



T.A. Andre & Sons (Ontario) Limited
General Contractors & Engineers

HEALTH & SAFETY BOOKLET

MARCH 2010

ACKNOWLEDGEMENT
OF BOOKLET AND HEALTH AND SAFETY STATEMENT

I,acknowledge that I have received, read and understand the rules and regulations outlined in the T.A. Andre & Sons (Ontario) Limited Health and Safety Booklet (including the Health and Safety Statement for T.A. Andre and Sons (Ontario) Limited) and have signed and understood the T.A. Andre Employee Orientation Checklist. With this knowledge, I agree to work in the safest possible manner.

It is understood the information presented in this booklet is current at the time of printing and is intended for general application. This publication is not a definitive guide to all government regulations or to practices and procedures wholly applicable under every circumstance. I realize the Occupational Health and Safety Act of Ontario can be consulted for additional detail.

Date.....

Employee's Signature.....

Witness.....

WHMIS Training Date.....

Driver's Licence #

Licence Expiry Date.....

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1. HEALTH AND SAFETY POLICY

T. A. Andre and Sons recognizes that it is the right of every worker to work in a safe and healthy environment. T. A. Andre is committed to the protection of human, physical, and environmental resources and will make every reasonable effort to provide a safe, healthy work environment; we will maintain safe and productive work sites by meeting or exceeding industry standards and practices and complying with current legislation. Senior management is committed to working with employees to create and maintain a safe and healthy work environment for all.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that the workers under their authority have the knowledge and training or experience to perform their task safely. Workers must receive adequate training in their specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act and applicable Regulations and safe work practices and procedures established by this company, its clients, and the general contractor(s). It is the responsibility of every worker to assist in maintaining a safe work environment. Workers must report to management any defective equipment or any unsafe working conditions or unsafe work practices to management. Workers must work in a safe manner and must help and educate others to work in a safe manner

As part of T. A. Andre and Sons ongoing commitment to the well being of its employees, senior management will review and update this policy and program on an annual basis.

This policy will be communicated to every employee and subcontractor under contract with T. A. Andre and Sons.

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2. RESPONSIBILITIES

a. DIVISION OF RESPONSIBILITIES

It is the policy of T. A. Andre and Sons (Company) to perform all work in the safest and most efficient manner possible and in full compliance with the latest published version of the Occupational Health and Safety Act and Regulations (OHSA) (Green Book) and any other governing body.

Our objective is the complete safety of all of our employees, our customers and the public, as well as the protection of the property of all concerned. Where there is a choice between working expediently or safely, the safe method will be chosen.

The T. A. Andre and Sons Health and Safety Booklet (Safety Handbook) has been prepared to give information and to support you in making and keeping the construction industry and general workplace a safe place to work.

The policies written in this handbook shall be adhered to on all construction projects and any applicable workplace environment. It applies to all personnel, including

- Apprentices
- Journeymen,
- Foremen,
- Clerical and Supervisory Personnel.
- Management

This handbook is intended to be used as a companion to all Construction and Workplace Safety Manuals published by the Construction Safety Association of Ontario (CSAO) and the green book.

b. MANAGEMENT'S RESPONSIBILITY

Special emphasis shall be placed on T. A. Andre employees' protection.

It shall be management's responsibility to provide safe equipment, materials and working conditions.

It shall be management's responsibility to be personally and fully familiar with all safety rules and regulations, as well as rules of conduct detailed in this Safety Handbook.

It shall be management's responsibility to investigate thoroughly any project having an accident or incident (near miss) to determine the causes and remedial steps to be taken.

c. SUPERVISOR'S RESPONSIBILITY

On each project, the supervisor and/or foreman and/or superintendent shall review the Safety Handbook with his crew and impress upon them what an accident-free project can mean to the worker and his employer.

He shall be directly responsible for the safety of the workers under his supervision.

He shall ensure that the measures and procedures prescribed by the OHSA are carried out on the project.

He shall ensure that every employer and every worker performing work on the project complies with the act and all governing regulations.

He shall ensure that the health and safety of workers on the project is protected.

He shall be responsible to see that all equipment is of the highest standard, whether the items involved are Company owned or rented.

He shall see to it that all new employees receive a copy of the Safety Handbook and that sufficient time is given to let the new employee become fully versed with the construction safety rules, regulations and attitudes prior to the commencement of his/her work and review any questions, if necessary.

He shall report all accidents or incidents (near misses) to the payroll department at the office by telephone as soon as the injured worker has been looked after properly. The payroll department will then file the required forms with the WSIB.

He shall fill out an accident investigation report for all accidents that might result in lost time or light duty and forward to the office payroll department.

He shall notify the office immediately of any potential lost time or light duty injury and will have the accident investigated to determine the cause and required corrective measure to prevent the accident from reoccurring. It may become necessary to record infractions in writing. A copy of any written notice to an employee relative to a safety infraction is to be filed with the office within 48 hours from the time of issuance and a copy to go to the payroll department to be filed in the employee's personnel file.

He shall have a worker with a valid St. John Ambulance Emergency and/or Standard First Aid Certificate, as required.

He shall be responsible for conducting Tool Box Talks.

He shall be responsible for ensuring accident procedure forms are issued and explained to each worker.

He shall be responsible to see that lost time accident persons are contacted periodically with the view of having the worker return to work as soon as he is rehabilitated.

d. WORKER'S RESPONSIBILITY

The worker shall be required to completely familiarize himself with the Safety Handbook presented to him by the Supervisor at the start of his employment.

He shall be required to perform his duties in a safe and efficient manner so as not to endanger the safety of himself or his fellow worker.

He shall be ever alert to the actions and safety of his fellow worker when working in close proximity with him.

It shall be the worker's responsibility to be sure that all equipment used by him is in safe condition and is used in the manner for which it was designed. He shall be required to report to the superintendent, any unsafe conditions he may encounter while performing his duties.

He must report every accident, incident or near miss immediately.

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3. HAZARD ASSESSMENT

a. HAZARD RECOGNITION AND ASSESSMENT

The subject of hazard recognition is enormous. It is limitless. It is immense. A condition on one day would not be a hazard, but on the next day it might cause a fatal accident. A construction site changes daily.

The first step in recognizing hazards is to understand what causes accidents. A safety hazard is something that has the potential to cause an injury. All accidents or incidents, whether incurring injury or not, should be investigated to determine the cause, so that the necessary corrective action may be taken to prevent a similar occurrence and/or to prevent a near miss of becoming a real injury. Good hazard recognition automatically leads to good accident prevention.

Safety hazards can be controlled by using the three main components of safe work procedures:

- A step by step description by your supervisor of how to do the task.
- A set of guidelines describing the principles involved in doing the work safely.
- A specific standard of work place behaviour.

The following is a brief outline of some of the situations where a supervisor and worker should be alert and on the lookout for potential hazards. It is a brief list and it only scratches the surface of hazard recognition.

- When a worker or sub-contractor arrives on site, he must park his vehicle in the properly assigned area. He must know all the rules for smoking, lunch eating, alarms to evacuate the area, etc. On the job he must practice good housekeeping, clean up messes, and ensure that nails and screws are not protruding from lumber and plywood, etc. He must diligently be on the lookout for unsafe conditions around the site and report them to his supervisor immediately.
- Alcohol and drugs are zero tolerance. If any worker, regardless of who his employer might be, is noticed to be under any influence, this must be reported to your supervisor immediately.
- Every employee must ensure that he is familiar with WHMIS distinct classes. There are six. They are all listed and explained in this booklet.
- When a task is explained to the workers, any potential hazards are to be discussed - such as power lines, fall arrest, confined space, heavy loads requiring handling by two persons, high noise levels requiring hearing protection, and working near roof openings, stairs, etc.
- The correct tool is to be selected for the job. If electric, connect to Ground Fault Interceptor (GFI) where needed. If gas, propane or diesel, the space must be properly vented. (Also, if propane, the worker must have a valid propane handling certificate.)
- Weather conditions affect the execution of a task. For example if snow and ice are present, sanding may be required. Windy conditions may limit the use of ladders, (the object that the worker is carrying may be blown over by the wind and the worker with it). Rain and snow may cause floors to be slippery and create fall hazards.
- When cutting, burning and welding are involved, fully charged and unexpired fire extinguishers must be present. Ascertain whether hot work permits or fire watches are necessary.
- When working on mechanical lifts, scaffolding, roofs, or near wall and flooring openings, fall arrest equipment is mandatory. Safety lines and lanyards must not be frayed or damaged. When climbing ladders, use 3-point contact at all times - do not unhitch your first connection unless the second is connected. See "Working at Heights" section.

- When erecting or dismantling scaffolding, determine if it is sufficient size or height to require engineering. Determine if the ground is frozen, if feet are on proper mudsills, where railings or kick plates are required, etc. If scaffold planks are damaged, split or otherwise unserviceable, advise your supervisor to have them discarded. The workers must be tied off as they build the scaffold.
- When using motorized equipment, the operator must do a walk about inspection for damaged or worn parts. Check to make sure the back up alarms are operative, tires are properly inflated and in good condition, and the brakes work well, etc. It is imperative that the operator shuts off equipment before re-fuelling, comes to a full stop at intersections and blind corners, and runs the equipment at safe speeds, taking into consideration other workers in the area and weather conditions.
- When using cranes, forklifts and boom trucks, ascertain that the load is not too heavy for the lifting device. Establish that the outriggers are being installed on firm ground and not on loose topsoil or near the edges of excavations and banks. Make sure all slings are in good condition and are properly sized for the load. Safety hooks are mandatory. Establish that there is one, and only one, signalman. See “Safe Use of Lift Truck” section.
- If the work on the site involves confined space entry, then a different set of procedures must be involved. See the “Confined Spaces” section.

Again it is emphasized that the above is only a partial list. The supervisor and worker must examine the type of work being done and the area in which the work is being done, to identify potential hazards that could arise in 30 minutes, in two hours, or tomorrow. This should be a constant monitoring process - not just Monday morning or on Tuesday morning, but all week long.

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b. HAZARD REPORTING PROCEDURE

The communication cycle will be successful when every member of the organization and the workplace identify and control hazards. When hazards are reported promptly it helps to maintain communication between all work place parties including: clients, supervisor, workers, and management, and external agencies.

The communication chain therefore moves up and down the company structure relative to duties and responsibilities. Generally the upward movement is due to accountability to management and the downward movement is due to management’s support of its delegation of authority and responsibility to supervisors and workers. In order for corrective action to occur from Hazards Reporting all members of the company’s workforce must take the initiative to identify all potential hazards or unsafe conditions (regardless of whose responsibility) be it our work area or another contractor’s.

Policy

The Company is committed to identifying, removing or controlling hazards. The hazards reporting system is a worker-oriented process. Workers are in the best position to identify the hazards in the workplace because they are the ones who perform the work. Workers act as a second set of eyes for supervisors.

Responsibilities

Management and client: shall provide information, instruction and supervision to all workers to protect their health or safety

Supervisor: shall advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware and particularly before the individual tasks are commenced

Trades person: shall report to his/her employer or supervisor the absence of or defect in any equipment or protective device, and site situations, weather conditions of which he/she is aware and which may endanger himself, herself, or another worker. Other contractors are expected to behave in a similar fashion

Procedure

Worker

1. Report any perceived hazard verbally to the site supervisor
2. Provide recommendations to the supervisor on how to eliminate or control the hazard
3. If the supervisor does not respond to your concern you are to inform management

Supervisor

1. Discuss the hazard and controls with the worker and complete the Job Site Conditions and Hazard Identification Checklist
2. Respond to the worker's concern by the next shift
3. Ensure that the form details the action or non-action which will be taken
4. Provide a copy of the completed Jobsite Conditions and Hazard Identification Checklist to management

Management

1. Ensure action is taken to address the hazards identified.

Hazard reporting will be initiated through information collected through different sources:

- Formal documented investigations and workplace inspections
- Informally through daily instruction and progress reports between workers and supervision
- Verbal and written reports from client safety resources, external agencies like CSAO/MOL, sup-trades and co-workers

In order for corrective action to be put in place from Hazards Reporting, all members of T. A. Andre's workplace team must take the initiative to recognize hazards and report them immediately. If the necessary actions to control or eliminate a hazard are more than that worker's ability or authority, then that worker must report the hazard to their supervisor, who will then take the appropriate corrective measures.

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c. JOBSITE CONDITIONS AND HAZARD IDENTIFICATION CHECKLIST

The purpose of the Jobsite Conditions and Hazard Identification Checklist is to identify unsafe tasks and conditions and to ensure that proper measures are taken to eliminate or reduce the associated risks.

This form is to be filled out by the Superintendent or a qualified person designated by the Superintendent at the beginning of each project and as part of the formal weekly inspections.

The completed forms are to be forwarded to Head Office.

It is the responsibility of the Superintendent to ensure that all relevant risks and substandard items are addressed in a prompt manner to maintain the highest safety standards.

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d. WHMIS (Workplace Hazardous Materials Information System)

1. Under the WHMIS Act, implemented in October 1988, all workers have the right to know if they are using, or are in the presence of a designated hazardous material. All designated hazardous materials must have an easily recognized label on the container of the product. The label must provide basic information about the risks associated with the use of the materials in the container. The label should also instruct the user to read the Material Safety Data Sheet (M.S.D.S.) which is a more technical document. M.S.D.S. must be made available in every workplace, by every employer, for every designated hazardous material used in that workplace.
2. If labels on WHMIS designated hazardous products are obscured and unreadable, if they have been removed from a container, or have been altered in any way, report the problem to your supervisor immediately.
3. WHMIS Regulations require every employee working around hazardous material to be instructed and knowledgeable of:
 - a) The purpose of Material Safety Data Sheets.
 - b) The purpose of clean and concise labels on containers or designated hazardous material.
 - c) Procedures for the safe use, handling, storage and disposal of hazardous materials.
 - d) Emergency procedures for all situations involving a hazardous material.
4. A hazardous product is identified by a symbol and is divided into six distinct classes:

Class "A"

Compressed gas (oxygen, acetylene, nitrogen, propane, etc.)

Class "B"

Flammable and combustible materials (gasoline, kerosene, solvents, etc.)

Class "C"

Oxidizing material (epoxy hardeners, etc.)

Class "D"

Poisonous & Infectious material

Division 1 Immediate and serious toxic effects (solvents, coatings, sealers, etc.)

Division 2 Other toxic effects (asbestos, silica, etc.)

Division 3 Biohazardous infectious material. These materials are not normally encountered in construction.

Class “E”

Corrosive materials (acids and alkalis, etc.).

Class “F”

Dangerously reactive material. These materials are not normally encountered in construction.

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Compressed
Gas



Flammable



Oxidizer



Poisonous



Toxic



Biohazard



Corrosive



Reactive

4. SAFE WORK PRACTICES

a. COMMON SAFETY RULES

SAFETY RULES, REGULATIONS & GUIDELINES

1. All construction employees must have in their possession a copy of the Safety Booklet and must be familiar with and understand its contents.
2. New employees must be given a personal copy of the Safety Booklet immediately on commencement of work.
3. The Supervisor must have personal copies of the OHSA and must ensure that a copy remains on file at each jobsite office for quick and easy reference.
4. The conditions and regulations of OHSA and any other statutes that may apply shall be adhered to completely.
5. Regulation first aid kits shall be supplied for use on all jobsites. If the first aid kit is missing or if any of its materials are out of stock, this must be reported immediately to the Supervisor.
6. Traffic regulations while driving equipment or vehicles, both on and off the job, must be obeyed. Only authorized personnel shall be permitted to operate vehicles.
7. All Company employees shall abide by all special safety rules in force in owner's facility
8. Before entering excavations, tanks, manholes or other confined spaces, the Supervisor or his designated safety representative must ensure that the working area is safe. Confined space procedures may need to be instituted.
9. Follow instructions and do not take chances. If there is something you do not know, it is your responsibility to ask your immediate Supervisor.
10. Immediately report to your Supervisor any conditions, practice or hazard you think may cause injury to others or damage to equipment.
11. Immediately report all accidents, injuries and incidents (near misses), regardless of size, to your Supervisor.
12. Should an accident occur, it is ESSENTIAL that first aid be administered immediately and followed by proper medical treatment as necessary. A qualified first aid person is a legal requirement on all jobsites.
13. The Company supports a modified work program to assist workers to return to work as soon as possible. Injured workers will be offered modified work whenever possible.
14. Supervisory personnel and Health & Safety Committee representatives, as deemed necessary, shall perform safety audits. Particular emphasis will be placed on, but not limited to, observing housekeeping, scaffolding, ladders, guardrails, fall protection, extension cords and tool usage.

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b. FIRE PREVENTION

DO'S

- All employees must take every precaution to prevent fires.
- Use appropriate closed containers are to be used for gasoline, kerosene, acids and similar fluids.
- Containers are to be plainly labelled to indicate the character of the contents.
- All fuel storage tanks must be grounded.
- Know where fire extinguishers are located and how to operate them.
- Notify your Supervisor after a fire extinguisher has been used, expired or is not properly charged. It is the supervisors duty to see that proper replacement is made promptly.
- Observe "No Smoking" rules.
- Use extra care when and where smoking is permitted.

DON'T'S

- Do not tamper with fire fighting equipment.
- Do not store fuel in a "Smoking" area.

In case of fire:

DO'S

- Secure your own health, notify co-workers in immediate area of danger, summon the alarm and notify T.A. Andre supervision. Primary concern is given for injured parties, calling 911 (or initiating client's system), and preventing personal injury while assisting injured workers.
- Workers most aware of the situation will initiate the site specific emergency plan according to their roles and duties or until the site supervisor is aware of the emergency.

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c. FALLING OBJECTS

DO'S

- Adequately secure all material or equipment used on work platforms, roofs, or near floor, road, or sidewalk openings to prevent it from falling.
- Use kick plates and temporary floors over grating where necessary.
- Provide overhead protection where there is a risk of falling objects. If this is not practical, the hazardous area must be barricaded with warning signs to prevent access.
- Adequately secure all materials while being moved from one work location to another to prevent falling object hazards.
- Have all hand lines used for raising or lowering tools and materials to employees on structures approved.

DON'T'S

- Do not enter an unprotected area unless the overhead work is suspended.

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d. LADDERS

DO'S

- Place ladders with care.
- Place the top of a ladder at least one meter beyond the supporting object when the ladder is used for access to an elevated work area.
- Overlap at least one meter when using an extension ladder.
- Secure ladders against movement (tie them off).
- Work facing the ladder with both feet on the rungs.
- Use both hands when ascending or descending a ladder.
- Tie-off when working 3 meters above grade.
- Allow only one worker at any one time to carry out work on a ladder.

DON'T'S

- Do not place the bottom of the ladder more than one-fourth of the perpendicular height of the ladder away from the wall.
- Do not place a ladder at a blind corner of a doorway where it could be displaced. If it is necessary to use a ladder in such places, the area is to be barricaded.
- Do not use metal ladders around electrical wiring or while working on or near electrical equipment.
- Do not paint ladders for colour coding or for numbering purposes.
- Do not carry anything that will prevent holding on with both hands. Use a hand line.
- Do not work from the top two steps/rungs on a ladder.
- Do not climb up or down a ladder while another worker is climbing up or down.

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e. CONFINED SPACES

1. A worker may have to enter a confined space during the construction of the project. Confined spaces can be described as places where one or more of the following conditions are present or possibly could be present.
 - a) Where entry and exit is difficult and may be limited due to location, design or construction.
 - b) Where hazardous airborne contaminants may be present or may accumulate.
 - c) Where other toxic/hazardous gases may be present, such as:
 - Carbon monoxide and carbon dioxide - which accumulate from the exhaust of motorized equipment or propane heaters.
 - Hydrogen sulphide - generated by decomposition of garbage and sewage.
 - Sulphur dioxide - usually found in pulp and paper mills and oil refineries.
 - Chlorine - used as a disinfectant in sewage treatment plants and other industrial settings.
 - Ammonia - used as a refrigerant and in making fertilizer, synthetic fibres, plastics and dyes.
 - Oxygen - too little can cause fainting, dizziness; too much can enhance combustion and the quick spread of fire and flames.
 - Explosive or flammable vapours such as gasoline, diesel fuel, natural gas propane.

2. Hazards, other than those caused by gases, may be just as life threatening and equally deadly in confined spaces. Some conditions and situations which may involve danger are:
 - a) Access for easy exit or egress (horizontally or vertically) can be very difficult and slow because they are restricted by small openings, equipment pipes and ducts.
 - b) Very elevated temperatures (in steam tunnels, for example) can make breathing difficult. (This can permanently damage lungs.)
 - c) When moving equipment, conveyors or moving parts may be present which could suddenly be started up. These have to be locked out.
 - d) Chemical and corrosive materials that have accumulated on walls, floors, equipment and pipes.
 - e) Electrical hazards may pose a serious danger in a manhole, tunnel or vault, such as high voltages when water is present.
 - f) Potential explosive environments may exist in confined space, (for example explosive fumes from gasoline or other fuels, dust from flour, wheat or similar material).

3. Before entry into a confined space can be allowed, there are items to verify before work is attempted:
 - a) On industrial sites, the owner must verify:
 - no dangerous gas conditions are present
 - no risk of equipment start-up
 - no electrical hazards present, detectors are constantly monitoring the environment and are capable of sounding alarms if conditions change.
 - no corrosive or chemical materials are present.

 - b) On new sites, your supervisor and/or subcontractor's supervisor must verify all the conditions described above, before the "all clear" is given. This "all clear" for entry is certified by a competent worker. The green book defines a competent worker as a worker who, is qualified because of knowledge, training and experience to perform the work, is familiar with the OSHA and with the provisions of the regulations that apply to the work, and has knowledge of all potential or actual danger to health or safety in the work.

 - c) If confined space procedures are required, then the level and type of confined space will determine what type of safety people must be present and what safety equipment is mandatory. OSHA identifies the types and levels of confined space. In the October 2006 edition they are listed and identified in Part II.1, Page R.149.

In summary, evaluate the workspace to determine if it is a confined space. A person working in a confined space could have a heart attack or fainting spell. Make sure you have your safety harness properly installed. Nothing is more difficult than trying to move a limp 180 lb. human. Do not enter the space for a rescue; you could be the second victim. Do not leave the area until a back-up has arrived. If the person has collapsed due to a hazard condition occurring, a proper breathing apparatus may be necessary to allow entry for the rescue.

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f. MAINTENANCE OF WALKWAYS

DO'S

- Maintain and keep in good repair at all times, any temporary fabricated walkways, ramps and access ladders.
- Install handrails and toe boards where walkways or ramps are elevated.
- Keep all walkways, ramps and access ways clear of obstructions at all times.
- Immediately clear ice and snow and spread sand and salt to ensure a firm footing to prevent slips and falls.
- Keep smooth concrete and tile clean and dry as these surfaces can also be slippery particularly when wet. Spills and moisture must be cleaned up promptly from these surfaces.
- Walkways adjacent to traffic lanes or other hazards (e.g. operating equipment), should have notices posted to alert vehicles or persons on foot.
- Build and maintain barricades as required.
- Run extension cords in walkways overhead and keep them protected at any passage through a doorway.
- When working above a walkway, keep the area barricaded or have protective walk through scaffold installed.
- Keep walkways in enclosed buildings and structures clear.
- Sweep and clean regularly to prevent dust and debris from being tracked away from the construction area where walkways and entrances are shared with non-construction residents or employees.

DON'T'S

- Do not store materials by leaning against walls, where slippage or bumping could cause a tripping hazard.

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g. EXCAVATIONS

Excavations and trenches that are more than 1.2 meters (4 feet) in depth must be cut back (sloped) to not less than 45 degrees from the vertical, unless soil conditions are deemed acceptable by a competent person. Where cutting back the walls is impractical, shoring or a trench box must be used.

DO'S

- Keep the spoil pile from an excavation a distance of at least one meter from the edge of the excavations.
- Assess the excavation area to determine if appropriate barricades are deemed necessary.

DON'T'S

- Do not work under booms or buckets.

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h. HOUSEKEEPING

Good housekeeping is essential to safe work performance. Work areas must be kept clean and free from rubbish, loose material, oily surfaces or objects that could cause tripping or slipping.

It is a contractor's responsibility to ensure that approved covers or barricades are placed around floor openings and outer building edges. It is the Company and the subcontractor's responsibility to ensure that such protection, if removed for work operations, is replaced immediately.

Good housekeeping standards are often perceived as a measure of quality work promoting both safety and productivity. Good housekeeping demonstrates to clients and enforcement agencies that we are an organized and professional company.

- Materials and equipment are to be stored, piled or stacked in a manner that prevents them from tipping, collapsing or rolling.
- Materials and equipment are to be stored, piled or stacked at least 1.8 m away from an opening in a floor, roof, excavation, shaft, or work platform.
- Access and egress to and from work areas - stairs, ladders, and ramps shall be free of all obstructions. Ice and snow hazards are to be cleaned as required.
- Materials are not to be stored or piled or stacked under live electrical conductors
- Segregated waste disposal systems - wood/cardboard/metal – are adhered to as per their requirements.
- Supervisors will assign housekeeping duties and instruct workers on the segregation systems and their locations.
- Do not drop waste from one elevation to another without a chute, crane or hoist unless it is dropped into a designated area where people do not have access.

Note: OSHA does allow material to be dropped without a chute but it can only be dropped into an area that people cannot access (barricaded or roped off)

- Guard against protrusion hazards - nails, rebar, and anchor bolts.
- Chemical hazards - consult MSDS sheets for safe storage and disposal.

Fire hazards - keep access/egress (stairwells) free of combustible materials.

- Wind hazard - consider the possibility of material blowing uncontrollably in the air.
- Fire extinguishers - ensure adequate supply, function ability and accessibility.
- Lighting - check for damaged fixtures and replace burnt bulbs.
- Electrical cords - install protective cover on roadways, arrange overhead where possible, remove from access/egress ways, and inspect for damage.
- Flammables - store in approved containers in ventilated areas with fire extinguishers.
- Compress gas - store gases separately, upright and secure.
- Barricades - ensure barricades and warning signs are visible and maintained.

i. MATERIAL HANDLING

The Supervisor must ensure that the hazards associated with manual material handling are identified and evaluated. Consider the following risk factors when identifying manual material handling hazards:

- The approximate weight of the item being lifted, carried, pushed, or pulled;
- The size, centre of gravity, and stability of the material;
- The location and distance associated with moving the material;
- Capability of the employee;
- The terrain over which the item will be handled.

Where practical, material handling hazards should be eliminated or controlled through job design changes (such as the use of mechanical assist devices, reduction of weight, ergonomic equipment, improved ease of handling, and/or a more neutral working position).

MAY 2008

j. NETWORKING

Networking is simply discussing a topic or exchanging information with other persons, fellow workers, other contractors and organizations that have similar knowledge to share with us. You can teach others by your example, as you can also learn from their example. We learn by doing but we also learn by talking and communicating.

The Company encourages the following:

- Interact with other contractors during site safety meetings.
- Exchange policies and documents with other companies.
- Attend any safety talks that may be given by owners, safety organizations such as CSAO and monthly health and safety meetings.
- Share safety program fundamentals with other members of your safety group.
- Obtain and distribute all safety material to employees that are issued by CSAO or MOL, be it in written form, pamphlets, brochures, videos or electronic form.

It is recognized that one of the best defences to avoid accidents and injuries is by prevention and training; an exchange of knowledge does this automatically, and that is why discussions between fellow workers and contractors are important.

MAY 2006

k. TOOLS AND EQUIPMENT

DO'S

- Ensure that only those employees qualified by training or experience shall operate equipment, power tools, vehicles or machinery.
- Report unsafe tools or equipment to the Supervisor immediately, after which they shall be tagged and returned to the office for repair or replacement.
- Frequently inspect all electrical cords, wiring and electrical tools to ensure they are safe to use.
- Carefully chose welding equipment that is safe and appropriate to the work being performed, and keep it in good operating condition at all times.

- Ensure that compressed gas cylinders are transported and stored in an upright secured position. These include oxygen, acetylene, and propane or any combustible fuel.
- Always use a ground fault circuit interrupter with any portable electric tool operated outdoors or in wet locations.

DON'T'S

- Do not use unsafe tools or equipment.
- Do not leave tools or materials where they can be knocked off and strike someone working below.

MAY 2008

l. FORMWORK

1. Formwork must always be constructed according to good, safe and sound carpentry practice. There must be adequate braces and supports, reliable bearing surfaces and adequate ties, bolts or bracing to prevent movement or bulging.
2. All large formwork installations must be designed by a professional engineer.
3. Before concrete placing is started, formwork must be inspected by the designer or a competent person to ensure that it has been constructed to provide for worker safety and to meet job specifications.

MAY 2008

m. PERSONAL ELECTRONIC DEVICES & CELLULAR PHONES

Cellular phones and other personal electronic devices (such as MP3 players) can distract employees. This distraction can cause harm to workers and other employees. To mitigate this risk the use of personal electronic devices is prohibited.

Workers are allowed to carry cellular phones however personal use of these phones is limited to work breaks and after working hours.

MAY 2008

5. SAFE JOB PROCEDURES

a. SAFE USE OF LIFT TRUCKS

EQUIPMENT CHECK

1. At the beginning of each shift, check all controls - brakes, horn, fire extinguisher, lift mechanism, fuel, water, etc. Do not attempt to make repairs yourself.
2. DO NOT OPERATE A DEFECTIVE TRUCK.
3. Complete checklist and advise supervisor.

OPERATION

1. Only trained and certified personnel are permitted to operate lift trucks.
2. Lift trucks, rider type, are only to be handled and operated from the driver's seat. Do not operate the truck while standing on the ground.
3. Maintain a firm grip on the steering wheel. Do not drive with wet or greasy hands or while carrying cups of coffee, etc.
4. Do not carry items on the body of the lift truck that will impair the safe operation of that vehicle. There is a potential to lose control of the load and the vehicle.
5. Look all around before starting to move. Look in the direction of and keep clear view of travel. Do not reverse or backup without first looking behind and sounding the horn.
6. Maintain a safe speed at all times. Maintain a safe distance from other vehicles and personnel and keep truck under control at all times in order to be able to stop in case of emergency. Reduce speed on wet floors and in congested areas.
7. Always be on the lookout for pedestrians.
8. Avoid making sudden or jerky starts and stops. Do not make sudden turns. These actions may cause skidding or toppling of the load.
9. Stop at blind corners; keep in right lane and sound horn. Stop, sound horn at all aisles and doorways. Slow down and sound horn at all cross aisles. Sound horn when approaching anyone from the rear. However, the horn is to be used as a warning and not to demand the right of way.
10. Do not drive over loose objects, electrical cords or air hoses laying on the floor or roadway. Exercise caution over rough roads. Keep alert for uneven spots.
11. Brake to a full and complete stop before changing motion from forward to reverse. Do not use reverse as a brake.
12. Do not drive too close to floor openings or edges of platforms or ramps.
13. Do not permit anyone to ride on any part of your truck. (No exceptions.) Lift trucks shall not be used to elevate personnel. (No exceptions.)
14. Keep hands and feet inside the truck at all times. Do not place any part of your body between the uprights of the mast.

15. When driving without a load, keep forks 2 to 3 inches above floor or pavement.
16. Always carry loads 4 to 6 inches above the floor in buildings and 6 to 8 inches above roadways outside of building. If necessary, back down ramps or inclines to avoid spilling the load. The load should always be uphill.
17. When driving over dock plates, be sure that the dock plate is properly secured. Before entering trucks or trailers for loading or unloading, they must be made secure through approved precautionary methods including dock levellers and dock locks.
18. Enter and leave trucks with caution.
19. Keep alert for spills or other hazardous conditions and report them.
20. Be alert so as to avoid damage to property, particularly sprinkler heads and pipes, columns, fire doors and other vehicles and construction equipment.
21. Watch out for overhead wires.

STACKING, REMOVING & CONVEYING LOADS

1. Before hoisting, be sure that loads are stable and properly balanced.
2. Place forks under the load as far as possible.
3. Lower loads cautiously and avoid sudden stops, which might cause the truck to tilt forward and possibly spill the load, tip the truck or throw the operator.
4. Tilt the mast backward to cradle the load before moving the truck.
5. Return mast to vertical before lowering or picking up a load.
6. When placing or picking up pallets be certain not to unbalance the pile.
7. When raising or lowering loads, observe overhead clearances. Watch for beams, pipelines, sprinkler heads, lights and other obstructions.
8. Observe clearance rules at aisles and driveways. Do not obstruct first aid and fire protection equipment and sprinkler systems. (No exceptions.)
9. Do not stack or remove material more than two (2) pallets high.
10. Warn other employees to stay clear when stacking or removing material.
11. Do not permit others to stand or walk under elevated loads.

PARKING

When the fork truck is unattended:

1. Place forks in down position.
2. Set controls in neutral.
3. Set brakes.

4. Shut off power.

MAY 2008

b. FALL PROTECTION

The construction regulation (O.Reg 213/91) requires that:

- Employers ensure that workers using a fall protection system are trained in its use
- Training records are kept, including training dates and participants' names
- Employers make training records available to Ministry of Labour inspectors on request
- Supervisors verify appropriate fall protection systems are in place on a project

All new personnel must receive proper fall protection training, if required. The training will be based on CSAO training guide. All personnel must bring their fall arrest equipment to the training. It is expected that all employees will have the knowledge to not only know how to use the fall arrest equipment properly but also when to recognize hazards, and if other controls can be put in place to limit the need for fall arrest, i.e. guard rails.

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 a wheelbarrow or similar equipment
- Falling into operating machinery
- Falling into water or another liquid
- Falling into or onto a hazardous substance or object
- Falling through an opening on a work surface

MAY 2006

c. WORKING AT HEIGHTS

i. SCAFFOLDING

1. The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.
2. Before use, inspect scaffold materials for:
 - a) damage to frames, braces and other structural components.
 - b) damage to hooks on manufactured platforms.
 - c) splits, knots and dry rot in planks.
 - d) delaminating of laminated veneer planks.
 - e) compatibility of components.

Structural components bent, damaged or severely rusted should not be used. Defective planks should be removed from the site so they cannot be used for platform material.

3. Before erecting a scaffold, check the location for:
 - a) ground conditions.
 - b) overhead wires.

- c) obstructions.
 - d) variations in surface elevation.
 - e) tie-in locations and methods.
4. Scaffolds must be erected on surfaces which can support all loads to be applied.
5. For both frame scaffold erection and tube and clamp scaffold erection, the following guidelines apply:
- a) always use base plates.
 - b) working platforms shall be completely floored, with toe boards and handrails.
 - c) access and egress to and from scaffolds is to be by ladder.
 - d) on a scaffold, the ratio of height to least lateral dimension should not exceed 3 to 1 unless the scaffold is tied into the structure or is stabilized by guy wires or outriggers.
6. For frame scaffold erection, the following specifics apply:
- a) bracing in the vertical plane is a must on both sides of every frame.
 - b) bracing in the horizontal plane should be provided at the joint of every third tier of frames.
 - c) horizontal bracing should coincide with the point at which the scaffold is tied to the building or structure being worked on.
 - d) install coupling devices to tie scaffold frames together.
 - e) engineering required when scaffold is over 15 m in height
7. For tube and clamp scaffold erection, the following specifics apply:
- a) right angle clamps are used for connecting tubes at right angles to provide rigidity.
 - b) swivel clamps are used where right angle clamps cannot be used particularly for connecting bracing in the structure.
 - c) wherever possible, tube-and-clamp scaffolding makes use of a bay and elevation spacing of about 2 metres longitudinally and vertically.
 - d) ledgers should be connected to standards using right-angle clamps; transoms should be placed above the ledgers and connected to standards or ledgers with right-angle clamps.
 - e) internal bracing is connected standard-to-standard using swivel clamps;
 - f) internal bracing should normally be placed at every third standard.
 - g) face sway bracing should be installed to the full height of the scaffold; it may be located in a single bay or extend across several bays.
 - h) engineering required when scaffold over 10 m high.

MAY 2006

d. LOCK, TAG & TEST PROCEDURE

Lock, tag and test procedures are established to ensure the isolation of energy in mechanical, electrical, pneumatic, hydraulic or chemical installations that may cause serious injury to employees, or property damage by accidental start up or energizing. Proper lock, tag, and test procedures must be followed at all times.

The basic steps in a lock, tag and test procedure are as follows:

1. Notify all persons who may be affected by isolation of the devices and/or system to be locked out.
2. Ensure de-energizing of equipment and/or electrical devices is done by a qualified owner's representative. Review drawings and details of devices or systems to be isolated prior to locking-out, to ensure all possible sources of energy are known and isolated.
3. Bleed or release any stored energy from the device or system to be worked on.

4. The person who will be working on the system will place a lock on all isolation points. If a group will work on the same device or system locked from one point or a series of points, the supervisor will be responsible for locking and retention of the lone key for lock-out locks. If an individual has one or more locks in place, they will retain the key.
5. The owner's representative will also place his lock on points of isolation.
6. The worker or worker's supervisor will put an appropriate tag on the point of isolation, complete with date, time of lock-out, duration expected, and contact name and number. Tags must be clearly printed. The owner should also tag with appropriate tag in accordance with site system.
7. After locking and tagging, try to operate controls, switches and other devices locked out to be sure the system to be worked on can not be energized accidentally and verify that all stored energy has been released.
8. When all of the above has been completed, ensure that you and operations are satisfied that the system is secure and that work will only take place in association with the system or devices that are isolated.
9. When work is complete on the system or equipment, construction will remove the locks first, then operations. Owners or operators must ensure that all systems have been restored to a safe operating condition before any lock removal.
10. If the system locked out must be operated at the end of each construction day, the same lock out procedure must be followed at the beginning of the next shift.
11. There is no room for complacency when working on or behind a system that has been locked and tagged. If you are unsure that a system is safe and secure, involve supervision or management. If you are uncomfortable, have your concerns addressed by supervision in conjunction with the owner or operator.
12. In some cases, owners or clients will have a lock and tag policy that arises from this procedure. In this case, the stricter of the clients or T. A. Andre Policy will apply.

MAY 2006

e. PREVENTING SLIPS

1. Where provided, employees must use designated routes to travel around the work site and avoid shortcuts.
2. Employees must wear appropriate footwear for the conditions to ensure adequate traction and grip.
3. When employees encounter a slipping hazard (inside or outside) they must:
 - avoid walking through the hazard
 - where directed to do so, take immediate corrective action to eliminate or control the hazard through the use of temporary warning barriers, spreading salt on ice, shovelling snow or applying absorbent materials, etc.
 - report the hazard immediately to the appropriate authority.

MAY 2006

f. PROPANE HANDLING

The Construction Safety Act for the Province of Ontario requires that workers receive training in the handling and use of propane (natural gas) cylinders that are used for temporary heating and fork lifts on construction projects.

Workers engaged in the handling of propane (natural gas) cylinders and heating equipment must now be in possession of a propane handling certificate (to be renewed every 3 years) before undertaking this work. This is applicable when heat is required for the heating of welding joints, etc.

When installing and using propane (natural gas) cylinders, the following rules must be followed:

1. The cylinders are to be installed and secured in an upright position to prevent falling.
2. Use only the proper tools for the connecting of any hoses or appliances to the cylinders.
3. Only workers certified in the use of propane (natural gas) shall be permitted to install the equipment. This includes the changing of cylinders.
4. Cylinders are to be transported in an upright position and secured from falling, and/or lifted only if secured in a proper lifting cage that is designed for this purpose.
5. Adequate fire protection equipment that is suitable for use on propane (natural gas) fires shall be available in the near vicinity of the equipment being used, and all workers shall be trained in the use of this equipment.
6. All connections are to be checked on a daily basis for leaks and proper installation. Any repairs that may be required are to be completed only by a worker qualified to work on this equipment.
7. Where this equipment is installed and/or used in an enclosed area, provision is to be made for proper and adequate ventilation.
8. Safety devices, such as pressure release valves and regulators, are not to be disabled or modified unless this work is carried out by a technician qualified to carry out this work.

MAY 2006

g. TRANSPORTATION OF DANGEROUS GOODS

Training

A person who handles, offers for transport or transports dangerous goods must

- be adequately trained and have sound knowledge of regulations relating to his functions and a training certificate or work in the presence of and under the direct supervision of an adequately trained person

The training certificate

- is issued by the employer (non-transferable)
- must be shown to any inspector requesting it
- is valid for 36 months (or employment change)
- must be kept for 2 years after expiry date

Shipper or person returning goods

- classify, package and identify the dangerous goods
- verify limits, special provisions and special cases
- prepare a shipping document
- supply placards (when required and pertinent)
- package and separate incompatible dangerous goods (if required)
- register an Emergency Response Assistance Plan (ERAP) when required
- prohibit handling of non compliant goods

Carrier must: **THIS WOULD BE THE PERSON TRANSPORTING THE GOODS**

- verify shipment before accepting it
- ensure that the information is complete and correct

- ensure that the shipment is in an acceptable condition for transport
- ensure that the safety marks are present and replace them if necessary
- provide and apply placards on the large means of containment
- keep documentation in proper location
- deliver a copy of the shipping document to the person accepting the consignment
- prohibit handling of non compliant goods
- a carrier must not take possession of dangerous goods for transport without the shipping document. While the dangerous goods are in transport and in the possession of a carrier, the carrier must keep the shipping document in the location specified in the TDG Regulations. The carrier must make sure that the shipping document does not contain any mistakes before accepting the shipment.

MAY 2008

6. COMPANY HEALTH & SAFETY RULES

a. SAFETY REPRESENTATION

Whenever required by OHSA, a Joint Health and Safety Committee (JHSC) or Health and Safety Representative (HSR) will be chosen at the start of each project.

The designated JHSC or HSR will be communicated to all new subcontractors on site at the orientation meeting.

Refer to OHSA (green book) for specific requirements.

MAY 2008

b. SUBCONTRACTORS AND OUR HEALTH AND SAFETY BOOKLET

The same policies and standards that are practiced by the Company must be followed by all subcontractors. In addition there are other safety requirements that must be followed by them which may not be part of our written program, such as asbestos removal, electrical high voltage, high pressure steam etc. Failure to comply with this booklet and/or other standards to meet the safety regulations of the client will result in suspension of their work. It goes without saying that subcontractors must adhere to OHSA for Construction Projects.

To this end, subcontractors need to be aware of this Health and Safety Booklet. Our subcontractors are required to submit up to date WSIB Certificate of Clearance and 'experience rating' numbers in the form of CAD-7 or Account Rate Profile (ARP). This applies also to the subcontractor's sub-trades.

Subcontractors must appoint competent supervision who is knowledgeable of safety and applicable environmental regulations. For example, as required by the regulations, subcontractors must provide, signal persons for equipment operators whose intended path of travel is blinded, training on fall protection, submission of material safety data sheets (MSDS) sheets, trained personnel for confined space work, well maintained equipment complete with safety guards, back-up alarms, etc.

Subcontractors will notify T.A. Andre's Supervisor when they arrive on the project site and review the site specific emergency plan, and other client specific safety rules and procedures will be communicated to the subcontractor at this time. The subcontractor is responsible to notify our Supervisor if an injury occurs. They also will be held responsible for any infractions and fines ensuing from legal actions against T.A. Andre due to their failure to comply with safety regulations and/or environmental regulations.

MAY 2006

c. HEALTH AND SAFETY TARGETS

T.A. Andre and Sons target is Zero injuries and incidents. To help us reach our goal, we compile statistics based on the accident/injury investigation reports.

Statistics are compiled and reviewed to assist in identifying health and safety trends and areas of concern. These statistics help us focus our training, develop new safety policies and create awareness of health and safety risks.

May 2008

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

a. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is specifically designed to protect workers from particular hazards, which may cause serious injuries. PPE is not intended to guarantee complete protection, but is meant to minimize workplace dangers. PPE comes into play when a hazard cannot be eliminated or managed sufficiently.

The main guidelines of PPE revolve around feasibly and effectively protecting workers while abiding by all applicable rules, regulations and laws. Any instance in which an employee is at risk from a harmful substance (either physical, chemical or biological) requires the employee to know what equipment is required for each such situation. PPE should always be provided on site and used appropriately.

All employees are required to wear a CSA approved hardhat, CSA approved safety boots and safety glasses while on site. Gloves, hearing protection, safety shields, and fall arrest must be used when necessary. Workers must avoid wearing clothing or jewellery that may cause hazards.

All equipment is to be checked for safety before use and on a regular basis in between uses. Any unsafe equipment is not to be used and is to be reported immediately to the supervisor. PPE must be carefully maintained, by its cleaning after use, repair or replacement if damaged and proper storage when not in use.

It is the responsibility of the Site Supervisor to ensure that safety equipment is used and that it is used properly. Training on all specialized equipment must be complete before using.

Any non-compliance with the standards as set out in this booklet is to be followed up by a written warning. Any further non-compliance results in removal from site.

General

- Do not wear loose clothing, cuffs, shorts or muscle shirts
- Do not wear greasy clothing or accessories
- Do not wear torn/ragged clothing or accessories
- Do wear cotton or wool fabrics, as they are less flammable than synthetic fibres
- Do tie back or confine long hair
- Do not wear finger rings
- Wear neck chains under clothing so that they do not hang out

Head Protection

- Hard hats that meet the CSA's requirements must be worn at all times on the job
- Hard hats must not be painted
- Shell and suspension of hard hats must be inspected often and replaced if any defects, such as cracks or deep scratches, are apparent

Foot Protection

- CSA-certified Grade 1 footwear must be worn at all times on the job
- Electric shock resistant footwear is recommended

Skin Protection

Protection is required by regulation when there is a risk of injury from:

- Noxious substances
- Objects that may puncture, cut or abrade the skin
- Hot substances; radiant heat

Eye Protection

- Basic Eye Protection – Wear industrial quality glasses (glasses with side shields are strongly recommended)
- Advanced Eye Protection – Specific eye protectors can be matched to specific hazards (see the “Construction Health and Safety Manual”).

Hearing Protection

Three types of hearing protection are available, and the appropriate type should be worn

- Disposable earplugs
 - made of pliable material
 - one size fits all
 - can only be used once
- Permanent plugs
 - must be fitted
 - can be washed and reused
- Earmuffs
 - provide the most protection

Fall Arrest Systems

Unless a net or restraint system is used, a fall arrest system must be worn if there is a chance of falling in the following instances:

- from a height higher than 3 meters
- into machinery
- into water or other liquids
- into hazardous substances/objects

Respiratory Protection

The appropriate kind of respiratory protection must be worn if employees are to be in contact with any respiratory hazards, such as gasses, vapours, fumes, mists or dusts.

Specialized Personal Protective Equipment

Where specialized personal protective equipment is required it is vital to comply with the manufacturer’s instructions. If applicable, contact the manufacturer, distributor or a professional to ensure all relevant personnel are trained in the use and handling of the specialized PPE. If the relevant guidelines for specialized PPE are not available on site, contact the head office so that the necessary instructions can be delivered to the site.

MAY 2008

b. BASIC SAFETY EQUIPMENT

1. As a condition of employment, each employee working on a construction site is required to have and wear C.S.A. approved heavy duty safety boots with toe and sole protection and a C.S.A. approved class “E” safety hardhat.
2. Appropriate C.S.A. approved eye protection shall be worn by any employee who is exposed to the hazard of eye injury in the performance of the work. Such hazards may be flying particles, hazardous substances, or harmful light or other rays.
3. Welders and their support workers, on all jobsites, are required to use specialized safety equipment. C.S.A. approved hardhats, goggles and protective clothing is their responsibility. Safety requirements differ for arc welding and oxygen/acetylene welding, therefore, consideration must be given to other workers in the immediate area. Dangerous fumes, intense brightness, chipping and grinding debris may cause concern and should be protected against.
4. A recommended fall arrest system, secured to a fixed support or approved life line, shall be worn by all employees exposed to the hazard of falling

MAY 2006

c. INSPECTION OF FALL PROTECTION EQUIPMENT

It is the responsibility of the worker to inspect his/her fall protection equipment.

For any equipment found to be defective during the inspection, use the Defective Equipment Procedure as outline in the Maintenance tab of this booklet.

MAY 2008

8. MAINTENANCE

a. MAINTENANCE POLICY

Maintenance is an important step on the way to a safe jobsite. It is intended to prevent equipment failure and potentially dangerous situations. By properly maintaining all vehicles, tools and equipment, we can prevent injuries and lost time.

Maintenance is to be done in accordance with the owner's or operator's manual. It is the responsibility of the worker to ensure that maintenance records are accurate and up to date.

Where applicable, a daily equipment/vehicle checklist is to be completed prior to using the vehicle or equipment.

In the event that there is a piece of equipment or a tool that requires maintenance, whoever discovers the problem is responsible to follow the defective equipment procedure and notify the superintendent.

Maintenance is to be undertaken by qualified personnel only. Where there is doubt, refer to the owner's manual or dealership.

JUNE 2006

b. MAINTENANCE AND USE OF VEHICLES, MACHINERY, TOOLS AND EQUIPMENT

93. (1.) All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker, O. Reg. 213/91, s. 93(1).
- (2.) No vehicle, machine, tool or equipment shall be used,
- (a) while it is defective or hazardous
 - (b) when the weather or other conditions are such that its use is likely to endanger a worker; or
 - (c) while it is being repaired or serviced, unless the repair or servicing requires that it be operated. O. Reg. 213/91, s. 93 (2); O. Reg. 145/00, s. 25 (1)
- (3.) All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by the manufacturers, O. Reg. 145/00, x. 25 (2)
- (4.) For vehicles, machines, tools and equipment rated at greater than 10 horsepower, copies of any operating manuals issued by the manufacturer shall be kept readily available at the project, O. Reg. 145/00 s. 25 (2)

MAY 2006

c. DEFECTIVE EQUIPMENT PROCEDURE

In the event that a piece of equipment or a tool is found to require repair or replacement, the person that discovers the deficiency is required to tag the item and include the following information:

- Date
- Jobsite location
- Name of the person tagging

- A detailed description of the problem

Equipment with a tag shall not be used until the deficiency is corrected. The superintendent is then to be notified and the tool or equipment is to be put aside until arrangements can be made to have it returned to head office or sent for repair.

MAY 2008

9. TRAINING & COMMUNICATIONS

a. TRAINING POLICY

All training records are to be kept at head office. This includes job specific training requirements.

All training must be given by a competent person.

Before starting work, all training requirements must be verified or provided as necessary. Job specific training is also to be provided and documented.

b. HEALTH & SAFETY ORIENTATION PROGRAM

The orientation of a new employee is designed to ensure that when starting work the employee has an understanding of the site, work to be performed and safety measures in place.

Orientation is to be completed at the jobsite by the Superintendent.

All materials for the orientation of employees are laid out within the orientation tab of this manual.

Topics for orientation include:

- Company Policies/Rules
- Hazard Assessment
- Safe Work Practices
- Safe Job Procedures
- Emergency Preparedness

c. TOOL BOX TALKS

Tool box talks are to be done on a **weekly basis** to address or refresh safety issues as necessary. All workers and supervisory personnel at a jobsite are to attend.

d. HEALTH AND SAFETY MEETINGS

Health and Safety Meetings are to be conducted as necessary minimally twice per year. A prepared agenda is to be distributed prior to each meeting. Where possible every regular employee is to attend and participate. Minutes are to be distributed to all employees.

10. WORKPLACE INSPECTIONS/POSTED MATERIAL

Workplace inspections are to be done and documented weekly by the site Superintendent using the Jobsite Conditions and Hazard Identification Checklist.

Formal documented workplace inspections (which include the Jobsite Conditions and Hazard Identification Checklist) are not intended to replace the weekly, daily and hourly inspections carried out by all parties in the workplace. **Refer to Hazard Assessment for more details.**

Workplace inspections are used to measure the implementation of the company's safety program. They hold supervisors, workers and sub-trades accountable to all safety requirements throughout the duration of the project. Workplace inspections are used as a tool to measure compliance at the various stages of the project, ensuring that corrective and remedial actions are assigned to all concerned.

Hazard recognition and corrective action is key to the workplace inspection. Hazards can occur from unsafe acts and conditions, substandard equipment and material, poorly implemented and neglected company policies. Workplace inspection teams will consist of the site supervisor, a worker representative from the Joint Health and Safety Committee, the Trades Committee, or a subcontractor. If T. A. Andre is not the prime contractor, then a member of the prime contractor's organization is welcome to join our inspection.

Workplace inspection teams should not exceed three members and will be a combination of staff/supervisors and workers.

It will be the Supervisor's responsibility for scheduling inspections, assigning corrective actions, documenting and distributing the workplace inspection. Hazards need to be corrected immediately or a temporary control be put in place until resolution. The only member of the team to provide direct instruction to workers in the workplace will be the Supervisor, unless immediate life threatening hazards exist. Scheduling of inspections will be organized by the job supervisor, be it daily, weekly, bi-weekly, etc. depending upon the type of project and its idiosyncrasies.

Standardized workplace inspection forms (Jobsite Conditions and Hazard Identification Checklist) will be used and when required supplemental notes may be attached.

The following is a list of items that should be posted at the jobsite:

- Form 82 (WSIB 1,2,3,4, poster)
- Notice of Project (if applicable)
- All Form 1000 Notice of Constructors for us and sub-trades
- All permits
- Emergency Numbers
- Emergency Plan
- Route to Hospital
- Health and Safety Policy
- Name of Health and Safety Rep and First aid trained personnel

The following items should be visible on site

- Location of first aid kit
- OHSA (green book)
- MSDS
- PPE Signs

11. ACCIDENT INVESTIGATION

a. ACCIDENT REPORTING

All accidents, incidents, and workplace injuries/illnesses must be immediately reported to your Superintendent. The Superintendent must report and investigate the events. In the event of an accident or incident, ensure that the area is secured to prevent any disturbance of the scene and to prevent subsequent accidents.

b. FATALITY OR CRITICAL INJURY

In cases involving a fatality or critical injury, the constructor/employer shall notify the following by phone or other direct communication immediately:

- OSHA Inspector
- Health and Safety Committee or Representative
- Trade Union
- Next of Kin

The written notice must be submitted within 48 hours of the incident to an OSHA Director and include:

- The name and address of the person submitting the report
- The nature and the circumstances of the occurrence and the bodily injury sustained by the person
- A description of any machinery, equipment or procedure involved
- The time and place of the occurrence
- The name and address of the person who was killed or critically injured
- The names and addresses of all witnesses to the occurrence
- The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury
- The steps taken to prevent a recurrence

c. MEDICAL ATTENTION/LOST TIME

In cases requiring medical attention or lost time written notice must be submitted to the following within 4 days:

- OSHA Inspector
- Health and Safety Committee or Representative
- Trade Union

The written notice must include:

- The name and address of the person submitting the notice
- The nature and the circumstances of the occurrence and the injury or illness sustained by any person as a result of the occurrence
- A description of any machinery, equipment or procedure involved
- The time and place of the occurrence
- The name and address of any person who sustained injury or illness as a result of the occurrence
- The names and addresses of all witnesses to the occurrence
- The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
- The steps taken to prevent a recurrence

d. OCCUPATIONAL ILLNESS

If advised by or on behalf of a worker that the worker has an occupational illness or that such a report has been filed with the WSIB written notice is required to be submitted to the following within 4 days:

- OHSA Inspector
- Health and Safety Committee or Representative
- Trade Union

The written notice must include:

- The name and address of the person submitting the notice
- The nature of the occupational illness
- The name and address of the worker involved
- The name and address of the physician or surgeon, if any, by whom the worker was or is being attended for the illness
- The steps taken to prevent a recurrence

e. NEAR MISSES

In cases of near misses a written notice must be submitted within 4 days to the Company's head office

- Take corrective action
- Report them on the Accident/Incident Investigation Form
- They must be investigated
- They are to be discussed in tool box talks
- Make changes, if necessary, to T. A. Andre's Health and Safety Booklet

MAY 2008

12. EMERGENCY PREPAREDNESS

a. EMERGENCY PLAN AND PROCEDURE

IN CASE OF EMERGENCY – CALL 911 IF APPLICABLE

If a fire, chemical spill, injury, accident, or serious incident occurs:

1. Secure your own health, notify co-workers in immediate area of danger, summon the alarm and notify T.A. Andre supervision. Primary concern is given for injured parties, calling 911 (or initiating client's system), and preventing personal injury while assisting injured workers.
2. Workers most aware of the situation will initiate the site specific emergency plan according to their roles and duties or until the site supervisor is aware of the emergency.
3. Other than for initiating an initial emergency alarm, notification to the Ministry of Labour (MOL), Ministry of Environment and Energy (MOEE), or client's contacts will occur through the Supervisor's contact at T. A. Andre's office.
4. The company requires that workers report all injuries, fire and accidents. All occurrences, serious or not, must be reported regardless of size.
5. If a critical injury occurs:
 - All attempts to comfort the victim and prevent additional injury must be taken. Do not move the victim unless it is absolutely necessary.
 - Contact the jobsite first aid person and Supervisor immediately. The first aid person will become the person in charge as soon as he/she is on the scene, having authority over the Supervisor and/or Owner.
 - Be prepared to act immediately to any request of the first aid person and the Supervisor. When medical help arrives, a designate will accompany the victim to the hospital. A full report will be required from the Supervisor, the first aid person and those persons witnessing the accident. All are to be done, without collaboration.

Each Supervisor is to prepare an Emergency Plan suitable to the project (site specific) based on roles and duties and emergency contact numbers. This information constitutes the Emergency Plan and will be prominently posted on the project site and reviewed during the project.

1. Post contact numbers, maps, roles and duties in site trailer.
2. Roles and duties provide instruction to T.A. Andre's personnel when an injury or emergency occurs involving a T.A. Andre worker.
3. Workers will review the site-specific procedure at time of hire, or when modifications are made to the procedure, or annually from date posted.
4. Note: If a client's "in-house emergency procedure" exists, then T.A. Andre's plan will operate in harmony with the client's procedure.

JUNE 2006

b. EMERGENCY PLAN RESPONSIBILITIES

SENIOR PERSON ON-SITE

1. **Call 9-1-1**- or appropriate emergency numbers if required (found at beginning of this book).
2. Ensure that appropriate first aid is given to the injured.
3. Structurally stabilize the accident or incident.
4. Do not allow the injured to drive to the hospital alone. Have a competent person drive the injured worker to medical aid and if required, stay with the injured worker.
5. Contact head office (613-549-8060)
(1-800-734-0134)
6. Notify owner of the project.
7. Initiate site control and make certain that all employees are accounted for.
8. Do not move anything that could be classified as evidence.
9. If the site will be shut down, tell workers when they are to report back to work and that counselling will be available (if applicable). Also, tell workers to direct information requests from outside groups to you. Keep selected individuals on-site to help with the incident.
10. Ensure telephone coverage at the site.
11. Post workers to restrict entry to the site.

PROJECT MANAGER

1. Gather numbers/names of injured and/or fatalities and obtain phone number(s) of the spouse(s)/family(s).
2. Offer to send a cab or car to pick up and take the injured workers' family to the hospital.
3. Determine what happened, when/where it happened, and who is involved.
4. Verify the current status of the site (shut down?).
5. Determine whether you and/or spokesperson are needed on site.
6. Advise the office and receptionist how to route calls.
7. Identify potential spin-off crises.
8. If applicable, notify insurance broker (Hubbard 1-800-900-2009)
9. Debrief workers who witnessed the accident.
10. If necessary, initiate a post accident drug/alcohol test (check with legal counsel - Jacob MacPherson and Menard at 613-389-1999).
11. Initiate a third party investigation team to work in tandem with authorities.
12. Designate someone to stay with the injured worker(s) at the hospital until family members arrive.
13. Document the incident in writing and on film.

14. If there is an employee injury/fatality, determine who will notify spouse(s)/family(s). A fatality may require a personal visit (Injury/Fatality section 8 of OHSA).
15. If the injury/fatality is a subcontractor's employee, it is the subcontractor's responsibility to notify the spouse/family.
16. If a non-employee is hurt or killed, allow the authorities to make the notification and contact our insurance broker (Hubbard 1-800-900-2009).
17. Inform any surrounding areas that may be affected by the incident.
18. Instruct employees at the accident site to contact their families to let them know they are OK.
19. Notify other job-sites if media attention is anticipated.

HEAD OFFICE

1. Maintain close contact with the site leader to determine level of involvement.
2. Review/approve all statement/communications to the news media.
3. Work closely with legal counsel.
4. In the event of an injury/fatality, be prepared to make the call/visit to the family.
5. In the event of a highly visible crisis, be prepared to make the initial statement to the news media...with no Q&A.
6. Oversee communications with employee base and other outside stakeholders.
7. Write, and get clearance for, all statements and releases.
8. Designate someone to screen your calls from the news media.
9. Complete a media log sheet.
10. Anticipate media questions. If possible, role-play a media interview with a colleague before going live.
11. Assemble necessary background information and literature.
12. If you elect to give the media a tour, make certain that the area is safe and that a company representative escorts them. Issue safety equipment and require a hold-harmless agreement be signed, if necessary. Ensure proper WSIB coverage.
13. Instruct reporters on your safety procedures before going on-site. If they violate any of the procedures, you have the right to ask them to leave.
14. Advise reporters of a time and place for future updates.
15. Follow-up on additional media inquiries.

13. FIRST AID

The large black and yellow poster “In case of Injury” must be placed in every workplace, in plain view for every worker.

In all cases of injury

A. The Company shall

- Make sure first aid is given immediately
- Record the first aid treatment or advice given to the worker
- Provide immediate and safe transportation to a hospital, clinic or doctor's office and/or the worker's home
- Submit within 3 days, form 7 to the WSIB

B. The worker shall

- Promptly obtain first aid
- Notify the employer immediately of any injury requiring health care

On any construction site, the Company must maintain a first aid kit in the vicinity of the workplace. The kit must contain as a minimum, the first aid items required by the first aid manual and shall be maintained in good and clean condition at all times.

The first aid kit must contain as a minimum,

- a current edition of a standard St. John Ambulance First Aid_Manual;
- 1 card of safety pins; and
- dressings consisting of,
- 12 adhesive dressings individually wrapped,
- 4 sterile gauze pads, 3 inches square,
- 2 rolls of gauze bandage, 2 inches wide,
- 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
- 1 triangular bandage.

For an employer with 5 to 15 employees, the first aid kit must contain,

- a current edition of a standard St. John Ambulance First Aid_Manual;
- 1 card of safety pins; and
- dressings consisting of,
- 24 adhesive dressings individually wrapped,
- 12 sterile gauze pads, 3 inches square,
- 4 rolls of 2-inch gauze bandage,
- 4 rolls of 4-inch gauze bandage,
- 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 6 triangular bandages,
- 2 rolls of splint padding, and
- 1 roll-up splint.

For an employer with 15 to 200 workers the first aid kit must contain,

- a current edition of a standard St. John Ambulance First Aid Manual;
- 24 safety pins;
- 1 basin, preferably stainless steel; and
- dressings consisting of,
- 48 adhesive dressings, individually wrapped,
- 2 rolls of adhesive tape, 1 inch wide,
- 12 rolls of 1-inch gauze bandage,
- 48 sterile gauze pads, 3 inches square,

- 8 rolls of 2-inch gauze bandage,
- 8 rolls of 4-inch gauze bandage,
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 12 triangular bandages,
- splints of assorted sizes, and
- 2 rolls of splint padding

It must be understood that all first aid kits must be inspected quarterly to ascertain that it has all the items as required by that particular job site.

Note also that on a general contractor's site, the mandatory type of first aid kit is governed as if all the worker's on the site were employed by the general contractor.

First aid training must be updated regularly, contact the office when scheduling is required.

14. ORIENTATION

ORIENTATION OF NEW EMPLOYEES

The Supervisor must understand the importance of orienting new employees to their site.

The orientation session is a familiarization of the new employee to the Company and the site.

At a minimum orientation should include:

- a. An evaluation of the employee for the expected task.
(Does the person have the required personal protective equipment (PPE), knowledge and ability to do the required task)?
- b. Site orientation (location of telephone to be used in emergency, appropriate exits, washroom facilities, first aid, who the Supervisor is etc.)
- c. Emergency Plan:
 1. Report to supervisor
 2. Location of telephone and emergency numbers
 3. If working alone or no supervisor present, call the office with details
- d. Make sure employee knows that the Company encourages an early return to work with modified duties if necessary in case of injury.
- e. A review of potential hazards and the appropriate measures to minimize the potential of an accident/incident.
- f. Review of documentation required for the appropriate task (fall arrest training, crane license, forklift training etc.)
- g. Explanation of the duties and responsibilities of the site staff (Health and Safety Representative, First Aid trained personnel etc.).
- h. Complete acknowledgement form, In case of accident forms (both copies)
- i. Obtain training records and send copies to office.

15. DISCIPLINE

a. COMPLIANCE AND DISCIPLINARY PROCEDURES

Overview

The compliance of this Safety Handbook is an obligation of the employer and the employees. Compliance with this handbook will be regularly reviewed at all employee levels and violations will be recorded. Failure to comply with this handbook will result in disciplinary action. While there is a progressive disciplinary procedure, failure to follow any health and safety rule in this Safety Handbook or failure to follow OSHA could also result in immediate removal from the project or immediate dismissal.

To insure the health and safety of all workers is protected, it is the obligation of all members of the organization to notify the Supervisor of violations or potential violations of the handbook or OSHA.

Progressive Disciplinary Action

In the event that the Supervisor has been notified of a breach to the Handbook or failure to follow OSHA the following procedures will be followed.

First Incident - Delivery of a verbal warning to the offender including clear description of

- What he/she is doing wrong (explanation of the rule)
- Remedial action required (what the worker should do differently)
- Future consequences of continued offences (what disciplinary action will result from continued failure to comply)
- Verbal warnings will be documented in the daily reports by the site supervisor.

Second Incident - Delivery of a disciplinary letter to the offender including a clear description of

- What he/she is doing wrong (explanation of the rule and prior warnings)
- Remedial action required (what the worker should do differently)
- A record of the warning will go on file
- Future consequences of continued offences (what additional action will result from continued failure to comply, up to and including discharge)
- Supervisor will be responsible for writing the letter

Third Incident - Delivery of disciplinary letter or letter of discharge

- A clear record demonstrating T.A. Andre and Supervisor worked through a reasonable progressive discipline sequence in their efforts to achieve compliance with rules prior to this drastic action taking place.

JUNE 2005

b. PERSONAL CONDUCT AND BEHAVIOR

1) The use of alcohol or drugs or any other substance which results in apparent impaired performance or behaviour on the jobsite is contrary to good safety practice and evidence of same shall result in immediate dismissal.

SUBSTANCE ABUSE

- The tolerance is **ZERO** for employees and subcontractors working under the influence of alcohol, drugs or any other substances.
- Substance abuse can be defined as when a drug is taken without medical reasons, or if alcohol or any other substance impairs or jeopardizes the health and safety of oneself or others.
- The construction environment can be complex and requires alertness, quick and accurate reflexes and decision making. The misuse of alcohol, drugs or other substances can adversely affect performance or safety.

- The carrying or possession of any alcohol, drugs or other impairing substances is prohibited in the workplace.
- If a worker, regardless of who his employer might be, is noticed to be under any influence, it must be reported to your supervisor immediately.
- Supervisors will contact management and union stewards to discuss appropriate follow up action in the event of any incident.
- Workers taking any prescription or non-prescription medications, that may affect safety or health on the job, should inform their Supervisor.
- REMEMBER - SUBSTANCE MISUSE AND ABUSE IS NOT JUST AN ON THE JOB ISSUE. RESPECT THE PROBLEMS THESE CAN CAUSE ON THE JOB AS WELL AS OFF THE JOB, TO YOU, YOUR FAMILY AND OTHERS

2) No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

16. COMPANY COMMUNICATION

EARLY AND SAFE RETURN TO WORK PROGRAM

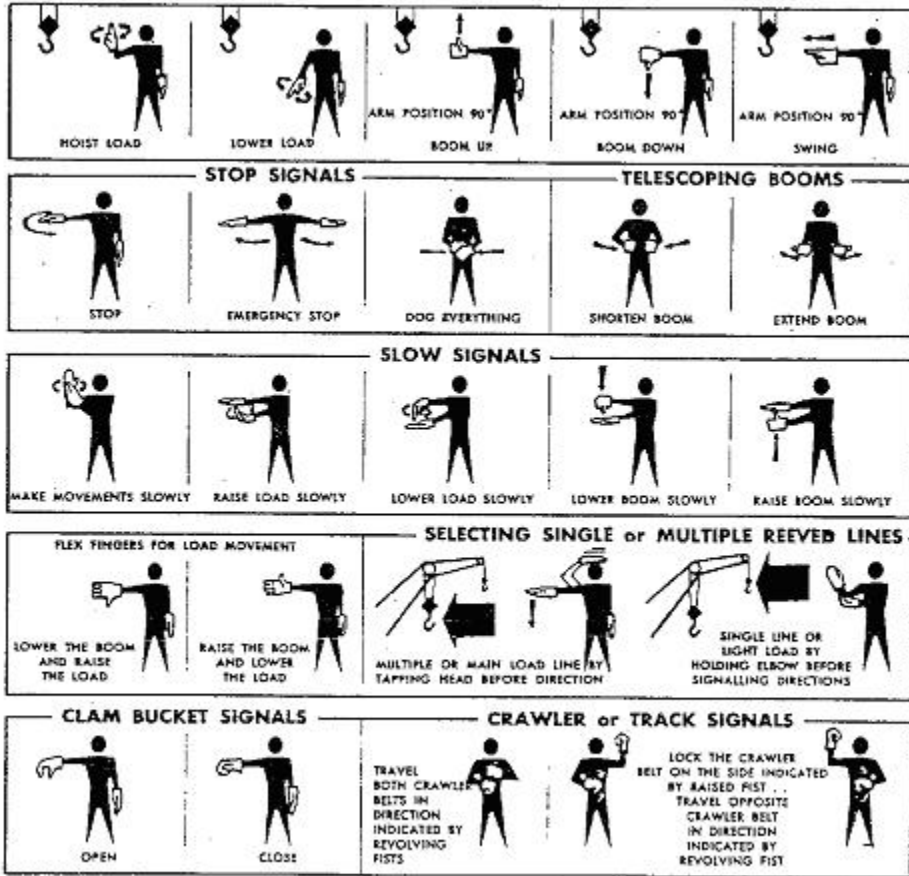
- Supervisors will make workers aware of the Company's Early and Safe Return to Work Program (ESRTW) at time of hire.
The Company is committed to ESRTW program providing modified duties for injured workers. The Company will facilitate a safe and efficient rehabilitation of workers who sustain personal injury in our workplace. (Workers not able to return to work must provide a doctor's explanation of this fact, which should also indicate the anticipated return to work date.
- Modified duties are minor modifications to the injured worker's pre-injury duties. These modified duties can include work in the office, shop or site office, housekeeping activities, deliveries, inventory and quality control, or any work similar to pre-injury duties, even if assistance is required. If an injury should ever occur, staff will provide the injured worker with the "Functional Abilities" form, which will outline the worker's pre-injury duties for the benefit of the attending physician. The physician will provide written instructions regarding the limits imposed by the injury with a time line for integration to his normal duties. T. A. Andre will then endeavour to provide modified work acceptable to both the injured worker and the attending physician, and at the same time endeavour to maintain regular wages.

The employee must:

- Report all accidents and illnesses immediately, as well as obtain necessary first aid/or health care.
- Have the WSIB's "Functional Abilities - Timely Return to Work" form completed quickly and returned promptly to T. A. Andre. (This is completed by a medical professional).
- Sign the consent, Item J of Form 7.
Co-operate with T. A. Andre in their ESRTW program.
- Assist the Company to identify suitable modified work consistent with functional liabilities.

SEPTEMBER 2003

17. HAND SIGNALS



18. OUR SAFETY PHILOSOPHY

The safety and well being of each and every worker is considered to be a primary concern of the work site, thus safety is the responsibility of everyone involved with the work.

EMERGENCY NUMBERS

AMBULANCE: ALL AREAS DIAL 911

POLICE: ALL AREAS DIAL 911

NON EMERGENCY:

Kingston.....613-549-4660
(if your number begins with
382 or 387)..... 613-531-9911
OPP Emergency.....1-888-310-1122
Gananoque..... 613-382-4422
Napanea..... 613-354-3369
Brockville..... 613-342-0127
Belleville..... 613-966-2701

FIRE: ALL AREAS DIAL 911

NON EMERGENCY:

Kingston (if your number begins
with 382 or 387)..... 613-531-9911
Gananoque..... 613-382-3334
Napanea..... 613-354-3415
Brockville..... 613-498-1261
Belleville..... 613-962-2010

MINISTRY OF LABOUR

KINGSTON (OHSA) 613-545-0989

CONSTRUCTION SAFETY ASSOCIATION

OF ONTARIO (CSAO) 1-800-781-2726

T.A. ANDRE & SONS OFFICE..... 613-549-8060
800-734-0134

IN CASE OF ACCIDENT FORM

NAME
Address
City Postal Code
Phone Number.....
E-mail

IN CASE OF ACCIDENT ADVISE

Name
Relationship
Address
City Postal Code
Phone Number - Home
 - Work
Company Name.....
Address
CityPostal Code.....
Advise office when you have any changes