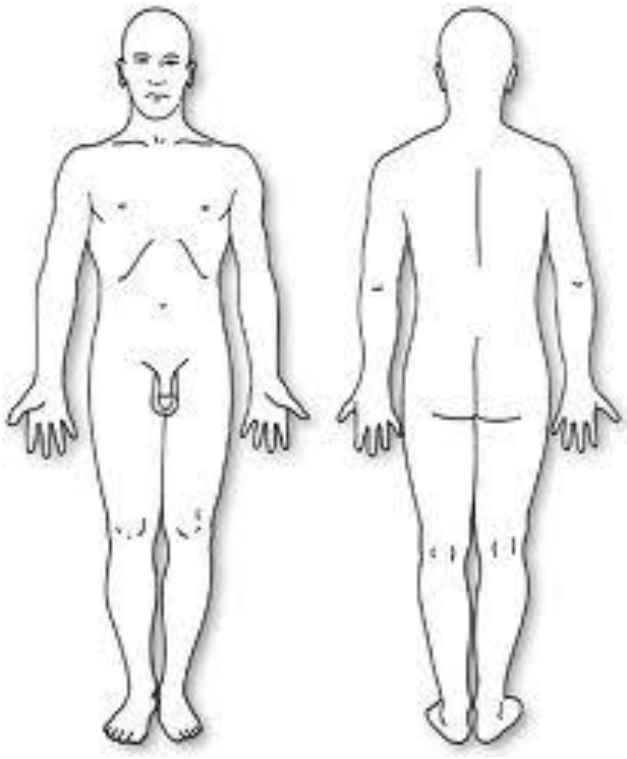
Reviewed by (please print):

Supervisor or Project Management: _____ Date: _____

EMPLOYEE PAIN DIAGRAM

COMPLETE PAIN DIAGRAM USING SHADING
DESCRIBE THE NATURE/CHARACTER OF THE PAIN

Right Front Left Left Back Right



Comments:

_____
_____
_____
_____

Employee Name: _____

Employee Signature: _____

Date: _____

Nature of Injury	**Part of Body**	**Source of Injury**
Puncture/Cut	Head – Bony structure	Vehicle/Mobile Equipment
Laceration (tear)	Eye	Struck by Moving Object
Bruise	Teeth	Hand Tool
Scrape	Hand	Rotating/Moving Machinery
Sprain/Strain	Wrist	Power Tool
Fracture (break - esp. of bone)	Arm	Ladders
Dislocation	Foot	Scaffold
Burn	Ankle	Working Surface
Frostbite	Leg	Crane/Rigging
	Chest	Manually Handled Material
	Back	Toxic Substances
	Neck	

Type of Accident	**Action Taken**
Struck Against Stationary Object	Re-instruction of person(s) involved
Struck by Falling Object	Conduct Safety Inspection
Struck by Flying Particle	Eliminate Congested Area/Housekeeping
Fall from Elevation	Installation of Guard(s) or Safety Device(s)
Fall on Same Level	Change Procedure
Repetitive Motion	Health and Safety Department Investigation
Caught On	Inform all Foremen and General Contractors
Caught Between	Inadequate Illumination
Body Action	Discipline of Person(s) Involved (explain how)
Contact with Electricity	
Contact with Heat	
Contact with cold	
Contact with Air/Water Pressure	
Exposure to Toxic Substance	

Condition Contributing to Accident/Incident

Operating without authority	Unsafe design or arrangement
Failure to secure	Other (explain)
Improve personal protective equipment	Not working safely
Equipment repair or replace unsafe equipment	Awkward position or posture
Unsafe loading, placing, mixing, etc.	Failure to use PPE
Working on moving or dangerous equipment	Inadequate training/Instruction not clear
Not guarded or improperly guarded	Hazardous method or procedure
Distracting, teasing, willful misconduct	Fire, explosion, atmospheric hazard (dust, fume, mist)
Hazardous personal attire	

Accident – an undesired event that results in physical harm to a person or damage to equipment.
Incident – an undesired event that could cause injury to people or property if the ideal conditions are present.
First Aid – emergency care given immediately to an injured person to minimize the injury.
Medical Aid – further emergency care given to an injured person by a medical doctor.
Modified Work – able to return to work with physical restrictions.
Lost Time – not able to return to work due to severity of injury.

11. Recommended Class of Hearing Protector

MAXIMUM NOISE LEVEL (dBA)	RECOMMENDED CLASS OF HEARING PROTECTOR
Less than 85 dbA	No protection required
Up to 89 dBA	Class C
Up to 95 dBA	Class B
Up to 105 dBA	Class A
Up to 110 dBA	Class A plug + Class A or Class B muff
More than 110 dBA	Class A plug + Class A or Class B muff and limited exposure

Use Table 2 to compare typical construction noise levels with the work you are performing. Note: If more than one activity is being performed near the same location the noise levels will increase. Choose your protection based on the highest noise levels.

11.1Typical Noise Level Measurements for Construction

Table 2

* EQUIPMENT	NOISE LEVEL (DBA) AT OPERATOR'S POSITION
Cranes	78 – 103
Backhoes	85 – 104
Loaders	77 – 106
Dozers	86 – 106
Scrapers	97 – 112
Trenchers	95 – 99
+ Pile drivers	119 – 125
Compactors	90 – 112
+ Explosive-actuated tools	120 – 140
Grinders	106 – 110
Chainsaws	100 – 115

Concrete saw	97 – 103
Sand blasting nozzle	111 – 117
Jackhammers	100 – 115
Compressors	85 – 104

11.2 Wind Chill Chart:

WIND CHILL CHART

		Ambient Temperature (∞C)								
		4	-1	-7	-12	-18	-23	-29	-34	-40
Wind km/h	Velocity mph	Equivalent Chill Temperature (∞C)								
Calm										
0	0	4	-1	-7	-12	-18	-23	-29	-34	-40
8	5	3	-3	-9	-14	-21	-26	-32	-38	-44
16	10	-2	-9	-16	-23	-30	-35	-43	-50	-57
24	15	-6	-13	-20	-28	-36	-43	-50	-58	-65
32	20	-8	-16	-23	-32	-39	-47	-55	-63	-71
40	25	-9	-18	-26	-34	-42	-51	-59	-67	-76
48	30	-16	-19	-22	-36	-44	-53	-62	-70	-78
56	35	-11	-20	-29	-37	-46	-55	-63	-72	-81
64	40	-12	-21	-29	-38	-47	-56	-65	-73	-82

Adapted from: Threshold Limit Values (TLV™) and Biological Exposure Indeces (BEI™) booklet; published by ACGIH, Cincinnati, Ohio

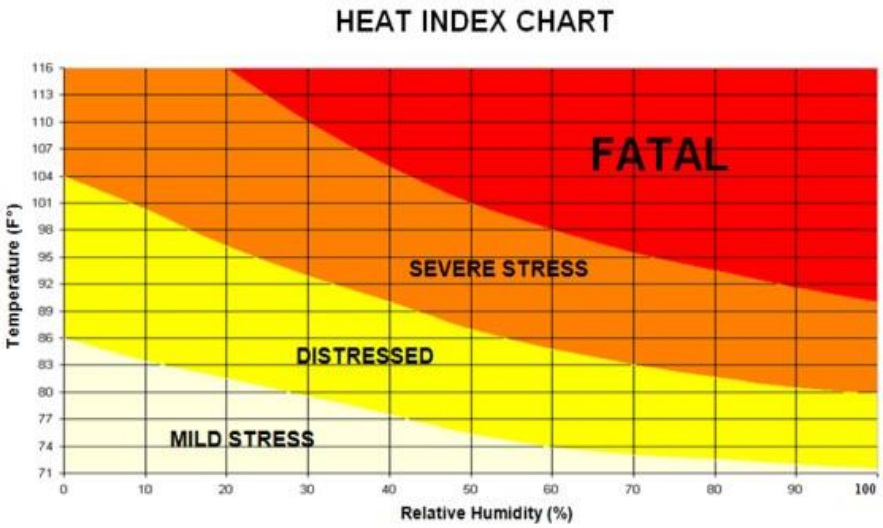
Little danger in less than one hour exposure of dry skin

Maximum danger of false sense of security

DANGER – Exposed flesh freezes within one minute

GREAT DANGER – Flesh may freeze within 30 seconds

11.3 Heat Stress Chart:



11.4 Threshold Limit Values Work/Warm- Up Schedule:

THRESHOLD LIMIT VALUES WORK/WARM-UP SCHEDULE FOR FOUR-HOUR SHIFT*

Air Temperature Sunny Sky		No Noticeable Wind		5 mph Wind		10 mph Wind		15 mph Wind		20 mph Wind	
°C (approx)	°F (approx)	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26° to -28°	-15° to -19°	(Norm breaks) 1		(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4
-29° to -31°	-20° to -24°	(Norm breaks) 1		75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32° to -34°	-25° to -29°	75 min.	2	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease ↓	
-35° to -37°	-30° to -34°	55 min.	3	40 min.	4	30 min.	5	Non-emergency work should cease ↓			
-38° to -39°	-35° to -39°	40 min.	4	30 min.	5	Non-emergency work should cease ↓					
-40° to -42°	-40° to -44°	30 min.	5	Non-emergency work should cease ↓							
-43° to below	-45° & below	Non-emergency work should cease									

HEALTH AND SAFETY MANAGEMENT PLAN
Questionnaire

Multiple Choice:

1. What is LAARI constructions motto?
   a) Construction with the goal of keeping families together.
   b) Work safe, live safe
   c) Construction with the goal of keeping families whole.
   d) Working together to achieve success.

2. A workers responsibilities include:
   a) Learn and understand the 'cardinal rules', use and wear all required PPE, Immediately report any accident to the supervisor.
   b) Provide safety devices and equipment on every site, conduct a PHR with client prior to beginning work, ensure all employees use or wear proper PPE.
   c) Ensure all work being done is in compliance with the OHS Act, insure everyone is orientated with the project at hand, plan and program all operations with accident prevention in mind.
   d) Analyze all reports, inspections and audits

3. When do you fill out your FLRA (Field Level Risk Assessment)?
   a) At home
   b) The office
   c) In the field
   d) In the trailer

4. When do you inspect your PPE?
   a) After your shift
   b) Before each use
   c) After lunch
   d) Never

5. Who do you report an incident to?
   a) Co-worker
   b) On site security
   c) The Office
   d) The Supervisor

6. When do you report an incident?
   a) Immediately

b) Lunch
c) After the shift
d) When you have time

7. What is the general training required to be onsite?
   a) Company orientation, NORCAT, WHIMIS, ZES, basics of fall protection, site specific indoctrination.
   b) ZES, WHIMIS, basics of fall protection
   c) NORCAT, WHIMIS, confined space, golden rules, ZES, fork lift training
   d) WHIMIS, NORCAT, confined space, basics of fall protection

8. When are equipment circle checks done?
   a) After every shift.
   b) Before each use
   c) Never
   d) At lunch

9. What classifies as a critical injury?
   a) Broken finger, broken toe, loss of blood
   b) Eye irritation, skin irritation, broken finger or toe
   c) Unconsciousness, substantial loss of blood, leg arm amputation, loss of sight in an eye
   d) Substantial loss of blood, eye irritation, skin irritation, broken finger or toe

10. What is LAARI construction disciplinary policy?
    a) Verbal warning, written warning, dismissal from site for the minimum of one day without pay
    b) Verbal warning, written warning , Immediate company dismissal
    c) Written warning, Immediate company dismissal
    d) Written warning, dismissal from site for the minimum of one day without pay, immediate company dismissal

True or False

1. Any worker can use equipment as long as someone within the vicinity has the proper training.
   a) True
   b) False

2. Smoking is only permitted in designated smoking areas.
   a) True
   b) False

3. Housekeeping should be done throughout the work day.
   a) True
   b) False

4. When an unsecured load comes onto site hand bomb the material off the truck to avoid wasting time.
   a) True
   b) False

5. You never need to inspect ladders or scaffold before each use, the manufacturer does if for you
   a) True
   b) False

6. All fuel must be stored in the approved fuel storage containers with a double wall and lock while on project sites.
   a) True
   b) False

7. A worker can work under another worker only if the supervisor deems it acceptable.
   a) True
   b) False

8. MSDS sheets gives everyone the right to know about the hazards of material they work with.
   a) True
   b) False

9. All important health and safety documentation can be found in the main trailer on the health and safety board.
   a) True
   b) False

10. Management and Supervisors are the only people that need to worry about health and safety onsite.
   a) True
   b) False

HEALTH AND SAFETY MANAGEMENT PLAN
Site Orientation Checklist and Start Sheet: LAARI EMPLOYEES

****COPY OF A VOIDED CHEQUE MUST BE ATTACHED****

Personal Data: **PLEASE PRINT CLEARLY**

Name: _____

Address: _____

City: _____ Postal Code: _____

Email: (for payroll purposes only) _____

Phone #: _____ S.I.N. _____

Date of Birth: (MMDDYY) _____

Trade: _____Start Date: _____

Explanation of Project and Duties Required of You	
Health and Safety Management Plan and Employee Duties	
PPE Requirements ie: Hard Hat, Boots, Glasses, and Hearing Protection	
Incident/Hazard Reporting Procedures	
Location of First Aid, Fire Extinguishers, Phones, and Site Specific Hazards	
Location of Parking, Lunch Area, and Toilets	
Department Emergency and Safety Procedures	
Equipment, Tool Handling and Storage Areas	
Company Contact Information and Absentee Reporting	
Confirmation of WHMIS, ZES, NORCAT, Fall Arrest as well as Site Specific Training. Submit all Card Copies to Site Supervisor	
Name of Health and Safety Representative or JHSC Members	
Location of Site Specific Safety Information	
Violence and Harassment Policy	
Accessibility for Ontarians with Disabilities Policy	
Smoking and Cellphone Use Policy	

_____

Please Sign and Date this form to acknowledge the above:

_____ _____

Employee Signature Date of Acknowledgement

HEALTH AND SAFETY MANAGEMENT PLAN

EXCESS HOURS AGREEMENT

EXCEPTIONAL CIRCUMSTANCES

The Ontario Employment Standards Act sets a maximum number of hours of work per day at our regular maximum of hours and weekly maximum of 55 hours.

Considering Laari Construction's special needs on certain projects, the undersigned agrees that he/she may be scheduled to work up to twelve hours per day.

Laari Construction has provided me with the Ministry of Labour's information sheet regarding hours of work.

I understand that this agreement can be revoked upon two weeks notice.

Dated: _____

Laari Construction: _____

Employee: _____
signature