COMPANY HEALTH AND SAFETY MANAGEMENT PROGRAM
CONTENTS

ELEMENT 1: HEALTH AND SAFETY POLICY STATEMENTS ................................................................. 53
  OCCUPATIONAL HEALTH AND SAFETY POLICY ................................................................. 53
  INTERNAL RESPONSIBILITY SYSTEM .................................................................................. 54
  WORKPLACE PARTIES RESPONSIBILITIES ........................................................................ 56
  ENVIRONMENTAL POLICY STATEMENT ............................................................................. 59
  ACCESSIBLE CUSTOMER SERVICE POLICY ....................................................................... 60
  HAZARD ASSESSMENT, ANALYSIS AND CONTROL ............................................................ 61
  HAZARD CATEGORIES ......................................................................................................... 63
  CRITICAL TASKS AND WORK PROCEDURES ................................................................. 64
  PROJECT PLANNING & SAFETY REQUIREMENTS .............................................................. 65
  JOB HAZARD ASSESSMENT REQUIREMENTS (JHA) ........................................................ 67
  SUB-CONTRACTOR PROGRAM GUIDELINES ..................................................................... 68
  SUB-CONTRACTOR SAFETY AGREEMENT .......................................................................... 71

ELEMENT 3: SAFE WORK PRACTICES ...................................................................................... 72
  SAFE WORK PRACTICES (SWP) .......................................................................................... 72
    WHMIS REQUIREMENTS .................................................................................................... 74
    EXPOSURE TO HAZARDOUS MATERIALS ...................................................................... 75
    COLD STRESS .................................................................................................................. 76
    HEAT STRESS ................................................................................................................... 78
    SANITATION AND HYGIENE ............................................................................................ 81
    TICKS AND LYME DISEASE .............................................................................................. 83
    ASBESTOS PROTOCOL ......................................................................................................... 84
  SILICA ON CONSTRUCTION PROJECTS ............................................................................... 85
  SPILLS CLEANUP PRACTICES ............................................................................................. 86
  ARMAFLEX 520 ADHESIVE ................................................................................................. 88
  ENVIRONMENTAL & HAZARDOUS WASTE MANAGEMENT ................................................ 89
  GUARDRAILS ....................................................................................................................... 91
  TRENCHES & EXCAVATIONS ............................................................................................ 92
  PROPANE CYLINDERS ........................................................................................................ 93
  FLAMMABLE & COMBUSTIBLE MATERIALS .................................................................... 94
  HOISTING EQUIPMENT ........................................................................................................ 95
  POWER TOOLS .................................................................................................................. 96
  STEAM LINES ..................................................................................................................... 98
  BACK CARE & SAFE LIFTING ............................................................................................ 99
  RESPIRATORY PROTECTION ............................................................................................ 100

ELEMENT 4: SAFE JOB PROCEDURES ..................................................................................... 102
  SAFE JOB PROCEDURES (SJP) .......................................................................................... 102
<table>
<thead>
<tr>
<th>Element</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENT 1: EMERGENCY PREPAREDNESS</td>
<td></td>
</tr>
<tr>
<td>ELEMENT 2: WORKPLACE INSPECTIONS</td>
<td></td>
</tr>
<tr>
<td>ELEMENT 3: PREVENTATIVE MAINTENANCE</td>
<td></td>
</tr>
<tr>
<td>ELEMENT 4: PERSONAL PROTECTIVE EQUIPMENT</td>
<td></td>
</tr>
<tr>
<td>ELEMENT 5: COMPANY GENERAL SAFETY RULES</td>
<td>127</td>
</tr>
<tr>
<td>ELEMENT 6: PERSONAL PROTECTIVE EQUIPMENT</td>
<td>135</td>
</tr>
<tr>
<td>ELEMENT 7: PREVENTATIVE MAINTENANCE</td>
<td>143</td>
</tr>
<tr>
<td>ELEMENT 8: TRAINING AND COMMUNICATION</td>
<td>149</td>
</tr>
<tr>
<td>ELEMENT 9: WORKPLACE INSPECTIONS</td>
<td>155</td>
</tr>
<tr>
<td>ELEMENT 10: INVESTIGATIONS AND REPORTING</td>
<td>161</td>
</tr>
<tr>
<td>ELEMENT 11: EMERGENCY PREPAREDNESS</td>
<td>170</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>JOINT HEALTH &amp; SAFETY COMMITTEE</td>
<td>204</td>
</tr>
<tr>
<td>ELEMENT 17: WORKPLACE VIOLENCE &amp; HARASSMENT</td>
<td>207</td>
</tr>
<tr>
<td>Preventing Violence and Harassment</td>
<td>207</td>
</tr>
<tr>
<td>Working Alone Policy and Risk Assessment</td>
<td>217</td>
</tr>
<tr>
<td>ELEMENT 18: RETURN TO WORK PROGRAM</td>
<td>220</td>
</tr>
<tr>
<td>Return to Work Program</td>
<td>220</td>
</tr>
<tr>
<td>Physical Demands Information</td>
<td>226</td>
</tr>
<tr>
<td>ELEMENT 19: MANAGEMENT REVIEW</td>
<td>227</td>
</tr>
<tr>
<td>Management Reviews Health &amp; Safety Management System</td>
<td>227</td>
</tr>
<tr>
<td>Glossary of Definitions</td>
<td>228</td>
</tr>
</tbody>
</table>
Vanoss Insulations Limited, senior management, supervisors/foremen and workers recognize the right for all employees to work in a safe and healthy environment. We are committed to the health and safety of all employees. Protection of workers from injury or occupational disease is a major continuing objective and Vanos Insulations Ltd., will make every effort to provide a safe and healthy work environment. Vanos Insulations Ltd. supports the concept of an Internal Responsibility System; responsibility for occupational health and safety is shared by senior management, supervisors/foremen and workers. We share a commitment to working in the spirit of cooperation and consultation with our workplace parties in efforts to continually improve our safety program.

**SENIOR MANAGEMENT** at Vanos Insulations Ltd. is ultimately responsible for the health and safety of all their employees. Vanos Insulations Ltd. promises that every reasonable precaution will be taken to ensure the protection of all workers according to the Occupational Health and Safety Act. Additionally, we are committed to continuous improvement to ensure injury-free performance.

**SUPERVISOR/FOREMAN** will be held accountable for the health and safety of workers under their supervision. Supervisors/foremen are responsible to ensure that machinery, equipment and the worksite are safe. They will also ensure that the workers work in compliance with the Occupational Health and Safety Act and established safe work practices and procedures. They will ensure workers receive adequate training in their specific work tasks to protect everyone’s health and safety.

**WORKERS** must protect their own health and safety and that of their co-workers by working in compliance with the Occupational Health and Safety Act and Regulations and with the safe work practices and procedures established by Vanos Insulations Ltd.

It is in the best interest of all parties to consider health and safety in every activity. It is our goal that senior management, supervisors/foremen and workers commit to make health and safety an integral part of the organization and ensuring everyone returns home without harm. Please join me in making safety a personal priority every day.

Matt Vanos  
President  
Vanos Insulations Ltd.

Date: January 2nd, 2019
INTERNAL RESPONSIBILITY SYSTEM

DEFINITION

The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis. They do this both singly and cooperatively with others.

It is one of the personal responsibilities of a company president to ensure that the entire system of direct responsibility for health and safety within a company is established, promoted and improved over time. Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses.

In addition to those with direct responsibility, a number of people and agencies have contributive responsibility for health and safety.

Within any organization, the Joint Health and Safety Committee (JHSC) has a key contributive part:

- In health and safety in general.
- In making the IRS work well.
- The organization's health and safety staff also play a contributive role.

Assisting the IRS from outside the organization are the Safe Workplace Associations (e.g. IHSA), the Ministry of Labour (MOL), Unions (where applicable) and others.

The MOL may exercise direct authority to resolve health and safety problems in the workplace, principally through its inspectors issuing orders.

- Keys to a Successful IRS
- Everyone must have a sincere desire to prevent accidents and illnesses;
- Everyone must accept that accidents and illnesses have causes that can be eliminated or greatly reduced;
- Everyone must accept that risk can be continually reduced, so that the time between accidents and illnesses get longer and longer;
- Everyone must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
- Every person must have a clear understanding of what he/she is responsible for; what he/she can do to change matters; and when things must be done;
- Every person must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
- Everyone must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
- Everyone must attempt to avoid conflict when trying to reduce risk;
- As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
• When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
• Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
• No one should be fearful of reprisals when using IRS processes.
SENIOR MANAGEMENT RESPONSIBILITIES

- Ensure that equipment, materials, and protective devices are provided, maintained in good working condition and used properly in a safe manner
- Annually review the health and safety policy and make any necessary changes and/or amendments, documents changes and sign off
- Employ workers over the legally prescribed age
- Appoint competent supervisors/foreman based on knowledge, training and experience
- Provide training, instructions and supervision to employees to protect their health and safety
- Provide the necessary resources to implement, support, and enforce the health and safety policy and program
- Provide an “Open Door” policy for communication for all levels of employees
- Monitor subcontractors for compliance with our health and safety policy
- Monitor safety performance of each worker/subcontractor and take any corrective actions necessary
- Ensure that the Health and Safety Policy and any updates and/or changes have been communicated to all employees
- Take every reasonable precaution for the protection of all workers
- Ensure that all workers are properly trained to perform their specific duties
- Establish and maintain an employee profile which will include copies of all safety and training records
- Review all accident/incident/near miss situations and take appropriate action
- Provide workers with information regarding jobsite specific hazards and conditions
- Review projects monthly statistics and meet regularly with supervisors/foreman to monitor the health and safety program and take corrective actions as required
- In a medical emergency provide information to a qualified medical practitioner
- Communicate with the Joint Health & Safety Committee (JHSC) to provide them with any relevant safety information in management’s possession
- Respond in writing within 21 days to any health and safety recommendations submitted by the JHSC
- Post a copy of the Occupational Health and Safety Act and pertinent Regulations in an accessible workplace location
- Post a copy of the Vanos Insulations Ltd. Health and Safety Policy in an accessible workplace location. Review, revise and repost the policy as updates and amendments are made
- Perform unscheduled site visits to ensure health & safety policies and procedures are being adhered to

SUPERVISOR/FOREMAN RESPONSIBILITIES

- Provide orientation for new employees and ensure that every employee is aware of the company policies and procedures
- Ensure that employees use or wear equipment, protective devices or clothing that is required to be used or worn and that all is in good condition
- Ensure that employees work in accordance with the requirements of the Occupational Health and Safety Act
- Successfully complete the Supervisor Health & Safety Awareness Program provided by the Ministry of Labour within one week of assuming supervisors/foreman duties
- Make every reasonable attempt to resolve the health and safety concerns of employees
- Correct all unsafe acts and conditions and uphold safety rules and procedures including enforcement by disciplinary action
- Ensure that workers are advised of potential or actual health and safety dangers
• Inspect safety equipment, tools and equipment at least weekly and ensure that they are properly maintained
• Report and communicate any safety issues or concerns to management
• Conduct weekly tool box talks with employees, record suggestions and forward suggestions to management
• Provide training and explanation for all safety procedures and policies to all employees; provide written instruction if necessary
• Develop and demonstrate a positive health & safety attitude, responsible and safe working behavior and encourage employees to do the same
• Be responsible for on-site accident prevention
• Review emergency response plan and safe work procedures for each jobsite with employees
• Monitor the health and safety performance of subcontractors and report and communicate to management regarding safety concerns
• Report and communicate accidents and injuries to management
• Consult and cooperate with management and the health & safety committee
• Evaluate apprentice performance and provide feedback with respect to health and safety
• Provide employees with jobsite specific hazards and conditions
• Perform jobsite inspections weekly on each site

WORKERS RESPONSIBILITIES

• Work safely in accordance with the company’s health and safety policies and procedures
• Use or wear the equipment, protective devices or clothing that the company requires to be used or worn
• Comply with the Occupational Health and Safety Act and all relevant regulations
• Immediately report all observed hazards or unsafe conditions to their supervisors/foreman, including any defects in tools, equipment and protective devices and fill out relevant forms
• Immediately report all accidents, injuries and near misses to their supervisor/foreman and fill out appropriate form
• Take every reasonable precaution necessary to prevent injuries and accidents
• Work in a manner that will not endanger themselves or others
• Refrain from engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
• Participate in weekly toolbox talks
• Know, understand and implement safe work practices and safe job procedures
• Request replacement for worn, damaged or defective equipment and fill out relevant forms
• Carry out repairs to equipment only when authorized
• Know their 4 Basic Rights:
  • Right to refuse unsafe work
  • Right to participate in workplace health and safety activities
  • Right to know about workplace materials and hazards
  • Right to work in a workplace free from violence and harassment.

SUBCONTRACTORS SHALL

• Maintain their own health and safety program as required under the OHSA
• Adhere to the Vanos Insulations health and safety program, including the submission of safety inspection forms
• Monitor site conditions in their work area and take corrective action where required
• Report accidents, incidents, near misses, lost-time injuries and any hazards immediately to the supervisor/foreman and fill out paper work accordingly
• Provide upon request a copy of their health and safety policy, WSIB clearance certificate, copy of your general liabilities insurance and current insurance
• Sign and receive a subcontractor agreement package upon request form VI-FOR-144
JHSC/HEALTH AND SAFETY REPRESENTATIVE SHALL

- Review the health and safety policy at least yearly or upon changes to the Act
- Maintain health and safety records for each worker
- Maintain records of workplace inspections
- Relay concerns from workers and make recommendations to the employer (VI-FOR-123)
- Identify situations that may be a source of danger and report them to the SUPERVISOR/FOREMAN
- Assist in resolving work refusals and reports of dangerous circumstances
- Work closely with SUPERVISOR/FOREMANs and management in all health and safety matters including return to work programs and accident investigations
OUR COMMITMENT

The owner and senior management of Vanos Insulations Ltd. is committed to the protection of the environment, to preventing pollution, and planning our operations to ensure the preservation of the environment and to minimize our impact on our natural surroundings. Vanos Insulations Ltd. is dedicated to the continuous improvement of our environmental management systems – including environmental monitoring, policies, procedures and practices. The company will comply with all legislated standards, regulations and will work to ensure our company adheres to environmental legislative requirements. Vanos Insulations Ltd. will ensure proper reporting and response should our operations negatively impact the natural environment and that our staff are trained in spill response.

OUR OBJECTIVES

Vanos Insulations Ltd. has set the following environmental objectives for 2017:

• **Assess** the environmental risks posed by our operations and implement risk mitigation strategies for the protection of the natural environment.
• **Report** all required spills according to MOE and ensure an adequate response.
• **Recycle** products that will reduce the amount of waste generated.

OUR ACTIONS

Vanos Insulations Ltd. encourages the participation and involvement of all workplace parties – management, supervisors/foreman, workers and subcontractors – to ensure environmental management practices are incorporated into our operations. The company will implement best industry practices, where practical, for environmental management and participate in raising awareness and educating employees in protecting the environment. Vanos Insulations Ltd. will partner with the communities we work in and with stakeholders in our industry in the spirit of prevention.

Matt Vanos,
President
Vanos Insulations Ltd.

Date: January 2nd, 2019
Vanos Insulations Ltd. is committed to providing excellent customer service that respects the dignity and independence of all persons, including those with disabilities.

Vanos Insulations Ltd. will provide AODA training to all employees who deal with the public or other third parties on our behalf. Individuals in the following positions will be trained – management, office staff, site superintendents, site supervisors/foreman, workers and others as deemed necessary by management. Training will include all elements as listed in Ont. Reg. 429/07.

Vanos Insulations Ltd. welcomes all assistive devices, service animals and support persons that individuals with disabilities may require. Every accommodation within the requirements of the Occupational Health and Safety Act and Ont. Reg. 213/91 will be made if a disabled person requires access to a construction project.

People with disabilities who wish to provide feedback on the way Vanos Insulations Ltd. provides goods and services to people with disabilities can provide a written or verbal report to the president of Vanos Insulations Ltd. who will provide a written response within 21 days.

In the event of a planned or unexpected disruption to services or facilities for people with disabilities, Vanos Insulations Ltd. will clearly post a notice at the entrance containing information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services if available.

Any policy of Vanos Insulations Ltd. that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Any person may request a copy of the Vanos Insulations Ltd. AODA policy and training program.

A copy of this policy will be posted on the health & safety communication board and will be made available as part of the health & safety resources at all active construction projects.

Matt Vanos,
President
Vanos Insulations Ltd.

Date: January 2nd, 2019
POLICY

Vanos Insulations is committed to ensuring that all required job tasks are assessed to identify potential and known hazards. A job hazard assessment (JHA) form is to be completed to help identify hazards and implement the necessary controls to ensure worker safety and understanding to protect them while working. A pre-job hazard assessment (PRE-JHA) should also be completed for major projects or jobs that involve a greater level of risk.

PURPOSE

The purpose of a JHA is to identify various hazards and implement controls to minimize the risk posed by those hazards. They are to be done for each step of the work task and is meant to develop a job plan, account for risks involved with the task, and to clearly communicate among the members of the work crew. It allows for two-way communication between workers and supervisors/foreman. Workers must play a frontline role and participate daily.

The JHA must be completed prior to the start of every work shift. In addition, they must also be done on an ongoing basis to include instances where there are changes to the process, equipment or environment, or if a new hazard is introduced/identified during the work process – or any other significant change to the original job plan. The job hazard assessment form will be used for ongoing assessments.

Hazard assessments are to be completed with the involvement of all applicable workers on the job site including supervisors/foreman, workers and sub-contractors (when applicable). Each individual must sign a copy of the JHA as documentation that the hazards have been discussed and all parties are aware of how to control or mitigate them.

If a new hazard is identified or introduced, the supervisor/foreman will immediately stop the work and implement control measures to eliminate or reduce the hazard. The work will not re-start until all workers have been made aware of the hazards and are instructed on the control measures. Either a new JHA can be completed or it can be modified to address the changes in the conditions. This is a vital document and lends to showing due diligence in the workplace.

Job hazard assessment will help to:

- Create awareness of hazards and risks
- Create awareness of site emergency preparedness
- Identify who may be at risk
- Determine if existing control measures are adequate or if additional controls are necessary
- Prevent injuries or illnesses at the design or planning stage
- Prioritize hazards and control measures
TABLE OF HAZARD IDENTIFICATION AND CONTROL

There are three main tools that identify hazards – each having its own purpose, and each performed at various intervals.

<table>
<thead>
<tr>
<th>Hazard Identification Tool</th>
<th>Purpose</th>
<th>Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Job Hazard Assessment (Pre-JHA) VI - FOR - 141</td>
<td>To identify the hazards, controls, and risks on a project – in advance of the project start. This will assist when preparing to mobilize the worker force in a safe and organized manner</td>
<td>Once</td>
<td>The pre-job hazard assessment can be performed by a competent and qualified individual (supervisor/foreman and/or safety representative)</td>
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<td>Job Hazard Analysis (JHA) VI - FOR - 140</td>
<td>To identify the immediate hazards of a job or task and to communicate the controls that are required for the protection of workers, the Pre-JHA can be used as a resource for the crew/individual prior to the start of the work.</td>
<td>Daily</td>
<td>Performed by the supervisor/foreman, reviewed with the involved workers and must be signed by each confirming their understanding</td>
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<td>Hazard Identification and Risk Assessment (HIRA) Registry VI - FOR - 177</td>
<td>A database of the hazards of the companies’ scope of work. The JHAs act as an input to the risk registry/database. Collection of data should be monitored and can ID any updates required to the HIRA</td>
<td>Annually</td>
<td>The company management team maintains the hazard identification and risk assessment registry. It should be reviewed by the JHSC and management team each year, it must reflect updated information</td>
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HAZARD REPORTING

If you notice a hazard, it should be reported immediately to your supervisor/foreman as per the health and safety legislation. You do not need to wait for an inspection or for a health and safety representative. Hazards can be remedied immediately as they are communicated and need not wait for the next monthly inspection or the next quarterly joint health and safety committee meeting.

Each worker (including supervisors/foreman, safety coordinators and senior managers) have a duty to address hazards that are in their control to address. The health and safety of others may depend on you being proactive before an incident occurs.

HAZARD REGISTRY AND RISK ASSESSMENT

Vanos Insulations will maintain a hazard identification and risk assessment registry for all its various operational activity. The ongoing processes of JHA will provide the inputs into the hazard registry.

The HIRA will include (but not be limited to) the following work:

General Hazards
- Yards, garages, tool rooms and machine shops
- Offices, trailers and project trailers
- Sub-contractors working with our company
- Company vehicles and other mobile equipment
- Fuel storage areas etc.
HAZARD CATEGORIES

RATING HAZARDS (SEVERITY AND PROBABILITY)
When hazards have been identified, it is important to prioritize them, so you identify which hazard poses the greatest risk to workers. When hazards are identified, they will also be ranked in order of priority – or severity posed by that hazard. Since not all hazards have the same risk potential (severity and probability), special attention must be given to hazards that have a high potential for a severe injury. These tasks will form part of your “Critical Task Lists” and will require “Safe Job Procedures” to ensure worker safety. Workers are encouraged to participate in the development and review of safe job procedures based on their training and experience with the task.

Severity is a ranking of the possible outcomes of the work activity – it answers the question of what is the worst thing that can happen when performing this work task without controls (risk rating) and after controls are implemented (residual risk)

Probability is a ranking of the potential of that outcome actually occurring – it answers the question of what is the chance this will actually happen. We can determine probability based on: the number of employees exposed, the frequency or duration of exposure, and the proximity of employees to the danger zone.

Controls can be put into place to manage the risk posed by the hazard – it answers the question of what can I put into place to protect against this hazard and reduce the risk to workers and others?

Hazards are identified and evaluated using the following categories:

- **Workplace/Vehicular Hazards** – Including traffic, mobile equipment on site
- **Physical Hazards** – Including noise, vibration, hot surfaces, shifting materials, pinch points etc.
- **Mechanical Hazards** – Including machinery
- **Ergonomic Hazards** – Including force, repetition, strain, positioning
- **Potential Violence** – including members of the public, other trade workers and others
- **Gravity** – Including working from heights and falling objects
- **Chemical/Biological** – Including substances, insects, bat or bird droppings
- **Electrical** – Including working around powerlines and locking out
- **Environmental** - Radiant heat, working in the cold, insects, high winds, lightning etc.
- **Potential Emergencies** – Other severe events that may arise

MANAGEMENT SUPPORT
Vanos Insulations management will review hazard assessments on a frequent and on-going basis, ensure that corrective actions have been implemented and that the process of identifying hazards and establishing controls is effective. Updates will be communicated on an annual basis and can also be communicated during the year via a memo or toolbox talk.
CRITICAL TASKS AND WORK PROCEDURES

PURPOSE
Due to their inherent hazards and to ensure compliance with legislation, various jobs on-site will require procedures and/or other documentation, drawings or specifications. These will include:

- Working near power lines procedures
- Fork lift procedures
- Lock out and tagging
- Confined space entry procedures
- Lifting devices
- Propane handling
- Hot work
- Working in or near trenches and excavations
- Respiratory protection program
- Hearing conservation
- Working alone
- Fall protection

Provision of these procedures will be the responsibility of the subcontractor performing the job, unless the work is being carried out by Vanos Insulations workers.

In this case the following procedures will apply and are the responsibility of the site supervisor/foreman to clearly communicate these procedures to their workers and to report to head office any areas requiring adjustment.

PROCEDURE
The supervisor/foreman must ensure that the above procedures, drawings or specifications are provided by the subcontractor during orientation, for their scope of work at the project.

Where drawings or specifications cannot be provided until equipment or material arrive on-site, the job should not commence until these have been provided to the supervisor/foreman.

All procedures, drawings and specifications must be reviewed by the supervisor/foreman to ensure compliance with legislation and site policies.

DISTRIBUTION
The distribution of procedures, drawings and specifications is the responsibility of the subcontractor. The availability of these documents on-site is the responsibility of the constructor, in most cases.

RECORDS
Copies of all procedures, drawings or specifications will be maintained on file by the supervisor/foreman and forwarded to the health and safety coordinator upon completion of the project. All safety documentation MUST be retained for 1 year from the last day of the project.
POLICY

Planning is an essential component to managing projects – when they are well planned, they typically run more efficiently and effectively. The same can be said for health and safety requirements. When health and safety requirements are incorporated into the planning of the project – the safety of the project improves. This policy establishes the importance of incorporating safety requirements into project planning.

PURPOSE

The purpose of this policy is to ensure the legislative requirements for health and safety are considered during the project planning stages – and prior to the work commencing. Safety must play an important role in planning.

SCOPE

This policy applies to Vanos Insulations including estimating, project management, operations and the safety department.

RESPONSIBILITIES

The management personnel that have responsibility for bidding, estimating, responding to tenders, supplying quotations, projecting job costing – all have a responsibility for incorporating the necessary health and safety requirements. This includes ensuring the provisions for meeting the legislative health and safety requirements and the requirements of our company’s health and safety management system (HSMS) are being met.

The above personnel are responsible for ensuring the projects are managed, executed and delivered according to the requirements set out in health and safety legislation.

Employees and workers are responsible for ensuring that health and safety is pre-planned into the work and for undertaking the work activity according to the job plan and adhering to legislative requirements.

PRE-JOB HAZARD ASSESSMENT (PRE-JHA)

During the project planning stages and prior to the work commencing, a pre-job hazard assessment for all major jobs shall be conducted to identify hazards that will impact the work to be performed. This hazard identification process may identify changes to the scope of work, modifications made to the job plan which may not have been accounted for during the estimating stages and is a first-hand site level review of safety hazards and potential risk.

When the PRE-JHA is communicated to the supervisors/foreman and work crew(s) performing the work, it can ensure the work activity and the workers are better prepared to implement the appropriate controls to manage the risk.

PROCEDURES

Health and safety requirements must be incorporated into the project planning stages and prior to the work commencing, in (but not limited to) the following ways:

- Ensuring the minimum health and safety training requirements and qualifications have been met by all personnel that will be working on that project/job site. (review training matrix)
- Providing the required Personal Protective Equipment (PPE) – including specialized PPE – that may be required relating to the work at hand.
• Identifying if there will be confined spaces in the work area(s), on the job site, and/or within the scope of our work.
• Monitoring the work activity, qualifications, and requirements of sub-contractors that will be performing work on behalf of the company.
• Providing a copy of our company form 1000 (if requested), and collecting them from our sub-trades that are on site for the site files
• Ensuring that site required documentation is provided and requirements for health and safety (e.g., safety board’s/binders, first aid and fire extinguishers and other emergency rescue equipment) is available and ready for use according to the provincial standards.
• Making provisions for rescue(s) in the event that a rescue plan (e.g., working at heights, confined spaces, working around water) is required.
• Follow the site constructor’s project emergency response plan (ERP) and ensure a proper means of communication is available in the event that the project/job site encounter an emergency.
• Making provisions for proper hygiene and sanitation at the project/job sites – including wash-up facilities and drinking water as required by the construction regulations.
• Identifying any occupational health or workplace violence hazards (e.g., work locations, etc.) prior to the work commencing and communicate control measures that are required to mitigate occurrence.
• Resources required for the supervision of work activity, inspections, audits, safety meeting etc. are accounted for prior to the work beginning.
• Planning and safe work go hand in hand. When health and safety requirements are introduced and planned for prior to the work commencing or during the project planning stages, it will have a positive impact on health and safety, team work and productivity.
• Ensure enough time is allotted to allow for equipment re-certifications, testing, and worker training/orientation, before the work is due to begin. Ensure that employees have the required training for the tasks they will be required to complete and that a record of training is available.
The job hazard assessment is a daily (or whenever work starts) review of the hazards faced when performing specific work tasks.

A JHA is a systematic review of the various hazards faced when working on job-sites, in project environments, in plants, while driving or in other hazardous work locations. Its purpose is to review, plan and raise awareness of hazards, review the types of controls that can be implemented and rank the level of the hazard.

It is to be used for construction and other activities that pose significant hazards in conducting the tasks and to identify the appropriate controls that may be required in order to sufficiently manage the risk of the task (e.g., identifying overhead powerlines).

**POLICY**

Supervisors/foreman are to conduct the JHA with the workers in their crew (or individually if not in a work crew) while reviewing the job plan for the day or the tasks involved that day.

Supervisors/foreman are responsible for monitoring any changing conditions, informing the workers of the changing hazards and to plan for the appropriate controls associated with those hazards.

Supervisors/foreman are to ensure that all workers on assigned tasks implement the controls as part of the plan and ensure that all crew members sign the JHA for the day, indicating their understanding of the job tasks, hazards and controls.

Supervisors/foreman must ensure that the emergency plan is clearly documented, and the nearest medical facility/hospital is communicated to all workers on the crew.

Supervisors/foreman must ensure that all employees involved in the JHA add their signature to the form (including our sub-trades).

Supervisors/foreman are responsible for ensuring that the JHA is clear and easily readable.

Supervisors/foreman are also to ensure that the JHA is submitted back to the office/project trailer or work location for appropriate filing.

Workers are responsible for participating in the JHA briefing, signing that they understand the hazards presented in the work activity and employ the related best controls to preventing injury, illness or property damage through the course of the work activity.

The daily JHA is an opportunity for two-way communication between workers and supervisors/foreman. Workers are required to ask questions and seek clarification if they do not understand the work tasks or the related hazards. It is very common for MOL to request a copy of the directions given to workers for the protection of workers, so you must take the time to complete them thoroughly and send a copy into the office. These documents must be retained for a year from the last day of the project and form part of our “due diligence defence” and supervisors/foreman’s legal responsibilities. If there is no supervisor/foreman assigned, then the competent workers must complete the process and have anyone working with them on the task review and sign.
The Vanos Insulations contractual commitment with sub-contractors and other vendors, suppliers or service firms engaged at the work site requires their active participation in our project's safety program and adherence to the rules and procedures as set out in this safety policy.

Sub-contractor companies shall only start when Vanos Insulations is in receipt of all supplemental safety agreement and documentation pertaining to their contract. The sub-contractor shall ensure that any of their sub-contractors, suppliers or persons working on their behalf, are provided with a copy of these sub-contractor guidelines, our project safety policy requirements and are informed that they must attend the constructors site orientation PRIOR to starting work. In addition to sub-trade contractors signing off on any contract safety addendums, the sub-trade contractor shall sign off on the Vanos Insulations' sub-contractor safety agreement before commencement of work on any of our projects.

**SUB-CONTRACTOR RESPONSIBILITIES**

- **W A R N I N G:** Sub-contractors must have all their employees report to the CONSTRUCTORS site office for site orientation and confirmation of training. Any worker starting work on site without attending the site orientation first, and signing the confirmation of training form, will be asked to leave the jobsite.

1. On our projects, the sub-contractor shall actively promote safe work practices and procedures among their employees. They must ensure their supervisors/foreman have received appropriate training in health & safety practices, legislation and that they are competent to perform all required work in a safe and legal manner. Their supervisors/foreman are required to abide by our specified supervisor/foreman responsibilities as listed in our safety policy.

2. All sub-contractors shall ensure that our safety policies and guidelines are communicated and understood by their supervisors/foreman, workers and trade contractors/suppliers and enforced.

3. In the event of a death or critical injury of a worker, all sub-contractors are to ensure that the incident scene is not disturbed or tampered with except in the situations described in “preservation of wreckage”.

All supervisors/foreman on our sites, whether working directly or subcontracted for Vanos Insulations are expected to perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training and experience to perform their job tasks in the safest manner possible. All supervisors/foreman must ensure their workers are familiar with the actual and potential hazards of the job and understand the safety standards and regulations that apply to their work.

When required, health & safety "toolbox talks" are to be held by the sub-contractor as often as the project supervisor/foreman establishes and records of these talks are to be submitted to the Vanos Insulations supervisor/foreman for review and filing.

Sub-contractor personnel on our projects shall attend all safety meetings required by Vanos Insulations.

**SUB-CONTRACTOR'S LABOUR SAFETY REPRESENTATIVE** (where applicable)

Each sub is to be represented by an on-site labour health & safety representative elected by their trade workers or their union, in accordance with Ontario's legislative requirements. Sub-contractors are to co-operate in causing their respective labour safety representatives to be selected. These representatives will, from time to time, be required to participate in our JHSC meetings or in worker trade committee meetings.
PARTICIPATION IN JHSC MEETINGS (where applicable)

Sub-contractor labour safety representatives or their unions (if applicable) shall appoint, amongst themselves, one who is to act as the JHSC’s labour representative on behalf of all labour safety representatives on the project. This JHSC member shall exercise his or her rights as outlined in Ontario's Occupational Health & Safety Act. The sub-contractor must provide training for this representative as required, to meet “certified member” standard.

SUB-CONTRACTOR’S PROVISION OF DOCUMENTATION

Sub-contractors shall provide Vanos Insulations all of the following:

1. Copy of their health and safety policy and related procedures
2. Copy of the employer registration form 1000 (also subs of sub-trades)
3. Copy of general liability insurance
4. Provide your WSIB Clearance Certificate— account in good standing
5. Any design drawings and specifications for equipment or structures.
6. Any licenses or permits, log books and operator manuals for equipment operators.
8. Written work procedures (e.g. - FALL RESCUE PLAN and COMPLIANCE PLAN)
9. Safety Data Sheets (SDS) and proof of WHMIS training.
10. Record of Worker /SUPERVISOR/FOREMAn Health and Safety Awareness Training
11. Records of training for Working at Heights (MOL approved) and /or other disciplines as required ensuring competency and meeting compliance requirements.
13. Trade contractors shall maintain copies of all documentation required to be kept on site, in accordance to applicable law, prior to the commencement of work and the arrival of material/equipment arriving on site. This includes but is not limited to the above.
14. Signage shall be provided where required to identify hazards. They will meet the construction regulation requirements (section 44.2)

NOTIFICATION OF NEAR MISSES, INCIDENTS OR ACCIDENTS

- Sub-contractors and their employees are required to report all incidents, accidents or near misses to Vanos Insulations. Copies of documentation required by provisions of Ontario's Occupational Safety Act or the Workers Compensation Act, for reporting accidents, incidents and injuries to the authorities shall be submitted to the governing authorities and Vanos Insulations.

INVESTIGATING AND REPORTING PROCEDURES

- All sub-contractors must conduct a full investigation of any accident or incident causing personal injury or property loss. Near miss incidents MUST also be fully investigated and a copy of the report is to be given to Vanos Insulations.

- The investigation to be taken to prevent a reoccurrence, should identify the events leading to the accident, incident or near miss, along with the root causes, witness statements and measures sub-contractors have taken to ensure the authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. Vanos Insulations requires to be notified within 24 hours of any claim made by anyone against the constructor or a sub-contractor for any accident, incident or property damage.
ENSURING COMPLIANCE ON OUR WORK SITES

• Trade contractors will be held accountable to their obligations to ensure compliance to all provisions of Ontario's Occupational Health and Safety Act and its Regulations for Construction Projects, and to our own Corporate Health and Safety Policy requirements and rulings.

• Sub-contractors are required to enforce the above and ensure safe work practices, safe job procedures and work site conditions prevail on our projects. In accordance to the Vanos Insulations sub-contractor safety agreement, penalties may be assessed against the sub-contractor for non-compliance of their employers, employees and suppliers.

• The costs of any remedial action taken by Vanos Insulations for any reason, to correct trade contractor work site conditions or neglect, shall back-charge to the sub-contractor(s) responsible.

SUB-CONTRACTOR PERFORMANCE REVIEW

• An evaluation of any sub-contractor on our projects will be conducted to determine at intermittent stages of their contract and an overall rating assessed. Such assessments will be forwarded to Vanos Insulations management for record and review.

WARNING: Sub-contractor's exhibiting poor ratings may not become eligible for future contract considerations.
I acknowledge that safety is my responsibility. I am also responsible for the well-being of those who work with and/or around me, members of the public, the constructor, and the natural environment.

I acknowledge and agree to comply with the following statement:

1. Everyone must have a sincere desire to prevent accidents and illnesses;
2. Everyone must accept that accidents and illnesses have causes that can be eliminated or greatly reduced;
3. Everyone must accept that risk can be continually reduced, so that the time between accidents and illnesses get longer and longer;
4. Everyone must accept that health and safety is an essential part of doing his/her work (health and safety is not an extra, it is part of doing the job);
5. Every person must have a clear understanding of what he/she is responsible for; what he/she can do to change matters; and when things must be done;
6. Every person must report to their supervisor/foreman any incident, near misses, chemical spills, vehicle incidents, first aids, or unsafe acts or conditions you may observe;
7. Everyone must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
8. As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
9. When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
10. Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
11. No one should be fearful of reprisals when using IRS processes.
12. We have a ZERO tolerance for the use of drugs or alcohol
13. We have a ZERO tolerance for violence, harassment or workplace bullying see written policy on how to report these issues.
14. All workers, SUPERVISOR/FOREMANs and employers will abide by the OHSA and the applicable Regulations for Construction Projects
15. All employers must provide the correct training, PPE, safety devices, first aid, fire and spill cleanup equipment to their workers and ensure they have been provided clean drinking water and amenities as required by the Regulations.

Sub-Contractor Name: 

Company Representative Signature: Date:

Received and Reviewed By: Date:

Must be returned to the Vanos office for filling purposes
SAFE WORK PRACTICES (SWP)

POLICY

Vanos Insulations will develop safe work practices (SWP) for general and specific work activities to address hazards that may be present when performing daily tasks. Safe work practices are general in nature and work to supplement other knowledge gained through experience, formal training, meetings, toolbox talks and supervision.

Our company considers the safe condition of our project and its surroundings to be of prime importance. All employees, subcontractors, suppliers and any other visitors to our project must co-operate and make all reasonable efforts to ensure they meet all of the enclosed minimal site-specific requirements, those of the Occupational Health and Safety Act and all pertinent safety regulations which govern the workplace. Furthermore, subcontractors must ensure that they have acceptable and established safe work procedures in place, specific to the work they perform.

PURPOSE

The purpose of this policy is to protect Vanos Insulations employees by establishing safe work practices for common activities. This will assist our employees in performing tasks in a consistent and safe manner in order to prevent losses related to incident, injury, property damage, equipment damage and the environment.

SWP list the responsibilities of both supervisor/foreman and workers. They provide an explanation and the various protective mechanisms that relate to that practice.

SWP are tasks that are well-known activities that have been documented for educational, informational and knowledge transfer purposes. They are stored in all health & safety binders and reviewed by the joint health and safety representatives, competent trade workers and senior management. As new tasks, tools and processes are introduced and where legislative changes occur, SWP will be developed.

RESPONSIBILITIES & COMMITMENT

Vanos Insulations will establish SWP with assistance from supervisors/foreman and employees. Safe work practices will be reviewed every year by management and workers, to review their relevance and applicability.

Supervisors/foreman and the safety coordinator are to ensure workers are provided with training and instruction on SWP. All Vanos Insulations employees have a duty to review, assist in the development and comply with the safe work practices, including the use of the required PPE and safety devices provided to them. We value two-way communication and feedback on SWP in order to continuously improve on our program.

WORKER INPUT & PARTICIPATION

Worker input in the development and review is an important part of the health and safety management system. Both workers and management shall participate in the development and review of SWP. Workers can and should contribute their knowledge and experience.

CHANGES TO SAFE WORK PRACTICES

New SWP developed or changes to existing ones will be reviewed by the safety coordinator and senior management before final approval. They are then added to the inventory, stored on a network location and printed in hard copy.
SAFE WORK PRACTICES REVIEW & TRAINING

Safe work practices are a useful tool to provide training and guidance to employees, helping them to work safely. Safe work practices include the everyday activities that workers perform such as: using armaflex, guardrails, cold stress etc. SWP can also outline practices involving occupational health.

Workers must be aware of safe work practices and shall be reviewed:

- During safety training sessions
- As part of toolbox talks
- At JHSC meetings
- During the JHA briefing at the start of the shift
- Annually to review their applicability and compliance to regulatory requirements
- Anytime where it is appropriate to the work at hand

AVAILABILITY OF SAFE WORK PRACTICES

Copies of SWP are made available to workers and are present at work locations. They can be in hard copy printed format or available electronically on the company’s website. Copies are printed in the manuals and kept in the supervisor/foreman’s safety binder on the job site.
# SAFE WORK PRACTICE

## WHMIS REQUIREMENTS
Document #: VI-SWP-300

### GENERAL
Protecting employees from exposure to hazardous materials in the workplace.

### APPLICATION
Employees may be exposed to hazardous materials in the workplace.

### PROTECTIVE MECHANISMS
- Job Hazard Analysis (JHA)
- Safe Job Procedure (SJP)
- Personal Protective Equipment (PPE)
- Safety Data Sheets (SDS)
- Posters
- Workplace Labels
- WHMIS Training

### SELECTION AND USE
As per SJP/SDS Requirements

### SENIOR MANAGEMENT

<table>
<thead>
<tr>
<th>SAFETY COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR/FOREMAN</td>
</tr>
</tbody>
</table>

RESPONSIBILITIES

- Ensure all employees receive WHMIS training, annually.
- Determine all hazardous materials that employees may be exposed to (in the office, on a job site, etc.).
- Identify those hazards as part of the JHA and communicate those hazards to workers.
- Determine the required PPE and ensure it is made available to employees, if applicable.
- Obtain and make available SDSs for all hazardous materials employees may be exposed to.
- Instruct all employees on SDS information, potential hazards and proper procedures for working with the materials.
- Ensure all SDSs are readily available to all employees.
- Determine whether soils that will be encountered on a project are designated contaminated.
- Determine proper procedures for removing or safely handling any hazardous materials encountered during a project.
- Establish proper storage and disposal systems for hazardous materials.
- Determine emergency response procedures and first aid requirements if exposure to hazardous materials occurs.
- Ensure supplier labels are affixed to the original containers of hazardous materials.
- Supply workplace labels on any decanted products or products missing labels.
- Ensure supplier labels are affixed to original containers.

### WORKER RESPONSIBILITIES

- Wear/use all required PPE.
- PPE must be kept in good working condition and replaced if needed.
- Ensure everyone is wearing appropriate PPE.
- Know the location of SDS and put WHMIS training into action, where needed.
- If you experience any ill-effects, immediately report them to your supervisor.
- Store and dispose of hazardous materials in the prescribed manner.
- Replace damaged and missing labels on hazardous materials containers with workplace labels (labels must include product name, information for the safe handling and statement that the SDS is available).
- Ensure any hazardous products produced in a workplace or transferred to other containers must have a workplace label.
- Follow all SWP & SJP.
- Inform supervisor/foreman if come across new hazardous materials.
- Communicate with supervisors/foreman and/or management regarding potentially new materials needing SJP.

### DEVELOPED BY
Vanos Insulations Ltd.

January 2, 2019
SAFE WORK PRACTICE

EXPOSURE TO HAZARDOUS MATERIALS
Document #: VI-SWP-301

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable measures to protect workers from hazards associated with biological or chemical agents used in the workplace.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Performing tasks that involve the use or exposure to workplace hazardous materials.</td>
</tr>
</tbody>
</table>
| PROTECTIVE MECHANISMS                                                  | Hazard Identification & Control through the JHA SWP & SJP  
The proper selection and use of PPE  
Training and awareness  
Safety data sheets (SDS) |
| SELECTION AND USE                                                       | As per SJP & SDS requirements  
Basic PPE  
Respiratory protective equipment (mask) is required for the product – see section 8 for PPE requirements and preventative measures |
| SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES | Determine potentially hazardous materials to be used on the project or to be encountered.  
Determine required PPE.  
Obtain and post SDSs for all hazardous materials to be used/encountered on the project.  
Instruct all workers about the SDS information, potential hazards and proper procedures for working with the materials.  
Establish proper storage and disposal systems for hazardous materials.  
Determine all appropriate emergency response plan for the hazards posed to workers, the environment or the building.  
Ensure you have the required equipment available and workers are trained in the use of such equipment.  
Replace damaged and missing labels on hazardous materials containers. |
| WORKER RESPONSIBILITIES                                                | Request SDS and WHMIS instruction from supervisor/foreman.  
Inform the supervisor of any missing product labels or decanting products that will now require a workplace label.  
PPE must be kept in good working condition and replaced if needed.  
Report any ill-effects experienced immediately.  
Report immediately any hazardous or unknown materials encountered.  
Store and dispose of hazardous materials in prescribed manner.  
Do not pour chemicals down drains, cause-ways, manholes or alike. |
| DEVELOPED BY                                                           | Vanos Insulations Ltd.  
January 2, 2019 |
SAFE WORK PRACTICE
COLD STRESS
Document #: VI-SWP-302

**GENERAL**

At very cold temperatures the most serious concern is the risk of hypothermia or dangerous overcooling of the body. Another serious effect of cold exposure is frostbite or freezing of the exposed extremities such as fingers, toes, nose and ear lobes. Hypothermia can be fatal in the absence of immediate medical attention. Warning signs of hypothermia may include complaints of nausea, fatigue, dizziness, irritability or euphoria. Workers may also experience pain in their extremities (hands, feet, ears, etc.) and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.

**APPLICATION**

Performing tasks in extreme cold temperatures and high wind chills.

**PROTECTIVE MECHANISMS**

Proper protective clothing is needed for work at or below 4°C. Hazard identification & control through the JHA SWP

**SELECTION AND USE**

Consider the temperature, weather conditions (wind speed, rain), level and duration of activity

Basic PPE & weather appropriate coverage:

<table>
<thead>
<tr>
<th>Clothing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wear multiple layers of clothing for better insulation.</td>
<td></td>
</tr>
<tr>
<td>• 50% of body heat is lost through the head – wool knit cap or a liner under the hard hat can reduce heat loss.</td>
<td></td>
</tr>
<tr>
<td>• Cotton is not recommended (can get damp or wet quickly)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Footwear</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• CSA Approved Green Patch Safety Boots (suitable for the temperature and winter conditions)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Socks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Winter Socks that will wick away moisture</td>
<td></td>
</tr>
</tbody>
</table>

Face, skin & eye protection

• Safety glasses should be used to protect eyes from cold wind and debris and suitable for the light level (tinted or Amber for snowy conditions maybe the best option.

• Skin must be protected from the elements, ensure you have full coverage of arms, hands, legs and face. Note: if you are required to wear a hard hat, hoodies, hats, balaclavas etc. must not impede with its intended function.

When possible, the constructor will take measures for the treatment of accumulation of ice/snow on access routes and/or work areas which create slip hazards.

If the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, **workers should refrain from working in such areas until they can be made safe.**

**SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR RESPONSIBILITIES**

Educate and inform the worker about adverse effects of exposure to cold, proper clothing habits, safe work practices and emergency procedures in case of cold injury.

Monitor weather conditions closely and allow workers rest and warm up periods as per the attached chart.

Record findings and rest break times on your JHA.

Refer to the Threshold Limit Values when supervising workers and job planning.
WORKER RESPONSIBILITIES

Ensure that you know your physical limitations when working in cold conditions.
Wear both the site required PPE and dress for the cold conditions.
Follow the rest break requirements and supervisor's instructions on warm up requirements.
It is strongly recommended that you bring an extra set of dry clothing for emergencies.
Be familiar with signs and symptoms of cold stress and frost bite.
Communicate with supervisor any issues that may arise.
Should you discover that access to your work area is slippery due to inclement weather condition,
please see the supervisor/foreman for Calcium Chloride and/or other materials (e.g. sand, boot cleats)
which will be provided for the treatment of the work surface.

DEVELOPED BY
Vanos Insulations Ltd.

January 2, 2019
### GENERAL
Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps or heat rashes.

### APPLICATION
Performing tasks in hot temperatures

### PROTECTIVE MECHANISMS
Hazard identification & control through the JHA SWP

### SELECTION AND USE
Maintain adequate body hydration
- Water or electrolyte replacing beverages should be cool, not cold
- Drink small volumes (approx. 1 cup) of cool water about every 20 minutes

### SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR RESPONSIBILITIES
- Demonstrate commitment to minimizing the risk of exposure to heat stress.
- Educate workers on the hazards of heat stress.
- Apply heat stress exposure guidelines.
- Proactively identify, assess and control heat stress hazards prior to commencement of work.
- Respond to employee reports of heat stress symptoms or concerns promptly.
- Conduct incident investigations in conjunction with the safety coordinator or management.
- Enforce employee use of equipment and SWP provided to control heat stress hazard.
- Evaluate and assign appropriate work activities in accordance to working conditions and where humidex rating reaches or exceeds 35°C.
- Assign appropriate rest breaks (see heat stress exposure guidelines below).
- Designate rest areas in an air-conditioned environment.
- Ensure an accessible source of water or electrolyte replacing beverage is present at the work area.

### WORKER RESPONSIBILITIES
Report situations likely to cause heat.
- Immediately notify management, the safety coordinator and a designated first aid provider of any suspected incidence of heat stress at the site.
- Remove the person from the heat and rest them in an appropriate place. Seek medical assistance/call an ambulance where applicable.
- Avoid creating situations which would expose themselves or others to the risk of heat.
- Cooperate with management and other employees in the conduct of hazard inspections and risk assessments.

### DEFINITIONS CAUSES SYMPTOMS TREATMENT PREVENTION

<table>
<thead>
<tr>
<th>Heat Cramps</th>
<th>Heavy sweating drains a person’s body of salt, which cannot be replaced just by drinking water.</th>
<th>Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. Cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.</th>
<th>Move to a cool area; loosen clothing and drink cool salted water (1 tsp. salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don’t go away, seek medical aid.</th>
<th>When working in the heat, workers should put salt on their food (if on a low-salt diet, discussed with a doctor). This will give the body all the salt it needs; don’t take salt tablets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fainting</td>
<td>Not enough blood flowing to the head, causing loss of consciousness.</td>
<td>Sudden fainting after at least two hours of work; cool moist skin; weak pulse.</td>
<td>Fainting may be due to a heart attack or other illness. GET MEDICAL ATTENTION. Assess need for CPR (only if you have training). Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water.</td>
<td>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms which often precede heat stroke.</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Inadequate salt and water intake cause a person’s body’s cooling system to start to break down.</td>
<td>Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired, weak, clumsy, upset or confused; is very thirsty; or is panting or breathing rapidly, vision may be blurred.</td>
<td>GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink (salted if possible); fan and spray with cool water.</td>
<td>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms which often precede heat stroke.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Heat Stroke</td>
<td>If a person’s body has used up all its water and salt, it will stop sweating. This can cause body temperature to rise.</td>
<td>High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse, a headache or dizziness. In later stages, a person may pass out and have convulsions.</td>
<td>CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.</td>
<td>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms which often precede heat stroke.</td>
</tr>
</tbody>
</table>

### HEAT STRESS EXPOSURE GUIDELINES

<table>
<thead>
<tr>
<th>Light work</th>
<th>• Using a table saw  • Some walking about  • Operating a crane, truck or other vehicle  • Cutting insulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate work</td>
<td>• Cutting insulation/cladding  • Walking with moderate lifting or pushing  • Using the shear  • Removal of insulation</td>
</tr>
<tr>
<td>Heavy work</td>
<td>• Carrying material  • Loading vans</td>
</tr>
<tr>
<td>Very Heavy Work</td>
<td>• Shoveling wet sand  • Lifting heavy objects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humidex Celsius</th>
<th>LIGHT WORK</th>
<th>MODERATE WORK</th>
<th>HEAVY WORK</th>
<th>Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Sun</td>
<td>Partly Cloudy</td>
<td>Shade or no shadow</td>
<td>Full sun</td>
<td>Partly cloudy</td>
</tr>
<tr>
<td>28</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>15</td>
</tr>
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<td>30</td>
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<td>32</td>
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<td>34</td>
<td>C</td>
<td>25</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>36</td>
<td>15</td>
<td>C</td>
<td>A</td>
<td>15</td>
</tr>
<tr>
<td>38</td>
<td>25</td>
<td>C</td>
<td>A</td>
<td>15</td>
</tr>
<tr>
<td>40</td>
<td>A</td>
<td>C</td>
<td>A</td>
<td>25</td>
</tr>
<tr>
<td>42</td>
<td>A</td>
<td>15</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>44</td>
<td>A</td>
<td>25</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>46</td>
<td>A</td>
<td>A</td>
<td>C</td>
<td>A</td>
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<tr>
<td>48</td>
<td>A</td>
<td>A</td>
<td>15</td>
<td>A</td>
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<tr>
<td>50</td>
<td>A</td>
<td>A</td>
<td>25</td>
<td>A</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
<td>January 2, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**C** = continuous work permitted  
**15 or 25** = minutes of rest per hour (including rests, pauses, and operational waiting periods during work, or equivalent slowing of pace of work)  
**A** = adjust the work (e.g. delay work until cooler or implement other controls)  

**Examples of Work**  
**Light Work:** Flat welding, instrument fitting, pipe fitting, bench grinding, bench fabrication, drilling at grade, light rigging, etc.  
**Moderate Work:** Position welding, position grinding with large grinder, impact guns on small bolts, heavy rigging, etc.  
**Heavy Work:** Lifting, pulling, pushing heavy material without mechanical equipment, using large hand equipment such as large impact guns or sledgehammers, prolonged overhead grinding, etc.
GENERAL
To outline workplace sanitation and hygiene requirements (i.e. potable drinking water, toilets, urinals and clean-up facilities).

APPLICATION
Adequate sanitation and hygiene shall be provided at all workplaces as per legislative requirements to ensure the protection and occupational health of all employees.

PROTECTIVE MECHANISMS
Potable drinking water
Toilet, urinal and clean-up facilities (i.e. “facilities”)

SELECTION AND USE
All workplaces (buildings, work sites, trailers, etc.)

When water flush toilets or non-recirculating chemical flush toilets are provided, the minimum number of toilets required at the project is as follows:

<table>
<thead>
<tr>
<th>Minimum Number of Toilets</th>
<th>Number of Workers Regularly Employed at the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-15</td>
</tr>
<tr>
<td>2</td>
<td>16-30</td>
</tr>
<tr>
<td>3</td>
<td>31-45</td>
</tr>
<tr>
<td>4</td>
<td>46-60</td>
</tr>
<tr>
<td>4, plus 1 additional toilet for each additional group of 15 or fewer workers</td>
<td>61 or more</td>
</tr>
</tbody>
</table>

When toilets other than water flush toilets or non-recirculating chemical flush toilets are provided, the minimum number of toilets required at the project is as follows:

<table>
<thead>
<tr>
<th>Minimum Number of Toilets</th>
<th>Number of Workers Regularly Employed at the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-10</td>
</tr>
<tr>
<td>2</td>
<td>11-20</td>
</tr>
<tr>
<td>3</td>
<td>21-30</td>
</tr>
<tr>
<td>4</td>
<td>31-40</td>
</tr>
<tr>
<td>4, plus 1 additional toilet for each additional group of 15 or fewer workers</td>
<td>41 or more</td>
</tr>
</tbody>
</table>

SENIOR MANAGEMENT

SAFETY COORDINATOR
Facilitate and/or provide proper instruction to workers on protection requirements and training.
Where applicable, ensure a Pre-JHA is completed and the availability of potable drinking water and facilities is planned for/arranged.
Ensure a daily JHA is completed and all workers are aware of occupational health hazards and associated controls.
Ensure an adequate supply of fresh potable drinking water is always made available. Disposable cups shall be made available, when required.
Ensure facilities are readily available as per legislative requirements. This includes adequately illuminating, ventilating and heating the facility.
Ensure that workers are informed of the location of the facilities.
Women and men shall have separate facilities, unless the facilities are intended to be used by only one worker at a time.
Clean-up facilities with clean water, soap and individual towels shall be available on all projects. If water is not available, waterless soap or sanitizer is satisfactory.
Ensure facilities are serviced, cleaned and sanitized as frequently as necessary to maintain them in a clean and sanitary condition.
Ensure facilities are always kept in good repair.
Complete workplace inspections as required.
Ensure adequate housekeeping on site.
Ensure pre-arranged facility accommodations are made for mobile crews (coffee shops, etc.)
| WORKER RESPONSIBILITIES | Immediately report all unsafe acts and/or hazardous conditions to your supervisor. Practice proper housekeeping and ensure vehicles, lunchrooms, trailers, worksites, etc. are kept clean and tidy (your vehicle may be your lunchroom). Take care to ensure work coveralls and other clothing does not contaminate the lunchroom area. Ensure perishable foods do not accumulate in lunchrooms, trailers, etc. Use fridges and microwaves for food products only. Practice proper hygiene to control the spread of illness such as common colds, the flu, gastrointestinal infections, etc. Use soap and follow proper hand washing procedures to stop the spread of illness. If there is no soap or water available, sanitizer with more than 60% alcohol is acceptable. Practice proper sneezing/coughing etiquette (i.e. cough/sneeze into your sleeve or into a tissue) to help control spread of illness in the workplace. Consult the SDS for proper cleanup procedures, when handling hazardous products. |
| DEVELOPED BY | Vanos Insulations Ltd. | January 2, 2019 |
# Ticks and Lyme Disease

Document #: VI-SWP-305

## General

Protecting the health of workers against Lyme disease caused by ticks. Ticks feed on the blood of animals, including humans and can transmit Lyme disease. The disease is transferred to humans through the bacterium *Borrelia burgdorferi* after feeding on infected animals. Ticks are most likely to transmit infection after being attached for more than 24 hours, as the bacterium takes time to migrate from the tick’s gut to its salivary glands. Lyme disease can be difficult to diagnose as symptoms are similar to the common flu. Blood tests are taken in conjunction with clinical signs and symptoms as well as a tick-exposure history.

## Application

Ticks cannot fly and move quite slowly, so they usually come into contact with people or animals by positioning themselves on tall grass and bushes. Workers may be exposed when working in woody and grasses areas and are more prevalent in warmer months. If you are exposed to these areas, you will need to be aware of ticks and other common insects.

## Protective Mechanisms

- Insect repellents containing DEET, P-methane 3.8-diol, soybean oil, citronella, permethrin (Do not use on skin)
- Clothing to keep body parts covered
- Worker awareness/education
- First aiders should consult the first aid manual for advice and treatment of tick bites, bee stings and other insect bites.
- Hazard identification & control through the JHA SWP

## Selection and Use

Refer to the St John Ambulance or Red Cross First Aid Treatment Manual for instructions on removing and cleaning tick bites.

## Senior Management, Safety Coordinator, Supervisor/Foreman Responsibilities

Facilitate and/or provide proper instructions to their workers on protection requirements.
- Educate workers on the subject.
- Remind workers when working in known tick areas about the hazards.

## Worker Responsibilities

- Do not walk barelegged in tall grass, wooded areas or marshlands.
- Wear long sleeves, long pants and fully-closed boots when walking in grassy or wooded areas.
- Tuck pant legs into socks to reduce the likelihood of them accessing the lower leg area as they will crawl up to find protection and an area feed.
- Conduct a “tick check” on yourself. Focus on the head and hairline, arm pits, soft warm areas that ticks like to hide.
- Wear light-colored clothing to make the ticks easier to find.
- Insect repellents containing DEET are useful and can be sprayed onto clothing, pants and socks. This acts as a deterrent, but caution must be used when using any location. Read the instructions provided on the product label.

**Medical attention should be sought if symptoms of early Lyme disease develop within 30 days of removal of the tick.**

In most cases, antibiotics are given to treat Lyme disease. The earlier the antibiotics are received, the better. If in doubt get checked out.

Report the bite and treatment on the first aid report form located with the first aid kit and your supervisor.

## Developed by

Vanos Insulations Ltd.  
January 2, 2019
## GENERAL
Asbestos is commonly used for building materials (roofing shingles, roof sealants), asbestos textiles (fabrics), insulation, reinforcement of plastic products and more. Asbestos fibres are easily inhaled and carried into the lower regions of the lung where they can cause fibrotic lung disease (asbestosis) and changes in the lining of the chest cavity. These diseases can lead to reduced respiratory function and death. Long-term inhalation of asbestos fibres also increases the risk of lung cancer.

## APPLICATION
Vanos Insulations DOES NOT do asbestos abatement. However, it is important that employees understand the requirements for reporting and informing workers of its presence.

## PROTECTIVE MECHANISMS
- Hazard identification & control through the JHA
- The right to refuse unsafe work procedure
- Basic PPE

## SELECTION AND USE
- Ontario Regulations for Construction Projects 213/91
- Ontario Regulation 490/09 “Designated Substances”
- Regulation 278/05 Asbestos on Construction Projects, Buildings and Repairs.

## SENIOR MANAGEMENT
- Supervisors must ensure the health and safety of all workers under their direct supervision, which includes ensuring that work procedures developed by the employer are effectively implemented.
- Educate and inform workers on asbestos, how to recognize it and what to do if found.
- Review any reports and do not disturb the location of the product.
- When the existence of asbestos has been established at a job site and it must be removed, do not commence work until you have received a notice from the owner confirming the asbestos has been removed.
- If asbestos on site but does not impact Vanos work, inform workers of the location of the asbestos and instruct to not disturb the area.
- If any suspicion of asbestos being present, do not commence work until cleared.

## WORKER RESPONSIBILITIES
- Review any reports and do not disturb the location of the product.
- Request support and information for your supervisor/foreman, safety manager or senior management.
- When the existence of asbestos has been established, do not commence work until you have received a notice from the owner confirming the asbestos has been removed.
- If there is confirmed asbestos in the work area and its presence does not impact the work, workers must be advised of the location and what not to disturb.
- If there is any suspicion or doubt about existing pipe or duct insulation, especially in older facilities, do not commence work and notify the supervisor/foreman, safety coordinator or senior management.

## DEVELOPED BY
Vanos Insulations Ltd. 
January 2, 2019
# SAFE WORK PRACTICE

## SILICA ON CONSTRUCTION PROJECTS

Document # VI-SWP-307

### GENERAL

Vanos Insulations will use engineering, administrative and PPE methods to ensure that workers exposed to airborne silica is reduced to the lowest practical level.

Silica is a primary component of many common construction materials. Exposure to silica poses many health concerns, primarily Silicosis and other related disorders.

### APPLICATION

Silica dust is generated by many common construction activities, including:
- Jack hammering, chipping, drilling rock or concrete drilling
- Cutting brick or asbestos floor/ceiling tile
- Sawing or grinding concrete
- Loading, hauling, dumping gravel
- Sweeping concrete dust

Silica is common but can be very harmful. Silica dust is:
- Found in many construction dusts such as concrete, rock and other older building materials
- High exposure tasks include: sand blasting, rock drilling, cutting concrete
- Long-term exposure leads to lung disease (silicosis)
- Long-term exposure increases risk of cancer

### PROTECTIVE MECHANISMS

Hazard identification & control through the JHA
Safe Work Practices
Respiratory Protection Program
PPE

### SELECTION AND USE

As per SWP

### SENIOR MANAGEMENT

Facilitate and/or provide proper instructions to their workers on protection requirements, hazards and controls for silica dust hazards.

Ensure there is availability of required PPE and dust control materials/equipment.

Ensure workers use the protective equipment required by the regulations and the employer.

When other trades are on site performing operations involving silica dust the supervisor must ensure no other workers are situated down wind, that the trade uses wet cutting controls, eye, face and masks. Other workers that maybe working in the area would also need respiratory protection when the dust hazard cannot be controlled by other methods

### WORKER RESPONSIBILITIES

If there is silica dust in the workplace:

Workers must have training (WHMIS, hazards of silica, recognition of operations containing silica, personal hygiene, respirator requirement, work measures/procedures, use, care, cleaning and disposal of respiratory protective equipment).

Ensure all areas are clean and free from settled dust (use vacuum with a HEPI filter for cleaning, wet sweeping, wet saw dust, dustpan etc.).

Workers should wash their hands and arms before eating, drinking, smoking or leaving the workplace.

Workers must wear the right PPE for the appropriate type and concentration of silica dust.

Any respirator parts that are damaged or have deteriorated should be replaced before the respirator is used.

Half face masks will require fit testing to the workers face and the workers using them must be clean shaven to get a correct seal between the mask and their skin.

### DEVELOPED BY

Vanos Insulations Ltd.

January 2, 2019
### GENERAL
Protecting the health and safety of all employees, the public and the environment by ensuring all necessary precautions are taken when cleaning up chemical spills.

### APPLICATION
When performing tasks involving the use of chemicals with potential of spilling.

### PROTECTIVE MECHANISMS
- Pre-job hazard analysis (PRE-JHA)
- JHA
- Emergency response and preparedness plan
- SWP
- SDS
- PPE
- Spill clean-up materials (spill kits, absorbing material, etc.)
- First aid kit
- Eye wash station

When applicable: spill kits will contain the appropriate supplies for materials that my be spilled. Supplies will be easily accessible when required and considerations will be made for both the type and quantity of materials.

### SELECTION AND USE
Anywhere hazardous chemicals are used.

### SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES
Where applicable, ensure a pre-JHA is completed and all hazards and controls have been identified. Ensure a daily JHA is completed and all workers are aware of the hazards and controls associated with using chemicals. Train workers to respond to chemical spills. Ensure SDS are available and current for all chemicals being used or stored. Investigating all chemical spills. Ensure PPE required during emergency cleanup or escape is immediately available. Identify whether certain chemicals require special absorbents. Ensure that all absorbent and residue material is properly disposed of and the surface where the spill occurred is decontaminated. Ensure that necessary parties are notified of the spill. All reportable spills following environmental legislation and regulatory requirements – will be reported to the proper authorities, adhering to reporting procedures. For serious or complex spills, ensure that emergency response has been called and the area is evacuated if necessary. For serious or complex spills, follow the appropriate emergency response plan for that location. Complete an incident report form.

### WORKER RESPONSIBILITIES
If you are ever in doubt about your ability to safely clean a spill, secure the area and seek assistance. Notify nearby workers and restrict access to area. If feasible, remove potential ignition sources and unplug nearby electrical equipment. Identify the spilled material and try to determine the quantity of material spilled. Notify all personnel and the supervisor/foreman in the vicinity of the spill, of any flammable, highly toxic or volatile material that is spilled. If flammable, remove all sources of ignition including electricity and rope off the area if possible. Consult the SDS and ensure the proper PPE is obtained before entering spill area. Ensure appropriate PPE and other equipment is used to collect and clean-up residues Avoid coming into contact with the spill material. Only proceed with cleanup if there is appropriate equipment and trained personnel on site. Stop product loss by closing valves and stopping pumps as required. Remove injured persons from danger area. Assist contaminated persons to the nearest eyewash or emergency shower station.
Block off any sewer entrances.
Use absorbing material or sand/soil to create a dike around the spill area.
If using an absorbent material, sprinkle the absorbent onto the spill, working from the outside toward the center of the spill. This helps to prevent the spill from moving or getting bigger.
Create walls of sand or absorbing material ahead of the product flow.
Ventilate the work area if possible.
Secure the area and ensure only the required people are present.
Keep the area clear for the emergency vehicles.
Minor spills of low toxicity and/or volatility can be handled by personnel at the worksite; more serious spills need to be handled by a professional.
For more serious or complex spills, move to a safe location, alert the appropriate supervisor/foreman, ensure first aid is provided where necessary and call emergency response services on 911.
# SAFE WORK PRACTICE

## ARMAFLEX 520 ADHESIVE

Document #: VI-SWP-309

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable measures to protect workers from hazards associated with biological or chemical agents used in the workplace.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Performing tasks that involve the use or exposure to Armaflex 520 Adhesive.</td>
</tr>
</tbody>
</table>
| HAZARD STATEMENTS | Highly flammable liquid and vapor  
Causes skin irritation  
Causes serious eye irritation  
Suspected of damaging fertility or the unborn child via inhalation  
May cause drowsiness or dizziness  
May cause an allergic skin reaction  
May be fatal if swallowed and enters airways  
May cause damage to organs |
| PROTECTIVE MECHANISMS | GLOVES & SAFETY GLASSES ARE MANDATORY  
Fire Extinguisher to be present and no further than approx. 10 feet away  
Use in well-ventilated area. If poor ventilation, respirator is required  
Keep away from heat/sparks/open flames/hot surfaces  
Keep container tightly closed  
Wash hands and exposed skin thoroughly after handling  
Store in cool, well-ventilated place |
| FIRST AID MEASURES | General: IF exposed or concerned: Get medical advice/attention  
Inhalation: Remove victim to fresh air and keep at rest in a position comfortable for breathing. If experiencing respiratory symptoms: call a doctor/physician  
Skin Contact: Remove/Take off immediately all contaminated clothing. Flush affected skin with gently flowing lukewarm water for at least 20 minutes. Seek immediate medical attention/advice  
Eye Contact: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical advice/attention  
Ingestion: Rinse mouth. DO NOT induce vomiting. Call a POISON CENTER or doctor/physician if you feel unwell |
| SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES | Ensure all required PPE is in good physical condition and being used.  
Ensure proper storage and disposal of product.  
Instruct all workers about the SDS information, potential hazards and proper procedures for working with the material.  
Determine all appropriate emergency response.  
Replace damaged and missing labels on hazardous materials containers. |
| WORKER RESPONSIBILITIES | Familiarize yourself with the SDS and WHMIS instruction.  
Wear/use required personal protective equipment.  
Report any ill-effects experienced immediately.  
Store and dispose of hazardous materials in prescribed manner.  
Do not pour chemicals down drains, cause-ways, manholes or alike. |
| DEVELOPED BY | Vanos Insulations Ltd.  
Januray 2, 2019 |
<table>
<thead>
<tr>
<th>GENERAL</th>
<th>At Vanos Insulations no person shall dispose of any hazardous waste or materials that will cause harm to the environment or public health and safety. All possible hazardous waste or materials will be recycled.</th>
</tr>
</thead>
</table>
| APPLICATION | Any noise, heat, vibration or substance (includes such other substances as the Minister may prescribe) that, where discharged into the environment  
• endangers the health, safety or welfare of persons  
• interferes or is likely to interfere with normal enjoyment of life or property  
• endangers the health of animal life  
• causes or is likely to cause damage to plant life or property |
| DEFINITIONS | **DANGEROUS GOODS:** Any product, substance or organism included by its nature or by the Transportation of Dangerous Goods Regulations (TDGR) in any of the classes listed in the schedule provided in the Transportation of Dangerous Goods Act (TDGA). Transportation of Dangerous Goods Act (Canada)  
**EMPTY CONTAINER:** A container that has been emptied, to the greatest extent possible, using regular handling procedures, but its contents shall not exceed 1% of the container’s original capacity or 2 litres, whichever is less.  
**GENERATOR:** The owner or person in charge, management or control of a hazardous waste at the time it is generated or a facility that generates hazardous waste.  
**HAZARDOUS WASTE:** A contaminant which is a dangerous good that is no longer used for its original purpose and is intended for recycling, treatment, disposal or storage.  
**HAZARDOUS WASTE DOES NOT INCLUDE A CONTAMINANT THAT IS:**  
• household in origin  
• included in class 1, explosives or class 7, radioactive materials of TDGR  
• exempted as a small quantity  
• an empty container  
• intended for disposal in a sewage system or by land filling that meet the applicable standards set out in schedules I, III or IV of the guidelines for industrial waste discharges.  
**HAZARDOUS WASTE FACILITY:** A facility which is used for the collection, storage, treatment, management facility recycling or disposal of hazardous waste.  
**INCOMPATIBLE WASTE:** Hazardous wastes which, when in contact with one another or other substances under normal conditions of storage or transportation, could react to produce heat, gas, fire, explosion, corrosive substances or toxic substances.  
**LANDFILLING:** The deposit of waste, solid waste modified landfill sites.  
**LONG TERM STORAGE:** The storage of hazardous waste for long periods of time.  
**MANAGE:** To handle, transport, store, recycle, treat, destroy or dispose of hazardous waste.  
**RECEIVER:** A person to whom a quantity of hazardous waste is being or intended to be transported.  
**SEWAGE SYSTEM:** A system for the collection, transmission, treatment or disposal of any liquid waste containing animal, vegetable, mineral, human or chemical matter in solution or in suspension.  
**SMALL QUANTITY:** Hazardous waste that is generated in an amount that is less than 5 kilograms per month if a solid or 5 litres per month if a liquid; and where the total quantity accumulated at any one time does not exceed 5 kilograms or 5 litres. This does not apply to wastes that are mercury or in classes 2.3, 5.1 or 6.1 of TDGR. These wastes must be generated in an amount less than 1 kilogram per month if a solid or 1 litre per month if a liquid; and where the total quantity accumulated at any one time does not exceed 1 kilogram or 1 litre.  
**TRANSPORT AUTHORITY:** The regulations controlling the management of hazardous waste under that mode of transport. These include:
<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROAD AND RAIL:</td>
<td>Transportation of Dangerous Goods Act (TDGA) and Regulations (TDGR).</td>
</tr>
</tbody>
</table>
| TREATMENT OR TREAT:                | The handling or processing of a hazardous waste in such a manner as to change the physical, chemical or biological character or composition of the hazardous waste in order to eliminate or reduce:  
(a) one or more environmental hazard of the waste; and/or  
(b) the volume.                                                                                         |
| PROTECTIVE MECHANISMS             | Hazard identification & control through the JHA  
Safe Work Practices  
PPE: At a minimum, gloves must be worn when performing waste management and clean-up.  
Other forms of PPE must be used such as: hard hat, CSA Green Patch work boots, eye protection, apron or coveralls, and respiratory protections etc. when required by the OHSA Act and Regulations, the employer, the product safety data sheet "SDS", or manufactures recommendations.  
SDS                                                                                                      |
| SENIOR MANAGEMENT /SUPERVISOR/FOR   | Assess the environmental impact of the job.  
Develop an action plan to eliminate, reduce and control environmental damage.  
Document the task, hazards, risk rating and controls.  
Inform workers of relevant information.  
Identify, inspect and monitor potential exposures and their impact on the company.  
If necessary, create action plans and controls. Site specific may be needed to be developed to detect and minimize unanticipated incidents and to ensure all applicable laws and regulations are adhered to.  
Corrective steps for day to day management and control of identified environment risks, based on established industry guidelines and procedures, must be taken in a timely and efficient manner.  
Adequate training must be given to on-site personnel in the area of legislative, technical and environmental policies/procedures and health and safety to properly handle the products on site.  
Training in spill prevention and response procedures is required for all employees.  
Training will also be given in proper handling and storage of waste and scrap materials generated on the job.  
Track environmental management and compliance through spot checks and audits.  
Develop contingency plans to effectively deal with on-site foreseeable emergency situations.  
Store harmful substances in the proper containers to minimize the potential for spills.  
Keep chemicals in closed containers and stored not exposed to storm water, where possible.  
Define who is in control of the site, method of implementation, resources required, and communication required internally and externally.  
Take into consideration the types of wastes that will be caused by completing the construction of the project to ensure adequate waste management systems are in place.  
Contact the site owner before commencing work to discuss the waste management systems to be used and who oversees ensuring the proper disposal.  
If deemed in charge of waste management and pick up: assign an employee or group of employees to ensure waste is disposed of properly.  
Whenever possible, ensure that scrap materials and waste are recycled.                                                                                     |
| FOREMAN RESPONSIBILITIES          | Communicate and follow directions when dealing with hazardous waste management.  
Report any environmental and hazardous waste concerns to supervisor/foreman, safety coordinator or senior management.  
Request SDS and WHMIS instruction from supervisor/foreman.  
Inform the supervisor of any missing product labels or decanting products that will now require a workplace label.  
Wear/use required PPE.                                                                                                                                       |
| DEVELOPED BY                      | Vanos Insulations Ltd.                                                                                                                                            |
|                                    | January 2, 2019                                                                                                                                                  |
# GUARDRAILS

**Document #: VI-SWP-311**

<table>
<thead>
<tr>
<th><strong>GENERAL</strong></th>
<th>Vanos Insulations will take all reasonable measures to protect workers from guardrail deficiencies and educate individuals on the proper protocol.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION</strong></td>
<td>Work areas that involve guardrails</td>
</tr>
</tbody>
</table>
| **PROTECTIVE MECHANISMS** | Hazard Identification & Control through the JHA SWP & SJP  
Training and awareness  
Right to refuse unsafe work |
| **SELECTION AND USE** | Guardrails are required around openings in a floor, roof or surface to which a worker has access and may fall a vertical distance of 2.4 meters or more.  
Guardrails must be provided at the open sides and ends of a scaffold platform.  
Guardrails must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails (i.e. safety fence).  
Guardrails must be constructed of securely fastened wood, (2” x 4”) with support posts not greater than 2.4 meters apart.  
Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed. (Where removed, the worker must use a fall arrest or travel restraint system and warning signs must be posted)  
Floor openings which are not protected by guardrails and to which workers have access, must be covered with securely fastened planks capable of supporting all loads they may be subjected to.  
If floor-opening covers must be removed, then the opening must be made safe (signage/danger tape) until such time that the floor opening may be properly covered again. |
| **SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES** | Ensure all sites are equipped with proper guardrails.  
Report to safety if issues arise with lack of or broken guardrails at constructor sites.  
Educate workers on proper use of guardrails.  
Encourage workers to be more aware of their surroundings and reporting of deficiencies. |
| **WORKER RESPONSIBILITIES** | Inform supervisor/foreman of any missing or damaged guardrails.  
If missing or damaged, post caution signs around area to warn others before leaving to report.  
Use fall arrest when guardrails are removed temporarily for work purposes. |
| **DEVELOPED BY** | Vanos Insulations Ltd.  
**January 2, 2019** |
### SAFETY WORK PRACTICE

#### TRENCHES & EXCAVATIONS

**Document #: VI-SWP-312**

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable measures to ensure all workers are familiar with proper procedures with work in regard to trenches and excavated areas on jobsites</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Jobsites that involve trenches and excavations</td>
</tr>
<tr>
<td>PROTECTIVE MECHANISMS</td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness</td>
</tr>
<tr>
<td>SELECTION AND USE</td>
<td>When a worker is in a trench, a competent worker must be stationed on the surface to alert the workers in the trench if any unsafe conditions develop. Loose rocks or other materials must be scaled or trimmed from the walls of excavations or trenches. Workers must always stay within the protected area of the trench. No one may enter an unprotected trench, no matter how short the period. Materials, equipment or machinery must be stored or used at least 1 meter (3’) from the edge of any excavation or trench wall. No person shall operate machinery/equipment in such a manner as to affect the stability of an excavation/trench wall. Proper means of access/egress must be provided for all trenches/excavations. Depending on conditions (shape of the excavation and/or the type of work being performed) trenches/excavations may become confined spaces. Follow established safe work procedures whenever working in or around trenches/excavations, do not create a confined space (creating an oxygen deficient area, introducing potential toxic substances, etc.) unless precautions have always been taken to protect the health and safety of the workers. Confined space entry procedures must be used as required and workers must be competent and trained before entering a Caisson. (Ref. Appendix A: confined spaces)</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</td>
<td>Ensure proper means of access is provided, properly sloped, shored or trench boxes used where required. Educate workers on trenches and excavations.</td>
</tr>
<tr>
<td>WORKER RESPONSIBILITIES</td>
<td>Inform supervisor/foreman of any issues that arise. Stay within the protected area of the trench.</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
**SAFE WORK PRACTICE**

**PROPANE CYLINDERS**
Document #: VI-SWP-313

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable precautions when working with propane cylinders</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Any work involving propane cylinders</td>
</tr>
<tr>
<td>PROTECTIVE MECHANISMS</td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness</td>
</tr>
<tr>
<td>SELECTION AND USE</td>
<td>Only competent authorized workers are to handle, and set-up propane fueled equipment (these workers must have proof of training available at all times). Propane cylinders must always be stored or transported in an upright position. Bulk propane storage – a compound will be set-up for the storage of propane cylinders, with separate and identified areas for full and empty cylinders. This compound will be set-up away from ignition sources and potential machinery/vehicle traffic. Propane storage in work areas – all propane must be set up away from potential ignition sources and secured on a level surface. Propane transportation on site – secure propane in an upright position in the dolly to cart single cylinders around the site. Inspect before use: date on tank collar must be less than 10 years old, must have pressure relief valve (PRV) that is operational (opens and closes properly), no apparent damage to tank, hoses or equipment</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</td>
<td>Educate workers on proper protocol. Ensure all propane cylinders are stored away from ignition sources. Ensure all propane cylinders are handled by an authorized worker. Ensure all propane cylinders are transported and stored in an upright position, properly secured. Inspect all propane cylinders before use.</td>
</tr>
<tr>
<td>WORKER RESPONSIBILITIES</td>
<td>Inform supervisor/foreman of any issues that arise.</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
# FLAMMABLE & COMBUSTIBLE MATERIALS

**Document #: VI-SWP-314**

## GENERAL
Vanos Insulations will take all reasonable precautions when working with flammable & combustible materials.

## APPLICATION
Any work involving flammable and/or combustible materials.

## PROTECTIVE MECHANISMS
Hazard Identification & Control through the JHA SWP & SJP
Training and awareness

## SELECTION AND USE
- Flammable materials must be stored in approved containers with caps in place.
- Flammable or combustible materials must not be stored or situated in areas where welding, cutting, grinding or open flames are produced.
- Pay attention when refueling equipment such as quick-cut saws – always refuel in areas remote from the areas where the equipment is to be used.
- Quantities of flammable materials greater than 235 liters must be stored outside in an isolated/fenced area with “no smoking” signs posted.
- All flammable or combustible materials must be clearly labeled as to their inherent dangers. (Re; WHMIS Regulations).
- Whenever there is the potential for the outbreak of fire (welding, grinding, etc.) and/or whenever there is an open flame (welding, soldering, etc.) in use, workers must ensure that they are equipped with an appropriate 4A40BC Fire Extinguisher readily available in the event of fire.

## SENIOR MANAGEMENT
- **SAFETY COORDINATOR**
  Educate workers on proper protocol.
  Ensure proper storage and handling of materials.
  Ensure all materials are properly labeled.

- **SUPERVISOR/FOREMAN RESPONSIBILITIES**

## WORKER RESPONSIBILITIES
- Inform supervisor/foreman of any issues that arise.
- Ensure working with fire extinguisher where applicable.

## DEVELOPED BY
Vanos Insulations Ltd.

January 2, 2019
<p>| <strong>GENERAL</strong> | Vanos Insulations will take all reasonable precautions when working with hoisting equipment. |
| <strong>APPLICATION</strong> | Any work involving the use of hoisting equipment. |
| <strong>PROTECTIVE MECHANISMS</strong> | Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness |
| <strong>SELECTION AND USE</strong> | Hoisting equipment is to be operated only by competent and trained personnel. Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker. Full visibility must be obtained by the operator of the hoisting equipment. In the event the operator’s view is obstructed, a competent signal-person shall assist the operator. The operator and signal person must establish universal communications and at any time should the means of communication be interrupted/broken, the operator must stop and wait until communication has been restored. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity. The operator must always maintain full control of the load being carried. When required tag-lines must be used to control loads and lifts should not be attempted when wind conditions could adversely affect the control of the load. Loads are not to be left suspended, unless an operator is at the controls of the hoisting equipment. |
| <strong>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</strong> | Educate workers on proper protocol. Ensure only competent and trained workers are operating hoisting equipment. Decide if a signal person is required and ensure both operator and signal person agree upon a communication method. |
| <strong>WORKER RESPONSIBILITIES</strong> | Inform supervisor/foreman of any issues that arise. Wear/use appropriate PPE. |
| <strong>DEVELOPED BY</strong> | Vanos Insulations Ltd. | January 2, 2019 |</p>
<table>
<thead>
<tr>
<th><strong>GENERAL</strong></th>
<th>Vanos Insulations will take all reasonable precautions when working with power tools.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION</strong></td>
<td>Any work involving the use of power tools.</td>
</tr>
<tr>
<td><strong>PROTECTIVE MECHANISMS</strong></td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness PPE</td>
</tr>
<tr>
<td><strong>SELECTION AND USE</strong></td>
<td>No worker shall operate a power tool without appropriate training in the use and care of the applicable tool. Any worker operating such equipment must wear the appropriate PPE and clothing. Prior to using any power tools, the tool must be inspected and found to be in good working order. All defects or problems with tools shall be noted and reported to a supervisor/foreman immediately. Training on the use and care of all tools will be provided by the supervisor/foreman, each power tool must be inspected by the job foreman weekly before its use. Tools found to be in unsafe condition must be immediately removed from use, tagged as defective and turned in to the supervisor/foreman. Before beginning work, determine whether a hot work permit is required. Inspect all power tools before use: ensure guards are in place, cords are intact with 3-prong connectors, switch is in good operable condition. Check that disk or blade is in useable condition: grinding wheel has no chips or gouges and blades are fully intact with no damage. All tools are to be used in accordance with the manufacturer’s recommendations and for no purpose other than what they were designed for. Remove combustible materials from surrounding area, within spark spray field. Warn other workers within potential spark spray field. Use sufficient PPE: dual eye/face protection (safety glasses with side shields as well as full face shield), hearing protection, gloves, long sleeves, long pants. Do not wear loose clothing, keep long hair tied back. Maintain a solid, two-handed grip on the handles. Work from a slip-free, stable surface to assist with your efforts to control torque and kick back. Adopt a well-balanced stance with a clear view of the work surface. Position the work or yourself so the work surface is no more than waist high. To prevent damage, do not lay down a power tool until all moving parts have come to a stop. For example, laying down a portable grinder while the abrasive wheel is turning may fracture or weaken the wheel resulting in it disintegrating into multiple high velocity projectiles. Send broken or damaged tools to head office for repair or replacement. Grounding for each tool must be assured.</td>
</tr>
<tr>
<td><strong>EXTENSION CORDS</strong></td>
<td>Extension cords appropriate for the nature of the work will be provided by Vanos Insulations Ltd. for use at job sites. All electrical extension cords must be designed for external use and CSA approved. All extension cords will be inspected for wear and damage before each use. All frayed, cut or spliced extension cords are to be tagged as damaged and returned to the office where they will be removed from use. Within reason, extension cords will be protected from damage. All extension cords are to be positioned so they will not be a tripping or falling hazard. All extension cords used in hazardous areas or in damp locations are to be protected by approved ground fault protection.</td>
</tr>
</tbody>
</table>
### VIBRATION
Frequent use of hand-held power tools can lead to hand/arm vibration syndrome (HAVS) which is damage to nerves, blood vessels, muscles and joints.
To minimize exposure to vibration, the following processes can be implemented:
- Choose the lowest vibrating tool for the job.
- Avoid awkward postures that can increase stress on shoulders, arms and hands.
- Alternate tasks throughout the day to avoid continuous exposure to vibration.

### MACHINE EQUIPMENT AND TOOL GUARDING
All equipment and tools must be effectively guarded and used in the way they were designed, with the guards firmly attached. If guards need to be removed for service requirements, the equipment must be locked and tagged out of service.
Do not leave power tools or other equipment on when unattended.
All tools and equipment must be stored in a safe manner and in appropriate locations.
Grinders and cutting wheels must always have the appropriate guard in place, unless it is clearly stated in the manufactures instruction that it is not required with the particular sized disc or wheel.
When working around any tool or equipment that may cause entanglement with hair, clothing or jewelry: stop and complete a person/body check on yourself and remove any loose items, neck chains, rings, or any other item that could become entangled with the tool or equipment.
Fitted clothing should be used with hair tied back under hardhat or in a bun style (no long ponytails).

### SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES
Educate workers on proper protocol.
Follow defective tools protocol when necessary.

### WORKER RESPONSIBILITIES
Inform supervisor/foreman of any issues that arise.
Inspect all tools prior to use.
Inform supervisor/foreman if uncomfortable operating a certain power tool.
Wear/use all appropriate PPE.

### DEVELOPED BY
Vanos Insulations Ltd.
January 2, 2019
SAFE WORK PRACTICE

STEAM LINES
Document #: VI-SWP-317

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable precautions when working on steam lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>Where working on steam lines is required</td>
</tr>
<tr>
<td>PROTECTIVE MECHANISMS</td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness PPE</td>
</tr>
<tr>
<td>SELECTION AND USE</td>
<td>All workers will follow safe work practices and procedures. Use extra caution to reduce the possibility of burns resulting from contact with hot pipes. Acquire and use specific PPE including earplugs and safety glasses. Wear long sleeves and gloves at all times. Ensure availability of adequate drinking water supply - stay hydrated. Tape off work area and post signage to warn others of work-in-progress on live steam lines. Ensure access and egress aisles are clear to allow easy exit should it become necessary. Where possible, cover all hot surfaces at body height to minimize potential contact burns. Take particular care to not turn any valves or knock any gauges, etc. Maintain strict focus on task at hand and surroundings. Maintain good body alignment to avoid leaning or stretching which may cause contact with hot pipe. In the event of accidental burns seek first aid help immediately and fill out all necessary forms to document the incident.</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</td>
<td>Educate workers on proper protocol. Ensure workers are following protocol. Ensure required PPE is available.</td>
</tr>
<tr>
<td>WORKER RESPONSIBILITIES</td>
<td>Inform supervisor/foreman of any issues that arise. Any incidents need to be reported to supervisor/foreman immediately and appropriate form completed. Wear/use correct PPE.</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
# Back Care & Safe Lifting

**Document #: VI-SWP-318**

## General
Vanos Insulations will take all reasonable efforts to ensure our workers protect themselves while lifting.

## Application
Carrying tasks have the potential to stress the arms, shoulders and back.

## Protective Mechanisms
- Hazard Identification & Control through the JHA SWP & SJP
- Training and awareness

## Selection and Use
- Keep the weight of the load acceptable.
- Use both hands in a power grip, rather than a pinch grip, to hold the load.
- Lifting tasks rely on some fundamental principles to help protect material handlers under most circumstances. The first rule is to "lift with your head before you lift with your back".
  - Typically, when lifting, the material handler should:
    - Test the weight of the load, its weight distribution and stability within the container.
    - This minimizes the chance of being surprised by an unexpectedly heavy weight or having to content with a shifting load.
  - Get help from someone whenever very heavy or awkward loads must be handled.
  - Know where the load is going. Make sure the path is free from obstructions or hazards and ensure that adequate space is available at the destination.
  - Be positioned close to the load, with the feet flat and stable.
  - Keep the load as close to the body as possible so that the center of gravity is close to the spine.
  - Moving the load away from the torso greatly increases the risk of injury to the back, shoulders and arms.
  - Grasp the object with the whole hand, using a power grip whenever possible. Avoid pinching with the fingertips.
  - Avoid rapid, jerky or unbalanced lifts. Move the feet to avoid twisting the torso and to maintain balance and stability.
  - Minimize twisting, bending, stretching and reaching with the trunk while lifting.

## Senior Management
**Safety Coordinator**
- Educate workers on proper protocol.
- Visually ensure proper lifting being used.
- In needed, ensure incident report is completed.

**Supervisor/Foreman Responsibilities**
- Report any soreness or injury immediately to supervisor/foreman.
- Ensure an incident report is completed.

## Developed By
Vanos Insulations Ltd. January 2, 2019
## GENERAL

Although Vanos Insulations Ltd. does not generally use SCBA or SAR’s, it is important to understand that our sub-trade may. Sub-trades using this equipment must follow their company’s respiratory plan and instructions. All sub-trades using this type of equipment must submit their respiratory plans to the site superintendent for review.

Respiratory protective equipment can prevent illness, disease, and death from breathing hazards. However, the equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.

The Canadian Standards Association has issued two standards pertaining to respiratory protection, which should be reviewed by the person responsible for the respirator program: • CSA Z180.1 Compressed Breathing Air and Systems lists the criteria for air purity and delivery systems • CSA Z94.4 Selection, Care and Use of Respirators offers recommendations on these three aspects of the subject.

## APPLICATION

A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple, inexpensive dust masks to sophisticated self-contained breathing apparatus. Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapors’, fumes, mists and dusts.

## PROTECTIVE MECHANISMS

Hazard identification & control through the JHA PPE

## SELECTION AND USE

In order to select the proper respirator for a particular job, it is necessary to know and understand:

- the characteristics of the contaminant(s),
- the anticipated exposure conditions,
- the performance limitations of the equipment,
- any legislation that applies.

Refer to the Safety Data Sheet (SDS) or sheets if more than one product is being used. The SDS will identify any respiratory protection required and should specify the type of respirator to be worn.

It is also important to realize that facial hair and deep facial scars can interfere with the seal between the respirator and face. Respirators should only be selected by someone who understands all of these factors. All workers that require respirators MUST be clean shaven (No beards or other facial hair)

If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the IHSA.

## FIT TESTING

Fit testing is required for all workers required to use respiratory protection. Once a respirator has been selected, the next critical step is ensuring that it fits properly.

One size does not fit all. Additionally, before each use, you must perform a Positive and Negative pressure test. This applies to respirators only. If the required protection is a filtering half face piece (dust mask) then follow manufacturer's instructions for fitting, care, cleaning and storage.

### NEGATIVE PRESSURE TEST

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the air inlets are blocked off with the hands or a plastic cover, and the wearer inhales gently. If the respirator is properly fitted, it should collapse slightly and not permit any air into the face piece. If leakage is detected, the mask should be adjusted, and the test repeated until the fit is satisfactory.

### POSITIVE PRESSURE TEST

The wearer puts on the respirator and adjusts it so that it feels relatively comfortable. Then the exhaust port of the respirator is covered, and the wearer tries to exhale gently. The face piece should puff away from the wearer, but no leakage should occur.

## GENERAL INSTRUCTIONS
Filters should be changed as follows:
- Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
- Chemical cartridge respirators should be changed when the gas or vapors can be tasted or smelled.
- Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
- Inhalation and exhalation valves should be checked before the respirator is used.
- Damaged face piece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
- Face pieces should be washed with mild soapy water as often as necessary to keep them clean and wearable.
- Respirators should be assigned to the exclusive use of individual workers. This reduces the chance of cross contamination from viruses such as Hep B and the common cold or flu.
- Where a respirator must be assigned to more than one worker, it should be disinfected after each use. (Check with the manufacturer regarding acceptable sanitizers/disinfectants.)
- Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
- SCBA units and high-pressure cylinders of compressed breathing air should be used and maintained in accordance with current Canadian Standards Association Z180.1 Compressed Breathing Air and Systems, and Z94.4 Selection, Care and Use of Respirators. Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
- Consult the manufacturer for information on respirator cartridge change-out.
- Report any damage or need for upgrade in PPE to your Site Superintendent. Do NOT proceed with the task until the correct PPE is available.
- Only use medical grade oxygen, store tanks in an upright position, protect from falling, rolling, petroleum products or any other flammable or compatible materials.
- Valve caps must be in place when not in use.

<table>
<thead>
<tr>
<th>RESPIRATOR SELECTION GUIDE</th>
<th>Referral documents &quot;Respirator Selection Guide for Common Construction Activities&quot; from IHSA's Construction Health and Safety Manual (M029) for reference and the Respirator Basic Poster IHSA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</td>
<td>Ensure workers have proper respiratory protection when needed. Determine if worksite requires respiratory protection. Visually ensure all workers are wearing the appropriate PPE and using it correctly. Educate workers on respiratory protection options.</td>
</tr>
<tr>
<td>WORKER RESPONSIBILITIES</td>
<td>Wear/use appropriate PPE. Ensure respirator rules are followed. Consult the foreman/supervisor if any issues arise.</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
ELEMENT 4: SAFE JOB PROCEDURES

SAFE JOB PROCEDURES (SJP)

POLICY

Vanos Insulations Ltd. will develop safe job procedures (SJP) for specific work activity to list the step-by-step procedures and to address hazards that may be presented in performing work tasks, project activities or operations. SJP are specific in nature and supplement other knowledge gained through experience, formal training, meetings, toolbox talks and supervision.

PURPOSE

The purpose of this policy is to protect Vanos Insulations employees by establishing SJP for specific operational work activities. This will assist our employees in performing processes in a consistent and safe manner in order to prevent losses related to incident, injury, property damage, damage to equipment and the environment.

Safe job procedures offer specific step-by-step work instructions involving specific job tasks or operational activities.

SJP document:
- The material required
- Responsibilities
- PPE required
- Detailed job steps

Often SJP are well-known procedures that have been learned through experience. They have been documented to ensure the protection and safety of the individual performing the task. SJP ensure that the proper sequencing of steps will be followed.

RESPONSIBILITIES & COMMITMENT

Vanos Insulations will establish safe job procedures to minimize the risk of injury, illness and property damage. This process will be accomplished with the assistance of senior management, supervisors/foreman and employees. SJP will be reviewed annually by senior management and employees to review their relevance and applicability.

The safety coordinator and supervisors/foreman will ensure employees are provided with training and instruction on SJP. All Vanos Insulations employees have a duty to comply with the safe job procedures and utilize all safety devices provided to them. If a change to the procedure is required, please notify the office immediately.

WORKER INPUT AND PARTICIPATION

Workers are welcome and encouraged to provide input in the development and review of SJP. They are also required to review, acknowledge and practice them. This is a form of two way communication and shows participation in safety.

CHANGES TO SAFE JOB PROCEDURES

New safe job procedures developed or changes to existing SJP will be reviewed by the safety coordinator, JHSC representatives and senior management. They will also be added to the inventory of safe job procedures. The SJP are reviewed, issued and approved by the safety coordinator and senior management.
SAFE JOB PROCEDURES REVIEW & TRAINING

Safe job procedures are a useful tool to provide training and guidance to employees, helping them to work safely. They involve the specific steps to complete a task and workers should be aware of them. Examples include fall protection, gantry use, infectious diseases, etc.

Workers must be aware of safe work practices and shall be reviewed:

- During safety training sessions
- As part of toolbox talks
- At JHSC meetings
- During the JHA briefing at the start of the shift
- Annually to review their applicability and compliance to regulatory requirements
- Anytime where it is appropriate to the work at hand

AVAILABILITY OF SAFE JOB PROCEDURES

Copies of SWP are made available to workers and are present at work locations. They can be in hard copy printed format or available electronically on the company’s website. Copies are printed in the manuals and kept in the supervisor/foreman’s safety binder on the job site.
SAFE JOB PROCEDURE

HEARING CONSERVATION PROGRAM
Document # VI-SJP-400

GENERAL
Vanos Insulations takes worker safety seriously, this includes protecting workers from excessive noise on all jobsites, shop/warehouse and office (when applicable). The most current CSA standards will be followed to ensure the correct protection is provided for the risk associated with tasks.

PURPOSE
To establish the standard requirements for Hearing Conservation Programs within Vanos Insulations Ltd. For all locations.

SCOPE
This procedure applies to all Vanos Insulations entities in Ontario.

RELATED PROCEDURES AND INSTRUCTIONS
Hazard identification and risk assessment

DEFINITIONS
Program – an Operational Procedure, set of Work Instructions, Checklist, etc. that details how the site/business unit will comply with this procedure and whom is responsible for each component of the program.
Decibel (dB) - A decibel, or its abbreviation dB is a measurement of loudness that ranges from the threshold of hearing, 0dB to the threshold of pain, about 140dB. Since the decibel scale is a logarithmic scale, it increases/decreases by a factor of 10 from one scale increment to the next adjacent one.
Exchange Rate - As the sound level increases above the criterion level, CI, the allowed exposure time must be decreased. The allowed maximum exposure time is calculated by using an exchange rate, also called a "dose-trading relation" or "trading ratio." The exchange rate is the amount by which the permitted sound level may increase if the exposure time is halved.

REQUIREMENTS
All employees who are exposed to noise levels in excess of 85 dB shall be required to wear hearing protection.
The Exchange Rate used in Vanos Insulations Ltd., will be 3 dB.
All areas where noise levels exceed 85 dB shall have signs posted indicating hearing protection is required. Wearing hearing protection in these areas will be enforced by supervisors, workers shall comply.

A HEARING CONSERVATION PROGRAM WILL CONTAIN, AT A MINIMUM:
Noise Measurement (where applicable)
- Education and training
- Noise control
- Hearing protection
- Annual Audiometric testing (where applicable).
- Program review / maintenance
- Recurring testing for each exposed employee (where required)
**PROCEDURE**

All locations/jobsites, yard storage and offices will conduct a noise survey to identify areas where employees are/or could be exposed to noise levels where they could exceed the Vanos Insulations noise exposure limit of 85 decibels (dBA). (Note: if you need to yell to be heard over a tool, it is over 85 decibels (dBA).

Engineering Controls: Controlling noise at the source or along the path to the worker shall be the first choice prior to requiring hearing protection (e.g. substituted tools, buffer walls, sound absorbing wall material etc.)

Where noise levels above 85 decibels (dBA) are identified the location will implement a hearing conservation program in compliance with this procedure, provincial regulations and national standards. When designing new work areas or selecting new equipment, 80 dB is recommended to ensure no hearing issues, hearing loss or requirement for hearing protection under normal working conditions.

Changes to the work environment will be monitored for their effect on the noise levels and the hearing conservation program updated as needed.

The hearing conservation program shall be reviewed at least annually as required by the risk assessment and updated as needed.

Where hearing loss is detected, or an employee indicates a hearing concern, they will be directed to their medical professional for assessment.

Based on the hearing loss or employee concern, the employee’s supervisor must be contacted to complete a supervisor’s injury/near miss/property damage investigation report to identify root causes and preventive measure that may be needed.

**SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN**

Ensures a noise survey is completed / risk assessment
Ensures that, where required, adequate financial, labor and management resources and PPE, are provided to support the Hearing Conservation Program.

Assists in the completion of the noise survey.
Participate in the development of and maintenance of the Hearing Conservation Program, were a program is required.
Ensure s all employees are trained on Hearing Conservation Program procedure
Maintains all noise exposure measurement records.
Contacts H&S coordinator regarding any noise or hearing issues.
Ensures that all employees are informed of the hearing conservation program, understands its importance and their role in implementation and support of it.
Consults with H&S coordinator, regarding the implementation of engineering and/or administrative controls, as necessary.
Provides all necessary hearing protection to employees.
Supervises and ensures the correct use of hearing protection devices.
Coordinates hearing protection training as required and the proper fitting of all hearing protection devices.
Ensures that corrective action has been initiated and completed.
Supervisors are to alert head office, when employee’s exposure may equal or exceed the jurisdictional level, these workers or supervisors will be included in the hearing conservation program.
Fill out appropriate area on JHA – Noise – check dB level by using phone app

**WORKER RESPONSIBILITIES**

Will use hearing protection as required and when engineering controls are not practical.
Will participate in training.
Will participate in audiometric testing where required.
Will inspect and maintain their hearing protection devices.
Will seek replacement or repair of hearing protection devices when necessary.

**DEVELOPED BY**

Vanos Insulations Ltd.  January 2, 2019
## GENERAL

Blood borne infections diseases (ex. HIV/AIDS, Hepatitis B or C)

**Needle stick Injury:** the accidental puncture of the skin by a needle during a medical intervention or other non-medical environmental exposure from incorrect disposal of used needles by intravenous drug uses.

**Accidental exposure to blood:** the unintended contact with blood and or with body fluids mixed with blood during a medical intervention or other non-medical environmental exposure from incorrect disposal of used needles by intravenous drug uses.

## RISKS

Accidental exposure to blood caused by needle injuries or injuries following, cutting, biting or splashing incidents carries the risk of infection by blood-borne viruses such as the hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

- HBV risk: 5 - 40%
- HCV risk: 3 - 10%
- HIV risk: 0.2 - 0.5%

- HBV prevalence is higher than average in intravenous drug users, homosexual men and in people from developing countries.
- HCV prevalence is higher in people who have had multiple blood transfusions, in dialysis patients and intravenous drug users.
- HIV prevalence is also higher in homosexual men, in intravenous drug users and in people from areas where the condition is endemic.

Accidental contact with blood occurs especially in the following situations:

- During re-capping
- During surgery, especially during wound closure
- When an uncapped needle has ended up on the ground or other areas and has punctured the skin
- When taking an unsheathed used needle to the waste container
- During the clean-up and transporting of waste material

## PPE AND OTHER REQUIREMENTS

The most important rule for preventing needle stick injury is not to put the needle back in its cover, instead the needle should be put in a specially designed, rigid, puncture-proof needle container.

PPE and clothing are very important. Green patch safety boots (no side tears or splits), eye protection and gloves suitable for picking up needles.

After spilling possibly contaminated materials the affected area should be cleaned immediately (wearing gloves!) and then disinfected tools and small surfaces are cleaned with 70% alcohol. Large surfaces such as floors are disinfected with a chlorine solution 1000 ppm.

## VACCINATION

Every hospital employee or any healthcare personnel at risk from accidental exposure to blood should be vaccinated against HBV. There are no preventive vaccines available yet for HCV and HIV. **It is highly recommended that anyone picking up used needles also have up to date vaccinations**

## IMMEDIATE ACTION AFTER INJURY

Let the wound bleed for a few moments and then cleanse thoroughly with water or a saline solution. Disinfect the wound using an ample amount of soap and water followed by 70% alcohol.

In case of contact with mucous membranes it is important to rinse immediately and thoroughly, using water or a saline solution only, not alcohol.

Anyone that is rendering first aid MUST use disposable gloves and only attend to one person at a time. You must change your gloves and wash hands with soap and water or other sanitary solution BEFORE eating or drinking, touching first aid supplies, pens, or when required to assist others. Never leave used first aid supplies where others will be exposed to them.

Arrange for the worker to be transported via company vehicle to the nearest hospital and reassure them that many exposures are cleared from concerns. It’s better to be cautious and treated promptly then sorry later.

## REPORTING THE INCIDENT

It is important to report the incident immediately to your supervisor/foreman.

Anyone that has been accidently exposed to used needles **MUST SEEK MEDICAL AID ASAP!**

A blood sample should be taken as soon as possible after the injury. This sample should be kept for at least one year. It can act as a baseline value in case infection takes place and it becomes necessary to determine whether infection by one of the three viruses occurred at work. The kept sample may only be analyzed for this particular purpose. Further blood samples to test for HBV, HCV and HIV are collected after 1, 3, 6, and 12 months.
### IMMEDIATE ACTION (DEALING WITH THE POTENTIAL SOURCE)

If the source of the blood is known the patient must be asked for permission to sample blood for an HCV and HIV test. If the patient refuses, then it must be assumed the patient is a carrier of the virus. If the origin of the blood is unknown, then any blood present on the needle can be used for a serological examination. Be sure that the needle is placed alone in a ridged sided container with a sealable lid and take it to the hospital for testing with the injured person.

### TREATMENT APPROACHES

**What to do after a potential HBV infection**

Management of the situation is based on whether the injured person is immune for HBV, either as a result of vaccination or otherwise.

- There are two possibilities:
  - **Subject has full immunity,** if:
    - the person has had at least three vaccinations against HBV plus a subsequent check for antibodies
    - the response after vaccination is more than 10 IU/l
    - the person has had hepatitis B in the past.
  - **Subject has a partial (or no) immunity,** if:
    - there was only a limited vaccination against HBV or none. Should this be the case then 5 ml intramuscular hepatitis B immunoglobulin (HBIG) should be given within 48 hours of the injury.

There is no effective drug prophylaxis for HCV. There are some experimental treatment possibilities provided the infection is diagnosed at an early stage. The case should be followed closely for 12 months and a serological examination for HCV should be done after 3, 6 and 9-12 months. If one of these follow up analyses finds HCV antibodies, then a comparison with the baseline blood sample taken immediately after the accident will show whether this involves an occupational accident. In case of a positive HCV test, a combination treatment of interferon and ribavirin is the treatment of choice. A liver specialist should be consulted.

The risk of a HIV infection following exposure to blood is very small (0.1-0.5%). The actual risk depends on type of contact and on the amount of virus in the contaminated material.

### WORKER RESPONSIBILITY

If you find any used needles on any of our job sites, you MUST notify the site supervisor/foreman who will ensure the correct procedure and PPE are used to collect the item. ALL sharps containers must be sent to a collection depot and never placed in the garbage bins on site.

- Wear/use all required PPE
- If needle stick injury or accidental expose to blood occurs, notify your supervisor immediately

### SUPERVISOR RESPONSIBILITY

Educate and inform workers on blood borne infectious diseases and how to avoid them

Determine the required PPE and ensure it is made available to employees, if applicable

Complete a Worker Incident Report (VI-FOR-172) if any needles are found

### DEVELOPED BY

Vanos Insulations Ltd. | January 2, 2019
SAFE JOB PROCEDURE

FALL PROTECTION
Document # VI-SJP-402

GENERAL
It is Vanos Insulations’ expectation 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 restriction. Vanos Insulations will ensure that all employees on our construction sites are trained in the proper use of fall protection equipment and can demonstrate all aspects of fall prevention, fall restriction and fall arrest.

STANDARD
When a worker is hired, he/she must show proof of fall protection training. If proof of training cannot be provided, the worker may not work in any area that requires he/she to wear a fall arrest equipment until the worker has received the appropriate training. The worker must be able to demonstrate to the foreman, proper use of fall protection equipment.

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.
• Employers must have a fall rescue plan relevant to the site conditions and communicated to the rescue team.

All new site personnel must receive proper fall protection training MOL/WAH is the required training standard. The training will be based on Ministry of Labour WAH training program. The training requirement is for workers on construction projects who use any of the following methods of fall protection:

• travel restraint systems
• fall restricting systems
• fall arrest systems
• safety nets
• work belts or safety belts

Part of the training will also be to develop a written “Rescue Procedure” as per the construction regulation (O.Reg. 213/91).

Workers not able to show proof of training will NOT be allowed to work at heights, until the training record is supplied, or new training is completed.

FALL PROTECTION SYSTEMS MUST BE IN PLACE IF ANY WORKER IS EXPOSED TO ANY OF THE FOLLOWING CONDITIONS
Falling more than 3 metres
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

The three key aspects of Fall Protection are:

1. **Fall Prevention** - the taking of necessary precautions to prevent falls from occurring from ladders, Scaffolds, work platforms, roofs or when working near floor openings, and unguarded ledges
2. **Travel restraint systems** – restricts a worker from reaching the edge.
3. **Fall Arrest** - requiring the proper use of fall protection equipment, so that if the worker does fall he/she is protected from serious injury.
# FALL PREVENTION

The worker must be familiar with proper procedures when working with:

- Ladders, including:
  - Portable ladders
  - Step ladders
  - Fixed ladders
- Scaffolds
- Powered Elevating Work Platforms
- Protective Covers over openings in floors, roofs and other work surfaces
- Warning Barriers and Bump Lines, and the correct use of guard rails

This system allows a worker to reach the edge but will not allow the worker to fall over the edge.

- Full body harness
- Shock absorbing lanyard
- Rope grabs.
- Lifeline
- Lifeline anchor

**Must meet CSA standards**

## TRAVEL RESTRAINT SYSTEMS

Must be worn in any of the following situations where the worker may fall:

- More than three (3) meters (10ft.)
- Into operating machinery
- Into water or other liquids
- Into or onto hazardous substances or objects

## FALL ARREST SYSTEMS

Shall be adequately secured to a fixed support or to a lifeline that is securely fastened to the project.

Shall be arranged so that if the wearer falls, the wearer will be suspended no more than 1.5 meters below his or her location before the fall.

Shall apply a peak fall arrest force no greater than 8 kilos newtons to the wearer.

The lanyard must be 5/8” diameter nylon or equivalent.

When lanyard is wire rope or nylon webbing, a shock absorber must be used.

The lanyard must be arranged in such a way to prevent the person from falling freely more than 1.2 meters (4 feet).

The lanyards shall be secured to a life line or fixed anchorage point that meets the requirements of section 26.7 O. Reg. 145/00, s 14.

Safety belts are only to be used in conjunction with safety lines where work restraint is required (e.g. roof tops and water’s edge) **NOT** for fall arrest purposes.

Consists of:

- Full body harness
- Shock absorbing lanyard
- Rope grabs
- Lifeline
- Lifeline anchor

**Must meet CSA standards**

## GUARDRAILS

Required around openings in a floor, roof or surface to which a worker has access and may fall into liquid or into or onto any hazardous substance or object, or from which the worker may fall a vertical distance of 2.4 meters or more.

Must be provided at the open sides and ends of a scaffold platform, work platform runway or ramp that is used as a path for a wheelbarrow or similar equipment and from which a worker may fall a distance of 1.2 meters or more.

Must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails.

Must be constructed of securely fastened wood, 38 mm x 89 mm (2” x 4”) with support posts no greater than 2.4 meters apart.

Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed. (where removed, the worker must use a fall arrest or travel restraint system and warning signs must be posted)

## FLOOR OPENINGS

Floor openings which are not protected by guardrails and to which workers have access, must be covered with securely fastened planks capable of supporting all loads they may be subjected to.

Must be clearly marked “danger due to floor opening” to warn others.

If floor-opening covers must be removed, then the opening must be made safe until such time as the floor opening may be covered properly once again.
**RESPONSIBILITIES**

**SUPERVISOR/FOREMAN**
- To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use this checklist.
- Ensure all workers on site have been trained.
- Make sure the subcontractors' workers who are using fall protection have been trained (this should be viewed at the site orientation).

**SAFETY COORDINATOR**
- To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use this checklist.
- Ensure all workers on site have been trained.
- To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use this checklist.

**SENIOR MANAGEMENT**
- Make sure the subcontractors' workers who are using fall protection have been trained (this should be viewed at the site orientation).
- Ensure all workers on site have been trained.
- To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use selection and use of fall protection components and revise as often as is necessary.

| **LADDERS** | Always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must not be used and are to be removed from the site immediately. Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mudsill must be used. Ensure ladders are of proper length (extended three feet or 90 cm beyond the landing). Landing areas at both ends of the ladder must be clear of debris and materials. All access ladders must be tied off or otherwise secured to prevent movement. Wooden ladders are to be constructed as outlined in the Ontario Construction Regulations 213/91 (made of straight grain wood, not painted or coated, equipped with filler blocks, etc.). Depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than 1/4 or greater than 1/3 the vertical distance between these points. Always maintain a three-point contact when climbing ladder (e.g. two feet and one hand or one foot and two hands). If working from a ladder at 10 feet or more, fall protection is required. When a task must be performed while standing on a ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top and with his body between the side rails. Ladders should not be erected on boxes, carts, tables, scaffold platforms or on vehicles. Metal ladders, or ladders with metal reinforcing, must not be used near energized electrical conductors. Ladders should not be used horizontally as substitutes for scaffold planks, runways or other tasks for which they have not been designed. Damaged ladders are not permitted on the job site. Any ladders found to be defective must be clearly tagged out of service and removed until repaired as per the manufacturer’s standards. Step Ladders must only be used for tasks that conform to the manufacturer’s recommendations for use, setup and inspection. Spreader arms must be in the fully locked position when in use. No one is to stand on the top of a step ladder, they must be suitable to both the height required to reach and the weight loads of workers. Weight load and safety decals must be visible and legible. |
| **SCAFFOLDS AND OTHER WORK PLATFORMS** | The erection and dismantling of scaffold must be carried out under the supervision of knowledgeable and competent personnel. Scaffold must be erected in accordance with the manufacturer’s requirements (e.g. braces, connecting pins, screw jacks, base plates, guardrails, etc.) using only components in good repair. Only competent, trained personnel are permitted to modify scaffold system. Scaffold must be erected, used and maintained in a reasonably plumb condition using sound mudsills capable of supporting the scaffold and any loads to which it may be subject. Scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 51 mm x 25.4 cm (2” x 10”) in cross section; and No. 1 spruce. Scaffold platforms and other work platforms (benches) must be at least 46 cm (18 inches) wide and if they are over 2.4 meters (8 feet) high, they must be planked across their full width. Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing. Where scaffolds cannot be tied in to a building, adequately secured guy lines should be used to provide stability. Scaffold planks must be securely fastened to prevent them from sliding (e.g. cleats). Remove ice, snow, oil, grease and other slippery material from the work platforms and/or treat the surfaces to eliminate slip hazards. Scaffold on wheels must be equipped with braking devices on each castor. Scaffold or other work platforms must not be loaded in excess of the allowable limits. Other work platforms may include makeshift scaffold, sub-floors, etc. When unsure of the allowable load limits for the platform, engineers should be consulted, and allowable load limits should be established by the engineer. Ensure properly erected and secured ladders are used to access scaffold. A pre-use scaffold inspection form is to be filled in and submitted to the site office, signed by the competent supervisor or worker. Any scaffold components found to be defective, must be tagged and removed from service by a competent person. No damaged items are to be used. |

**SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES** | Make sure the subcontractors’ workers who are using fall protection have been trained (this should be viewed at the site orientation). Ensure all workers on site have been trained. To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use selection and use of fall protection components and revise as often as is necessary. |
<table>
<thead>
<tr>
<th>WORKER RESPONSIBILITIES</th>
<th>All fall protection fall restraint and fall arrest components must be inspected daily prior to use and tagged out defective if deficiencies are found. No damaged components are to be left on the jobsite. Responsible for having valid training certificate on their person.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
SAFE JOB PROCEDURES

PIN GUNS
Document #: VI-SJP-403

<table>
<thead>
<tr>
<th>GENERAL</th>
<th>Vanos Insulations will take all reasonable precautions when working with pin guns</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>When working with a pin gun</td>
</tr>
<tr>
<td>PROTECTIVE MECHANISMS</td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness PPE</td>
</tr>
<tr>
<td>SELECTION AND USE</td>
<td>Pin Guns are to be operated only by competent workers. The pin gun system must be inspected daily, before beginning work, and the inspection results recorded on the Pin Gun Inspection form. VI-FOR-121(a) Pin guns found to be defective must be immediately removed from service and returned to the Vanos Insulations shop for repair or replacement. Comply with all electrical, fire and other applicable codes or ordinances pertaining to the use of stud welding systems Where possible, remove all combustible or volatile materials from the weld area Use caution when welding near or through combustible materials to ensure that sparks do not come in contact with combustible material Eye protection is always to be used when welding; shade #3 absorptive and filter lens and side shields are suggested Never look directly at the weld arc without appropriate eye protection Ear protection is recommended; operator and anyone within 5 feet of the stud welding operation should use hearing protection Use of fire-resistant protective clothing is recommended. At a minimum, clothing must be sufficient to protect the operator from weld sparks (e.g. long sleeves and pants) Keep hands and clothing away from the weld stud, chuck and all other parts in contact with them during the weld cycle Keep weld cable and connectors in good condition. Inspect daily, before beginning work, for bare or exposed wires, broken insulation layers and loose connections Do not stand in water or on damp surfaces while welding. Avoid wearing wet or sweaty clothes. Do not weld in the rain. Use extreme caution when servicing or troubleshooting any component of the pin gun system. Turn all power controls off and disconnect all electrical cables.</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</td>
<td>Educate workers on proper protocol. Visually ensure workers are following protocol. Follow defective tools protocol, if needed.</td>
</tr>
<tr>
<td>WORKER RESPONSIBILITIES</td>
<td>Inform supervisor/foreman of any issues that arise. Follow defective tools protocol, if needed. Wear/use appropriate PPE</td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
# Safe Job Procedures

## Band-Saw

<table>
<thead>
<tr>
<th>DOCUMENT #</th>
<th>VI-SJP-404</th>
</tr>
</thead>
</table>

## General

Vanos Insulations will take all reasonable precautions when working with the band saw

## Application

Working with the band saw

## Protective Mechanisms

Hazard Identification & Control through the JHA SWP & SJP  
Training and awareness  
PPE

## Selection and Use

Before using the band-saw perform a visual inspection – check to ensure area is free/clear of debris, trip/slip hazards are removed.  
Proper PPE must be worn while operating equipment (CSA Eye protection, CSA approved footwear and hearing protection)  
Jewelry, loose clothing and long hair should be secured prior to use.  
Engage fan (suction) before starting band saw.  
Safety guard must always be kept on equipment.  
Upper guide should clear stock by about 6mm.  
Before cutting, material should be inspected for defects.  
Make curved cuts gradually and use relief cuts for tight radius curves.  
Never back out of a curved cut while machine is still operating as this will result in the blade coming off (You must wait till blade comes to a full stop).  
Keep hands at the side of the blade while operating 3” away, never in front of the blade.  
Maintain a well-balanced position within marked area. Do not forcefully feed material towards the blade.  
Never start the machine with stock touching blade.  
Never reach under the table.  
Before installing, removing accessories, making repairs, or adjusting/changing set-ups, always turn machine off and disconnect power source.  
At any point during operating equipment it does not function properly, fill out defective tools and equipment form (VI-FOR-134).  
Always leave workspace clear and debris free upon completing a task.  
Maintenance to be done as per tool & equipment inspection (VI-FOR-107).

## Senior Management  

**Safety Coordinator**  
Educate workers on proper protocol.  
Visually ensure proper techniques are being used by workers.

**Supervisor/Foreman Responsibilities**

Inform supervisor/foreman of any issues that arise.  
Wear/use appropriate PPE.

## Worker Responsibilities

Inform supervisor/foreman of any issues that arise.  
Wear/use appropriate PPE.

## Developed By

Vanos Insulations Ltd.  
January 2, 2019
<table>
<thead>
<tr>
<th><strong>GENERAL</strong></th>
<th>Vanos Insulations will take all reasonable precautions when working with the metal shears</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION</strong></td>
<td>Working with the metal shears</td>
</tr>
<tr>
<td><strong>PROTECTIVE MECHANISMS</strong></td>
<td>Hazard Identification &amp; Control through the JHA SWP &amp; SJP Training and awareness PPE</td>
</tr>
<tr>
<td><strong>SELECTION AND USE</strong></td>
<td>Safe use of the metal shear requires a 2-hand procedure: One hand on shear handle, one hand on the out-feed material at all times. Never pass any body part beneath the step shear blade. Stand back from the shear handle to avoid striking chest with handle. Never operate shear when bystanders are in the area. Shear to be locked when not in use. Appropriate PPE is to be worn (eye protection, footwear) Ensure area is free and clear of debris.</td>
</tr>
<tr>
<td><strong>SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES</strong></td>
<td>Educate workers on proper protocol.</td>
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<tr>
<td><strong>WORKER RESPONSIBILITIES</strong></td>
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</tr>
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<td>Vanos Insulations Ltd.</td>
</tr>
</tbody>
</table>
# Safe Job Procedures

## Material Storage, Loading & Unloading

**Document #: VI-SJP-406**

### General
Vanos Insulations will ensure workers have a knowledgeable understanding of proper storage, loading and unloading of material.

### Application
- Material storage
- Loading & unloading trucks
- Delivery material

### Protective Mechanisms
- SWP & SJP
- Training and awareness

### Material Storage
- Large shipments of material and equipment must be pre-arranged with the supervisor or senior management.
- All materials are to be stored in an organized manner in the designated storage areas (as approved by the supervisor or senior management).
- Materials must be stored in such a manner that they will not tip, collapse or fall.
- Objects or materials are not to be projecting from loads in a dangerous manner.
- Doorways, aisles, roadways and other work areas are to remain unobstructed, by materials and other objects.
- Materials must not be stored within 1.8 meters from the edge of a roof, floor, etc.
- Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.
- Approval must be obtained from supervisor or senior management for receiving of materials from a major roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

### Material Loading and Unloading
- Make sure load is secure.
- Do not stake too high.
- Use proper lifting techniques.
- If necessary, use people or mechanical help.
- Wear/use proper PPE.
- Secure area free from debris, traffic and pedestrians.
- Shut off engine while loading.
- Chalk wheels when going to use forklift to load/unload.
- Make sure driver views are not obstructed.
- Secure material

### Loading Dock Procedure
- Manually open door.
- Drop loading ramp (pushing foot peddle than push ramp down).
- Chalk wheels if forklift is to be used.
- Unload truck by hand, trolley or forklift.
- Close ramp (pull yellow handle).
- Shut door manually and lock.
- Double check load material is correct.
- Sign appropriate paperwork.
- Remove chalks.
- Signal driver to leave.

### Senior Management
**Safety Coordinator, Supervisor/Foreman Responsibilities**
- Educate workers on proper protocol.

### Worker Responsibilities
Inform supervisor/foreman of any issues that arise.

### Developed By
Vanos Insulations Ltd.

January 2, 2019
SAFE JOB PROCEDURES

FIRE EXTINGUISHER INSPECTIONS
Document #: VI-SJP-407

GENERAL
Guide to monthly inspection of fire extinguishers

APPLICATION
All office, company vehicles, jobsites.

SELECTION AND USE

<table>
<thead>
<tr>
<th>Type</th>
<th>CLASS A</th>
<th>CLASS B</th>
<th>CLASS C</th>
<th>CLASS D</th>
<th>Electrical</th>
<th>CLASS F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Foam</td>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Dry Powder</td>
<td>✓</td>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>CO₂</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>Wet Chemical</td>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>✓</td>
</tr>
</tbody>
</table>

Fire extinguishers are designed to put out or control small fires. A small fire, if not checked immediately, will soon spread out of control. In fact, most big fires start out as small ones. It is important, therefore, that you equip your workplace with the proper fire extinguishers as part of your fire protection plan.

For a fire extinguisher to be effective, the following conditions must be met:

- The extinguisher must be right for the type of fire; 4A40BC “construction sites”
- It must be located where it can be easily reached;
- Standard “Fire Extinguisher Located Here” sticker/ signage must be displayed
- It must be in good working order;
- The fire must be discovered while it is still small;
- The person using the extinguisher must be trained to use it properly.
- It must be replaced immediately with another ready for use.
- It must be protected from freezing, heat, falling or rolling.

Just like any specialized tool or equipment, the annual maintenance that must be done for a fire extinguisher must be completed by a trained and licensed portable fire extinguisher technician on an annual basis and must have a tag showing the year attached. However, almost anyone, with minimum knowledge, can perform a “quick check” monthly inspection.

It is usually a good idea that the monthly inspection job be assigned to one person who performs the inspection on or near the same day every month, prefabbed when completing the weekly or monthly site inspection.

MONTHLY INSPECTIONS

Know where all the portable fire extinguishers should be located and document any missing extinguishers so that they may be replaced.

When approaching the extinguisher, check that it is easily seen and not blocked by equipment or other objects that could interfere with access in an emergency. The average wall placement should be no more than 5 feet at the top of the unit to allow accessibility and inspection. DO NOT place behind doors or leave free standing on floors or workbenches-it must be protected from damage, rolling and dropping or damaging the gauges etc.

Check that the operating instructions on the nameplate are facing outward and are legible.
Make sure that the pin and safety seal or tamper indicator are intact and not broken.
Ensure the pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone – not too high and not too low.

Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle. While you are examining the extinguisher, feel the weight, does the unit feel full? Is the Hazardous Materials Identification System (HMIS) Label in place? Look at the maintenance tag attached to the extinguisher and verify that the last maintenance date was not more than 12 months ago.

If all of the above conditions are met, initial and date the back of the tag.

Components of a Fire Extinguisher

<table>
<thead>
<tr>
<th>SENIOR MANAGEMENT</th>
<th>Use this Safe Work Practice as a guide to ensure all fire extinguishers are inspected monthly.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFETY COORDINATOR</td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR/FOREMAN</td>
<td></td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td></td>
</tr>
<tr>
<td>WORKER</td>
<td>Employee responsible can use this Safe Work Practice as an instruction to inspect fire extinguishers.</td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td></td>
</tr>
<tr>
<td>DEVELOPED BY</td>
<td>Vanos Insulations Ltd.</td>
</tr>
<tr>
<td></td>
<td>January 2, 2019</td>
</tr>
</tbody>
</table>
SAFE JOB PROCEDURE

GH2T GANTRY LIFT
Document # VI-SJP-408

GENERAL
Vanos Insulations may require the use of a GH2T Gantry Lift. Before operating this product, workers are to read and understand the SJP to become familiar with the potential hazards of this unit. Throughout this SJP, the words WARNING, CAUTION and IMPORTANT will be used to alert the worker to special instructions concerning an operation that may be hazardous if performed incorrectly or carelessly.

<table>
<thead>
<tr>
<th>PPE AND OTHER REQUIRED EQUIPMENT AND INFORMATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Identification &amp; Control through the Job Hazard Analysis (JHS)</td>
</tr>
<tr>
<td>The Right to Refuse Unsafe Work Procedure</td>
</tr>
<tr>
<td>Basic PPE for the jobsite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKER RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• DO NOT EXCEED load capacity of 2 metric tons (2,000 kg) or 4,400 lbs</td>
</tr>
<tr>
<td>• ALWAYS inspect all equipment prior to use</td>
</tr>
<tr>
<td>• NEVER use unit if any part of equipment appears damaged or does not assemble properly</td>
</tr>
<tr>
<td>• ALWAYS wear proper PPE &amp; clothing when operating unit</td>
</tr>
<tr>
<td>• ALWAYS keep bystanders at a safe distance</td>
</tr>
<tr>
<td>• NEVER misuse the unit. Perform only the functions for which the unit is designed</td>
</tr>
<tr>
<td>• NEVER use equipment as a personnel lift or carrier</td>
</tr>
<tr>
<td>• NEVER stand under an elevated load</td>
</tr>
<tr>
<td>• NEVER operate during high winds or electrical storms</td>
</tr>
<tr>
<td>• NEVER use lift to support ladders or other climbing devices</td>
</tr>
<tr>
<td>• ALWAYS move loads by moving the trolley on the Gantry cross beam while the lift is stationary with all casters locked</td>
</tr>
<tr>
<td>• NEVER leave a load on the Gantry lift unattended</td>
</tr>
<tr>
<td>• ALWAYS adjust A-frame heights prior to attaching a load and make certain cross beam is level</td>
</tr>
<tr>
<td>• NEVER adjust A-frame heights without first securing trolley to center of cross beam</td>
</tr>
<tr>
<td>• ALWAYS use lift on a hard, level, smooth surface that is free of debris and obstruction</td>
</tr>
<tr>
<td>• ALWAYS ensure load is not secured to the ground before attempting to lift it</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPERVISOR RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisors must ensure the health and safety of all workers under their direct supervision, which includes ensuring that work procedures developed by the employer are effectively implemented.</td>
</tr>
<tr>
<td>Responsible for the completion of Gantry Inspection Form (VI-FOR-180)</td>
</tr>
</tbody>
</table>
1. Erect A-Frame

Begin with the A-frames lying flat on the ground. Assemble Gantry following instructions below.

1. To extend one leg push the red leg locking button. The leg is now free to extend.

Repeat process for second A-frame.

2. Extend each leg until the button clicks in place locking the leg in the open position.

3. Lock all casters on both A-frames by pushing down on caster brake mechanism.

4. Casters can be locked at 90 degree angles to make transport easier. To lock caster at a 90 degree angle, flip the caster lock lever as indicated in above illustration.

CAUTION
Be certain both casters on both A-frames are locked before erecting A-frames.

5. Position A-frames as necessary at either end of cross beam.

2. Assemble Components

1. Lay out cross beam in a cleared area. Place one A-frame at either end of the cross beam as shown.
2. Lift one side of cross beam onto A-frame and line up outside bolt hole on A-frame with desired bolt hole on cross beam. Place bolt through bolt hole on A-frame and cross beam with washers on either side of the bolt. Loosely tighten so A-frame can swivel when A-frame is erected.

3. Place trolley at the opposite end of the cross beam. Center trolley on cross beam and tighten with set screw.

4. Lift cross beam end without bolt inserted and position on A-frame lining up outside bolt hole on A-frame with desired bolt hole on cross beam.

5. Place bolt through bolt hole on A-frame and cross beam with washers on either side of the bolt. Loosely tighten so A-frame can swivel when A-frame is erected.

6. Erect one A-frame and line up inside bolt hole on the A-frame with corresponding bolt hole on the cross beam. Using a ladder, place bolt through bolt hole on A-frame and cross beam. Tighten both sets of bolts.

7. Erect second A-frame and line up inside bolt hole on the A-frame with corresponding bolt hole on the cross beam. Place bolt through bolt hole on A-frame and cross beam with washers on either side of the bolt. Fully tighten both sets of bolts.
<table>
<thead>
<tr>
<th>GANTRY HEIGHT ADJUSTMENT</th>
<th>2. Adjust lifting handle location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unlock casters</td>
<td>![Image of lifting handle]</td>
</tr>
<tr>
<td>Unlock both casters on the A-frame for which you will be adjusting the height.</td>
<td></td>
</tr>
<tr>
<td>CAUTION</td>
<td>Release the plunger pin on the lifting handle and slide handle to desired position most convenient for lifting or lowering A-frame height. Release plunger pin and be certain it locks into place through pre-set holes before attempting to make height adjustment.</td>
</tr>
<tr>
<td>CAUTION</td>
<td></td>
</tr>
<tr>
<td>NEVER attempt to adjust the height while the lift is holding a load.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GANTRY SPAN ADJUSTMENT</th>
<th>3. Remove locking pin</th>
</tr>
</thead>
<tbody>
<tr>
<td>5m and 15 ft GH2T Gantry beams have two inner span adjustments on each end of the beam. 3m, 4m, 10ft and 12ft Gantry beams have one inner span adjustment. Span adjustments are by increments of 13” (33cm). 8ft Gantry beams have no span adjustments.</td>
<td></td>
</tr>
<tr>
<td>To make span adjustments during assembly, simply place the outermost bolt on the A-Frame in the second or third inside bolt hole on the beam. It is not necessary to adjust the span symmetrically on either end of the beam</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOVING GANTRY LIFT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjust A-frame heights to lowest possible position prior to moving</td>
<td></td>
</tr>
<tr>
<td>2. Unlock all casters on both A-frames</td>
<td></td>
</tr>
<tr>
<td>3. Gantry should be moved with at least two people, one on each end. Move by pushing or pulling on the Gantry, not the load</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEVELOPED BY</th>
<th>January 2, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanos Insulations Ltd.</td>
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</tbody>
</table>
# FORKLIFT

**Document #: VI-SJP-409**

## GENERAL

Vanos Insulations will take all reasonable precautions when working with the forklift.

## APPLICATION

When working with the forklift.

## PROTECTIVE MECHANISMS

- Hazard Identification & Control through the JHA SWP & SJP
- Training and awareness
- PPE

## SELECTION AND USE

- Daily pre-use inspection checks will be performed by the operator. Using Pre-Use Forklift Inspection form - VI-FOR-124. Only qualified personnel shall operate or inspect forklifts. Make sure the forklift can carry the weight load it will be subjected to.
- Check and recheck the brakes with the first load and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes right away, using a Defective Tool form VI-FOR-134.
- Circle check the area you are required to work in and ensure there are no materials, tools or other workers in the travel area. Always be aware of and stay clear of overhead power lines. Review Power Line Contact, Element # 11, Health & Safety Manual.
- Do not drive with wet or greasy hands, muddy boots, or hoodies on. There are all safety hazards that may cause an incident.
- Always use the seat belt. Should the fork lift roll over for any reason, you need to be secured within the cab for your own protection.
- Face in the direction of travel, look behind before backing up, check blind spots and your path of travel. Sound horn at doors, corners, and exits. Use a signal person to assist in other situations as required.
- Avoid sudden stops, turns, or starts. Always secure the load with appropriate straps in good condition.
- Drive slowly on wet or slippery surfaces and rough ground, ensure that you have good footing when exiting the equipment, do not jump.
- Keep forks close to the ground (4"-6") and tilted slightly back. Never leave the forks raised with the controls unattended.
- No horse-play or stunt driving, and no passengers are permitted. Keep all parts of the body inside running lines of the truck.
- When driving up or down a slope, the load must always be uphill. Do not drive across a slop and do not park on a slope.
- Whenever you leave the truck, lower the platform or fork, set the brake, neutralize controls, and shut off power.
- Do not block walkways, platforms, exits or emergency equipment.
- Secure the equipment and block wheel when necessary to prevent movement or afterhours access to the equipment.
- Operator is responsible to ensure the keys are not left in the equipment, and to purge the propane tank at the end of the day.

## SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES

- Educate workers on proper protocol.
- Ensure only certified workers are using.
- Follow defective tools protocol if needed.

## WORKER RESPONSIBILITIES

- Inform supervisor/foreman of any issues that arise.
- Take all reasonable precautions when using.

## DEVELOPED BY

Vanos Insulations Ltd. January 2, 2019
SAFE JOB PROCEDURES
LOCK OUT/TAG OUT
Document #: VI-SJP-410

**GENERAL**
To ensure the protection of employees who must do service or maintenance on machines or equipment and could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes. This procedure will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked out and tagged in accordance with the applicable Provincial Occupational Health and Safety Acts and Regulations.

**APPLICATION**
Applies to all Vanos Insulations employees and contractors who perform servicing or maintenance on machines, equipment or processes that may contain hazardous uncontrolled energy that, if released unexpectedly, could cause harm. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.
This program does not apply to minor servicing tasks that do not have the potential to cause injury to a person or damage to equipment through the release of energy from a hazardous energy source. For example: minor servicing, tool changes or adjustments that do not have potential to cause injury.

**DEFINITIONS**
- **Affected Employee**: A person who uses equipment that is being serviced under lock out/tag out procedures, or who works in an area where equipment is being serviced.
- **Authorized Employee**: A person who locks out / tags equipment to do service or maintenance work. An affected employee becomes an authorized employee when that employee’s duties include service or maintenance work on equipment.
- **Capable of being locked out**: An energy isolating device that is designed with a hasp or other means of attachment to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be capable of being locked out, if lock out can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.
- **Disconnect**: A switch that disconnects an electrical circuit or load (motor, transformer, or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow. Under a lock out procedure a disconnect must be capable of being locked in the open position.
- **Energized**: Connected to an energy source or containing potential energy.
- **Energy Source**: Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.
- **Energy-Isolating Device**: A mechanical device that physically prevents transmission or release of energy.
- **Hazardous Energy**: Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.
- **Isolation**: Ensuring all sources of hazardous energy for a piece of equipment or machinery are moved or controlled to prevent it from unexpected activation or energization.
- **Lock Out**: The placement of a lock on an energy isolating device or lock out device to physically neutralize all energies in a piece of equipment or machinery to ensure the energy isolating device being controlled cannot be operated until the lock out device is removed.
- **Lock Out Device**: A device that locks an energy-isolating device in the safe position.
- **Procedure**: A series of steps taken to isolate energy and shut down equipment.
- **Servicing or Maintenance**: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. Also includes lubricating, cleaning, unjamming, and adjusting or tool changes if a worker may be exposed to the unexpected startup of the equipment during such activities.
- **Supervisor**: An individual who has charge over a workplace or authority over a worker as defined by Provincial Occupational Health and Safety Acts.
**Tag out Device**: A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can’t be operated until the tag out device is removed.

**Tag Out**: Placing a tag out device on an energy-isolating device, under an established procedure, to indicate that the energy-isolating device and the equipment it controls can’t be operated until the tag out device is removed.

## TRAINING
Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand Vanos Insulations lock out/tag out procedure and have skills to apply, use and remove energy controls. The training will include the following:

1. The purpose and use of energy-control procedures. An affected employee is one who normally uses equipment that is being serviced under Lock Out / Tag Out Procedures or works in an area where equipment is being serviced.
2. Roles and responsibilities of the Lock Out/Tag out Program.
3. To recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. An authorized employee locks out and tags equipment to do service work. An affected employee becomes an authorized employee when that employee’s duties include service or maintenance work on equipment.
4. The proper steps of the procedures and the prohibition against starting machines that are locked and tagged out.
5. Types of devices and equipment necessary to perform proper lock out.
6. Employees will be retrained annually to ensure they understand the Lock Out/Tag out Procedure, or whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don’t follow energy-control procedures.

## GUIDELINES
Only **authorized employees** are permitted to perform lock out tag out procedures.

If an energy isolating device is capable of being locked out, then it must be locked and tagged.

If an energy isolating device is not capable of being locked out, then it must be tagged out.

Prior to commencing servicing or work, equipment and machinery shall be inspected to verify the equipment or machinery can be effectively isolated.

All potential sources of hazardous energy (e.g., gravity, electrical, mechanical, pneumatic, pressure, etc.) must be considered when determining lock out tag out procedures.

Each person performing servicing or work on a machine must apply their own lock. After the lock has been applied, the key must be retained by the person who applied the lock.

Each person locking out a device must record the appropriate information on the Lock out Log.

Locks must be key operated and standardized.

Locks must not be used for purposes other than lock out.

Tags must be made of durable, non-conductive material and must include wording such as: DO NOT OPERATE, DO NOT START, DO NOT OPEN.

## PROCEDURE
### PREPARE FOR SHUTDOWN
The authorized employee will:

- Identify machines, equipment and processes to be isolated.
- Inform all affected employees when machinery or piece of equipment will be locked out.
- Identify the types and magnitude of hazardous energy to be controlled and understand the hazards of that energy.
- Identify the methods for controlling the hazardous energy.
- Identify all isolation points and energy isolation devices to be locked out.
- Identify and obtain appropriate personal protective equipment.
- Identify and obtain locks, tags, lock out devices and other equipment required to perform the work.

### EQUIPMENT SHUTDOWN
- Notify all affected employees of the lock out.
- Shutdown the equipment following the normal stop or rundown procedures.

### ISOLATION
- Locate all energy isolation devices required to control the hazardous energy.
- Operate the energy isolation devices such that the machine or equipment is isolated from energy sources.

### APPLY LOCK AND TAG
- Apply locks and tags to each energy isolation device to ensure it is held in OFF position.
Where a lock out device is required for an energy isolation device, install the lock out device and apply locks and tags to ensure it is held in the “OFF” position.

DE-ENERGIZATION: Control or Release Stored Energy

- After application of lock out devices, all stored or residual energy must be relieved, disconnected, blocked, bled, restrained or otherwise made safe.

Note: Remember to check that all motion has stopped. Consider energy stored in capacitors, springs, pressure lines, block or support elevated equipment.

VERIFICATION

- Ensure all affected employees are cleared of the machine or equipment.
- Before beginning any work, verify the machine or equipment is isolated and cannot be activated or restarted by one or more of the following actions:
  - Manually operating control buttons or switches to start or operate the machine or equipment. Return controls to their off or neutral position.

VERIFICATION CONTINUED

- Using test instruments to test circuits.
- Visually inspecting the position or movement of parts such as gears, rotating parts, shafts, flywheels to ensure movement has ceased; inspecting gauges or other indicators.

PERFORM MAINTENANCE OR SERVICE ACTIVITY

- Complete the activity that required the lock out process to be started.

RELEASE FROM LOCK OUT

- Ensure all non-essential equipment or parts have been removed from the machine and the machine is operationally intact and safe to be operated.
- Ensure the machinery, equipment and surrounding area is clear of anyone who could be harmed by the start-up.
- Ensure each person who applied a lock out device and tag remove these from each energy isolation device.
- Energize the machine, but do not start it up.
- Notify all affected employees the machine or equipment is ready to be started.
- Re-start the machine or equipment.

Note: It is good practice to ensure any individual who placed a lock on the system should also be present when the system is re-started. This practice helps make sure those employees working on the system are not in a hazardous area when the machine is restarted.

TESTING ON ENERGIZED EQUIPMENT

When there is a need to temporarily remove a lock out device to perform testing or troubleshooting on a piece of equipment or machinery, the following procedure is to be used:

1. Clear the machine or equipment of parts, tools that could be affected by energizing the machine or equipment.
2. Clear people from the area.
3. Remove the lock(s) and tag(s) from the affected energy isolation device.
4. Perform the required testing/work.
5. De-energize and re-apply the lock out devices
6. Verify the machine or equipment has been re-isolated by operating controls, etc.
7. Resume work on the machine or equipment.

GROUP LOCK OUT

When maintenance or servicing work is being performed by more than one authorized employee, a primary authorized employee must be assigned responsibility for controlling all energy isolating devices for the machine, equipment or process.

1. Before beginning work, the primary authorized employee will apply a multi-lock hasp and lock to each energy isolating device and verify the machine, equipment or process has been isolated.
2. Other authorized workers review the adequacy of the isolation and apply their own locks to the multi-lock hasp.
3. Authorized employees perform work.
4. Upon completion of work, each authorized employee removes non-essential items from the work area and remove their own personal lock(s).
5. The primary authorized employee is the last one to remove their lock and the energy isolating device. This can only be done after the primary authorized employee has assessed the area and is satisfied it is safe to do so.

CONTRACTORS

Whenever outside contractors perform maintenance or servicing work that requires lock out tag out procedures, Vanos Insulations Ltd. on site supervisor and each contractor shall inform each other of their respective lock out tag out procedures. The onsite supervisor must communicate this to affected employees and ensure these respective procedures are mutually understood.

DELINQUENT LOCKS/ABANDONED LOCK & TAG REMOVAL
Each authorized employee who applies a lock and tag is responsible for removing their own lock and tag. In situations where it is not possible for the employee to remove his/her own lock (e.g., tags are missing, keys are missing, or an emergency occurs), a supervisor may authorize the removal of a delinquent or abandoned lock by the following steps:

1. Every effort shall be made to identify and contact the lock owner, including phone calls to the residence.
2. The authorized individual will assess the situation to determine whether it is safe to remove the lock, preferably with someone knowledgeable of the machine, equipment or process and reason for the lock out and/or the maintenance or service work being performed.
3. After it has been determined to be safe to remove the lock, the authorized individual will complete a Delinquent / Abandoned Lock Removal form before removing the lock.
4. The authorized individual removes the lock and ensures the person whose lock was removed is notified of the removal before they return to work.

**SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES**

Identifying machines, equipment or processes in their area(s) that possess hazardous energy and are required to be included in the lock out/tag out program.

Providing equipment, materials and protective devices necessary to perform work safely.

Ensuring written lock out tag out procedures are prepared for machines, equipment and processes in their area.

Ensuring the lock out log form VI-FOR-129 is used to document any lock out.

Ensuring authorized employees under their control understand and apply lock out tag out procedures.

Ensuring contractors performing servicing or maintenance work in their area comply with lock out tag out procedures.

Aiding and guidance when requested, to departments regarding lock out procedures.

Help with the coordination of appropriate training for employees.

Reviewing and updating the lock out tag out program.

**WORKER RESPONSIBILITIES**

Assisting in the development of lock out/tag out procedures for machines, equipment or processes in their area.

Following procedures developed for machines, equipment or processes in their area.

Reporting any deficiencies or problems associated with lock out tag out procedures.

**DEVELOPED BY**

Vanos Insulations Ltd.

January 2, 2019
PROGRESSIVE DISCIPLINE POLICY STATEMENT

PURPOSE

The purpose of this policy is to clarify Vanos Insulations Limited position and to identify/address employee and employment related issues. This policy applies to any and all employee conduct that company management, in its sole discretion, determines must be addressed by discipline. No discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors at its sole discretion before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behaviour, poor performance or violation of the company's policies, practices, compliances or procedures. However, discipline may also be issued for conduct that falls outside of those identified areas. Equally important, company management need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some company policies like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued to employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behaviour and job performance.

Progressive discipline is the exception rather than the rule for probationary employees.

SCOPE

This policy applies to all company employees.

PRINCIPLES

When applied, company management will normally adhere to the following progressive disciplinary process, in whole or in part at its sole discretion:

1. **Verbal Warning**: An employee will be given a verbal warning when a problem is identified that justifies a verbal warning based on any unacceptable behaviour. Verbal warnings will be documented and placed in the employee’s file.

2. **Written Warning**: A written warning is more serious than a verbal warning. A written warning will be issued when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behaviour during the period that a verbal warning is in effect. Written warnings are maintained in an employee’s file.

3. **Suspension**: A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behaviour during the period that a verbal or written warning is in effect.

4. **Last Chance Agreement**: Following a suspension an employee may be required to sign a last chance agreement. The agreement will be in effect for twelve months following the dates of issue.

5. **Termination**: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter(s) that resulted in less severe discipline.
While the company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion with the approval of senior management, to decide whether and what disciplinary action will be taken in each situation.

Reference: Discipline Action Form (VI-FOR-118)

All employees will be subject to disciplinary action for the following offences but not limited to, while on company time/property or during the performance of your job:

- Flagrant safety violations, which do or could endanger life or damage company property.
- Unauthorized possession of firearms, other weapons, or explosives.
- Removing without authority, destroying or tampering with any safety device, sign or signal.
- Unauthorized use of first aid supplies and safety equipment or other equipment or property.
- Under the influence of alcohol or drugs, or in the possession of alcohol or drugs.
- Smoking outside of the “designated smoking area”.
- Not wearing required personal protective equipment (PPE) or equipment when it is a requirement of the job/task at hand.
- Failure to report workplace injury, incidents, occupational illness within the designated timelines, as well as failure to report motor vehicle collisions to the immediate supervisor/foreman.
- Failure to report absent/late arrival to supervisor/foreman

Note: This document discusses safety violations and is not intended to cover other “company HR rules” However the same Form (VI-FOR-118) can be used for HR concerns.

**EFFECT AND CHANGES**

This policy and any future changes will be effective immediately upon communication, publication, posting or notice by any means, subject to relevant terms and limitations of any applicable collective agreements.
Employees must follow the Vanos Insulations Ltd general safety rules as outlined in the safety policies and procedures. Supervisor/foreman/managers are responsible for communicating and enforcing the general safety rules, provincial regulations and any customer rules with the employees on their crews, in their work areas and in their work locations. Below highlight the general rules, please refer to full manual for more details.

1. Incidents, injuries or near misses, regardless of their nature, shall be immediately reported to your supervisor/foreman.
2. All personnel shall wear approved CSA hard hats on the sites.
3. Clothing shall be appropriate to duties being performed. Long pants, a shirt (e.g., tank tops and cut-off shirts are not permitted) and CSA approved work boots.
4. CSA approved safety glasses shall be worn at all times, while on the jobsite.
5. Smoking is permitted only in designated areas. Company vehicles are not a designated area.
6. Running is not permitted anywhere, except in the case of extreme emergency.
7. Hand tools shall not be used for any purpose other than that intended. Any tools or equipment that is damaged or has worn parts shall be locked and tagged out and promptly repaired or replaced.
8. Only authorized personnel shall operate power tools, with guards furnished by the manufacturer in place.
9. All electrical hand tools shall be grounded or double insulated.
10. Lock out /tag out procedures MUST be followed.
11. Explosive/power actuated tools shall be used only by persons who have been instructed and trained in their safe use.
12. Possession or use of intoxicating beverages and/or unauthorized drugs during work hours is strictly forbidden and constitutes grounds for termination. All employees are to arrive “fit for work” as per the Occupational Health & Safety Act.
13. Riding on equipment is prohibited. No person shall ride any hook, hoist, fork, bucket or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.
14. Horseplay, fighting and possession of firearms are strictly forbidden on the job and constitute grounds for termination.
15. Uttering threats, racial or sexual comments to any employee, sub-trade, clients or visitors is prohibited.
16. Violence of any kind may constitute an immediate dismissal for the aggressor.
17. Company vehicles must not be used for personal use.
18. When working for a constructor/customer you must follow their site/location safety rules (unless Vanos Insulations requirements surpasses them and offer greater protection to workers)
19. If any of the outlined general rules are disregarded, disciplinary action will be taken as per Vanos Insulations’ progressive discipline policy statement.

SMOKING

As a company we pride ourselves on our professional image and reputation. The Smoke-Free Ontario Act came into effect on May 31st, 2006. The act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

POLICY

- Smoking is not allowed in enclosed places or within 30 feet of any external doorways or windows. (some jobsites maybe entirely smoke free such as schools, hospitals and other government buildings) You must always comply with the site requirements.
- Smoking is not permitted in company vehicles at any time.
- No smoking signs must be displayed at entry points and discussed during site orientation.
- Smoking is not permitted at any time when using or storing flammable or combustible materials. Where smoking is permitted, we request that butts be fully extinguished and placed in a suitable container, not just left on the ground or near any water ways.
• Chewing tobacco is also a hygiene/communicable germ source concern. Anyone found spitting chewing tobacco on site or in or around building entry ways, will be subject to disciplinary action.
• When at Vanos Insulations, smoking is only permitted in the designated smoking area.

CELLULAR PHONES AT WORK

This policy is intended to cover cellular telephones, PDAs, Blackberries, two-way radios and all other forms of portable communication devices. For the purposes of this policy, all communication devices shall be referred to as “cellular phones”.

POLICY:

1. During regular business hours, Vanos Insulations employees are directed to utilize their cellular phones for business purposes only.
2. Employees are directed to avoid making or receiving personal calls during work time and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
3. Personal calls should be made during non-work time and employees should ensure that their friends and family members are instructed of this policy. (Emergency situations excluded)
4. Vanos Insulations is not liable for the loss of or damage to personal cellular phones brought into the workplace.
5. Vanos Insulations strictly prohibits the use of cellular phones while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured, or the device used only by an employee who is out of harms way at such work environments.
6. Vanos Insulations employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
7. Vanos Insulations employees are strictly prohibited from using any cellular phone or similar device as an unauthorized media storage device for the storage or transportation of Vanos Insulations Ltd. business information.
8. For privacy reasons, Vanos Insulations employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission from the company.

USE OF MOBILE PHONES WHILE OPERATING A MOTOR VEHICLE:

1. Vanos Insulations strictly prohibits the use of mobile phones and PDA’s while operating Vanos Insulations owned and operated vehicles or while operating a vehicle on Vanos Insulations properties or jobsites.
2. The use of hands-free mobile phones should be kept to a minimum when driving.

TO MAKE OR RECEIVE CALLS

• Pull over and stop in a safe location (highway shoulders should not be obstructed);
• Allow a passenger to operate the phone
• Use voice mail and respond to the call at a safer time
• Let someone else drive, freeing you up to make or receive calls

Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a phone or PDA while operating a vehicle in the course of their employment. Employees who choose to violate the policy will face disciplinary measures up to termination or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving and the employer is sued.
THE PURPOSE OF THE ALCOHOL & DRUG POLICY IS

1. To promote a safe working environment for all employees by clearly defining Vanos Insulations position with respect to the possession and use of alcoholic beverages and drugs.
2. To assist the company and its employees in identifying alcohol and other drug use by employees which could negatively impact the ability to perform at the optimal and regulated standard of safety, completely free of the negative effects of the use of alcohol or other drugs.
3. To identify, accommodate, and assist employee’s, in appropriate circumstances, which are identified as having a drug and/or alcohol-related dependency or disorder.
4. To implement appropriate corrective action/disciplinary action where an employee violates this policy.
5. To implement corrective measures (only in those circumstances where termination is inappropriate) which will assist any such employees who have been identified as violating this policy in returning to their work duties with the essential assurance that the employee will remain, while on duty, completely free of the negative effects of the use of alcohol and other drugs.

SCOPE

This policy applies to all employees during normal company hours and included breaks were an employee is required to return to work in a fit and sober manner, and extends to include any person performing work for the company (including an employee, contractor, owner-operator, leased driver, casual and intermittent driver, or applicant for work) who holds a driver's license, or is required to hold a driver's license, and who regularly or occasionally may be required by the company to operate a company vehicle or equipment.

POLICY

No person under the influence of or carrying intoxicating alcoholic beverages or illicit drugs, is to be on company property during normal working hours – or on work-shifts. The use of intoxicating beverages during working hours, including rest or lunch breaks, is prohibited. The use of drugs during working hours, including rest or lunch breaks, is prohibited without written clearance from a physician that the drug will not impair the employee’s ability to work safely. Possession of intoxicating alcoholic beverages or illicit drugs on company property or job sites is prohibited. Failure to comply with this policy will result in disciplinary action and may result in immediate termination of employment.

RESPONSIBILITY

All management & supervisor/foreman:

- It is the responsibility of all management/supervisors/foreman to ensure that all employees are fully aware of and understand the consequences associated with any breach of Vanos Insulations alcohol and drug policy.

Employees:

- It is the responsibility of all staff to comply with this policy.

PROCEDURES

All new employees will be required to read and acknowledge receipt of this policy and agree to the terms and conditions by signing the acknowledgement form at the time of the orientation.
ALCOHOL AND DRUG GUIDELINES

Personnel affected by alcohol or drugs on any type of site are much more likely to cause injuries to themselves or others and damage to equipment or the environment.

POLICY STATEMENT

1. No person under the influence of or carrying, alcoholic beverages is to enter or knowingly be permitted to enter, the construction project.
2. No person under the influence of, or carrying, an illicit drug is to enter, or knowingly be permitted to enter, the construction project.
3. The use of alcohol and other drugs (not prescribed by a physician) on a job or during work hours will result in disciplinary action.
4. Any prescription provided by a physician that affects your “fit for work” ability, should be submitted outlining what effects it may have on you when working at heights, operating machinery or driving any form of equipment or vehicle.

For a policy to work, all parties must accept and fulfill their appropriate responsibilities. The following roles and responsibilities are typical of what can be expected from the various parties involved.

THE CONSTRUCTOR

The constructor has the overall responsibility for the construction site and must therefore set the standard to be followed. However, Vanos Insulations takes a zero-tolerance role on drugs and alcohol regardless of construction site standard.

SUBCONTRACTORS

The successful bidder must enforce Vanos Insulations’ zero-tolerance role on drugs and alcohol.

The successful bidder will also convey this information to employees when they first enter the site and shall apply this requirement to all employees equally and continuously throughout their operations on the project.

EMPLOYER

When an employee is detected as possibly having a problem with alcohol or drugs, the following procedure is recommended:

- The employee’s supervisor/foreman on site should contact the steward of the trade to which the employee belongs (if union employees). Where there is no union involvement contact the co-chairs of the health and safety committee, if any, or the health and safety representative to also attend the investigation.
- The direct supervisor/foreman should attend the area where the employee is located and assess the employee’s general condition and follow their own company drug and alcohol program.
- Where the third party (JHSC Reps) concurs with the supervisor/foreman that there is a problem and the employee is unfit to work, the employee should be taken home and/or referred to an appropriate treatment facility.
- Under no circumstances are workers under the influence to be allowed to drive themselves from the site. Either call a taxi and direct it to take the worker home, or the supervisor/foreman will ensure they are safely transported from the site to the facility, hospital or home by a competent person.
- Where there is not an agreement after the third-party assessment, assistance should be obtained by either the JHSC or the supervisor/foreman’s employer and/or the health and safety representative.
• Where an employee does not agree with the assessment of the supervisor/foreman and the third party that he or she is unfit to work, the employee shall be asked to submit to an assessment at an appropriate facility regarding whether or not he/she is fit for work.
• Where the employee agrees to an assessment, they will be taken to the closest facility (hospital) for a drug/blood test within a set time period to allow for true testing results to be obtained.
• If the assessment finds the employee is fit for work, the employee shall be paid for the time involved at the regular rate of pay.
• If the assessment finds the employee is unfit, he/she will be taken home and/or referred to an appropriate facility for help.
• As alcoholism is seen as a disability, workers with an alcohol dependence problem will be entitled to return to their former roles and responsibilities AFTER the successful completion of an approved program.

TRAINING

All site supervisor/foreman are to read this policy and procedure and communicate at site orientation that we have a zero tolerance for the use of drugs or alcohol on our jobsites, yard or office.

All workers and supervisors/foreman must view our written discipline policy and understand their responsibilities under the OHSA and any applicable regulations.

LEADERSHIP

The company health and safety coordinator will hold a record of training in drugs and alcohol in the workplace and diversity training to better assist with these incidents as they arise.

The company health and safety coordinator will assist with any incident on site that require further testing should the need arise.

All site orientation must include information regarding the use of any prescription medication and reporting medical conditions to their direct supervisor/foreman.

MANAGEMENT-INITIATED TESTING

Subject to existing legislation and jurisprudence, the company may require employees to submit to medical observation and testing at a designated medical facility (registered medical officer):

1. The employee appears to be under the influence of alcohol and/or controlled substances and/or there have been reports of use on company premises, observation of erratic behavior such as slurred speech, dilated pupils, or unsteady gait; or,

2. The employee is involved in a work-related accident where his/her human error may have been a factor.

All information interviews, reports, memoranda and drug test results, written or otherwise received by Vanos Insulations as part of this drug-testing program are confidential communication unless required by law, the company will not release such information without a written consent form voluntarily signed by the person tested.

Discussions may be held between the suspected employee and the designated individuals to either confirm or disregard any allegations. Provided that the company decides to require medical observation and testing, the employee must be driven (preferably in a company vehicle) to the pre-approved medical site. Upon completion of
the testing, the employee will be placed on suspension until the test results and review of pending disciplinary action is completed. At that time, the employee will be contacted to report for further discussion which will include findings of the test results, disciplinary action, if any, and whether the time spent on suspension will be with or without pay.

Employees found to have a positive test result will be subject to discipline, up to and including termination of employment or contract. Employees who refuse to take the substance abuse screen or to sign required consent forms will be regarded as having violated a work rule and will be subject to discipline, up to and including termination of employment or contract.

After formal testing, provided an infraction of this policy occurs and the company elects not to terminate the employee, the individual may be required to be tested from time-to-time if other incidents arise after treatment is completed, which lead to the conclusion that substance abuse is present.

**REFERRAL**

Any Vanos Insulations employee requiring assistance with drug and alcohol abuse will be offered a list of community services aimed at assisting them with counseling and other required treatment.

Sub-trade employers are responsible to assist their own workers in relation to providing access to services.

Matt Vanos  
President  
Vanos Insulations Ltd.

Date: January 2nd, 2019
The purpose is to clearly outline the Vanos Insulations company policy around the use of proper personal protective equipment (PPE) and to demonstrate that **wearing PPE is everyone’s responsibility**. PPE is an essential component of work activity with the sole purpose of protecting the health and safety of workers.

**POLICY**

PPE is the last line of defense. It is the final control mechanism for the protection of employees performing work tasks. PPE requirements should be outlined in the appropriate safe job procedures or safe work practices (if applicable).

All employees must use the proper PPE as follows:

<table>
<thead>
<tr>
<th>Type of Protection</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Protection</td>
<td>CSA Approved “Class E 1 or 2” Hard Hat</td>
</tr>
<tr>
<td>Foot Protection</td>
<td>CSA Approved Grade 1 Work Boots (mandatory)</td>
</tr>
<tr>
<td>Visibility</td>
<td>Safety/Traffic Vests (when required)</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>CSA Approved Eye Protection/Glasses (mandatory)</td>
</tr>
<tr>
<td>Hearing Protection</td>
<td>CSA Approved Hearing Protection (when required)</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>Properly rated masks, fit tested (when required)</td>
</tr>
<tr>
<td>Hand Protection</td>
<td>Gloves, suitable for the hazard</td>
</tr>
</tbody>
</table>

*Canadian Standards Association (CSA) seal or label on the product*

Vanos Insulations supplies specialty PPE (where required), safety vests, eye, hand and hearing protection. PPE must be cared for, cleaned and maintained according to the manufacturer’s instructions. Employees shall wear long pants and suitable shirts that give the workers arms adequate protection against sun radiation and material irritant’s such as insulation fibres (e.g., tank tops and cut-off shirts are not permitted).

All PPE purchased by the company and put into use operationally, will conform with the relevant provincial Occupational Health & Safety Act, Regulations and codes of practice.

**RESPONSIBILITIES**

**PPE is everyone’s responsibility.** All employees, workers, supervisors/foreman, managers and safety representatives share in the responsibility to ensure the PPE is available, being worn properly, kept in proper condition and that the regulatory and legal requirements are being maintained.

**SUPERVISOR/FOREMAN RESPONSIBILITIES**

- Ensure that the proper PPE for the hazards associated with the work are provided.
- Ensure that workers are wearing the proper PPE when required.
- Conduct periodic inspections of workers and correct situations where workers are not wearing the proper PPE.
- Report repeat problem behaviours to management.
WORKER RESPONSIBILITIES

- Wear the right PPE for the job.
- Keep the PPE in proper working condition and kept clean.
- Ensure others are wearing the proper PPE if observed.
- Inspect the PPE before and after each use.
- Request replacement PPE when damaged or broken.

SAFETY COORDINATOR

- Set policies and procedures on the use of PPE.
- Observe PPE usage when conducting worksite inspections.
- Report deviations from this procedure to the supervisor/foreman or management.

TYPES OF PPE

1. Head Protection
2. Foot Protection
3. Visibility
4. Eye Protection
5. Hearing Protection
6. Hand Protection
7. Respiratory Protection
8. Specialized PPE
9. Hand Protection

1. HEAD PROTECTION

- Hard hats must meet the CSA standards and provincial regulations specific to the industry and be kept in proper working condition (e.g. must be free of cracks).
- Employees provide their own hard hats and must be visually inspected prior to each use.
- Never wear a safety hat without a properly adjusted suspension. This could reduce or eliminate its protective capabilities.
- Do not tamper with the hard hats in any way that will weaken them or reduce their effectiveness: do not paint, drill ventilating holes or cover completely with stickers.
- Both parts of the headwear must be compatible and maintained according to manufacturer’s instructions. If attachments are used with headgear (e.g., ear muffs or winter covers), they must be designed specifically for the use with the specific headwear used.
- The usual maintenance for headgear is washing with a mild detergent and rinsing.
- Hard hats that have suffered an impact should be disposed of and replaced.
- The replacement dates on the hard hats indicates that the hard hat has met its cycle and should be replaced.
- Exposure to sunlight should be minimized (e.g. do not place on the dashboard or rear window of a vehicle when not being worn).

2. FOOT PROTECTION

- Employees supply their own safety boots and must be visually inspected prior to being worn.
- All foot protection must be CSA Approved and have the green label (meaning puncture resistant).
- Must be worn on all construction sites, plant locations, jobsites, the shop and warehouse and any other appropriate location or zone where construction footwear is needed.
- Must be properly laced up and clothing should be worn over the top of the boot to prevent foreign particles and liquids from falling inside.
- Higher cut boots provide enhanced ankle support (preventing ankle rolls).
- Must be in good condition (not excessively worn out, exposed steel caps, etc.).
3. VISIBILITY

- Vanos Insulations provides employees with appropriate visibility protection and must be visually inspected prior to use.
- In all types of roadwork, caution is advised when working in the area of construction equipment and road traffic.
- Traffic vests that meet the visibility requirements for provincial regulations and legislative requirements.
- Blaze orange is the preferred colour, but yellow/lime is also acceptable on most jobsites night time visibility striping may be required, depending on the work conditions. The night time visibility will meet the provincial requirements and regulations.

4. EYE PROTECTION

- Eye protection must meet the latest CSA standards for industrial eye and face protectors.
- Vanos Insulations provides employees with appropriate eye protection and must be visually inspected prior to use.
- If you wear glasses already, prescription safety glasses with side shields are also available and they will fit and feel like your regular glasses.
- Only be clear glass or tinted for sun (black or grey tint only).
- Be properly maintained. If your safety glasses are fitted properly and your lenses are properly maintained, sight should not be blurry or distorted.
- Be adequate to the level of risk. Some jobs require more than safety glasses with side shields – the protection should be adequate to the level of risk. Safety glasses that protect from dust may not protect from splash or radiation. Always use the eye protection appropriate for the job and for the circumstances (e.g. risk assessment).
- Be on when wearing other protection, such as a welding helmet or face shield. Welders and welders’ helpers should also wear the required eye protection equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.
- Fit properly and is close to the face.
- Be clean and not modified.
- Be disposed of and replaced when needed.
- At the Vanos Insulations shop, safety glasses are required when completing a work task. Employees and visitors just passing through the shop are not required to wear eye protection unless they are in danger of flying particles.

5. HEARING PROTECTION

- Vanos Insulations provides employees with appropriate hearing protection and must be visually inspected prior to use.
- Plugs and muffs should have a noise reduction rating (NRR) printed on the packaging. This is the reduction the protection will be provided in an ideal situation.
- Hearing protection must be properly cleaned and maintained.
- If your hearing protection does not take the sharp edge off the noise, or if your ears have ringing, pain, headaches or discomfort in the ears, an evaluation of the type of hearing protection should be performed.
- Defective hearing protection is to be disposed of and replaced as needed.

Noise is measured in decibels (dB). The scale commonly used to measure noise that may harm human hearing is the A scale. Decibels on the A scale are therefore described as dBA.

You should wear hearing protection if you’re exposed to noise levels such as:
- more than 85 dBA for 8 hours, or
- more than 88 dBA for 4 hours, or
- more than 91 dBA for 2 hours.

Most power tools and equipment used in construction operate well over these levels. If the level of noise cannot be reduced or eliminated, the next best choice is hearing protection.
The two main types of hearing protection are muffs and plugs. Generally, ear muffs provide better protection.

<table>
<thead>
<tr>
<th>Ear Muffs</th>
<th>Ear Plugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Useful for intermittent noisy work as they are quick and easy to put on and take off.</td>
<td>• Light and comfortable for most users, but they must be put in properly to work right. Your hands must be clean to insert them.</td>
</tr>
<tr>
<td>• Don't last forever. Their protection and comfort decrease over time. Muff cushions must be replaced when they lose flexibility or are damaged.</td>
<td>• Come in single-use or multiple-use types. Multi-use types should be replaced often when working in contaminated environments.</td>
</tr>
<tr>
<td>• Tension in the headband needs to be just right: too loose – they don’t give enough protection; too tight – they’re uncomfortable.</td>
<td>• Use clean hands to insert ear plugs.</td>
</tr>
</tbody>
</table>

6. HAND PROTECTION

• Vanos Insulations provides employees with appropriate hand protection and must be visually inspected prior to use.
• Gloves should be worn when possible – depending on the circumstances (e.g. risk assessment).
• Gloves can provide some protection from burns; also reduce cuts, scraps and abrasions.
• Do not assume that gloves will always protect the hands.
• Defective gloves must be replaced if they are worn and/or punctured.

7. RESPIRATORY PROTECTION

• Vanos Insulations provides employees with appropriate respiratory protection and must be visually inspected prior to use.
• Respiratory protection appropriate to the hazard where an employee's health or safety is likely to be endangered by lack of oxygen or in the presence of a toxic gas, fumes or dust.
• All guidelines and proper training will be available to all workers on the proper fitting, care and use of PPE and specialized PPE.
• Based on the risk assessment and safe job procedures.
• See full requirements under Element 14 Occupational Health.

8. SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT (PPE)

“Specialized” PPE is protection that is above the general PPE requirements of wearing a hard-hat, safety boots, eye protection, and hi-visibility safety clothing. The table below illustrates the work activities and the specialized personal protective equipment accompanied with the work tasks:

<table>
<thead>
<tr>
<th>Work Activity</th>
<th>Accompanying Specialized PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working at Heights</td>
<td>Harnesses, lanyards, fall protection, restraint equipment, CSA class E type 2 hard hat, etc.</td>
</tr>
<tr>
<td>Handling chemicals and or other hazardous materials including insolation materials</td>
<td>Gloves (as per the SDS), aprons (if applicable), respirators (fit-tested respirators as required), CSA class E type 1 or 2 hard hat as required, etc.</td>
</tr>
<tr>
<td>Working in a Confined Space</td>
<td>Rescue equipment, air monitoring equipment, equipment for working at heights, CSA class E type 1 or 2 hard hat as required, etc.</td>
</tr>
<tr>
<td>Cutting or Threading Metals, Welding, Brazing</td>
<td>Gloves, respirators (fit-tested respirators as required), CSA class E type 2 hard hat as required (on jobsites), eye and face protection (face shield for welding and cutting metals), hearing protection for tools greater than 85 Db as required, etc.</td>
</tr>
</tbody>
</table>
Other job tasks

Specialty personal protective equipment as prescribed by:
- Safety Data Sheets MSDS)
- Safe Work Practices (SWP)
- Safe Job Procedures (SJP)
- Hazard Identification and Risk Assessment
- Industry accepted practices
- Manufacturer’s Requirements
- Regulatory Requirements

GUIDELINES FOR SPECIALIZED PPE

- Must be identified in safe job procedures and safe work practices, formal training programs, best industry practices, provincial standards and regulations.
- Must demonstrate training prior to use.
- Must have a documented inspection at least once per year.
- Disposed of and replaced when found to be defective or not properly functioning.
- Cared for and maintained, including the proper storage.

SELECTION OF SPECIALIZED PPE

- Specialized PPE must be selected using various methods, including information gathered from the Safety Data Sheets, the manufacturer, the work activity and the risk posed by such tasks.
- According regulatory requirements.
- Must meet minimum protective standards to ensure that the risk to workers are controlled and to prevent injury and illness.

TRAINING AND AWARENESS

The requirements for PPE are to be reviewed at safety meetings, during health and safety orientations, as part of toolbox talks and at JHSC meetings. Signs indicating the PPE requirements at project sites should be posted as a reminder of the specific requirements for PPE at those work locations and in zones where PPE is a requirement. All records of training and awareness activities on the use of PPE (including Specialty PPE) must be kept on file.
PURPOSE

The purpose of this policy is to outline the requirements for inspecting, caring for, and using the appropriate personal protective equipment (PPE). This policy outlines the PPE inspections that are required to be conducted across the company.

POLICY

Vanos Insulations will maintain a program for appropriately caring for and using PPE and conducting inspections to monitor the equipment and prevent injuries and illnesses.

GENERAL REQUIREMENTS

Guidelines for proper care and use of PPE:

- It is the responsibility of all employees to understand the requirements and use of PPE for the various tasks undertaken during their employment.
- It is the responsibility of supervisors/foreman and managers to provide and enforce the use of PPE for all staff employed by Vanos Insulations.
- Select the appropriate clothing and protective equipment for the task at hand, while maintaining compliance with applicable policies and legislation.
- Conduct a visual inspection of all PPE before each use.
- Ensure all PPE is kept clean, maintained in good condition and all warnings and labels are legible at all times.
- All PPE shall be stored and maintained according to manufacturer’s instructions.
- Ensure all PPE that is of questionable reliability or is worn or damaged will be removed from service and reported to your supervisor/foreman.
- No PPE may be modified or used contrary to its manufacturer’s instructions or specifications or applicable legislation and regulations.
- Conduct a documented inspection once a year for PPE, as required.
- All workers must have adequate training on the selection, use and care of PPE.

GUIDELINES FOR PROPER CARE AND USE OF FOOT PROTECTION

- Footwear must protect the ankle, sole, and toes.
- Safety footwear with a CSA green triangle symbol meets these requirements.
- All workers must keep their personal safety footwear clean and in good repair.
- All workers must always keep their laces tied up to avoid snagging or tripping.
- Store safety footwear in an appropriate location when not in use.

GUIDELINES FOR PROPER CARE AND USE OF HEAD PROTECTION

- When entering a construction site, workers must wear CSA-approved hard hats.
- A chinstrap or ratchet may be required if your job involves constant bending and your head is below the waistline.
- Inspect it regularly and keep it clean.
- Do not use solvents to clean it. Do not paint it.
- Do not drill holes into it unless approved by the manufacturer.
- Do not use it if it is cracked or a deep gouge.
- Do not throw it around or use it like a hammer.
- Store it in an appropriate location so it cannot get damaged or lost.
GUIDELINES FOR PROPER CARE AND USE OF EYE, EAR & HAND PROTECTION

- Make sure the eye protection chosen has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly.
- Select the right hearing protectors for the type of work, and ensure you know how to fit them.
- Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication.
- Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this. Avoid gloves when operating machines such as bench drills where the gloves might get caught.
- Store eye, ear and hand protection in an appropriate location so they cannot get damaged or lost.

GUIDELINES FOR CONDUCTING PERSONAL PROTECTIVE EQUIPMENT INSPECTIONS

- All workers are required to inspect their PPE before each use.
- A documented PPE inspection must be conducted once a year, for required PPE. Those conducting the inspection must sign the original completed inspection worksheet and return it to the supervisor/foreman or office for filing (VI-FOR-154).

PPE INSPECTION INTERVALS

<table>
<thead>
<tr>
<th>Responsibility Level</th>
<th>Type of Inspection</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Visual</td>
</tr>
<tr>
<td><strong>Workers</strong></td>
<td>Head Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Foot Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Hi-Visibility Clothing</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Eye Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Hand Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Hearing Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Respiratory Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Fall Protection</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Specialized PPE</td>
<td>Daily</td>
</tr>
</tbody>
</table>

** Daily refers to when intended to be used that day **

TAKING CORRECTIVE ACTION

If there is any defect, broken or worn parts of the worker’s PPE, it must be replaced immediately. Do not allow workers to knowingly use damaged equipment. Contact the office if you require new supplies or items that you are running low on.
TYPES OF INSPECTION FORMS

There are several inspection forms used for various purposes. The following lists the types of inspection forms used by Vanos Insulations:

<table>
<thead>
<tr>
<th>Inspection Form</th>
<th>Form Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPE Confirmation &amp; Inspection Form</td>
<td>VI-FOR-154</td>
</tr>
<tr>
<td>Body Harness, Lanyard, etc. Inspection Form</td>
<td>VI-FOR-110</td>
</tr>
<tr>
<td>Respirator Inspection</td>
<td>VI-FOR-106</td>
</tr>
</tbody>
</table>
ELEMENT 7: PREVENTATIVE MAINTENANCE

PREVENTIVE MAINTENANCE PROGRAM

POLICY

It is the policy of Vanos Insulations that all equipment and tools are maintained in a safe operating condition. All provincial and federal laws and regulations regarding equipment safety and maintenance will be adhered to.

SCOPE

This policy applies to all employees within Vanos Insulations and involves the preventive maintenance of facilities, vehicles, tools and equipment.

PURPOSE

The purpose of this policy is to establish an appropriate preventive maintenance program across Vanos Insulations that will:

- Ensure the safety of our employees, customers and the general public.
- Maximize equipment availability.
- Increase equipment productivity.
- Increase employee productivity.
- Minimize costs.
- Maintain the highest level of service.

RESPONSIBILITIES:

SENIOR MANAGEMENT

- Overall responsibility for the implementation of this program.
- The formal communication of required policies and procedures.
- Periodic reviews to ensure that the policies and procedures are being followed.
- Review corrective action plans to make improvements to the program.

HEALTH & SAFETY COORDINATOR

- Develop an inventory of items to be maintained (e.g. a list of tools, equipment, machines, and vehicles) and plan for the preventive maintenance scheduling of such items. This list should be kept current and updated with major purchases and the disposal of items.
- Responsible for ensuring that all individuals performing inspections, maintenance or repairs have the appropriate skill, experience, accreditation and/or certification to properly service the equipment.
- Responsible for scheduling and monitoring preventative maintenance activities, repairs and allocation of tools and equipment.
- Ensuring equipment is inspected prior to being sent to jobsites including service, guards (if applicable).
- Periodically audit preventative maintenance as part of the health and safety management system and make recommendations for corrective action/measures necessary.
SUPERVISOR/FOREMANS

- Responsible for ensuring that all vehicle and jobsite inspection forms are properly completed by operators and submitted on a weekly basis.
- Reviewing equipment abuse concerns with operators when brought to their attention by management.
- Ensure that workers keep their equipment clean and tidy.

EQUIPMENT OPERATORS

- Responsible for the proper and safe operation of equipment at all times.
- Performing and documenting vehicle, tool and equipment inspections.
- Promptly report all vehicle collisions, incidents and property damage.
- Operate all equipment and tool in a safe manner and use only for the purpose it was intended for.

VEHICLE SAFETY CERTIFICATION/MODIFICATION POLICY

- The removal, change or modification of any component that has been certified by the manufacturer to meet provincial and/or federal safety or emission standards could result in the transfer of liability from the manufacturer to the company.
- These equipment components include, but are not limited to, tires, brakes, suspension, steering components, emission control components, rollover protection and safety related components. For this reason, it is Vanos Insulations policy that no original equipment component be removed, changed or modified to a lesser component unless approved, in advance, and in accordance with the procedure outlined below:

Any proposed modification of an component must be documented fully and reviewed by senior management.

UNIT HISTORY FILE

An individual unit history file folder must be set-up and maintained for each piece of equipment. This file must contain all original records substantiating the performance of all preventive maintenance inspections, repairs, fabrications, and maintenance. The file must also contain the following information:

UNIT IDENTIFICATION NUMBER

- Year
- Make
- Model
- Serial number
- Tire size

HOUSEKEEPING

The appearance of Vanos Insulations facilities reflects our pride in the company and the quality of our service. Housekeeping is important to make maintenance problems easy to find and correct.

It is the responsibility of all employees to ensure that their work stations are clean, tidy and free of debris. The following procedures will apply:

- Clean workstation areas at the end of each shift.
- Immediately clean up spilled motor oil, hydraulic fluid, antifreeze or gasoline and dispose of the substance in an appropriate and environmentally sound way.
- Electrical panel doors are to be kept closed at all times.
- Keep storage areas, panels, mechanical and electrical rooms free of debris and trip hazards.
• Employees must put away tools and equipment at the end of each shift.
• Blow off fixed equipment at the end of each shift. Do not allow dust and dirt to accumulate around any piece of equipment.
• Keep restrooms clean and in good working order for the safety and comfort of employees and visitors.

QUALIFICATIONS OF MAINTENANCE/OPERATOR PERSONNEL

• Personnel performing maintenance on vehicles and equipment will work within the parameters of their qualifications and only perform work they are qualified to perform.
• All outsourced repairs must be completed by a registered repair facility.
• All applicable equipment must only be operated by a competent worker/supervisor/foreman and training must be kept current.

OVERHEAD DOORS

Overhead doors permit easy access into buildings. All doors must roll up and down easily, keep out the weather when closed and prevent building access when closed and locked. The following procedures will apply:

• Lubricate all moving parts (locks, wheels, hinges and pulleys), lifting mechanisms and motors according to the manufacturer's recommendations.
• Keep pull cords/ropes in good repair.
• Check rubber strips on the bottom of the door and replace when necessary.
• Ensure signage states no foot traffic entry to avoid struck-by's (use the service door)
• Should repairs be required or should other equipment be in use that could be struck by the door raising, the overhead door must be locked out and tagged. (Many have been thrown from scissor and man lifts after being knocked over from overhead doors)

INVENTORY CONTROL

RECORD KEEPING

• Complete, accurate listings should be made and kept up to date for all parts, tools, equipment and supplies that are kept on the premises. These should be labeled with an identifying name and number on the parts bin or relevant tool or equipment.
• All records must be filed accordingly.
• All items ordered for stock purposes must be received and checked against the order slip to confirm we have received the full order. Any backordered items must be listed and followed up on within a short period of time.
• All received damage or deficient supplies are to be returned for a refund or replacement.

STORAGE

• Parts, tools, equipment and supplies must be organized and stored so that they are accessible to the supervisor/foreman who need them, but secure against theft and misuse.
• They must be stored or stacked in a manner that prevents rolling, collapse, shifting or falling at all times
• The area must be well lit, floor and isles kept clear of debris, stock or trip hazards.

DEFECTIVE AND OVER-DUE EQUIPMENT/TOOLS/VEHICLES

• Equipment/tools/vehicles may be taken out of service due to concerns over safety or for mechanical reasons. All items with over-due maintenance and/or inspections will be removed from service until completed.
• All equipment/tools taken out of service must adhere to Vanos Insulations’ lock-out tag-out procedures or defective tools removal safe job procedure.
• Never put a damaged tool or equipment back where others may accidently use it.
• You must communicate the issue on the tag and secure the item in the DO NOT USE or tag out reason portion.
• Defective tool form: VI-FOR-134.
• Lock out/tag out form: VI-FOR-129.
• Once the repairs have been completed and it is safe to use it may be issued to a jobsite or stored in its applicable area.

EQUIPMENT PRE-USE INSPECTION REPORTS

• This report must be completed daily by each operator.
• The purpose is to ensure that problems are promptly identified by operators, reported to management, communicated to equipment supplier and resolved.
• After the operator completes the form, the original must be returned at the end of the week to the office.
• Should there be a defect on any rental equipment the supervisor/foreman must alert management, who must contact the supplier and arrange either onsite service or a replacement unit.
• DO NOT USE defective lifts, lifting devices or tools. Tag and communicate.
• Always document the time, date and the person you spoke with so that rental fees can be adjusted.

PREVENTIVE MAINTENANCE SCHEDULING

• The scheduling of preventive maintenance inspections is an integral part of the company's overall maintenance program. Vanos Insulations uses preventative maintenance spreadsheets as an effective tool in pre-scheduling inspections and services.
• Although the specific format and content of a chosen system may vary, it is customized to reflect a minimum indication of when the last preventive maintenance inspection was performed and when the next inspection is due.
• The odometer and/or hour meter reading must also be recorded.

PREVENTATIVE MAINTENANCE INTERVALS

• As per recommended by the equipment manufacturer, all maintenance should meet or exceed the requirements set out in the owner’s manuals as required by provincial regulations.

NEW ASSET SETUP

• All new equipment must be assigned a unique company ID (tag number) and added to Vanos Insulations equipment inventory.
• Prior to placing new equipment into service, a pre-delivery inspection must be performed, and a copy of the equipment manufacturer operator’s manual must accompany the equipment. Thereafter, preventive maintenance inspections are to be pre-scheduled, performed and documented as outlined above.
COMPANY VEHICLE USE & MAINTENANCE

POLICY

Vehicle safety is first and foremost at Vanos Insulations. All company vehicles will be kept in a safe, clean and presentable condition. This practice not only aids in maintaining the fleet, it also shows the pride taken in our daily tasks and advertises our company name and detail. Vanos Insulations maintains a very strong reputation within our industry and it is important that we adhere to this policy.

RESPONSIBILITIES:

- Vehicles will not be operated on roads or highways unless they are in a safe condition.
- Employees are responsible for holding a valid driver's license.
- Winter tires will be installed on all Vanos company vehicles.
- All company vehicles will hold a copy of the ownership and insurance.
- Seat belts must be used by all passengers and speed limit signs must be obeyed.
- Company vehicles are an extension of the workplace, non-smoking by-laws apply. **DO NOT SMOKE** in or around company vehicles.
- Vanos Insulations holds a zero-tolerance drug and alcohol policy. **DO NOT DRIVE UNDER THE INFLUENCE.**
- Employees are to complete a vehicle inspection report (VI-FOR-105)
- All workers, supervisors/foreman and management must obey the highway traffic act rules and regulations.
- Anyone abusing the use of a company vehicles will be subject to progressive discipline action and may also lose their vehicle privilege.

In order to achieve the high standards, set by Vanos Insulations, the following safety maintenance program must be strictly adhered to:

If a **safety defect is discovered** on any Vanos Insulations company owned vehicle that may cause an imminent safety hazard to the driver or any member of the public, the defect will be repaired immediately. The vehicle will not be allowed on public roads, until the defect is repaired. All work and repair orders and receipts must be logged to track repairs done to each vehicle. You must alert the office (if applicable).

All company owned vehicles will receive an oil change and general inspection when the oil light indicator alerts the driver (10,000 km). It is important to remember that not all manufacturer’s service schedules are the same for each make or model. Our company will endeavor to follow these recommendations within a reasonable time frame depending on appointment availability and seriousness of the service or repair.

RENTAL EQUIPMENT/POWERED MOBILE EQUIPMENT

All rented equipment will be tagged green by the rental company, indicating maintenance is up to date. If the unit is out of service, the rental company will be notified, and service will be requested by the operational area that rented the unit. In cases of long-term rentals, the rental company will schedule the equipment to be removed for maintenance.

MAINTENANCE OF FACILITIES

In addition to the preventive maintenance of vehicles, tools and equipment, the facilities and properties of Vanos Insulations (including office buildings, shops, etc.) will also follow the preventive maintenance program.

Preventive maintenance program and schedules will be documented, and records of the maintenance performed kept on file. If possible, the maintenance will follow the manufacturer’s specifications (as they exist). This includes maintenance requirements in buildings, such as:
• Planned maintenance intervals of the building heating, ventilation, air conditioning systems
• Maintenance of fire protection and suppression systems, including: installed sprinkler systems, fire hoses (where installed), fire extinguishers
• Alarm systems and emergency notification alarm systems.
• All maintenance activities, whether performed by Vanos Insulations Ltd. employees or by sub-contractors, must be tracked and documented, and maintained.
• All areas (Shop, Office, and Yard) must be included in the month safety inspection check list.
ELEMENT 8: TRAINING AND COMMUNICATION

HEALTH & SAFETY TRAINING POLICY

PURPOSE

To outline the company and legislative requirements in health and safety training and to ensure that all employees receive general and specialized training in health and safety throughout all levels of the company.

POLICY

Training is an essential component to employee, personal and skill development. It is also instrumental in preventing incidents, injuries, illness and property damage. When employees have the skills to perform the work tasks properly, the awareness of hazards and the knowledge of the potential risk – they are equipped to perform the job safely.

Employee training includes general and specific training: There are several other courses in health and safety. This list is meant to provide a brief overview of the difference between general health and safety knowledge and specialized training.

<table>
<thead>
<tr>
<th>General Health and Safety Knowledge</th>
<th>Specialized Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Orientation</td>
<td>Job-Specific Training</td>
</tr>
<tr>
<td>AODA</td>
<td>Safe Job Procedures</td>
</tr>
<tr>
<td>Health and Safety Awareness Training for Supervisors &amp; Workers MOL</td>
<td>Basics of Supervision</td>
</tr>
<tr>
<td>Workplace Hazardous Materials Information System (WHMIS)</td>
<td>Working at Heights and</td>
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<td>Working at Heights Rescue</td>
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<td>Bill 168</td>
<td>Confined Space and Confined Space Rescue</td>
</tr>
<tr>
<td>Fire Extinguisher Training</td>
<td>Equipment Operation/Forklifts Etc.</td>
</tr>
<tr>
<td>Health and Safety Program Review</td>
<td>Elevated Work Platforms</td>
</tr>
<tr>
<td>Safe Work Practices</td>
<td>First Aid/CPR</td>
</tr>
</tbody>
</table>

COMPETENCE AND QUALIFICATIONS OF TRAINING PROVIDERS

Workers will be instructed by a competent and/or qualified person. In certain situations, due to legislative requirements and regulations training can only be provided by an individual that holds a certification in that specialized area or is competent to transfer knowledge in that area. Where possible our company will use the services of the IHSA for all high-risk training, other recognized training providers or the union hall where possible.

Copies of certifications and records of training and competency of those training credentials will be maintained and retained. Those individuals will also be authorized to sign the training record provided to the worker acknowledging their completion of the program. Employees will be given a copy of any training cards for their records and must submit any training they currently hold.

External training providers should also be competent and qualified to deliver training. Prior to scheduling, organizing and confirming training from an external provider, qualifications should be confirmed by Vanos Insulations.
MANDATORY TRAINING

There are mandatory training requirements listed in Occupational Health & Safety Legislation. Those requirements include general health and safety knowledge as well as specialized knowledge requirements. Occupational Health & Safety Legislation states that workers must be trained on incident reporting procedures (general knowledge) as well as be trained and competent to work at heights (specialized training).

Some mandatory training programs are applicable to all employees and other mandatory training is specific to a role (e.g. committee member), a task (e.g. working in confined spaces), a level of responsibility (e.g. basics of supervising) and the position that an individual hold in the company (e.g. equipment operator).

The following is a list of mandatory training:

<table>
<thead>
<tr>
<th>Mandatory Training</th>
<th>Work Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Orientation</td>
<td>All employees</td>
</tr>
<tr>
<td>Workplace Hazardous Materials Information System (WHMIS) 2015 (GHS)</td>
<td>All employees</td>
</tr>
<tr>
<td>Emergency Preparedness and Response Plans</td>
<td>All employees</td>
</tr>
<tr>
<td>Workplace Violence and Harassment Policy</td>
<td>All employees</td>
</tr>
<tr>
<td>Incident Reporting and Investigations</td>
<td>All employees</td>
</tr>
<tr>
<td>Return to Work Policy</td>
<td>All employees</td>
</tr>
<tr>
<td>Health and Safety Supervisor Training (Basics of Supervising within a week of appointment to position)</td>
<td>Supervisors/foreman</td>
</tr>
<tr>
<td>Certification Training</td>
<td>Certified JHSC members</td>
</tr>
<tr>
<td>Worker and/or, Supervisor Health and Safety Awareness MOL Program</td>
<td>All employees</td>
</tr>
<tr>
<td>AODA training</td>
<td>All employees</td>
</tr>
<tr>
<td>Job Specific Training</td>
<td>Individuals performing those tasks</td>
</tr>
</tbody>
</table>

Where legislatively required, the mandatory training must be completed prior to performing those tasks. This includes, but is not limited to: working at heights, working in confined spaces, operating a scissor/boom lift, operating a forklift, asbestos awareness in construction and more.

WORKER TRAINING

Employees receive training at the start of their employment, as well as ongoing training as part of their development and to meet legislative and regulatory requirements.

The following health and safety training are applicable to workers:

- Vanos Insulations Health and Safety Site Specific Orientation
- Workplace Hazardous Materials Information System (WHMIS)
- Safe Work Practices
- Safe Job Procedures
- Workplace Specific Hazards
- Worker 4 or Supervisor 5 Steps Rights and Responsibilities
SUPERVISOR/FOREMAN TRAINING

All supervisor/foreman will receive competency training (e.g. basics of supervision) as an essential part of their responsibilities for managing health and safety. Individuals that are promoted to the position of supervisor/foreman will also take supervisor/foreman health and safety training as part of that orientation into the new position – or be scheduled in a future supervisor/foreman training session if programs have already been coordinated.

The following health and safety training must be attended for all Vanos Insulations supervisors/foreman:

- Vanos Insulations Health and Safety Manual – complete orientation and issued a copy
- Hazard Assessment, Analysis and Control
- Conducting Workplace Inspections
- Conducting Incident Investigations

TRAINING NEEDS REVIEW

Using tools like a training matrix or a spreadsheet, training will be tracked and evaluated when it occurred, when it expires and when recertification is required (e.g. First Aid training). On an annual basis, Vanos Insulations will review its training needs and work to plan health and safety training for the upcoming season/year.

- Training needs will be identified based on:
  - Skills required for the position
  - Safe job procedure requirements
  - Safe work practice requirements
  - Changes in legislative and regulatory requirements
  - Hazards and risk identified in the position
  - Training standards

Scheduling and planning for training requirements must be taken into consideration in planning projects and operational activity. Supervisors/foreman are responsible for coordinating with and working with management to ensure that legislative requirements, best practices in training and industry accepted training standards are being met. Training and development will be audited as part of health and safety audits.

STORAGE OF RECORDS

Training records for all employees of Vanos Insulations are properly stored and easily accessible. Those records include a listing of all the training that employees have completed and is best illustrated on a training matrix or in a training database. Records of training and competency (in certain circumstances) must be carried by the individual while they are working (in close proximity to the job site). In those circumstances, the individual must carry the training card/certification with them. Copies of these certifications will be maintained in employee files. Sign in sheets to courses and programs are also important to retain on file as additional evidence of training. Those records are used to generate training cards and to input the information into a training matrix and into the individuals’ personnel/training file.

HEALTH AND SAFETY TRAINING

- Most safety training is provided/organized by the safety coordinator in consultation with the senior management. Training is provided by Vanos Insulations certified and competent trainers or is outsourced to an external training provider such as the IHSA or other qualified training company.
- Following all safety training provided, the course details (course, course type, course date, records of training) can also be stored at the head office in paper form or other electronic database. The safety coordinator will create training cards for employees that successfully fulfill the training requirements.
- Training cards and documents will be sent to the applicable work locations when requested.
- The employer is responsible for maintaining training records and will ensure each employee receives their training card as proof of training.
PURPOSE
To outline the various communication channels used by Vanos Insulations to facilitate communication coming from the safety coordinator and to provide a means for two-way communication and dialogue among management and workers.

POLICY
Vanos Insulations uses various methods for communicating safety across the organization. This communication is both formal and informal, scheduled and routine, and in response to various emergencies, incidents that have occurred or in direct response to a risk.

TYPES OF COMMUNICATION
Vanos Insulations communicates health and safety in the following ways:

- Toolbox Talks
- JHSC Committee Meetings
- Daily Job Hazard Analysis (JHA)
- Memos
- SWP/SJP
- Annual start up meetings and company events
- Management review meetings

TOOLBOX TALKS
The purpose of toolbox talks is to provide information, instruction and supervision to a worker to protect the health and safety of a worker. Supervisors/foreman will conduct weekly toolbox talks with all employees under their control. Such meetings will be held during normal work time and can be approximately 15-20 minutes in duration. They also act as a means for workers to participate in their personal safety and give feedback based on experiences. Toolbox talks are documented with employees' signatures, dates and the name of the supervisor/foreman.

HEALTH AND SAFETY COMMUNICATION BOARDS/ MOBILE SITE BINDER
Health and safety boards include information pertaining to: workplace inspections, copies of safety legislation and members of the joint health and safety committees and those trained in first aid. The safety boards will be in prominent locations in all workplaces of Vanos Insulations (including project trailers and/or via a mobile binder for short duration work). There are legislative requirements for the information that must be posted on the safety board (see Element 13 for more information)

PARTICIPATION IN SAFETY COMMUNICATION
Safety communication is most effective when it is “two-way” – from management to workers and from workers to management. Participation of senior management in safety communications – including annual kick-off meetings, safety training sessions, annual general meetings and weekly management review meetings. Management participation in toolbox talks, safety meetings and communicating with crews during worksite inspections is strongly encouraged. A training or meeting attendance sign in sheet must be signed by each person in attendance to track and prove participation.
HEALTH & SAFETY ORIENTATIONS POLICY

PURPOSE
Vanos Insulations recognizes the orientation and training of the company’s workers is an integral part of the health and safety management system. Health and safety orientations provide an overview of the company health and safety management system for new workers and workers that are returning from a seasonal layoff, to educate employees on their responsibilities. It also provides awareness of health and safety and provides specific information on: reporting incidents and injuries, return-to-work requirements, emergency planning, and company rules, among other topics.

POLICY
This policy is intended to provide for legislative compliance and protection of the health and safety of Vanos Insulations employees and others who may work at Vanos Insulations workplaces by ensuring:

- Health and safety orientations are conducted for employees before starting work at Vanos Insulations.
- Job-specific health and safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.
- New hire & sub-contractors training records are reviewed to verify competency to perform work on Vanos Insulations worksites and to assess training needs.
- Regular evaluation and updating of health and safety orientation training and job-specific health and safety training programs.

ORIENTATION FOR NEW EMPLOYEES
Younger and inexperienced workers are generally involved in more incidents than experienced workers especially in the first 3 months. Health and safety education should start with an orientation as soon as a worker joins Vanos Insulations.

The safety orientation checklist is to be used in order to ensure all the relevant components of the orientation have been completed. The standard checklist is to be signed by both the facilitator (person providing the orientation) and the employee to document that all sections have been reviewed and completed. Two-way communication between the supervisor/foreman and the office ensures a new worker has completed all necessary health & safety orientation training.

NEW WORKER ORIENTATION WILL INCLUDE THE FOLLOWING
- Vanos Insulations health and safety orientation slideshow
- Health & safety awareness training (supervisors and workers MOL training)
- WHMIS 2015 (GHS)
- Incident reporting procedures
- Reporting injury and illness requirements and their obligations in the return-to-work program
- Explanation of the proper use of the PPE applicable to the particular work being performed
- Identification of the location of the first aid kit or first aid station, fire extinguisher, telephone and washrooms
- Workplace and/or job site orientation with attention to site-specific hazards
SEASONAL START-UP ORIENTATION TRAINING

All persons returning to work after a seasonal layoff (or other type of layoff over a period of time) will take part in an orientation seminar. This seminar will take place before any employee starts work for the new season.

The orientation and safety training for employees returning from seasonal layoff will include:

- Health and safety orientation review of program and current forms (19 Elements)
- PPE (use, care, maintenance and inspection)
- WHMIS 2015 (GHS)
- Site/job specific hazard awareness and safe work practices review

SUB-CONTRACTOR ORIENTATION

All sub-contractor personnel working on Vanos Insulations sites shall, prior to starting work on site, attend a sub-contractor health and safety orientation. All sub-contractors must ensure their workers are adequately trained prior to starting work. Proof of training is required.

The mandatory training for sub-contractor employees shall include:

- Sub-contractor orientation
- WHMIS (proof of training is required)
- Worker awareness in 4 Steps training - MOL Requirement (proof of training is required)
- Job specific training (e.g., working at heights, if applicable)
- Basics of supervision (supervisors/foreman)
- First Aid (where applicable)
- Use of fire extinguishers for construction

RECORDS OF TRAINING

A record of training will be completed as proof that the worker has successfully participated in the training and will be documented by way of the following:

- Safety orientation checklist which is to be signed by each new employee and verified by the individual conducting the orientation.
ELEMENT 9: WORKPLACE INSPECTIONS

HEALTH & SAFETY INSPECTIONS POLICY

PURPOSE

The purpose of a workplace inspection is to identify hazards that could endanger or pose a risk to health and safety. This policy outlines the workplace inspections that are required to be conducted across the company.

POLICY

Vanos Insulations will maintain a program of safety inspections to monitor workplaces, evaluate worksite conditions, prevent injuries and illnesses, as well as open a forum for communication and dialogue with jobsite workers and personnel. The objective of an inspection program is to monitor the effectiveness of the health and safety management system and to identify and control potential hazards to workers.

All company facilities, worksites, buildings, vehicles and equipment shall be included in the inspection program. Formal inspections shall be conducted on an ongoing regularly scheduled basis.

RESPONSIBILITIES:

SENIOR MANAGEMENT

- Monitoring this policy and the effectiveness of the inspections being conducted.
- Ensure inspectors are properly trained to conduct workplace inspections.
- Review the effectiveness of workplace inspections as part of management review.
- Delegate responsibilities for following up on findings coming from inspections.
- Provide resources to conduct inspections following the intervals established by this policy.
- Review the workplace inspections that have been conducted at properties (e.g. monthly inspection reports)
- Conduct spot workplace inspections when possible.

SUPERVISOR/FOREMAN

- Stop any unsafe acts, equipment, machinery, sub-contractor work activity immediately when observed during an inspection until the issue has been adequately addressed.
- Conduct or appoint a competent person to inspect all machinery and equipment including fire extinguishing equipment.
- Conduct the required number of workplace/site inspections as per this policy.
- Review the completed inspection forms so they are aware of issues as they arise and ensure that corrective action is taken where issues are identified.
- Inspect the work activity of our sub-contractors performing work on our job-sites.
- Forward any site deficiencies to the safety coordinator so they can be properly addressed.

WORKERS

- Conduct the required number of workplace/site inspections as per this policy.
- Inspect all equipment prior to use.
- Report findings and defects to the immediate supervisor/foreman and record the issue on the inspection form.
- Report any health and safety issues to supervisor/foreman.
JOINT HEALTH AND SAFETY COMMITTEES (JHSC)

- Set a schedule of workplace inspections for the property, building, facility, jobsite, worksite, etc.
- Document the worksite inspections and ensure the reports are posted on the health and safety boards.
- Review inspection reports and findings and make recommendations to management if corrective actions are not completed, or deficiencies are taking too long to be corrected (or if no response has come from management).
- Listen to feedback obtained from both management and workers obtained through the process of conducting worksite inspections.
- Monthly JHSC inspections should include inspections of the shops and office as well.

SAFETY COORDINATOR

- Perform documented worksite inspections of the company properties, facilities, etc.
- Audit the inspections completed by the various operations and complete follow up inspections to ensure the information reflects the conditions viewed.
- Make recommendations for improvement in inspection procedures, quality of inspections and qualifications of inspections to senior management.
- Document site observations and route suggestions for improvements.
- Stop unsafe acts, behaviors, conditions, equipment and sub-contractor work activity when observed during a workplace or jobsite inspection and communicate the concerns with supervision and JHSC Representatives when required.
- Ensure employees are aware of findings coming from inspections and that those findings (e.g. corrective actions noted on inspection forms) are corrected in a timely manner, communicate concerns with senior management when required.
- Ensure the required number of worksite inspections are being performed on the project site.
- Review the recommended actions documented as part of the worksite inspection report.

GUIDELINES FOR CONDUCTING WORKPLACE/SITE INSPECTIONS

Persons conducting inspections will use the following tools to conduct appropriate inspections:

- Inspection forms, previous inspection report(s)
- Camera, pens, copy of the relevant act and regulations.
- Correct PPE for the areas that will be accessed and inspected (e.g. WAH requirements)

The workplace inspection should include observation of work practices and procedures and involve conducting informal interviews with workers to ensure they understand the hazards and controls required for the task. Those conducting the inspection must sign the original completed inspection form. Completed inspection reports are posted on the health and safety board or otherwise communicated to workers within the area inspected within 3 days of completion. Updates on completed corrective actions must also be noted on the report and should include the date and what was done.

All inspections must be conducted in a safe place, away from traffic with no exceptions. Proper lock out procedures must be utilized prior to conducting inspections (where required). On each inspection form, a detailed list of items to be inspected shall be provided. When the worker/supervisor/foreman is conducting the inspection, they shall use the entire form to record the inspection, report any defects found, and for follow-up to ensure the defect is corrected through their supervisor/foreman or senior manager (if the issue cannot be directly addressed on site).
AFTER THE INSPECTION:

The supervisor/foreman will review the report and implement corrective action (within their authority) as is necessary to correct hazards identified in the report. These corrective actions shall be documented commenting on what was done, by whom and on what date.

The supervisor/foreman responsible for the area/location inspected shall send the inspection report to the safety coordinator for review. The supervisor/foreman shall bring to the attention of the safety coordinator any hazards he/she was unable to rectify and together they shall implement a corrective action plan. This action plan shall establish a time frame to correct the hazard and be attached to the inspection report. (A management 21-day response form may be required and should also be viewed at the JHSC meetings (if applicable)).

The senior manager shall ensure that all corrective actions, as appropriate, have been taken and documented or responded to.

Inspection findings will be tracked for statistical purposes.

INSPECTION INTERVALS

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<td>Management and JHSC Representatives (where required)</td>
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ASSIGNING CORRECTIVE ACTION

Part of the purpose of conducting workplace inspections is to assign corrective actions (including the person responsible and the due date), to ensure the fixes are put into place.

TYPES OF INSPECTION FORMS

There are several inspections forms used for various purposes. The following lists the many types of inspection forms used by Vanos Insulations:

- Elevating Work Platform Inspection Checklist - VI-FOR-113
- First Aid Kit Inspection Form - VI-FOR-120
- Fork Lift Daily Inspection - VI-FOR-124
- Hot Works Equipment Inspection - VI-FOR-142
- Hot Work Permit - VI-FOR-142
- Monthly Workplace Inspection Form - VI-FOR-111
- PPE Confirmation & Inspection Form - VI-FOR-154
- Respirator Inspection - VI-FOR-106
- Safety Harness and Lanyard Inspection Checklist - VI-FOR-110
- Scaffold Inspection Checklist - VI-FOR-114
- Vehicle Inspection Report - VI-FOR-105
- Weekly Workplace Inspection Form - VI-FOR-126
Corrective actions are required when gaps or deficiencies in health and safety are identified. It is important that the appropriate corrective action is identified to address the concern by improving on or implementing a new procedure/practice to prevent an incident from re-occurring.

The purpose of this policy is to ensure a common understanding of corrective actions and to establish a schedule for the corrective actions that are to be completed in an efficient and timely manner. Corrective actions are to be monitored for effectiveness.

This policy applies to all employees of Vanos Insulations. Corrective actions are generated through the reporting of incidents, near miss reports, investigations of incidents, inspection reports, emergency drills and management review meetings.

Responsibilities

Senior Management

- Responsible for ensuring an effective corrective action process is in place which includes the identification of deficiencies and how to rectify in a timely manner.
- Responsible for reviewing the effectiveness of the corrective action procedures

Supervisor/Foreman

- Responsible for identifying corrective actions, taking the actions necessary (within your authority) and for ensuring those actions are effective.
- When corrective actions are identified and assigned, the appropriate supervisor/foreman must review the corrective action and ensure that it is completed in a timely manner.
- Should there be a delay, other temporary measures must be taken to ensure the health and safety of the effected workers.
- Responsible for assigning corrective actions to competent workers and our subtrades as part of incident investigations and regular inspection activities (including weekly and monthly inspections).
- Responsible for completing workplace inspections that contribute to corrective action plans.
- Responsible for communicating site deficiencies, issues or problems to the safety coordinator.

Workers

- Responsible for making recommendations for corrective actions through incident reporting, near miss reporting and participating in workplace inspections.
- If you see a problem, say something and bring forward suggestions that will improve safety for everyone.
- Responsible for reporting all site deficiencies, issues or problems to the supervisor/foreman.
PROCEDURES

Corrective actions can be as simple as listing the remedy to a deficiency found during an inspection. An action is assigned to an individual to complete that task and make the appropriate correction.

Corrective actions can be quick corrections made by the immediate supervisor/foreman or competent worker that are corrected on the spot when they have been identified. If the corrective action required is beyond the scope and the authority of the supervisor/foreman, it must be communicated to the next level of management. Interim measures must be put in place to ensure the health and safety of workers that may be exposed to a hazard. Workers have the right to refuse unsafe work, it is important that all parties be involved the development, review and implementation of corrective actions.

Corrective actions will be tracked and reviewed at both JHSC Meetings and management meetings to ensure that nothing is missed. Items that have been brought forward will be tracked on a corrective action plan, to show who is responsible, when the deadline is, what action was implemented and has the corrective action been effective.

The effectiveness of the corrective action can simply state “Yes” or “No” or “RFM” “requires further monitoring”.

The corrective action plan may be used to track corrective actions generated through the reporting of incidents, investigations of incidents, inspection reports, emergency drills and near miss events.
ELEMENT 10: INVESTIGATIONS AND REPORTING

INCIDENT REPORTING POLICY STATEMENT

PURPOSE

Incident reporting is essential to improving the health, safety and well-being of all employees and is critical piece of our company’s health and safety management system. Our internal responsibility system means working together to improve the health and safety for everyone.

All employees must immediately report **ALL incidents/injuries, and near misses** (VI-FOR-172) regardless of loss or severity (seriousness). This ensures that the incident can be appropriately managed to mitigate further loss or injury, the appropriate parties are informed of the incident within the required timeframe and if necessary, an investigation is initiated.

The root cause of the incident must be the focus of any investigation and not blame or fault, so that corrective action(s) can be taken, communicated and monitored for effectiveness to prevent future incidents or near misses from occurring.

STEPS TO REPORTING AN INCIDENT:

SERIOUS INCIDENT/Critical EMERGENCIES OR EMERGENCIES

- Employees must immediately report ALL serious incidents to their supervisor/foreman.
- Employees must document the incident on the Incident Report form (VI-FOR-172) and forward to their supervisor/foreman, by the end of the work shift (or as soon as possible). Should there be a valid reason that a worker cannot attend the site or office to complete the forms due to injuries or illness, arrangement can be made to visit either at hospital or home.
- The supervisor/foreman must immediately report all serious incidents to senior management. Supervisor/foreman will also need to inform the constructor as per the site requirements.
- The appropriate management representative(s) will notify any out of site agencies (Ministry of Labour, WSIB, Spill Reporting Centre Etc.)
- DO NOT make any statements to the press or post any photos over social media. All requests for comments or statements MUST come directly from the senior management team.
- The supervisor/foreman must review and sign the Incident Report form (VI-FOR-172).
- The supervisor/foreman must complete an investigation using the Supervisor Incident Investigation Form (VI-FOR-171) return it to senior management within **24 hours** of the incident. If the supervisor/foreman has indicated that further investigation is required/recommended or at the request of a senior management representative(s), the safety coordinator and JHSC/worker representative will complete an investigation using the Safety Investigation Form (VI-FOR-170) within **24 hours** of the request (or as quickly as is reasonably possible).

Findings, corrective actions and recommendations will be reviewed with the appropriate workplace parties. Any corrective action(s) will be communicated and monitored for effectiveness to prevent future incidents or near misses from occurring. This is part of our “internal responsibilities system”. Company memos will be created and issued to inform all necessary about the incident.
MEDICAL AIDS AND MOTOR VEHICLE COLLISIONS INVOLVING COMPANY VEHICLES

- Employees must immediately report ALL medical aids and motor vehicle collisions to their supervisor/foreman.

- Employees must document the incident on the Incident Report form (VI-FOR-172) and forward to their supervisor/foreman by the end of the work shift (or as soon as possible).

- The supervisor/foreman must immediately report the incident to the safety coordinator.

- The supervisor/foreman must review and sign the Incident Report form (VI-FOR-172), submit it to the safety coordinator within 24 hours of the incident.

- As per the incident investigation procedure (VI-SJP-100), the supervisor/foreman must complete an investigation using the Supervisor Incident Investigation form (VI-FOR-171) and submit it to senior management or safety coordinator within 24 hours of the incident.

- On the Supervisor Incident Investigation form, if the supervisor/foreman has indicated that further investigation is required/recommended or at the request of an appropriate management representative(s), the safety coordinator will complete an investigation using the Safety Investigation form (VI-FOR-170), within 24 hours (if practical) of the request.

Findings, corrective actions and recommendations will be reviewed with the appropriate workplace parties and any corrective action(s) will be communicated and monitored for effectiveness to prevent future incidents or near misses from occurring. This is part of our “internal responsibilities system”. Company memos will be created and issued to inform all necessary about the incident.

NEAR MISSES AND FIRST AIDS

- Employees must immediately report ALL near misses and first aids to their supervisor/foreman or the office (if working independently).

- Employees must document near misses on the Worker Incident Report form (VI-FOR-172) and forward to their supervisor/foreman by the end of the work shift (or as soon as possible).

- Employees must document first aids on the First Aid Injury Treatment Record (VI-FOR-119) found in the first aid kit, along with completing a Worker Incident Report form (VI-FOR-172).

- The supervisor/foreman must review and sign the Near Miss Report form (VI-FOR-172) and return it to the office within 24 hours of the incident.

- For near misses where the potential for serious injury exists or where only first aid may be required, but the incident could have resulted in serious injury or property damage, the supervisor/foreman must complete an investigation using the Supervisor Incident Investigation form (VI-FOR-171) and return it to the Office within 24 hours of the incident.

- On the Supervisor Incident Investigation form (VI-FOR-171), if the supervisor/foreman has indicated that further investigation is required/recommended or at the request of a management representative(s), the safety coordinator will complete an investigation using the Safety Investigation form (VI-FOR-170) within 24 hours (if practical) of the request.

Findings, corrective actions and recommendations will be reviewed with the appropriate workplace parties and any corrective action(s) will be communicated and monitored for effectiveness to prevent future incidents or near misses from occurring. This is part of our “internal responsibilities system”. Company memos will be created and issued to inform all necessary about the incident.
All incident, first aids, medical aids and near miss reports will be reviewed with the JHSC as required by the OH&S Act. All reports and corrective actions will be tracked and trended to identify gaps in our program and opportunities to continuously improve our health and safety management system.

All incident reports & investigations will be scanned and forwarded to senior management in a timely manner.
PURPOSE

An incident reporting, investigation and follow-up procedure is an essential element of the health and safety program. While it remains our responsibility as a subcontractor to investigate and report all incidents involving our employees, it is necessary for management to be involved in these investigations so that causes may be determined further loss may be prevented and authorities may be notified (where required).

PROCEDURE

This procedure is to include reporting of;

- Lost time and critical accidents
- First aid incidents
- Property damage
- Near misses
- Work refusals
- Notices issued by governing authorities
- Hazardous material spills, leaks or exposures
- Fires

DISTRIBUTION

The supervisor/foreman will implement this procedure with all contractors and ensure that reporting requirements are met.

Forms and documents are to be distributed to subcontractors during the subcontractor orientation on-site. These documents must be maintained and posted or readily available at the subcontractors site office or wherever reasonable on the project site.

Investigation must be completed with-in 24 hours of the event and signed by the relevant parties.

RECORDS

The supervisor/foreman will ensure that the health and safety coordinator is immediately notified in the event of any and all “lost time incidents” or other reportable incidents.

All records will be maintained and filed by the safety coordinator.

These records are to be reviewed on a continual basis to determine the need for on-going file maintenance and must be kept for 1 year after the completion of the project. These records will be used to develop statistics through the duration of the project. Report forms are available from your supervisor/foreman or the office. Forms:

- Worker Report Form - VI-FOR-172
- Supervisor Investigation Form - VI-FOR-171
- Safety Rep Incident Form - VI-FOR-170
- Voluntary Witness Statement Form - VI-FOR-173
PURPOSE

To provide guidance to supervisor/foreman and the safety coordinator on performing effective incident investigations. Investigations are conducted to provide insight into the immediate or root causes of an incident.

An investigation can be more effective when identifying several contributing causes. These causes may include unsafe procedures, conditions or actions and they must be clearly identified. The appropriate corrective action(s) need to be recommended in order to prevent future similar incidents.

The supervisor/foreman are vital to the investigations as they are familiar with the individuals, equipment, materials and processes within their area of responsibility. As a result, they are often the first person(s) from management to be involved in the investigation of an incident.

TYPES OF INCIDENTS THAT NEED TO BE INVESTIGATED

We require the following types of incidents to be investigated:

- Fatal or critical injuries
- Lost time injuries or illnesses
- Where only first aid may be required, but the incident could have resulted in serious injury
- Toxic or hazardous material spills or releases
- Every near miss where the potential for serious injury exists
- Any occurrence of fire or the discharge of a fire extinguisher
- Incidents which result in damage to property, equipment or machinery
- Environment spills and events that may have a damaging impact on the natural environment.

PREPARING FOR THE INVESTIGATION - INVESTIGATOR KITS:

Incident investigator kits will contain items that may be needed at the scene and should include:

- Writing tools, such as pens, pencils, magic markers and chalk
- Paper, investigation forms and a clipboard
- Relevant company rules, safe work practices and safe job procedures
- Camera or Smartphone for collecting evidence
- Measuring tools (including tape measurers for gathering evidence related to distances)
- Testing equipment (if necessary)
- Flashlight (to view things at night or in low-lit areas)
- Highlighters and fluorescent tape
- Lockout/tag out equipment
- Means of isolating the area, such as warning signs
- PPE for the investigator (including hard hat, safety glasses, traffic vest, safety footwear, and first aid kit)
- Identification and/or authorization

EXPECTED RESULTS AND OUTCOMES:

- Accurate, unbiased description of exactly what happened, along with recommendations
- A determination of the immediate causes and the underlying or root causes
- An analysis of the impact/severity and potential for harm
- A corrective action plan that reduces the probability of a repetition of incidents
- A positive effect on employee morale
- Satisfying legal requirements and obligations
STEPS IN CONDUCTING THE INVESTIGATION:

1. ASSESS THE SITUATION
   - Ensure the incident scene is made safe so no further injury or damage occurs.
   - Ensure injured persons are properly cared for.
   - Ensure physical evidence is not disturbed before police and provincial authorities can examine it.

2. COLLECT EVIDENCE
   - Get an overview of the situation. Find out briefly what happened and who saw it.
   - Gather physical evidence.
   - Make a record of the conditions at the scene.
   - Interview witnesses. Speak with everyone who was in the area at the time, or just before or just after it happened.
   - Check background information. Check for additional information that might be relevant in regard to the equipment, people or conditions involved in the incident.

3. DETERMINE CAUSES
   - Determine the immediate and underlying causes. The investigation needs to identify what happened and what caused it to happen.
   - The intent of the investigation is to identify the root causes of why the incident occurred (for all injuries, damage to property, motor vehicle collisions, etc.). Investigators will determine root causes using the “5 Why’s” – repeatedly asking, “Why” until the root causes are determined.
   - There will be root causes and additional underlying causes to incidents. These causes should be part of the corrective actions taken and planning for future preventive actions.

4. CORRECTIVE ACTION PLAN
   - Recommend corrective actions.
   - Determine the corrective actions for each of the causes.
   - Assign corrective actions with anticipated due dates for making changes. Due dates and responsibilities assigned will reflect the seriousness and immediacy of the risk posed by the actions.

5. PREPARING THE INVESTIGATION REPORT
   - Objectively analyze the information, interviews and photos gathered during the investigation to determine causes and recommendations for improvement.
   - Investigation reports will be shared with the safety department and senior management.

6. SHARE THE INFORMATION AND FOLLOW-UP ON ACTION
   - Information and recommendations coming out of investigations should be shared with the appropriate workplace parties, including (but not limited to: Management, workers, safety representatives, joint health & safety committees, etc.)
   - Actions in action plans should be tracked to ensure they are being completed in a timely manner and the effectiveness of those corrective actions are evaluated.

All incident, first aids, medical aids and near miss reports will be reviewed with the JHSC representatives or the workers representatives as required by the OHSA Act. All reports and corrective actions will be tracked and trended to identify gaps in our program and opportunities to continuously improve our health and safety management system.
PURPOSE
To outline the requirements for reporting workplace incidents to provincial authorities as per provincial regulations.

PROCEDURE
Prior to reporting to any provincial authority, senior management must be consulted and where applicable, the safety coordinator will file the report.

In Ontario, if workplace injuries or illnesses occur, the employer constructor or mine or mining plant owner have the following duties to notify certain people:

If a person, whether a worker or not, has been critically injured or killed at the workplace, the employer and the constructor, if any, must immediately notify the Ministry of Labour Health & Safety Contact Centre, the joint health and safety committee (or health and safety representative) and the union, if there is one. This notice must be by telephone or other direct means. Within 48 hours, the employer must also notify, in writing, a director of the Ministry of Labour, giving the circumstances of the occurrence and any information that may be prescribed [section 51(1)].

If an accident, explosion, fire or workplace violence incident (where a person is disabled/requires medical attention) occurs, the employer must notify the joint health and safety committee (or health and safety representative) and the union, if any, within four days of the incident. This notice must be in writing and must contain any prescribed information [section 52(1)]. If required by an inspector, this notice must also be given to a director of the Ministry of Labour.

If an employer is told that a worker has an occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board, the employer must notify a director of the Ministry of Labour, the joint health and safety committee (or health and safety representative) and the trade union, if any, within four days. This notice must be in writing and must contain any prescribed information [section 52(2)]. The duty to notify applies not only to current workers but also to former ones [section 52(3)].

Even if no one is hurt, written notice of an accident or unexpected event that could have caused an injury at a construction site is required from the constructor of the project. This notice must be given to a director of the Ministry of Labour, the joint health and safety committee (or health and safety representative) and the trade union, if any, within two days and must contain any prescribed information [section 53].

Accident Notices and Reports under Sections 51-53 of the Act
A written report under subsection 51 (1) of the Act respecting an occurrence in which a person is killed or critically injured shall set out:

1. The name and address of the constructor and the employer, if the person involved is a worker
2. The nature and the circumstances of the occurrence and the bodily injury sustained by the person
3. A description of the machinery or equipment involved
4. The time and place of the occurrence
5. The name and address of the person involved
6. The names and addresses of all witnesses to the occurrence
7. The name and address of the any legally qualified medical practitioner by whom the person was or is being attended for the injury
8. The steps taken to prevent a recurrence. O. Reg. 213/91, s. 8; O. Reg. 145/00, s. 6
A notice under subsection 52 (1) of the Act respecting an occurrence involving a worker shall set out:

1. The name, address and type of business of the employer
2. The nature, the circumstances and the bodily injury or illness sustained by the worker
3. A description of the machinery or equipment involved
4. The time and place of the occurrence
5. The name and address of the worker involved
6. The names and addresses of all witnesses to the occurrence
7. The name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the injury or illness
8. The steps taken to prevent a recurrence. O. Reg. 213/91, s. 9 (1); O. Reg. 145/00, s. 7 (1)

A notice under subsection 52 (2) of the Act (information and particulars respecting a worker’s occupational illness) shall contain the following information:

1. The employer’s name, address and type of business
2. The nature of the illness
3. The worker’s name and address
4. The name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the illness
5. The name and address of each medical facility, if any, where the worker was or is being attended for the illness
6. A description of the steps taken to prevent a recurrence. O. Reg. 145/00, s. 7 (2)

An employer shall keep in the employer’s permanent records a record of any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker from performing his or her usual work. O. Reg. 213/91, s. 10 (1).

The record shall include particulars of:

1. The nature and circumstances of the occurrence and the injury sustained by the worker
2. The time and place of the occurrence
3. The name and address of the injured worker
4. The steps taken to prevent a recurrence. O. Reg. 213/91, s. 10 (2)

An employer to whom subsection (1) applies shall make the record available to an inspector upon request. O. Reg. 213/91, s. 10 (3).

The following incidents are prescribed for the purpose of section 53 of the Act:

1. A worker falling a vertical distance of three meters or more
2. A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system
3. A worker becoming unconscious for any reason
4. Accidental contact by a worker or by a worker’s tool or equipment with energized electrical equipment, installations or conductors
5. Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts
6. Structural failure of all or part of falsework designed by, or required by this Regulation to be designed by, a professional engineer
7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure
8. Failure of all or part of the structural supports of a scaffold
9. Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench
10. Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it

11. Overturning or the structural failure of all or part of a crane or similar hoisting device. O. Reg. 213/91, s. 11 (1); O. Reg. 85/04, s. 3; O. Reg. 627/05, s. 1

A notice under section 53 of the Act shall set out the circumstances of the occurrence and the steps taken to prevent a recurrence. O. Reg. 213/91, s. 11 (2).

This section applies with respect to an occurrence for which a report under subsection 51 (1) of the Act or a notice under section 52 or 53 of the Act is given, if the occurrence involves a failure of all or part of:

(a) Temporary or permanent works

(b) A structure

(c) An excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it

(d) A crane or similar hoisting device. O. Reg. 213/91, s. 12 (1)

A constructor or employer who submits a report under subsection 51 (1) of the Act (notice of death or injury) or gives a notice under section 52 or 53 of the Act (notice of accident, etc.) shall also provide, within 14 days after the occurrence, a professional engineer’s written opinion stating the cause of the occurrence. O. Reg. 145/00, s. 8.
ELEMENT 11: EMERGENCY PREPAREDNESS

EMERGENCY PREPAREDNESS & RESPONSE POLICY

PURPOSE

The objective is to use this information as a reference prior to performing activities associated with an emergency. It is designed to help eliminate the human suffering and economic losses that can result from workplace emergencies.

SITE SPECIFIC EMERGENCY RESPONSE PLAN

OUR POLICY

The emergency procedures and response actions will provide order during a normally confusing emergency, including, but not limited to, fire, power failure, gas leak, chemical spill, crime prevention and workplace violence.

JOBSITE - OUR POLICY

Vanos Insulations will abide by the emergency response protocol established by the job site general contractor or the existing emergency/evacuation plan of the business owner.

In the absence of a general contractor or business owner plan, Vanos Insulations will develop an emergency response plan for each project. This plan shall include potential issues, how they will be dealt with and all emergency contacts/phone numbers will be included. This plan will be posted at each jobsite. Prior to a major project starting, the emergency contact numbers and directions to the nearest hospital shall be posted (H&S board), alongside the employees trained in first aid/CPR.

JOBSITE - PROCEDURES

In case of emergency, the site foreman shall take the following steps:

1. **Assess the situation** - determine what the problem is and who is involved
2. **Take Command** - assign duties to specific persons
3. **Provide Protection** - protect the accident scene from further hazards
4. **Give First Aid** - foreman shall administer first aid or assign someone else
5. **Call Emergency Services** - foreman shall direct someone to call necessary parties
6. **Call Applicable Utilities** - foreman shall direct someone to call necessary parties
7. **Guide Emergency Vehicles** - foreman shall direct someone to meet emergency vehicles and guide them to location of emergency
8. **Get Name of Hospital** - foreman shall get location of hospital
9. **Advise Management** - foreman shall call office and management in order that the appropriate parties can be notified
10. **Isolate the Accident Scene** - foreman shall secure the accident scene until authorities release scene
HEAD OFFICE – OUR POLICY
Vanos Insulations has established an emergency response plan for our head office to ensure staff and visitor safety and minimize loss. All head office employees are required to be familiar with the emergency procedures. Alarms will be tested and fire extinguishers, emergency lighting and exit signs inspected monthly.

HEAD OFFICE - PROCEDURES
In the event of an emergency evacuation of the Vanos Insulations office, shop and warehouse the incident coordinator on hand will take control and implement the following procedures:

1. Employee or manager who becomes aware of fire or other hazard requiring evacuation will immediately alert all other workers and visitors, if any, to exit the building and gather at the designated meeting location
2. Exits are in several points throughout the shop, warehouse and office areas; exits are identified on facility maps posted throughout the building
3. Individual assigned will call 911 or instruct another staff member to call 911
4. All managers, employees and visitors will gather at the designated meeting location (sea can) and will remain there until instructed by senior management to leave
5. Individual assigned will conduct a head count to determine that all employees and visitors are present
6. Individual assigned will determine if vehicles can safely be moved to make room for emergency service vehicles
7. Individual assigned may determine if utilities (electrical, gas, etc.) can safely be shut down or if it is safer to wait for emergency services
8. Individual assigned will alert emergency services if any employees or visitors cannot be accounted for
9. Individual assigned will remain on scene to coordinate with Emergency Response personnel

Individual assigned is based off current emergency preparedness plan posted on Vanos Insulations H&S board

TRANSPORTATION OF INJURED OR ILL WORKERS
Should an employee or visitor be injured or suffer from ill-health while in the workplace, the competent supervisor/foreman for the area will ensure proper transportation to a medical facility is arranged. The injured or ill person will be accompanied by a competent supervisor/foreman or a person appointed by the supervisor/foreman. Wherever possible the injured person should be transported in a company owned vehicle that is well identified. For life threatening, critical injuries or illnesses 911 is the preferred method.

TRAINING AND COMMUNICATION
Prior to any employee and/or visitor entering a project, the supervisor/foreman shall train and familiarize his/her workers in the site emergency procedures if constructor site orientation is not mandatory. The supervisor/foreman shall review the locations of the project’s evacuation routes and emergency alarms. Once the individuals are familiar with the routes of access/egress for the site, the supervisor/foreman will designate an emergency meeting area. As we are not the constructor this step will need to be coordinated with the constructor’s site plan.

VISITORS TO SITE
When Vanos Insulations is the constructor, the supervisor/foreman shall have all visitors sign the visitor log when arriving at the facility or job site. It is the supervisor/foreman’s responsibility to review the nearest emergency evacuation routes with all visitors prior to accessing the work area and should include the required PPE for the site.

SUMMONING OUTSIDE AGENCIES AND MEDIA RELATIONS
To ensure the accurate disclosure of appropriate information, all encounters with or inquiries by outside services shall be coordinated by the site supervisor/foreman under guidance of senior management. An outside service may represent the police, fire, ambulance, government inspectors/officials and the media. All requests from the media for information will be directed to senior management. No one else is authorized to make statements on the employer’s behalf.
ACCOMMODATION FOR PEOPLE WITH DISABILITIES

Employees are requested to self-identify to their direct supervisor/foreman or safety coordinator if they have a physical or mental disability that interferes with their ability to respond in an emergency. Accommodations will be made based on the need of the employee. The supervisor/foreman and any other appropriate personnel will work with the employee to prepare an employee-specific emergency plan. The emergency plan will be tailored to the individual in need of assistance. It will outline any accommodation or equipment required and any other measures necessary to ensure that the employee can appropriately respond to an emergency in the workplace.

COMMUNICATION SYSTEMS

An important key to effective emergency response is a communications system that can relay accurate information quickly. To do this, reliable communications equipment must be used, procedures developed, and personnel trained. It is a good idea to have a backup system in place, in case the system is rendered useless by the emergency. For example, telephone lines may be cut.

A communication system must be made up of strategically placed equipment and properly defined responsibilities. The notification, whether a fire whistle, horn or bell must be clearly defined and communicated to all employees and visitors to sites and facilities. The emergency preparedness and response plan posted in a conspicuous place (i.e., Health and Safety Communication Board at the project (when applicable) and/or facility) must identify the designated equipment and the people to operate it.

ONGOING PLANNING

The emergency preparedness and response plan and emergency preparedness and response site plan for a construction project must continually undergo review and revision to meet changing conditions. The following activities should be considered:

1. Review the plan with new site subcontractors (under our direction) and new workers to ensure that the plan covers their activities adequately.
2. Review the plan with suppliers to ensure that the plan covers any hazards that the storage or delivery of their materials might create. (if applicable)
3. Review new work areas in operating plants with owner/client to ensure that new hazards are identified and covered in the plan.
4. Review the plan with the JHSC or safety coordinator on a regular basis to address new hazards or significant changes in site conditions.

EMERGENCY PREPAREDNESS AND RESPONSE – TRAINING

PURPOSE

To provide training for the identification of potential for incidents and emergency situations as well as the mitigation of the environmental impacts that may be involved with incidents and emergency situations.

SCOPE

This program applies to Vanos Insulations office, warehouse, yard and field operations, where applicable shorter duration jobs, less than one day lasting to one week only, a JHA may be used as the emergency preparedness and response plan, this must be communicated to workers and include the location of the first aid equipment and identifying the first aiders available.

APPLICATION

All emergency preparedness and response situations pertaining to the office, shop and warehouse will be reviewed and implemented (e.g., information specific to communications systems, emergency teams, fire wardens, evacuation plans, etc.). This document will be adjusted in coordination between the operations team and the safety coordinator if required. The location specific plan should be posted on the health and safety board in the workplace and at the location that the alarm methods are located. This assist everyone to know what to do when the time comes. In an
emergency it is important that the plan be taken with you to ensure you are following all required steps and have the contact information with you. You should not have to re-enter the building to grab the plan.

**ROLES AND RESPONSIBILITIES**

Managers, supervisors and foremen are responsible for reviewing the workplace and job site emergency plans in the event of an incident or a rescue is required.

Managers, supervisors and foremen must be notified of any incident as per the incident reporting procedure.

The *incident coordinator* is the person that serves as the main contact for the company in an emergency. The incident coordinator is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the incident coordinator. If the primary contact is unable to fulfill the incident coordinator duties, the secondary contact will take on this role. If needed, senior management can also appoint an incident coordinator.

Managers, supervisors and foremen must maintain a current set of company personnel telephone numbers as well as contact telephone numbers to obtain equipment, material or expertise that may be needed in the event of an emergency.

Managers, supervisors and foremen are responsible for ensuring that emergency telephone numbers are posted in conspicuous locations available to all staff and employees. Supervisors/foreman must carry the telephone numbers to job sites (if not at a fixed location) and all workers must know where to find them.

Managers, supervisors and foremen must ensure adequate personnel are trained in first aid and CPR. Certificates must be posted on the health and safety communication board and a copy with the first aid kit. (You only need the first aid certificate of the person (s) in control of the kit).

Supervisor/foreman are responsible for discussing and communicating the basic emergency response plans to ensure all workers are aware of the procedures and the roles they play.

All employees must know the location of fire extinguishers, first aid kits, emergency meeting location in the event of an evacuation and the directions to the nearest hospital.

Evacuation drills must be carried out at a minimum of once per year. The record of fire and emergency drill form should be used to document all drills ensuring effectiveness and corrective action when required. (VI-FOR-115)

Employees shall be trained so that they are fully versed in the protocols and procedures surrounding emergency preparedness and response. This training includes the following:

- Emergency preparedness and response plan—including emergency meeting area.
- Emergency preparedness and response site plan—including emergency meeting area.
- Emergency equipment use.
- Rescue equipment use – tripod winch, fall arrest, SCBA, gas detector, stretcher etc. when required.
- All new employees receive this training as part of their orientation – this typically takes place in the first two days of being hired.
- Regular staff receives update training on this topic – this typically takes place annually.
- The effectiveness of the training is evaluated during emergency drills at the location and during practical observations in the field. Training is documented with a sign-in sheet.

**PLANNING AND AWARENESS**

Before an emergency happens, the following items must be included as part of the planning in order to effectively deal with potential problems:

- Have all hazards been analyzed?
- Are the right people doing the job?
- Do we know the route to the nearest hospital?
- Do you require satellite or similar communication devices for remote locations?
Do fire, police and emergency medical services respond to 911 or do we use another telephone number?
Do all employees know their exact location in case they are the person who must call for help?
Who will be the competent person in charge if the supervisor/foreman must leave the job?
Are there any workers trained in first aid and CPR?
Are there any workers knowledgeable in the use of rescue techniques?
Is there equipment available to affect a rescue?
Are all employees aware of the incident reporting procedure?

This plan has been communicated to all employees and is posted on the health and safety communication board is available.

PROCEDURE

The incident coordinator and delegates will have the overall administrative responsibility for any serious accident or emergency. Supervisors/foreman and operations personnel will usually be the first people to respond.

<table>
<thead>
<tr>
<th>The following are potential emergencies: Print the ones that apply to your area and train workers!</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1. Building or Site Evacuation</td>
</tr>
<tr>
<td>□ 2. First Aid/Medical Aid/Critical Injury</td>
</tr>
<tr>
<td>□ 3. Fire and/or Explosion</td>
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<tr>
<td>□ 4. Severe Weather</td>
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<tr>
<td>□ 5. Hazardous Material Spills</td>
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<tr>
<td>□ 6. Transportation or Material Handling Incident</td>
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<tr>
<td>□ 7. Violence in the Workplace</td>
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<tr>
<td>□ 8. Bomb Threats</td>
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<tr>
<td>□ 9. Utilities Outages</td>
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<tr>
<td>□ 10. Unexpected Natural Disaster</td>
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<td>□ 11. Animal Risks to Life or Health</td>
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<tr>
<td>□ 12. Motor Vehicle Collision</td>
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<tr>
<td>□ 13. Property Damage</td>
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<tr>
<td>□ 14. Power Line Contact</td>
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<tr>
<td>□ 15. Falls from Heights</td>
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<tr>
<td>□ 16. Confined/Restricted Spaces</td>
</tr>
<tr>
<td>□ 17. Trench or excavation cave-in</td>
</tr>
<tr>
<td>□ 18. Electrocution</td>
</tr>
<tr>
<td>□ 19. Water Rescue Plans</td>
</tr>
</tbody>
</table>

NOTE: You only require the plans that are relevant to the project, tasks and environment you will be working in to be posted. E.G. if there will be no working at heights, you will not require that section.
BUILDING OR SITE EVACUATION

Property evacuation plans are located by all exits in the office, shop and warehouse.

ALL EMPLOYEES SHOULD:

• Know the way out from their work area
• Know the location of the nearest fire extinguisher
• Know the location of the emergency meeting location
• Report to the supervisor in charge of the meeting area and ensure you are accounted for
• Do not return to your work area unless specifically told to do so when the area is safe and is given the all clear by emergency response personnel
• Know and understand what areas of the building need to be evacuated and at what times.

THE SUPERVISOR/FOREMAN IN CHARGE OF THE MEETING AREA WILL:

• Post and ensure employees are aware of the location specific map or building plan (insert a Property Evacuation Plan that marks out the location of the meeting point, first aid kit, fire extinguishers and the alarm locations etc.)
• Utilize a check sheet to take attendance help ensure everyone is accounted for
• Give permission to return to work area when safe to do so

FIRST AID/MEDICAL AID/CRITICAL INJURY

IF THE PERSON IS CONSCIOUS:

• Report injury to supervisor/foreman/co-worker/first aider
• Supervisor/foreman/co-worker/first aider to assess the level of injury
• If trained, perform first aid and reassess

IF THE PERSON IS UNCONSCIOUS:

• Call 911 for assistance
• Assess injury and provide first aid and/or CPR

WHEN THE EMS/FIRE DEPARTMENT ARRIVES:

• A responsible person should be present to guide arriving EMS personnel
• The location map and/or facility floor plan complete with drawings and/or descriptions of the building fire emergency fire systems, electrical panels and hazardous material should be available to fire department personnel

In the event of a medical aid or critical injury, contact the safety coordinator. Refer to incident reporting procedure and reporting to provincial authorities for more detail.

FIRE AND/OR EXPLOSION EMERGENCY

IF YOU DISCOVER A FIRE:

*Fight the fire ONLY if you have been trained and are confident that it may be controlled with the firefighting equipment available*

• Leave the fire and/or explosion area
• If in a building, close all doors behind you
• Activate the building fire alarm, which may be a pull station, air horn, fire whistle or paging system
• Notify supervision of the emergency as soon as safe to do so
• Evacuate the area using the closest safe exit route and gather at designated meeting area
• Ensure the Fire Department has been called- 911
• Give 911 Operator the following information:
  o Street address or map/area coordinates
  o Your name and contact number
IF YOU HEAR THE FIRE ALARM/EMERGENCY NOTIFICATION:

- Leave the building using the closest safe exit
- Before opening any doors test the door and knob for heat
- If door or knob is hot do not open- if cool open door slightly and check for fire and smoke before proceeding

WHEN THE FIRE DEPARTMENT ARRIVES:

- A responsible person should be present to guide arriving fire department personnel
- The location map and/or facility floor plan complete with drawings and/or descriptions of the building fire emergency fire systems, electrical panels and hazardous material should be available to fire department personnel.

SEVERE WEATHER EMERGENCY

IF A SEVERE THUNDERSTORM IS IMMINENT:

Mobile trailers or vehicles offer little protection, even if tied down. Leave these for a sturdy shelter before the storm approaches.

1. Close all building doors
2. Tune a radio to a local weather advisory channel
3. Anyone working outside should get inside and stay inside (lightning & flying debris hazards)
4. Move away from exterior walls and window
5. Area supervisor/foreman is to account for whereabouts of personnel

Driving

- Tune in to your radio to stay informed of approaching storms
- Turn on your headlights (low beams) and slow down
- Do not drive unless necessary
- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle
- Stay in the vehicle and turn on the emergency flashers until the heavy rains subside
- An automobile provides better insulation against lightning than being in the open
- Avoid contact with any metal conducting surfaces either inside your car or outside
- Avoid flooded roadways
- Avoid downed power lines
- Check your windshield wipers and tires regularly to ensure that they are ready for severe weather
- Approach intersections with caution
- Treat traffic lights at intersections as stop signs

IF A TORNADO IS IMMINENT:

BUILDINGS

Note: Mobile trailers offer little protection, even if tied down. Leave these for a sturdy shelter or permanent building before the storm approaches.

- Close all building doors
- Tune a radio to a local weather advisory channel
- Anyone working outside should get inside and stay there
- Go to an inside location on the ground floor where you are away from exterior walls and windows and in a strong part of the building (this location should be marked on a site plan – if applicable)
- Avoid places with wide span roofs
- Get under cover (a piece of furniture such as a desk or table and hold on)
- Use arms to protect head and neck
- Area supervisor/foreman is to account for whereabouts of personnel
DRIVING
- Do not drive during tornado conditions
- Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air
- Get out of your vehicle immediately and seek shelter in a nearby building
- If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or low lying area away from the vehicle. Be aware of the potential for flooding

OUTSIDE - if you are unable to get to shelter
- Lie flat in the nearest depression, ditch or ravine if there is not time to escape
- Avoid areas with many trees, protect your head with your arms
- Move away from the path of the tornado at a right-angle direction
- Stay out of the water as lightning sometimes come before a tornado

HAZARDOUS MATERIALS SPILLS EMERGENCY
HAZARDOUS SPILLS OF PROPANE OR A NATURAL GAS LINE RUPTURE:
- If a leak is severe, evacuate the building using evacuation procedure and contact authorities
- If leak is minor, such as a lift truck or cutting torch propane tank, get the tank outside and minimum of 20 feet from the building
- Supervisor/foreman will contact proper authorities as outlined in emergency contact numbers

HAZARDOUS SPILLS OF LUBRICANTS/OILS, ETC.:
- If the spill is minor contain the spill using suitable spill kit or absorbers
- If the spill is major report to supervisor/foreman and evacuate the area
- Supervisor/foreman will contact proper authorities as outlined in emergency contact numbers

HAZARDOUS SPILL OF GASOLINE OR DIESEL FUEL:
- Turn off pump immediately- emergency stop
- Remove all ignition sources
- Wear appropriate PPE before entering spill area
- Block off any catch basins using spill socks or by building a dike with absorbing material or sand
- Secure the area and call supervisor/foreman immediately
- Supervisor/foreman will contact proper authorities as outlined in emergency contact numbers

TRANSPORTATION OR MATERIALS HANDLING INCIDENT/EMERGENCY
This may include heavy equipment, vehicles, cranes or conveyors.
- Assess the level of emergency and secure the area
- Contain any fluids that may be hazardous to people or the environment
- Contact supervisor/foreman
- If personnel are injured contact first aider on site and arrange for emergency medical assistance if required
- For critical incidents the Ministry of Labour must be called. Secure the area with tape or traffic cones and do not allow anyone to tamper with the incident scene or any tool or equipment that is involved (except to preserve life or reduce further damage to the area or building)
- Complete the incident report form

VIOLENCE IN THE WORKPLACE EMERGENCY
This may be indicated by warning signs such as:
- Poor impulse control
- Disrespectful to others
- Making intimidating comments or threats
• Alluding to violence toward others
• Hostile attitude
• Blaming others for life’s problems
• Belief they are being treated unjustly or unfairly
• History of difficulty accepting others
• History of pervious violence
• Substance abuse or mental health problems

Steps on how to deal with violence in the workplace emergency
• To summon immediate assistance, contact your supervisor/foreman or the nearest person immediately
• Take charge of situation, do not endanger yourself, maintain personal space (arm’s length)
• Let the person know that you would like them to STOP! And you will file a formal complaint
• Call police if situation cannot be diffused by supervision on site or if you are in immediate danger
• Isolate violent person if possible
• Talk calmly, be a good listener and use empathy
• Once the situation is under control talk with employees and let them air their concerns
• Complete a report form for investigation insuring you take all witness information down

BOMB THREAT EMERGENCY
Bomb threats are not to be taken lightly. Persons responsible for such threats can be prosecuted. Discontent employees may make bomb threats. Procedures for bomb threats are as follows:

• **Phone Bomb Threats** - Employees receiving telephoned threats will:
  • Stay calm - do not alarm others. Immediately notify your supervisor/foreman who will report the threat
  • Supervisor/foreman will contact 911 for instructions
  • Decision to evacuate the building will be made by senior management with police guidance
  • Take personnel list with you if the building is evacuated

UTILITIES OUTAGES
This may be an outage of electrical power, natural/propane gas or water.
• Contact supervisor/foreman - report to senior manager onsite
• If electrical outage, stay in a safe location and await instructions - may include evacuation
• If the office area temperature drops below 18 degrees Celsius in the event of a power outage management will advise the steps to be taken by all employees
• If the area is without the normal use of water or washroom facilities the management team at the location will advise the steps to be taken by all employees

UNEXPECTED NATURAL DISASTER EMERGENCY
Provincial emergency management organizations deal with public safety in the event of a major disaster.

• Communication of such events will be widely published using such channels as the media (television, radio) email and social media feeds (twitter, facebook)
• If you are in close vicinity to such events, follow the advice and direction of emergency services
• Events may be classed as advisories, critical or high danger alerts

Some situations in which a public emergency alert may be issued include:

• Large fire or explosion
• Chemical leak or spill
• Nuclear emergency
• Major transportation incident
• Terrorist attack
ANIMAL RISKS TO LIFE OR HEALTH
This may include risks from wild animals or domesticated animals in rural and urban work locations. Controls put in place should be communicated to all workers that may be at risk.

MOTOR VEHICLE COLLISION
All employee drivers should be equipped with an emergency response card for what to do after an incident/motor vehicle collision. Emergency contact numbers should be written on this card before driving a company vehicle.

IF YOU ARE INVOLVED IN AN INCIDENT OR MOTOR VEHICLE COLLISION:
1. Assess the situation
2. Contact emergency services (call 911) if necessary
3. Notify your supervisor/foreman immediately
4. Secure the area
5. Do not admit fault
6. Do not speak to the media
7. Complete an incident report form
8. Take down witness names and contact information or license plate numbers
9. If able take photos of the scene and the damage to the vehicles or property insuring both close and distant photos show the complete picture of the area. Never post them on social media!

PROPERTY DAMAGE
PROPERTY DAMAGE COULD BE RELATED TO ANOTHER EMERGENCY, REPORT ALL DAMAGE TO SUPERVISOR/FOREMAN

• Assess the area for potential risks
• Take photos of the scene
• Complete Incident Report Form

POWER LINE CONTACT
No object shall be brought closer to an energized over-head electrical conductor with a nominal phase to phase voltage rating set out in Column 1 of the table below; the minimum distance to stay away is set out in Column 2.

<table>
<thead>
<tr>
<th>Nominal Phase-to-Phase Voltage Rating</th>
<th>Minimum Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>750-150,000 volts</td>
<td>3.0 meters</td>
</tr>
<tr>
<td>More than 150,000 to 250,000 volts</td>
<td>4.5 meters</td>
</tr>
<tr>
<td>More than 250,000 volts and over</td>
<td>6.0 meters</td>
</tr>
</tbody>
</table>

• Do not stockpile, load or unload material near power lines
• Do not locate access roads or ramps near power lines
• Treat line as energized until notified to the contrary
• Ensure all warning signs are posted and legible “danger due to overhead powerlines”
• Ensure a spotter is used when required

IN CASE OF CONTACT

• If contact has been made with equipment, operator must stay in equipment until instructed by proper authority
• Never touch equipment and ground at the same time
• Get someone to call local utility company to shut off power
• If you must leave the equipment due to other danger (e.g. Fire) you must not touch the equipment and the ground at the same time, slowly jump with two feet together and shuffle (not step) until you are well out of the danger zone (remember electricity will ripple like water through the ground so you must shuffle well away from the affected area)
• Follow instructions of all emergency personnel
• Supervisor/foreman to fill out incident response form

THIS INFORMATION IS TO BE REVIEWED PRIOR TO PERFORMING ANY ACTIVITIES ASSOCIATED WITH WORKING AT HEIGHTS THAT MAY REQUIRE AN EMERGENCY RESCUE RELATED TO A FALL.

• Notify immediate supervisor/foreman that a fall has happened.
• Assess the scene and make sure that there are no other hazards that will injure another worker if a rescue is required. See the following methods of rescue A-C depending on the situation and equipment available.

FALLS FROM HEIGHTS RESCUE PLANS

A. ELEVATING WORK PLATFORM RESCUE - If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

• Bring the EWP to the accident site and use it to reach the suspended worker.
• Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
• Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
• Position the EWP platform below the worker and disconnect the worker’s lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
• Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
• Arrange transportation to hospital if required.

B. LADDER RESCUE - if an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

• If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
• Set up the appropriate ladder(s) to reach the fallen worker.
• Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
• If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
• If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
• Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
• Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
• Arrange transportation to hospital if required.

C. RESCUE FROM WORK AREA OR FLOOR BELOW - if the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

• Ensure that rescuers are protected against falling.
• If possible, securely attach a second line to the fallen worker’s harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
• Take up any slack in the retrieving line to avoid slippage.
• Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma (sitting up to reduce the possibility of toxins or clots traveling through the body) and any other injury.
• Arrange transportation to hospital if required.
• First Aid should be rendered by qualified personnel only; wait for help to arrive and keep the worker calm. If it is not safe to rescue the worker call 911.
• Supervisor/foreman to appoint a worker to guide the emergency services to the location of the fallen worker.
• Accident scene is to be sectioned off; no access allowed other than emergency services, company incident Investigators and the MOL.
• Head office notify safety representatives, JHSC and union officials if applicable.

If the worker is unconscious call 911 immediately

• Notify immediate supervisor/foreman
• Stay with fallen worker until help arrives
• Send someone to guide emergency services
• Section off accident area, allow access to emergency services, accident investigation team and respective government officials
• Notify company officials of the incident
• Notify safety representatives, JHSC and union officials if applicable

POST-RESCUE PROCEDURE
All non-affected workers should remain in the designated safe gathering zone until the site supervisor/foreman notifies them to do otherwise.

The site supervisor/foreman and health and safety coordinator should:

• Begin the accident investigation
• Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation
• Secure the area (the OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred)
• Determine whether the jobsite-specific rescue and evacuation plans were followed as designed
• Record modifications or additions to the plans that the rescue team deems necessary
• Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify the MOL in writing)
• Record all documented statements from employees, witnesses, and others
• Save all photographs of the incident
• Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable

CONFINED/RESTRICTED SPACES EMERGENCY

• Confined space requires a site-specific rescue plan, contact your health and safety representative of management for more information and assistance with this type of planning
• Equipment must be available and inspected regularly to ensure it is ready for use and workers must be trained on how to use it
• Workers must be trained on the plan and any modifications made should be clearly communicated to workers
• Please reference Appendix A, located at the office
EXCAVATION AND TRENCH EMERGENCY & RESCUE

When things go wrong, people may be exposed to serious and immediate danger. Panic can lead to additional injuries or even multiple fatalities. Effective arrangements for raising the alarm and carrying out rescue operations in an emergency are essential. For victims of a trench collapse, time is the enemy. The longer the person is trapped the higher the incident potential for developing “crush syndrome”. Many time’s in addition to internal traumatic injuries, hypothermia – which is considered a slow killer – may occur. Always ensure you have completed a drill and have regularly inspected rescue equipment close.

REPORT AND RESPOND:

1. Don’t panic, try to remain cool. Notify competent supervisor/foreman immediately. The competent person will take charge, notify 911 or EMS and the site superintendent and the safety department.
2. Identify potential damaged or undermined nearby utilities either by the first collapse or possible by a secondary collapse. Utility owners should be contacted immediately to assess and if possible blank out the affected utility.
3. Move everyone and everything well back. Machinery, construction material, bystanders that are close to the edge of the trench (within three feet) can easily cause a second cave-in.
4. Ringing the rescue area with barrier tape as soon as possible will help to prevent the problem of unnecessary personnel and bystanders being too close to the trench. This can be delegated while other steps are being taken.
5. Assess the potential hazards to the rescuers. If risk is too high you must call 911 and get help fast and make sure you give all relevant information to the rescue units.
6. Get workers who are not trapped out of trench. Leave all tools in place, tool location can assist in finding buried victim(s).
7. Approach the trench from short wall (end) not the long wall or collapsed area. You don’t want to cause additional collapse.
8. When safe use shovels and buckets to remove soil. Only use heavy equipment if you know the workers are not in that immediate area. Heavy equipment can cause life threatening injuries to workers.
9. Keep all personnel and non-rescue equipment 20’ away to prevent further cave in.
10. Start pumps immediately if ground water is a consideration.
11. Shut down all equipment and stop any nearby traffic that can cause vibration and aggravate the situation.
12. Determine the location, number and condition of victim(s).
13. If there are victim(s), determine how long the victim(s) have been buried.
14. Prepare for rescue personnel (EMS, fire dept., etc.) They will need to know:
   - How deep the trench is
   - The type of soil
   - How much has collapsed
   - Number of People trapped
   - How much soil is covering the victim
   - How long have they been trapped
   - Types of utilities involved (if any) - are hazardous utilities damaged
   - Are conditions stable
   - Potential for additional collapse
   - Potential for flooding
   - Condition of surrounding soil

   - Secure witnesses, foreman or competent person in a safe place as you will need more information.
   - The designated employee should have a hand-held orange safety flag or vest to use to get the attention of the responding emergency services.
   - If you can remove the buried worker, assess them for injuries and treat where required until EMS take over.
   - CPR may be required, once started DO NOT stop unless someone takes over or you cannot physically go any longer without becoming a victim yourself. You need to keep going so they have a greater chance of survival when EMS arrive.

OPERATIONS LEVEL PERSONNEL ENTRY RESCUE:
The following operations level entry may be allowed in order to assist EMS considering it has been determined that there is zero potential for secondary cave-in as per a competent supervisor/foreman or qualified engineer. Operations level entries should not take place if victims are fully buried or if in a recovery vs a rescue scenario.

1. Personnel shall approach the trench from the end.
2. Place ladders at each end of the trench for emergency egress.
3. Ground pad the trench or collapse site lip with plywood or other appropriate material.
4. Ventilate the trench.
5. Support any unbroken utilities.
7. If the victim is conscious and trapped pass them a shovel so that they can attempt to self-rescue.
8. Sheeting and shoring, entry and disentanglement operations may be carried out under the direction and supervision of EMS Rescue personnel.
9. Initiate atmospheric monitoring.
10. Move spoil pile as needed to provide a clear area for ground pads.
11. Conduct debris removal from above to provide a clear area for ground pads.

**ELECTRICAL CONTACT RESCUE**

When an electrical accident occurs, the victim may be incapable of moving or releasing the electrical conductor because of the effect of something called “muscle clamping.” Muscle clamping is the contraction of muscles caused by an electrical current running through the body. As a result of this effect, attempts to rescue a victim of an electrical accident may pose a hazard for the rescuer. A rescuer who touches a victim who is still in contact with an electrical current could also be exposed to that current. Caution should always be a primary consideration during rescue in response to any electrical accident or emergency. At the same time, speedy and effective response is essential, because to survive, victims must be rescued as soon as possible. This means your employees must understand electrical hazards and know how to act fast and safely in an electrical emergency.

**BASICS OF ELECTRICAL RESCUE**

1. The first rule of electrical rescue is that co-workers should **never rush in to an accident situation.**
2. While one person calls 911 and summons a maintenance worker qualified for electrical work, other emergency responders should **visually** examine victims to determine if they are in contact with energized conductors. Metal surfaces, objects near the victim, or the ground itself may be energized.
3. Responders could become victims if they touch an energized victim or conductive surface. Any active electrical circuits should be de-energized, if possible. For example, the energy could be switched off at the circuit breaker or portable electrical equipment could be unplugged, if this can be done safely.
4. Once the power is off and it is safe to approach, the victim should be examined to see if he or she can be safely moved without causing greater injuries.
5. If the electrical circuit can’t be de-energized, emergency responders must use extreme care. They should: Ensure that hands and feet are dry. Wear protective equipment such as low-voltage gloves and overshoes, if available. Stand on a clean, dry surface, or stand on a dry rubber blanket or other insulating material, if possible.
6. Use a nonconductive material (for example, nonconductive rope or cord, or a dry stick or board) to remove the victim from the conductor.
7. First aid for a victim of an electrical accident may include **CPR** if the person isn’t breathing and has no pulse. If the victim is breathing and has a heartbeat, first aid for shock and burns may be required until emergency medical help arrives.
8. The designated employee should have a hand-held orange safety flag or vest to use to get the attention of the responding emergency services.
EMERGENCY RESPONSE - WATER RESCUE PLAN

Requirements for drowning protection are detailed in the Regulations for Construction Projects, Section 27. This section should be reviewed with all workers on site.

GENERAL

- A worker who may drown shall wear a lifejacket. {Const. Reg. Sec. 27(1)}
- Workers may also work on approaches to water in a fall restraint scenario where they are tied off to a suitable anchor point in a manner which it is impossible for the worker to reach the water’s edge.
- Never wear a life jacket and a harness/lanyard combination together. A harness is designed to pull up on deployment which can push a PFD up and choke/suffocate a worker.

WORKING OVER OR NEAR WATER:

- Warning signs shall be posted on the project to warn public and workers of the hazard around water (e.g., danger deep or icy water, keep out).
- Where there is current in the water, a line extending across the water, with floating objects attached to it that can support the heaviest person on the site in case he/she falls into the water shall be installed.
- All workers must always be alert and aware of their fellow workers.
- Workers in proximity to a water hazard who may drown will be protected by a floatation device. This device will provide buoyancy adequate to keep a worker’s head above water, face up without effort by the worker (see life jacket/personal floatation device (PFD) requirements below).
- Site specific emergency response plan to be developed prior to the start of operations adjacent to water including site address, method of access, and direction to emergency responders that a worker has entered water and possible assistance in rescue is required.
- Before starting work each day a designated worker will make sure the rescue equipment is as close to the work area as possible.
- Rescue equipment such as boats must be stored on or near the project ready for use.
- All workers working at this location will be required to attend a safety meeting on the use of lifejackets, PPE, etc.

LIFE JACKET/PERSONAL FLOATATION DEVICE (PFD) REQUIREMENTS:

- PFDs must be Canadian coast guard, department of fisheries and oceans approved or equivalent. The PFD information must state that it is designed to keep the wearer face up in the water.

FLOATING WORK PLATFORMS:

- When used on a construction project, rafts, scows, barges and similar vessels are considered work platforms. As such, they are subjected to certain requirements.
- Guardrails must be provided along open edges. The guard rails may be removed at the working side of the platform, provided workers are protected by alternate measures of fall protection.
- Workers on the floating platform must wear lifejackets. A life jacket provides enough buoyancy to keep the wearer’s head above water, face up, without effort by the wearer.
- Appropriate rescue measures must be prepared.
TRANSPORTING WORKERS BY BOAT:

When navigating any waterway, boats and other floating vessels must comply with the legislation requirements. Boats that are not longer than 6 meters (20ft) must be equipped with at least:

- One approved lifejacket for each person on board
- One paddle or an anchor with at least 15m of cable, rope, or chain
- One baiier or one manual pump
- One Class 5BC fire extinguisher if the craft has an inboard engine, fixed fuel tank
- One sound signaling device

All powerboats require navigation lights if operated after sunset or before sunrise. All boats also require radio communication that is compatible to the radio used on site and or barge.

SPILL PROCEDURE:

To prevent a spill or accidental release of hazardous material and contamination of the water, all heavy equipment and tools must be fueled on land. When in proper position and secured for work, a floating platform must be surrounded by a floating absorbent socks attached to the vessel in the event of an accidental release/spill. Additional socks and absorbent pads and waste containment disposal bags must be available on site.

RESCUE EQUIPMENT:

- A ring buoy attached to a 15-meter 9.5 mm diameter polypropylene rope, or rope throw bags Note: The rope throw bag itself is a softer impact item and does the same job.
- Lifejackets for all persons required for a rescue operation including those standing in or near the water
- A boat (where applicable) equipped with a motor if the water is likely to be rough or swift
- A boat hook (which is a short shaft with a fitting on one end shaped to help in rescuing a person or recovering an object.)
- An alarm (e.g., horn) system must be maintained to alert workers to the need for an emergency rescue
- Where there is current in the water, a line extending across the water, with floating objects attached to it that can support the heaviest person on site in case he/she falls into the water

REACH – THROW – ROW – GO

Always call 911 in the event of a worker entering a body of water and requiring rescue. It is always better to have rescue assistance on the way and not needed than to need rescue assistance and not have it.

RESCUE ITEMS FOR REACH AND THROW OPERATIONS MUST BE READILY AVAILABLE FOR EACH WATERSIDE OPERATION.

REACH:

Victim(s) are located close to the shoreline and the rescuer(s) can retrieve them by reaching with their persons, rescue pole or hook, an oar, a backboard, etc. without having to enter the water. Victim(s) must be conscious, alert, and able to grab and hold on to the reaching device for this method to be considered.

THROW:

Victim(s) are too far away from the shoreline to be reached with a rigid object. Rescuers can throw ropes, rope bags, flotation rings or discs tied to a rope, a PDF tied to a rope, etc. to retrieve the victim without having to enter
the water. Victim(s) must be conscious, alert, and able to grab and hold on to the thrown object for this method to be considered.

**THE FOLLOWING ROW AND GO METHODS SHOULD ONLY BE ATTEMPTED BY TRAINED PROFESSIONALS.**

**ROW:**

Victim(s) are too far away from the shoreline to be reached or to have a flotation device thrown to them. Rescuers must use a boat or approved watercraft to access and retrieve the victim(s) without having to enter the water. Once close enough to the victim(s), rescuers can Reach, Throw, or lift them directly into the boat (whichever method is easiest and safest). Victim(s) may be conscious and alert or unconscious. To ensure effectiveness of the row method a minimum of 3 employees are to be present at each waterside operation. Two of which shall be trained and available for rescue purposes.

**GO:**

This method should only be attempted by professionals (emergency services) trained specifically in water rescue and are strong swimmers should attempt to retrieve a victim. Rescuers must physically enter the water and swim to the victim(s) to retrieve them. This method may be used from the shoreline or from a boat depending on the circumstances. This method is typically used for unconscious victims but may also be used for conscious and alert victims that are in distress or unable to grab and hold on to a flotation device. Only those rescuers, who are strong swimmers should enter the water to retrieve a victim.

**KEY ITEMS TO REMEMBER FOR ANY WATER RESCUE:**

**COMMUNICATION IS KEY!**

Rescuers on and off shore should be in constant communication with each other as well as the victim(s). Those rescuers not directly retrieving the victims need to be the eyes and ears or “spotters” for those rescuers that are retrieving the victims.

**PERSONAL SAFETY IS PARAMOUNT:**

We are trying to rescue the victims already in the water, not create new ones! All rescuers in or near the water MUST be wearing Personal Flotation Devices (PFDs). All rescuers on shore should also be wearing PFDs when possible. A rescuer should never remove his or her PFD and place it on a victim. Whenever possible, rescuers should tie themselves off to a stationary object on shore to prevent being pulled into the water (i.e., trees, rocks, pylons, buildings, apparatus, etc.).

**KEEP IT SIMPLE!**

Rescuers should try to avoid entering the water whenever possible. Don’t Throw, Row, or Go if a victim can easily be reached from the shoreline.

**BE AWARE OF YOUR SURROUNDINGS:**

During any incident, rescuers need to be alert and aware of the hazards around them. Be sure to consider the weather, hazards on the shoreline, hazards in the water, currents, other watercraft, etc. when planning any type of open water rescue.

**AFTER THE RESCUE**

Once you’ve rescued the person, first aid should be provided. First aid for people with water-immersion injuries is unique and requires special training. The basics center on assuming an underlying cause for the near drowning. How did the worker come to enter the water? Did he/she have a heart attack? Did she fall out of a boat or barge? Was he/she struck or pushed into the water? Most importantly, was there potential for neck/spine injuries? Two-
person assessment is always recommended where concern of neck and spine injuries is suspected (in the worker is unconscious, assume the worst)

Immediately begin assessing the person’s ABCs: airway, breathing and circulation.

- Ensure the airway is open—that nothing is obstructing it.
- Make sure the person is breathing—feel for air moving in and out.
- Feel for a pulse on the wrist or side of the neck.

If any of these checks shows a problem, immediately fix that problem before going on to the next check. (No airway means you must fix the airway before checking breathing.) CPR may be required.

Once basic considerations are considered secure the victim (if possible, place the victim in the recovery position), continue ongoing assessment, and await emergency services.
PURPOSE

To ensure that Vanos Insulations always provides a safe working environment to employees and visitors alike.

RESPONSIBILITIES & COMMITMENT

When Vanos Insulations is the constructor, the supervisor/foreman of the area will be responsible for assigning this duty and ensuring the visitor log is always filled out and up to date. The supervisor/foreman will be responsible for the training of all employees on this policy.

PROCEDURE

The visitor log will be made available at the main entrance to any facility; any person entering must read the responsibilities and sign the log with "time in and time out" recorded.

VANOS INSULATIONS EMPLOYEES HAVE RESPONSIBILITIES WITH REGARDS TO VISITORS:

- Ensure the visitor is escorted, at all times.
- Ensure the availability and proper use of PPE.
- Report any injury/illness suffered by a visitor during visit.
- Ensure visitors know designated emergency meeting area in case of emergency— if necessary, escort the visitor to the meeting area and ensure they remain there until released by emergency response personnel.
- Share applicable legislation and/or company rules with the visitor.

AS A VISITOR TO ANY VANOS INSULATIONS, JOB SITE OR FACILITY, THE VISITOR AGREES TO THE FOLLOWING:

- Always stay with Vanos Insulations escort and remain in designated areas.
- Use all proper PPE for specific job or area.
- Read all policies and procedures that pertain to the visit.
- Comply with all legal requirements and company rules while on site.
- In the case of emergency, please remain calm and move to the designated meeting area with your escort. Follow all instructions until released by escort, manager or emergency response personnel.
- Immediately report any ill health or injury sustained during a visit.

A visitor may be a sales representative, building inspector, delivery persons, consultant, relative of a worker (not recommended to have on the site), potential hire etc. Someone that is there for a short period but is not a sub-trade.
ELEMENT 12: STATISTICS AND RECORDS

PURPOSE
To record and monitor the performance of the health and safety management system, to ensure continual improvement and to measure the effectiveness of programs, policies and procedures for the purpose of setting company objectives.

STATISTICAL ANALYSIS
The safety coordinator will generate health and safety statistics that will be presented to the senior management and constructors (when requested) through the trend analysis. The report will be generated to review and may include the following:

- Monthly trend analysis by project number (major projects only) and for Vanos Insulations as a whole
- Monthly foreman stats and ratings
- Monthly injury reports – total medical aids and lost time injuries
- Regulatory activity – including compliance orders from government officials, inspectors, and ministry representatives
- Monthly man hours for Vanos Insulations as a whole, as well as man hours dedicated to each major project that month (including overtime if applicable)
- Inspections performed (weekly, monthly, equipment pre-use etc.)

Safety key performance indicators will be reviewed during the management review meetings and will be used to drive continual improvement initiatives, identify training needs and establish company safety objectives in the annual health & safety policy statement. Management review meetings will review current year analysis and previous year(s) analysis.

The trend analysis will include key performance indicators that measure the effectiveness of the health and safety management system. Actions stemming from a data review, include:

- Safety stand-downs on project and job work-sites.
- Company-wide communications on key subject areas (e.g., company memos).
- New or revised company safe work practices, safe job procedures and toolbox talks.
- A review of training needs, training delivery, and an evaluation of training effectiveness.
- A review of resources, including: competency, supervision, requirements, and needs.

ACTION PLANS
As part of the internal and external audit processes of the safety management system, action plans will be developed to correct deficiencies and make improvements to the health and safety system. Action plans will be documented and will assign actions to address audit findings to the person/representative that will assign a target due date, the actions taken, and the actual due date it was completed.

The actions will be implemented in a timely manner and communicated to workers (e.g., actions can be communicated using minutes of meetings, memos, toolbox talks, etc.). Some action items may be simple with instant results, others may require a monitoring period to determine if the corrective action is successful or requires further investigation.
RECORDS MANAGEMENT

Records pertaining to the health and safety management system will be retained in either hard copy or electronic versions. Retain the health and safety records and ensure they are systematically filed in order that they can be easily retrieved and reviewed on request. Records pertaining to the overall performance of the health and safety management system will be tracked and reported by the safety coordinator to senior management and made available for review at the JHSC meetings (if applicable).

Records may be stored in a variety of locations for various purposes, though all records must be readily accessible, legible, and easily retrieved. Proper records management practices are everyone’s responsibility and is vital to the internal responsibility system and due diluent’s defense.
PURPOSE
To track and document the collection of information and reports for continuous improvement of our health and safety management system.

POLICY
On a monthly basis, the safety coordinator will generate the trend analysis report tallying the listed performance indicators in health and safety. Many of the performance indicators are lagging (they report activity that has happened in the past), such as: lost-time injuries, incidents, spills, occupational illnesses, etc.

There are also leading performance indicators that track and report activity that happens in advance of the lagging indicators. Near Miss reporting is an example of a leading indicator – identifying the things that could happen.

The safety coordinator supplies the trend analysis report to senior management to be reviewed as part of the quarterly JHSC meeting and annual management review meeting. The report is a summary of the health and safety performance of the major project and the overall combined company totals.

Employees on modified duties refers to the number of individuals through the month that required modified work activity during the month. If this spans for a period of longer than one month, it should be noted in the comments section in the following month. This number should reflect the number of medical aids – or lost-time injuries (if the incident involved the loss of regular work time).

The year-to-date total is accounted for using the calendar year. This begins from January 1st to December 31st. The statistics collected as part of statistics and records, will be reviewed at the management review meeting.

The total number of incidents includes all injuries (LTIs and MAs), occupational illnesses, incidents and environmental spills reported. The number of environment spills refers to a spill that is required to be reported to the appropriate government agency or ministry that has established legal requirements and thresholds for reporting spills.

The comments section can be used to provide additional explanation (if required). The monthly totals can track the project performance toward the goals and health and safety objectives set as part of the management review meeting.
ELEMENT 13: LEGISLATIVE REQUIREMENTS

PURPOSE
To outline the legislative requirements with respect to health and safety across the company.

PROCEDURE
Relevant and dated copies of health and safety legislation, including the Occupational Health & Safety Act and Regulations will be posted on the health and safety boards in all workplaces. Copies of the Act and Regulations will also be provided to working crews, project sites, in worksite trailers/offices/mobile units and will be available through the supervisor/foreman. An electronic version can be found on the Ministry of Labour website under health and safety/legislation. Please be sure to check the current date on the link provided on the site to ensure you are accessing the latest information available.

A copy of the notice of project (when applicable), the first aid regulations, MOL mandatory workplace poster and the WSIB form 82 will also be posted/provided.

PROJECT PLANNING
Legislative requirements will be taken into consideration during the estimating and project planning procedures to ensure that the company can adequately meet or exceed the legislative requirements as established for ensuring the protection of health and safety for our employees, relevant stakeholders, customer representatives, subcontractors and other members of the public. (e.g.) provisions for guard rails, site fencing, additional training required, confined space equipment, safety staff etc. should all be tracked to show the costs to meet the required regulations. This also provides the company with Due Diligent Documentation in the event of any litigation.

Form VI-FOR-141

LEGISLATIVE MONITORING AND UPDATES
Legislative updates are monitored through various industry trade associations, member associations and government agencies, including:

Provincial Health and Safety Associations, including:

- Infrastructure Health & Safety Association (IHSA)
- Canadian Standards Association
- London District Construction Association
- Ontario General Construction Association
- Government agencies, such as: Enforcement agencies including Ministries of Labour, Environment and the Workplace and Insurance Board (WSIB)

REPORTS TO GOVERNMENT AGENCIES
Management will ensure that the appropriate reports that are required by the respective government agencies are provided within the parameters of legislative requirements. This includes notices respecting:

- Ministry of Labour
- Ministry of Environment
- Other enforcement agencies, as applicable
When observing, assessing and recognizing that a reportable event has occurred (e.g. critical injury, unexpected explosion, fire, flood, environment spill, powerline contact, occupational illness), senior management will ensure a notice of incident form is completed and sent to the respective authority within the allotted time period as indicated under reportable incidents.

**OVERVIEW OF ENFORCEMENT**

The *Occupational Health and Safety Act* is enforced by inspectors. Inspectors are trained in the law regarding the *Occupational Health and Safety Act and Regulations* and have broad authority under the Act and may inspect workplaces, conduct investigations where there has been an incident or occurrence and perform routine reviews of an employer’s health and safety procedures and programs.

Inspectors are authorized under the *Occupational Health and Safety Act* to issue Orders where they determine that a provision of the Act or Regulation is being contravened. **It is critical to note that an order is a legal determination by an inspector that the contractor/employer is contravening the Act or a Regulation and must rectify the situation.**

A number of different types of orders may be issued by inspectors. There are compliance orders where certain changes to the workplace must be made within a specific time period. There are stop work orders where all work on a project must stop until the safety issue has been resolved. There are also orders that are issued even after a safety issue has been resolved, to merely confirm that there was a problem that is now resolved or to satisfy the personal interests of the inspector to confirm his presence on the job site that day.

When an order is received, there are only two lawful responses to the order. **You must either comply with the order or you must appeal the order.** If the contractor or employer receiving the order disputes its correctness, fairness or time period for compliance, then the order should be appealed. **An appeal must be commenced within 30 days of the date of the issuance of the order.**
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Applicability / Monitoring</th>
<th>Website Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal</strong></td>
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<tr>
<td><strong>Ontario Provincial</strong></td>
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<tr>
<td>Environmental Protection Act (EPA), Sections 6 &amp; 14</td>
<td>Spills</td>
<td><a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm</a></td>
</tr>
<tr>
<td>Employment Standards Act, 2000 Sections 17-21, 131, 132</td>
<td>Hours of Work</td>
<td><a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm</a></td>
</tr>
<tr>
<td>Smoke Free Ontario Act</td>
<td>Smoking in the Workplace</td>
<td><a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.htm</a></td>
</tr>
<tr>
<td>General O. Reg. 48/06, as amended by O. Reg. 237/10</td>
<td>Smoking in the Workplace</td>
<td><a href="http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060048_e.htm">http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060048_e.htm</a></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Manual Book 7 Temporary Conditions</td>
<td></td>
<td><a href="http://www.library.mto.gov.on.ca">http://www.library.mto.gov.on.ca</a></td>
</tr>
</tbody>
</table>
There are many tools used to communicate – the health and safety board holds valuable information for all employees. Having the right tools for the job leads to safe and efficient work. The safety board/binder gives you some of the communication tools required to support those health and safety efforts.

COMMUNICATION DOCUMENTS

<table>
<thead>
<tr>
<th>Document Name</th>
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</thead>
<tbody>
<tr>
<td>1. Health and safety policy statement</td>
</tr>
<tr>
<td>2. Occupational health and safety act and applicable regulations</td>
</tr>
<tr>
<td>3. Preventing violence and harassment in the workplace policy</td>
</tr>
<tr>
<td>4. Health and safety at work poster (prevention starts here)</td>
</tr>
<tr>
<td>5. Employment standards poster (what you should know)</td>
</tr>
<tr>
<td>6. Ministry of labour visits/orders</td>
</tr>
<tr>
<td>7. Company rules</td>
</tr>
<tr>
<td>8. In case of injury at work poster (WSIB form 82)</td>
</tr>
<tr>
<td>9. Emergency response poster</td>
</tr>
<tr>
<td>10. First aid regulation 1101</td>
</tr>
<tr>
<td>11. First aid certificates of trained personnel</td>
</tr>
<tr>
<td>12. Incident reporting procedures/guidelines</td>
</tr>
<tr>
<td>13. Emergency preparedness and response plan, including contact list</td>
</tr>
<tr>
<td>14. Emergency bulletins - What to do in case of…</td>
</tr>
<tr>
<td>15. Joint health and safety committee members or health and safety representatives. Post locations and contact information of members.</td>
</tr>
<tr>
<td>16. JHSC meeting minutes</td>
</tr>
<tr>
<td>17. Monthly/weekly workplace inspections</td>
</tr>
<tr>
<td>18. Safety newsletter</td>
</tr>
<tr>
<td>19. Safety bulletins/memos</td>
</tr>
<tr>
<td>20. Audit reports and corrective action plans</td>
</tr>
</tbody>
</table>

If you are missing any items, please contact the office to request them.
WORK REFUSAL OHSA Sec. 43 & 44

The Occupational Health and Safety Act gives the worker the right to refuse work if he/she has reason to believe it may endanger them or another worker.

The circumstances may entail equipment, machine or device that may endanger worker or physical conditions in which he/she is working.

REFUSAL OF WORK

Definition: Where a worker has reasonable cause to believe that;

1. The use or operation of a machine, or other thing would constitute an imminent danger to the safety or health of himself/herself or another employee, or that;
2. A condition in any place that would constitute an imminent danger to his or her own safety or health; that person may refuse to use or operate the machine device or other thing, or to work in that place.

A work refusal is initiated by an individual.

The refusal begins when a worker reports the circumstances of the refusal to the supervisor/foreman. The supervisor must investigate in the presence of the worker, and worker health and safety representative. If the supervisor/foreman agrees there is a dangerous situation, they will take corrective action and the worker returns to work.

If the supervisor/foreman does not agree that an unsafe condition exists, or continues to exist and the worker continues to refuse work, the supervisor/foreman is to alert the safety coordinator to assist. When a refusal to work continues, a Ministry of Labour inspector shall be called in to investigate in the presence of the worker, the supervisor/foreman and a worker member of the joint health & safety committee.

Pending the investigation and decision of the inspector, the worker concerned will remain in a safe place in the work area or be given alternate work until the situation is resolved. No other worker shall be assigned to perform the same work unless that worker has been advised of the refusal and why the worker has the right to refuse.

A REFUSING WORKER IS REQUIRED TO BE:

Present when a supervisor/foreman or an inspector is investigating the workplace. In a safe place, near the work station (during normal working hours).

While the inspector’s investigation is going on, the employer may assign the refused work to someone else. However, they must be informed there is a work refusal investigation in progress. The employer must give the reasons for the refusal in front of the worker rep (certified member).

The worker and the worker rep are entitled to be present when the investigation begins. The inspector shall give his/her decision in writing as soon as possible. Pending the investigation and decision of the inspector, the worker shall remain in a safe place unless the employer has assigned the worker reasonable alternative work during this time period.

See VI-FOR-186 Work Refusal Form under Investigations and Reporting - Element 10
COMPLAINT RE: DIRECTION TO STOP WORK

49. (1) A constructor, an employer, a worker at the workplace or a representative of a trade union that represents workers at the workplace may file a complaint with the Board if he, she or it has reasonable grounds to believe that a certified member at the workplace recklessly or in bad faith exercised or failed to exercise a power under section 45 or 47. R.S.O. 1990, c. O.1, s. 49 (1); 1998, c. 8, s. 55 (1).

LIMITATION

(2) A complaint must be filed not later than 30 days after the event to which the complaint relates. R.S.O. 1990, c. O.1, s. 49 (2); 1998, c. 8, s. 55 (2).

DETERMINATION OF COMPLAINT

(4) The Board shall make a decision respecting the complaint and may make such order as it considers appropriate in the circumstances including an order decertifying a certified member. 1998, c. 8, s. 55 (5).

NO DISCIPLINE, DISMISSAL, ETC., BY EMPLOYER

50. (1) No employer or person acting on behalf of an employer shall,

- dismiss or threaten to dismiss a worker;
- discipline or suspend or threaten to discipline or suspend a worker;
- impose any penalty upon a worker; or
- intimidate or coerce a worker,

Because the worker has acted in compliance with this Act or the regulations or an order made there under, has sought the enforcement of this Act or the regulations or has given evidence in a proceeding in respect of the enforcement of this Act or the regulations or in an inquest under the Coroners Act. R.S.O. 1990, c. O.1, s. 50 (1).

Workers have the right to contact both their union representative (if applicable) and/or the MOL Office of the Worker Representative at 1-855-659-7744 (toll free) or 416-212-5335.
ELEMENT 14: OCCUPATIONAL HEALTH

OCCUPATIONAL HEALTH POLICY

POLICY

In addition to safety hazards, our workplaces have hazards that can pose a danger to our overall health and well-being. Occupational health hazards can be long term in nature, developing over time and have lasting impacts to the health of individuals. The impacts of occupational health hazards must be controlled, planned for and taken into account during our JHA and as part of our hazard identification and risk assessment procedures (HIRA).

PURPOSE

The purpose of this policy is to ensure the legislative requirements for managing occupational health hazards are met and the risk(s) to occupational health is controlled. This policy explains the occupational health hazards in our workplaces and outlines the various programs, safe work practices (SWP) and safe job procedures (SJP) to control and manage that risk. As workplaces modernize and science evolves, the impact of occupational health hazards may become of greater risk than traditional safety hazards. Employers have an obligation to train employees and workers on these hazards and to implement controls to prevent exposure, to mitigate the impacts or completely remove the hazard (if practical).

SCOPE

This policy applies to all employees. It includes health hazards that are listed as designated substances in some jurisdictions.

RESPONSIBILITIES

MANAGEMENT, SAFETY COORDINATOR & SUPERVISORS/FOREMAN

- Responsible for identifying occupational health risks
- Ensuring employees and workers are aware of these risk areas (via toolbox talks and reviews of SWP/SJP)
- Implementing the appropriate controls to manage and mitigate the impact of that risk.
- Implementing controls to ensure the hazards are controlled. These controls must, at a minimum, meet legislative requirements (exceeding those requirements is a best management practice).
- Assessing occupational health hazards and ensuring this risk assessment is maintained, kept current and reflects the activities of the operation. This risk assessment should consider reported incidents, near misses and any previous occupational health injuries/disease as part of that overall assessment.

WORKERS

- Responsible for identifying and reporting occupational health hazards to their immediate supervisor/foreman.
- Implementing the appropriate controls.
- Participate in the daily JHA
- Use appropriate PPE

PROCEDURES:

THE FOLLOWING PROCEDURES RELATE TO OCCUPATIONAL HEALTH HAZARDS:

- Exposure to hazardous materials, chemicals, biological and physical agents
- Dust hazards
- Mechanical vibration hazards
- Climate and temperature (working in the heat and cold)
- Hygiene and Sanitation hazards
• Disease carried through insects, vermin, and other species.
• Lead hazards
• Asbestos hazards
• Silica hazards
• Spills of products, chemicals, and/or harmful substances
• Storage and handling of hazardous materials
• Working in Confined Spaces
• Musculoskeletal disorders (soft tissue injuries)
• Fatigue

CONTROLS FOR THE HAZARDS AS LISTED ABOVE CAN INCLUDE:

• Elimination – stop work immediately upon identification of this hazard (e.g. asbestos)
• Substitution – replace a toxic substance (or chemical) with another product that does not have the same risk
• Engineering/Isolation – isolate the risk area by controlling access to those hazards and engineer mechanical systems to control the hazard (e.g. air ventilation systems)
• Administrative/Training – ensure worker awareness of the hazard (JHA) and train individuals on the Safe Work Practices and Safe Job Procedures (other administrative controls) related to these occupational health hazards (e.g., confined space entry).
• Personal Protective Equipment – when the above hazards have been exhausted, the use of personal protective equipment (e.g. respirators) related to the hazard must be implemented.

Occupational health hazards may not be immediately apparent or easily observed, yet their impact can last a lifetime. Assessing the risk and implementing the appropriate controls is essential to managing these hazards.

Occupational Health and Safety:

Safe Work Practices Element #3
Safe Job Procedures Element #4

ASBESTOS PROTOCOL Document #: VI-SWP-306
BACK CARE/SAFE LIFTING Document #: VI-SWP-318
BLOOD BORNE INFECTIOUS DISEASES Document #: VI-SWP-310
ENVIRONMENTAL & HAZARDOUS WASTE MANAGEMENT PROGRAM Document #: VI-SWP-301
EXPOSURE TO HAZARDOUS MATERIAL Document #: VI-SWP-309
ARMAFLEX 520 ADHESIVE Document #: VI-SWP-319
HEARING CONSERVATION PROGRAM Document #: VI-SWP-304
HEAT STRESS POLICY & PROGRAM Document #: VI-SWP-308
RESPIRATORY PROTECTION PROCEDURES AND PROGRAM Document #: VI-SWP-305
SANITATION AND HYGIENE Document #: VI-SWP-300
SPILLS CLEANUP PRACTICES Document #: VI-SWP-302
TICKS AND LYME DISEASE
WHMIS REQUIREMENTS
COLD STRESS
ELEMENT 15: FIRST AID

FIRST AID REQUIREMENTS POLICY

PURPOSE

To ensure all employees of Vanos Insulations are aware of the requirements to provide necessary first aid treatment to any employee injured in a workplace incident. Provincial regulations lay out the requirements for first aid materials (kits) that must be provided by an employer and the training requirements for workers who are to provide first aid treatment when required. The size of the first aid kit and the types of materials required are dependent on the number of people employed at the place of employment (see first aid kit supply requirements of permanent locations table below). A vehicle being used by an employer to transport workers is also considered to be a place of employment.

POLICY

Vanos Insulations will ensure that all workplaces are equipped with first aid kits as required by provincial regulations/legislative requirement and sufficient personnel will be trained to provide first aid treatment when required.

REQUIREMENTS

- The employer must provide first aid kits at each place of employment or location where work is being performed.
- Each vehicle owned by or operated on behalf of Vanos Insulations shall be equipped with a first aid kit that meets the WSIB First Aid Regulation 1101.
- Each first aid kit will be in the hands of an employee trained in first aid who works in the immediate vicinity of the kit (VI-FOR-119). The person providing the first aid treatment must record the first aid treatment provided on the first aid injury treatment record. An incident report form needs to be completed for all workplace injuries.
- The safety coordinator is responsible for maintaining copies of the first aid injury treatment record. These forms must be kept for tracking and follow-up purposes to ensure that first aid injuries are being addressed and reviewed.
- A list of first aid trained employees must be posted in workplaces (e.g. on the health & safety board), and/or readily apparent on worksites (e.g. hard hat stickers). Training records of first aiders must also be posted on the bulletin board. The first aid trained individuals will be listed on the JHA.
- If required, facilities will be equipped with a first aid room as per provincial legislation.
- If required (more than 15 workers) must be provided a stretcher and two woolen blankets.
- The WSIB “Form 82” 1234 Form must be posted or clearly accessible to workers. Small sticker versions can also be attached to the first aid kit.

Any first aid kit which has been used in a major injury, shall be re-stocked as soon as possible. The employee using the kit shall be responsible for notifying his/her supervisor/foreman that the kit is incomplete and requires restocking. All kits will be replaced with fully stocked ones every 3 months.

First aid training for employees must be scheduled prior to provincially regulated expiry dates. Records of training will be maintained in an appropriate training matrix. First aid training sessions may be scheduled by the safety coordinator and must be by an approved training provider.

First aid requirements are posted in every first aid kit and in the supervisor/foreman’s safety binder.
SUPERVISOR/FOREMANS WILL ENSURE THAT ALL EMPLOYEES ON THE JOB ARE AWARE OF:

- Where to find first aid stations and kits.
- Who on site is trained in first aid.
- What are the local emergency numbers (911, etc.)?
- Keeping a record of any first aid that is administered and reporting it to their supervisor/foreman.

All training will be carried out by a recognized certified first aid training company. Training records will be kept for all employees that have been trained. Training cards should be kept with the individual.

RECORDS INCLUDE

- Date of training, date of expiry/renewal, name of recognized agency that performed the training, etc.

TRANSPORTATION AFTER AN INCIDENT OR INJURY

POLICY

Vanos Insulations will comply with legislation which requires that an employer must provide immediate transportation to a hospital, a doctor’s office or the worker’s home, if necessary, where ever possible a company vehicle is to be used.

NOTES

- It is the choice of the injured party to decide which treatment center (i.e. doctor’s office) he/she wishes to attend if any. It is the worker’s choice to decide on whether medical aid is required. Provide first aid and make sure there is a record of first aid treatment provided using the first aid injury treatment record (VI-FOR-119). If the employee refuses treatment, it will be acknowledged by the employee and documented in the incident report form (VI-FOR-172).

- In all cases, whether the injured party is conscious or unconscious the ambulance service will decide on which treatment center is to be utilized. Supervisors/foreman must ask where the injured person is going to be taken and arrange a competent staff member to meet them with the required documentation for return to work/ modified duties letter. They must also alert the office so family members can be contacted when required.

- In most cases of injury or illness where transportation is required, an ambulance should be the first, best option for transportation.

- Personal vehicles should not be used to transport an injured party. If the injury/illness worsens during the journey or traffic is heavy, their arrival for treatment can be delayed. It is also difficult for the emergency service to identify a plain/un-logoed vehicle should you need to pull over and wait. A commercial vehicle is easier to spot.

- If the worker, after initially refusing treatment subsequently attends a hospital, clinic, etc., steps should be taken as per the return to work program (VI-FOR-100)
### Ontario (Regulation 1101)

<table>
<thead>
<tr>
<th># of Workers</th>
<th>Minimum Contents of First Aid Kit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 Workers</td>
<td>- 1 current edition of a standard First Aid Manual</td>
</tr>
<tr>
<td>(in one shift)</td>
<td>- 1 card of safety pins</td>
</tr>
<tr>
<td></td>
<td>- 12 adhesive dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 4 sterile gauze pads (3-inches square)</td>
</tr>
<tr>
<td></td>
<td>- 2 rolls of gauze bandage (2-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 2 sterile bandage compresses (4-inch)</td>
</tr>
<tr>
<td></td>
<td>- 1 triangular bandage</td>
</tr>
<tr>
<td>6-15 Workers</td>
<td>- 1 current edition of a standard First Aid Manual</td>
</tr>
<tr>
<td>(in one shift)</td>
<td>- 1 card of safety pins</td>
</tr>
<tr>
<td></td>
<td>- 24 adhesive dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 12 sterile gauze pads (3-inches square)</td>
</tr>
<tr>
<td></td>
<td>- 4 rolls of gauze bandage (2-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 4 rolls of gauze bandage (4-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 4 sterile surgical pads suitable for pressure dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 6 triangular bandages</td>
</tr>
<tr>
<td></td>
<td>- 2 rolls of splint padding</td>
</tr>
<tr>
<td></td>
<td>- 1 roll up splint</td>
</tr>
<tr>
<td>16-200 Workers</td>
<td>- 1 current edition of a standard First Aid Manual</td>
</tr>
<tr>
<td>(in one shift)</td>
<td>- 24 safety pins</td>
</tr>
<tr>
<td></td>
<td>- 1 basin (preferably stainless steel)</td>
</tr>
<tr>
<td></td>
<td>- 48 adhesive dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 2 rolls of adhesive tape (1-inch wide)</td>
</tr>
<tr>
<td></td>
<td>- 12 rolls of gauze bandage (1-inch wide)</td>
</tr>
<tr>
<td></td>
<td>- 48 sterile gauze pads (3-inches square)</td>
</tr>
<tr>
<td></td>
<td>- 8 rolls of gauze bandage (2-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 8 rolls of gauze bandage (4-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 6 sterile surgical pads suitable for pressure dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 12 triangular bandages</td>
</tr>
<tr>
<td></td>
<td>- Splints of assorted sized</td>
</tr>
<tr>
<td></td>
<td>- 2 rolls of splint padding</td>
</tr>
<tr>
<td></td>
<td>- Other first aid requirements for 16-200 workers include the following:</td>
</tr>
<tr>
<td></td>
<td>- 1 stretcher</td>
</tr>
<tr>
<td></td>
<td>- 2 blankets</td>
</tr>
<tr>
<td>200+ Workers</td>
<td>- 1 first aid room (refer to Regulation for requirements)</td>
</tr>
<tr>
<td>(in one shift)</td>
<td></td>
</tr>
<tr>
<td>Vehicles and</td>
<td>- 1 current edition of a standard First Aid Manual</td>
</tr>
<tr>
<td>Remote Locations</td>
<td>- 1 card of safety pins</td>
</tr>
<tr>
<td></td>
<td>- 16 adhesive dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 6 sterile gauze pad (3-inches square)</td>
</tr>
<tr>
<td></td>
<td>- 4 rolls of gauze bandage (3-inches wide)</td>
</tr>
<tr>
<td></td>
<td>- 2 sterile surgical pads suitable for pressure dressings (individually wrapped)</td>
</tr>
<tr>
<td></td>
<td>- 4 triangular bandages</td>
</tr>
</tbody>
</table>
ELEMENT 16: JOINT HEALTH AND SAFETY/WORKER REPS

PURPOSE

To establish the working parameters for the effective operation and maintenance of a healthy Joint Health and Safety Committee (JHSC). Every workplace has health and safety hazards that everyone requires protection from, which is a shared responsibility by workers and management together. This shared responsibility for safety creates a partnership in the workplace capable of reducing injuries, illnesses and improving worker health, morale, productivity and efficiency.

POLICY

In support of the safest possible workplace, Vanos Insulations conforms to the JHSC requirements as outlined in the Occupational Health and Safety Act. Vanos Insulations recognizes the importance of an effective JHSC and in order to reduce health hazards and prevent incidents it is necessary to encourage participation of individuals from all levels of the organization.

The JHSC terms of reference are in accordance with the provisions of the various provincial Occupational Health and Safety Acts. Vanos Insulations seeks to exceed the minimum standards wherever possible, with respect to health and safety. The terms of reference outline essential elements of the JHSC and shall be considered part of this policy.

JHSC FUNCTIONS

The functions, powers and duties relate directly to the three major tasks of: identifying, assessing and recommending action to management for health and safety improvements and the betterment of all workers.

THE COMMITTEE HAS THE FOLLOWING FUNCTIONS AND POWERS

- To identify situations that may be a source of danger or hazard to workers
- To make recommendations to management and the workers for the improvement of the health and safety of workers
- To recommend to management and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers
- To obtain information from management respecting, the identification of potential or existing hazards of materials, processes or equipment
- To obtain information on health and safety experiences, work practices and standards in similar or other industries of which management has knowledge
- To obtain information from management concerning the conducting or taking of tests of any equipment or thing, material or biological, chemical or physical agent, in or about a workplace for the purpose of occupational health and safety
- To be consulted about testing and to have a designated member representing workers be present at the beginning of testing
- To be consulted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid
- To evaluate and make recommendations on systems of reporting, recording, investigating and analyzing hazardous acts and conditions, which have caused or may cause personal injury or illness or property damage
- To promote standards and education programs that create a healthful and safe working environment
- To perform monthly inspections of the company facilities covered by the committee. All workplace inspections will be documented and reviewed at the next regularly scheduled meeting.
CERTIFICATION AND TRAINING OF COMMITTEE MEMBERS

Certified members will work closely with other JHSC members and will have a special relationship with their counterpart certified member (management and worker alike). Although they may interact less formally with other members of the joint committee, their training will make them a valued resource for committee activities. They will also be responsible to the employer or worker group they represent. Certified members must have a good understanding of the functions, duties, rights and authority of the JHSC. Vanos Insulations will ensure that at least the minimum legislative requirements for training of JHSC members meets or exceeds the provincially set requirements.

Members of the JHSC will receive a copy of the terms of reference and be given time to review, comment on and make recommendations.

SELECTION OF JOINT HEALTH & SAFETY COMMITTEE MEMBERS

All employees are encouraged to participate in the JHSC – either as an active member or in terms of providing feedback, observations, comments and recommendations to the committee. The selection of representatives on the JHSC is stated in the respective committee terms of reference.

RECOMMENDATIONS

The committee shall make recommendations to management in writing. Management shall respond in writing within twenty-one days of receiving a recommendation indicating their position and giving explanation of any negative response and providing a schedule for implementation of those items accepted. Recommendation forms will be provided to members of the committee and available for employees to address any concerns. The management co-chair will take formal recommendations from the committee to the respective company president for a response. The response to the committee shall also be in writing and communicated to the committee as soon as possible. Recommendations from the JHSC will be reviewed annually during the management review meeting.

DUTIES OF CO-CHAIRS

1. Preside at all meetings, conducting the same in an orderly democratic manner. These duties shall be alternated between the two co-chairs.
2. Review minutes of last meeting and agenda items for current meeting.
3. Review and analyze reported incidents, investigations, inspections and recommendations and follow up.
4. Review and approve minutes prior to distribution and posting.
5. Assign special or ongoing projects to members of the committee, subject to the approval of the committee and/or the company president (or equivalent) when deemed necessary.

DUTIES OF THE SECRETARY

1. Record, prepare, post and distribute the minutes of each meeting.
2. Prepare records of attendance.
4. Distribute the minutes to the committee members no more than five working days following the last meeting.
5. Distribute the agenda, responses by management to committee recommendations (if any) and any other material pertinent to the next meeting to members of the committee no less than five working days prior to the meeting.

COMMITTEE MEMBERS

1. All non-management members shall be nominated and elected by their peer group. Senior management shall appoint management members.
2. Must attend as many meetings as possible.
3. Set examples to fellow workers by observing healthful and safe work practices and procedures and reporting unsafe/unhealthful conditions, incidents and near-misses.
4. Promote safety awareness among fellow workers and influence them to work in a safe and healthy manner.
5. Participate in committee inspections and investigations as assigned by the chair.
6. Contribute ideas and make suggestions to improve health and safety in the workplace.
7. Receive other workers complaints and present their concerns to the committee as necessary, when all other routes have been exhausted. All workers shall address their concerns to their supervisor/foreman, if no action is taken, then they shall take their concerns to their appropriate manager.
8. Accompany and assist provincially regulated authorities/representatives as required.
9. Assist as required in the development of safe and healthful job procedures and work standards.

**JHSC POSTINGS ON THE HEALTH & SAFETY BOARD**

The following business of the JHSC will be posted on the public health and safety boards in the workplace:
- Copies of the minutes of the JHSC meetings
- Copies of the inspections performed by members of the committee
- A list of the names of the JHSC committee members
- Including a listing of the telephone numbers to contact members
- Indicating the certified/trained members of the JHSC
- Indicating the representatives that are from management and the representatives that are from workers
ELEMENT 17: WORKPLACE VIOLENCE & HARASSMENT

At Vanos Insulations Ltd. there is nothing more important to us than the physical and mental health, safety, security, dignity, self-respect and well-being of our employees, contractors and visitors.

Employees and internal/external stakeholders have a right to work and conduct their business with Vanos Insulations without the fear of violence, harassment, bullying or any disruption of safety in our respectful workplace.

All employees must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence/harassment, sexual violence/harassment and to report such.

Management will conduct an appropriate investigation, record the results and take corrective action if required with all incidents and complaints of workplace violence/harassment, sexual violence/harassment in a fair and timely manner respecting the privacy of all concerned.

Violence, intimidation, abuse, harassment, and bullying in any form will not be tolerated on Vanos Insulations premises, at events or while conducting business, for any reason whatsoever.

At no point will an employee be discriminated against because he or she has reported an incident of violence or harassment in the workplace.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 2nd, 2019
SCOPE

We acknowledge our responsibility to support and assist persons subject to violence and harassment and that appropriate action will be taken, whether such conduct is perpetrated by an employee, manager, contractor or a member of the public.

We expect all our employees, managers and contractors to help us maintain a workplace free of violence and harassment. Failure to do so will give rise to disciplinary sanctions, up to and including termination of employment. We will not discriminate or retaliate against an employee because he or she has been or is perceived to be a victim of workplace violence or harassment.

Unless otherwise noted, in this policy, references to "employees" also include such individuals as managers, executives, contractors, agency employees, and in some cases could also potentially include consultants.

RESPONSIBILITIES

SENIOR MANAGEMENT, SUPERVISOR/FOREMAN AND SAFETY COORDINATOR

- Ensuring that all employees are fully aware of and understand the consequences associated with any breach of this policy
- Maintaining a workplace free from violence and harassment
- Taking all allegations, complaints and reports of workplace violence and harassment seriously and follow-up/investigate as appropriate
- Maintaining confidentiality wherever possible
- Being familiar with and ensuring compliance with the company's policies relating to workplace harassment, violence, discrimination, accommodation and workplace investigations
- Being aware of the signs of workplace violence and harassment and being prepared to intervene when appropriate
- Referring victims or perpetrators of workplace violence and harassment to appropriate resources or supports, as appropriate
- Setting a good example and maintaining a high standard of conduct in all dealings with others

EMPLOYEES

- Treating everyone in the workplace with dignity and respect. In a manner which is free of violence, threats, intimidation, abuse and harassment
- Making changes to their own behavior where they become aware that there is potential for such behavior to harm, intimidate, threaten or cause offense to others
- Refusing to accept violent, threatening or harassing behavior from others, regardless of whether that behavior is perpetrated by one’s manager, co-workers, supplier or a member of the public
- Intervening and/or reporting instances of violent or threatening behavior on the part of others which could amount to workplace violence or harassment
- Being supportive of others who are victims of workplace violence and harassment
- Cooperating fully with any and all workplace violence and harassment investigations

VICTIMS OF VIOLENCE AND HARASSMENT

- Clearly informing the perpetrator or harasser that his or her behavior is unacceptable and that it must stop immediately. Where the employee is not comfortable informing the perpetrator or harasser personally, this may be done by a manager or safety coordinator to whom the incident is reported
- Preserving evidence and documenting dates, times and the names of any witnesses, as well as any attempts to resolve the situation
- Cooperating fully with any and all workplace violence and harassment investigations
EMPLOYEES ACCUSED OF VIOLENCE AND HARASSMENT

- Preserving evidence and documenting dates, times and the names of any witnesses, as well as any attempts to resolve the situation
- Cooperating fully with any and all workplace violence and harassment investigations
- Being open, honest and forthright about any statements made or actions taken by the employee which might reasonably be considered violent or threatening to another employee

SAFETY COORDINATOR

- Educating employees about workplace violence and harassment
- Assisting managers and employees in investigating allegations of workplace violence and harassment
- Informing employees and managers of their rights and responsibilities
- Mediating workplace disputes involving workplace violence and harassment, where appropriate, to facilitate the finding of a mutually acceptable solution
- Assisting employees in filing complaints of workplace violence and harassment
- Ensuring that all incidents of workplace violence and harassment are addressed appropriately, including the use of progressive discipline

WORKPLACE VIOLENCE DEFINITION

Workplace violence is defined as the exercise (or the attempt to exercise) physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; or a statement or behavior that is reasonable to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury.

Without limiting the foregoing, workplace violence includes:

- Actual and attempted acts of violence, including hitting, punching, slapping or kicking
- Threats of physical violence or intimidation
- Acts of physical aggression, such as brandishing tools or other objects in a menacing manner or the deliberate destruction of or damage to property, especially when done with the intent of intimidation
- Sexual assault.

Workplace violence is against the law and constitutes a criminal offence.

WORKPLACE HARASSMENT DEFINITION

Workplace harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, including but not limited to:

- Spreading rumors', gossip and innuendo
- Offensive or intimidating comments or jokes
- Bullying or aggressive behavior
- Social isolation, ostracizing or ignoring a worker
- Deliberately undermining someone or stopping that person from completing his or her work
- Belittling a worker about their work, achievements or hobbies
- Assigning demeaning or insulting work
- Displaying or circulating offensive pictures or materials
- Inappropriate staring, spying and stalking
- Sabotaging or tampering with a worker’s work, equipment or belongings
- Workplace sexual harassment
- Isolating or insulting a worker because of gender identity
Workplace harassment also includes sexual or racial harassment, bullying, or harassing someone based on any ground prohibited by human rights legislation, including race, colour, sex, sexual orientation, pregnancy, civil status, age, religion, political convictions, language, ethnic or national origin, social condition or disability.

**WORKPLACE VIOLENCE & HARASSMENT POLICY**

While Vanos Insulations’ Workplace Violence and Harassment Policy is not meant to stop free speech or to interfere with everyday social relations, violence and harassment can be distinguished from normal, mutually acceptable socializing in that it is offensive, insulting, intimidating, hurtful and malicious. It creates an uncomfortable work environment and has no place in employment relationships at Vanos Insulations. No forms of violence and harassment will be tolerating in the workplace.

Vanos Insulations is committed to the prevention of workplace violence and harassment, and to responding appropriately if workplace violence does occur. All managers, employees and contractors are responsible for creating and maintaining a safe work environment free from violence, threats and intimidation.

At Vanos Insulations Ltd., we take all allegations of workplace violence and harassment very seriously, regardless of the identity of the victim, the basis for the violence and harassment, or whether such violence and harassment is perpetrated by a person’s manager, co-worker, subordinate, supplier, consultant or member of the general public.

Workplace violence and harassment, in all forms, can have many negative effects on the individual concerned, including stress, feelings of helplessness, fear, low productivity, physical illness and anxiety. It can also negatively impact an organization in terms of staff turnover, employee retention, decreased job satisfaction and reduced morale and productivity.

Vanos Insulations Ltd. does not tolerate workplace violence or harassment in any form and maintains a “zero tolerance policy”. Any employees who engage in acts or threats of violence or harassment will be subject to disciplinary action, up to and including termination of employment for cause.

**In serious cases of workplace violence, termination for cause may occur without any previous warnings, regardless of position or length of service.**

In the event of a violent situation takes place in the office, the continual repetitive blows of the air horn shall be used to notify others of the occurrence.

**WORKPLACE VIOLENCE & HARASSMENT PREVENTION PROGRAM**

At Vanos Insulations we have taken specific measures to implement this workplace violence and harassment policy. These measures are referred to as our workplace violence and harassment prevention program. The program includes specific measures and procedures to control risks of workplace violence and harassment.

Such measures include the following:

- Implementing procedures for summoning immediate assistance when workplace violence occurs or is likely to occur. This information will be communicated to you separately.
- Implementing procedures for reporting incidents of workplace violence and harassment.
- Implementing procedures for investigating and dealing with alleged incidents of workplace violence and harassment.

**WORKPLACE VIOLENCE AND HARASSMENT AWARENESS TRAINING**

Vanos Insulations Ltd. requires all new hires, as part of their orientation program, to undergo workplace violence and harassment awareness training. From time to time, we will conduct refresher session, conduct training or provide referrals for one or more specific individuals where they require anti-violence awareness, anti-harassment awareness or anger management training as part of a corrective action plan, or as identified through training needs analysis.
INDIVIDUALS WITH A HISTORY OF VIOLENCE

Under the Occupational Health and Safety Act, we have an obligation to warn employees of the identity and personal details of an individual with a history of violent behavior where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned could reasonably be expected to encounter that person at work and where the risk of workplace violence is likely to expose those employees to injury.

Confidentiality will be maintained wherever possible. Information which relates to potentially violent individuals will be shared with employees only on a need to know basis. Employees are therefore expected to maintain confidentiality where they are in receipt of this type of sensitive personal information.

HARASSMENT GUIDING PRINCIPLES

What one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knew, or ought to have known, that the behavior is unwelcome.

For the purpose of this policy, retaliation against someone for invoking this Policy, for participating and cooperating in any investigation under this Policy, or for associating with a person who invoked this Policy, will be treated as a form of workplace harassment in itself.

Our Policy applies to all our employees, managers and contractors, and extends to all of Vanos Insulations Ltd. activities, including lunches and social gatherings (whether on or off-site).

It is both your responsibility and ours to keep each other informed of matters that infringe upon these rights. These matters must be brought to the attention of your supervisor/foreman.

While harassment is usually based on an ongoing pattern of abuse, in some instances a single incident can be sufficiently serious to constitute harassment.

In the interests of being respectful and sensitive towards victims of workplace harassment, confidentiality will be maintained wherever possible. Exceptions will only be made where disclosure is necessary for the purposes of conducting a proper investigation or taking appropriate disciplinary/corrective measures, or where required by law or the principles of natural justice.

While harassment in any form will not be tolerated, we have specific policies below dealing with three types of workplace harassment:

- Sexual harassment;
- Racial/ethnic harassment; and
- Bullying.

The inclusion of specific policies must not, however, be taken to mean that we will ignore other forms of harassment. Rather, these three policies are included here because such conduct is regrettably still too common in today's workplaces.

WORKPLACE SEXUAL HARASSMENT

At Vanos Insulations we are committed to providing our employees with a work environment free from sexual harassment. All our employees have the responsibility to conduct themselves accordingly.

Workplace sexual harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
Workplace sexual harassment is also defined to include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Without limiting the foregoing, some examples of workplace sexual harassment include:

- Unwanted sexual attention by a person who knows or ought reasonably to know that such attention is unwanted
- Express or implied promise of reward for complying with a sexually-oriented request
- Express or implied threat or reprisal for refusal to comply with sexually-oriented request
- Sexually-oriented behavior or gender-based abusive and unwelcomed conduct or comment that has the purpose or effect of creating an intimidating, hostile or offensive environment
- Making sexual jokes or other similarly offensive comments
- Posting or disseminating material, jokes, photographs, videos or other material of a sexual content

Like other forms of harassment in the workplace, sexual harassment is against the law. It is also against our policy of encouraging respect and courtesy among us all. Sexual harassment creates a negative impact on work performance and creates an intimidating, hostile and/or offensive working environment.

Both male and female employees can be victims of sexual harassment, which can be perpetrated by members of the opposite sex as well as those of the same sex. While incidents of sexual harassment are often characterized by an imbalance of power in the workplace, this is not necessarily always the case, with a harasser's co-worker and even his or her manager sometimes being the victim.

**RACIAL/ETHNIC HARASSMENT**

At Vanos Insulations we are committed to providing our employees with a work environment free from racial and ethnic harassment. All our employees have the responsibility to conduct themselves accordingly.

Racial harassment occurs when someone bothers, threatens or treats another person unfairly because of his or her race, colour or ancestry. Such forms of harassment can also relate to one's place of origin, religion, citizenship or first language.

Examples of racial or ethnic harassment include, but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, colour, place of birth, citizenship or ancestry
- Displaying racist or derogatory pictures or other offensive material
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment
- Refusing to work with someone because of his or her racial or ethnic origin

Racially and ethnically based workplace harassment is not permitted within any activity under the responsibility or control of Vanos Insulations or any of its subsidiaries.

**BULLYING**

At Vanos Insulations we are committed to providing our employees with a work environment free from workplace bullying. All our employees have the responsibility to conduct themselves accordingly.

The Canadian Centre for Occupational Health and Safety (CCOHS) defines workplace bullying as acts, physical contact or comments which can have the effect of mentally hurting or isolating a person in a workplace. Like schoolyard bullying, workplace bullying usually consists of repeated incidents or a pattern of behavior that is intended to intimidate, offend, belittle or humiliate a person or group of people.

Workplace bullying includes but is not limited to:
Making rude, degrading or offensive remarks

Spreading rumors', gossip and innuendo, especially where malicious, hurtful and untrue

Ridicule and humiliation

Discrediting another worker or calling into question their convictions or their private life

Social isolation, ostracizing or ignoring a worker

Refusing to speak with someone or giving them the "silent treatment"

Deliberately undermining someone or stopping that person from completing his or her work

Belittling a worker about their work, achievements or hobbies

Assigning demeaning or insulting work

Removing responsibilities and accountability without reason

Constantly changing work requirements and/or standards

Assigning unreasonable duties and imposing impossible deadlines designed to set employees up for failure

Sabotaging or tampering with a worker’s work, equipment or belongings, including deliberately withholding important or necessary information

Regular public criticism

Continuously blocking reasonable requests for training, leaves or transfers

Engaging in online or “cyber” bullying

Many bullies attempt to assert some type of power over their victims through inappropriate aggression and therefore may or may not be in a position of formal authority over their victims. While there is often a fine line between “strong management” and bullying, most reasonable and objective bystanders know bullying when they see it.

**REASONABLE ACTIONS OF MANAGEMENT**

The *Occupational Health and Safety Act* confirms that a reasonable action taken by an employer, manager, supervisor or foreman relating to the management and direction of workers or the workplace is not workplace harassment.

Unless an individual has been unfairly singled out for especially harsh treatment, workplace bullying generally does not include situations such as the following:

- Holding people accountable for their performance through the provision of routine coaching and feedback, fair and objective performance appraisals, performance improvement/corrective action plans or through appropriate and justifiable disciplinary action, even where a long-service employee has not previously received this type of feedback

- Providing fair and reasonable constructive feedback or evaluation of the work completed by a colleague or a direct report

- A manager assigning additional work of a reasonable scope and quantity to his or her direct reports or requesting an employee to work reasonable overtime hours when required

- Minor differences of opinion and/or the occasional workplace conflict which does not get out of hand

- Occasionally showing slight frustration or annoyance, where such behavior is justified and displayed in a respectful manner with no threat of violence, intimidation or other reprisals

**ROBBERY, FIGHTING, VIOLENT AND ILLEGAL ACTS**

At Vanos Insulations we urge you not to get involved in any actions meant to thwart or deter a robbery, violent act or other serious criminal activity while on work property or while conducting Vanos Insulations business. If you do encounter such activities, do not try to stop the robbery, violent act or crime. As soon as you and your co-workers are safe, notify your immediate supervisor/foreman or a member of the management team immediately. If a fight breaks out in the workplace, do not try to physically intervene. Instead, notify your supervisor/foreman immediately. All serious criminal activities must be reported immediately to the proper authorities. All workers have the right to call 911 for police services for immediate assistance if required.
DOMESTIC VIOLENCE DEFINITION

Domestic violence is defined as violent, threatening or extremely coercive behavior perpetrated by one partner in a current or formerly intimate relationship on the other. Domestic violence affects men and women of all ages and all ethnic, racial, religious, educational and socioeconomic backgrounds. Domestic violence includes, but is not limited to, the following types of behavior:

- Actual or threatened physical violence or harm, up to and including incidents of serious assault and even homicide
- Sexual assault (forcing someone into sexual activities against their will is a crime even where the parties are married to one another)
- Stalking and other forms of sexual harassment and intimidation
- Threats of harm or actual harm perpetrated against the victim or individuals who are closely associated with the victim
- Damaging, destroying or threatening to destroy, property belonging to the victim or individuals who are closely associated with the victim

DOMESTIC VIOLENCE POLICY

All forms of domestic abuse – whether physical, psychological, financial or emotional – as well as extremely controlling behavior (e.g. controlling what the victim wears, not allowing him or her to see certain people, leave the house or socialize with others, limiting the victim’s right to free speech, etc.) are unacceptable.

At Vanos Insulations Ltd., we have the utmost respect for your privacy and do not wish to intrude into the personal lives of our employees. However, where we are aware of or have reasonable basis to suspect the existence of domestic violence, and the consequences of domestic violence are likely to spill over into the workplace, we have a legal and moral obligation to intervene in the interests of the individual concerned and other employees.

Vanos Insulations aims to help ensure that the workplace remains a safe haven, free from the dangers of domestic violence and abuse.

COMBATTING DOMESTIC VIOLENCE

Vanos Insulations has the responsibility of developing this domestic violence policy, as well as:

- Ensuring that the concerns of employees who report incidents of domestic violence are taken seriously, that such information is shared only with other employees who need to know about these issues and that appropriate measures are taken to minimize the possibility of acts of domestic violence occurring in the workplace
- Performing a violence risk assessment of our premises and our business and implementing security measures designed to combat violence in the workplace.

Our obligations in this area are as follows:

- To take measures protecting the employee who is a victim of domestic violence from his or her current or former partner while at work
- To protect other employees from acts of domestic violence occurring in the workplace
- To warn other employees of the identity and personal details of an individual with a history of violent behavior where there is a risk of workplace violence being perpetrated by that person.

On request of an employee or where it becomes clear to management that there is a potential for acts of domestic violence to occur in the workplace, Vanos Insulations is also prepared to take some or all of the following measures, as appropriate:

- Notifying reception of the identity and/or description of an abuser, with the direction that under no circumstances will that individual be allowed to contact the employee while he or she is at work
• Banning an individual from the premises and calling the police if necessary
• Moving an employee's workstation to a less public and/or more secure area of the building
• Removing an employee's name from Vanos Insulations telephone directory
• Providing a security escort to an employee's vehicle or to public transit
• Changing an employee's mailing address, emergency contact details, home telephone number and ensuring that such information remains confidential
• Allowing for changes in hours, flexible hours, time off and job-protected leaves of absence where required for reasons connected with the issues of domestic violence and abuse
• Reassigning the employee to a different work location or, where possible, to a non-customer facing role
• Providing information to other employees about an individual with a history of violence where those employees are likely to encounter that person in the course of their work and where there is risk of physical injury.

CONFIDENTIALITY

Information on potentially violent individuals includes, but is not limited to, the identities, personal histories and descriptions of current or former partners of Vanos Insulations employees. In the interests of being respectful and sensitive towards victims of domestic violence, confidentiality will be maintained wherever and to the extent possible. Information which relates to actual or suspected domestic violence or violent individuals, will be shared with others only on a need to know basis.

AVAILABLE SUPPORTS

Employees who find themselves in the unfortunate position of being victims of domestic violence and abuse can take actions to protect themselves. It is important to realize that you are not alone, and that help is available. Some of the things you can do include:

• Talk to friends and family about your concerns
• Inform senior management, supervisors and/or safety coordinator
• Talk to your doctor or obtain the advice of a family lawyer
• Contact a women's shelter, an organization such as victim crisis assistance and referral services (VCARS) or the victim support line (VSL)
• Preserve evidence of instances of abuse and note dates and times of specific incidents
• Call the police. Domestic violence is a crime, as is criminal harassment (i.e., "stalking"). In addition to possibly arresting the abuser, police officers are trained to provide guidance, support, assistance and referrals to victims of domestic violence and criminal harassment
• Obtain a peace bond or a restraining order against the abuser from a court. If you are married, you may also be able to obtain an order from a court granting you exclusive possession of the family home
• Apply to a court to have access to children denied to the abuser where the children are also victims of domestic violence and/or abuse. Where domestic violence impacts children, it is also a good idea to inform your child's school or daycare provider
• Consider basic personal security measures such as moving, obtaining an unlisted telephone number, changing locks, purchasing an alarm system, obtaining a cell phone, avoiding isolated areas, taking a self-defense course, etc.

WORKPLACE VIOLENCE RISK ASSESSMENT

We have conducted a workplace violence risk assessment and will reassess the risks of workplace violence once a year. The results of these assessments are communicated to affected employees and the JHSC. The risks of violence which are assessed relate to the physical environment and to potential for violent acts perpetrated by employees as well as by visitors and members of the public. The specific risks of violence vary from workplace to workplace, but primarily center on violence being committed by:

• Interpersonal conflict between workers
• Members of the public or other third parties becoming upset with delays or other inconveniences caused by or relating to work in which Vanos Insulations Ltd. employees are engaged
Upset former employees, members of the public or other third parties attending at reception

Among others, the following measures and procedures have been implemented to control the risks identified in the workplace:

- Employee training
- Ensuring proper physical barriers
- Clear exit routes
- Emergency call buttons
- Employee awareness

REPORTING AND INVESTIGATIONS STEPS

All incidents of workplace violence and harassment are to be reported and investigated.

An investigation is conducted into workplace violence and harassment, whether a worker has formally or informally made a complaint, or the employer is otherwise aware of an incident(s) (for example, if a supervisor/foreman witnessed it or learned about it from a third party).

The investigation must be objective. The person conducting the investigation, whether internal or external to the workplace, must not be directly involved in the incident or complaint, and must not be under the direct control of the alleged harasser. This person should have knowledge of how to conduct an investigation appropriate in the circumstances.

The parties to the complaint will be updated periodically on the status of the investigation. All investigations are to be kept confidential to the extent possible.

Employees who are victims of violent incidents in the workplace are also advised to consult a physician for treatment and/or referral for counseling.

The following additional supports are available to workers who have been the target of workplace violence and harassment:

- Direct supervisor/foreman
- Where the abuser is the employee's direct supervisor/foreman, any other member of the senior management team
- Safety coordinator
OUR POLICY
Whenever possible, Vanos Insulations Ltd. will ensure that workers do not work alone. In circumstances where a worker is entirely alone for a period, a check-in procedure will be implemented.

PROCEDURE
A person is “alone” at work when they cannot be seen or heard by any other person.

Under these circumstances, the worker is responsible to have a site contact (i.e. janitor, other trade worker) to check in on them every hour or more frequently if necessary.

Last option is to check-in with the Vanos office by calling at the following intervals:

- Before starting work; indicate job site name and your location within the site
- At each break time throughout the day (at least 3 times); indicate you are OK
- At the end of the work day; indicate that you are leaving for the day

From Monday to Thursday between 0600 and 1630 or Friday between 0600 and 1200, call or text 519-200-4394. If there is no answer, follow the after-office hours/weekends procedure below.

Check-in calls received during regular office hours will be recorded on a working alone call-in log form VI-FOR-128.

Workers working alone after office hours or on weekends can maintain the same check-in schedule by calling one of the following:

- Matt Vanos 519-476-0065, or
- Ron Kustermans 519-200-4394

If more than 3 hours’ elapse without check-in by a worker working alone, a Vanos Insulations office employee will:

- Attempt to call the worker; if no answer, then

Immediately visit the worker or arrange for another person to visit the worker

RESPONSIBILITIES
It is the responsibility of all management and employees to:

- Prevent the risks and incidents of working alone in the work place
- Take immediate and appropriate action to report and respond to incidents of working alone

Working alone is a hazard for the purpose of hazard assessment, elimination and control. To assess this hazard, employers must review records, past incidents and identify measures or actions needed to correct any hazards. When a worker is required to work alone, the employer shall first conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker’s work and establish an effective means of communication between the worker and the persons capable of responding to the worker’s needs.
COMMUNICATION
Vanos Insulations will, for any worker working alone, provide an effective communication system consisting of:

- landline or cellular telephone communication or
- some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.

ALTERNATE FORM OF COMMUNICATION
If effective electronic communication is not practicable at the work site, the employer must ensure that:

- the employer or designate visits the worker
- the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.

SCHEDULE OF WORKERS VISITING THOSE WHO WORK ALONE
These visits or contacts must be at intervals of time appropriate to the nature of the hazards associated with the workers work.

STANDARD PROCEDURES REPORTING
All incidents occurring while working alone are considered serious and must be reported. The existing incident reporting process and report forms will be used. Reporting employees must not fear criticism, loss of privacy, penalties or judgement.

Report the incident to one or more of the following individuals:

- Supervisor/foreman
- Safety coordinator

INVESTIGATING
Once a report is received, all major incidents will be investigated promptly. All appropriate and necessary actions will be taken to resolve the problem. The existing incident/accident investigation process will be used.

CONTROL MEASURES
Vanos Insulations has developed the following control measures:

- Risk assessment
- Safety manual
- Established reporting procedure and visitation process

TRAINING
Employees are required by the OHSA Acts to work safely and cooperate with their employer by following health and safety rules.

Vanos Insulations ensures that all employees have the skills and training needed to perform their work safely. All employees are made aware of any dangers on the job site, in the office, yard or when traveling between meetings etc.
EMPLOYEE TRAINING

• Those employees, who work alone, are trained and competent to work safely
• Make sure employees are aware of the increased risk from carrying out hazardous work while working alone
• Employees are to have training in emergency procedures, required safety protocols and the communication plan
• All employees are to be aware of what they are doing and the areas they are working in

YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK
ELEMENT 18: RETURN TO WORK PROGRAM

RETURN TO WORK PROGRAM

PURPOSE

To outline the procedures and program elements of the corporate return to work (RTW) program. This includes our company obligations for returning employees to pre-injury duties following injuries and the responsibilities of the various workplace parties around injury management, disability management, and modified duties and return to work programs.

RETURN TO WORK COORDINATOR

The return to work coordinator may be the claims specialist or other competent party representing Vanos Insulations.

The return to work coordinator is responsible for:

- Ensuring the confidentiality and privacy of the worker is maintained
- Being the initial point of contact between the supervisor/foreman and the worker
- Advising the claims specialist and assisting in the completion of the relevant worker’s compensation board (WCB) or workplace safety & insurance board (WSIB) required forms
- Ensuring the reporting timelines and requirements are being met
- Being the primary point of contact between the Vanos Insulations and the WSIB
- Tracking and monitoring the active/inactive injury claim corporately
- Tracking the number of days on modified duties
- Tracking direct/indirect injury costs
- Keeping the WCB/WSIB informed of the availability of modified duties to injured workers

INJURED WORKER

The injured worker is responsible for:

- Contacting Vanos Insulations as soon as possible after the injury occurs
- Maintaining an appropriate and timely level of communication with the supervisor/foreman and company management representative(s)
- Cooperating in the return to work plan with the company and with the relevant worker’s compensation board
- Assisting in finding suitable employment that is available and consistent with the worker’s abilities and functional abilities
- Performing only the tasks they have been approved to perform as cited by the respective medical practitioner or health professional

CO-WORKERS

Individuals that work alongside a worker that is engaged in a return to work plan are responsible for:

- Treating fellow co-workers respectfully while they are engaged in a return to work plan
- Requesting support on activities within the parameters of the medical reports and the worker’s abilities
- Participating in the transportation of injured workers, if requested to do so by the supervisor/foreman
SUPERVISOR/FOREMANS

The injured worker’s supervisor/foreman is responsible for:

- Immediately notifying the safety coordinator of the incident/injury
- Immediately offer any injured employee modified work
- Ensuring an incident report form is completed
- Completing an investigation of the incident (supervisor incident investigation form). VI-FOR-171
- Cooperating with the investigation of the incident (if the MOL and safety committee representative has been called in to investigate)
- Forwarding information regarding the incident/injury to the safety coordinator
- Partnering with the senior management in managing the return to work plan
- Assigning only tasks that fall within the parameters of the medical information
- Continue monitoring and supervision of the injured worker to ensure they are performing tasks as part of the return to work plan
- Sharing information with the JHSC
- Protecting any personal information such as wages, SIN number or specific medical information. This information is confidential and must be protected
- Working with management team and claims specialist to obtain information on the worker’s functional abilities (or relevant documentation)
- Supporting the return to work plan with recommendations for tasks/activities that can be performed by the injured worker/worker on modified work duties

WORKER’S COMPENSATION BOARD (WCB)/WORKPLACE SAFETY & INSURANCE BOARD (WSIB)

The WCB/WSIB is responsible for:

- Maintaining communication with the Vanos Insulations and the injured worker
- Supporting initiatives to return the worker to work
- Providing specialist medical support services in managing the claim
- Tracking the direct injury costs as part of the claim’s costs
- Transitioning the worker back to work, as necessary
- Acting as a resource in the best interest of the workplace parties

MANAGERS – Responsible for:

- Being familiar with the requirements of the return to work program
- Making arrangements to ensure supervisors/foreman are trained on the return to work program and its requirements
- Ensuring the support and cooperation of establishing and providing modified duties
- Including injury statistics as part of the monthly safety performance report
- Reviewing the effectiveness of the return to work program as part of management review

SENIOR MANAGEMENT TEAM – Responsible for:

- Approving the return to work program (by authorizing the policy)
- Ensuring the resources to facilitate an effective return to work program.
- Reviewing performance of the corporate return to work program as part of management review.
MANAGEMENT REVIEW

Vanos Insulations will review the return to work program on an annual basis, to evaluate the program’s effectiveness, measure the corporate performance in managing return to work, and ensure the program continues to meet the regulatory and legislative requirements. Return to work program evaluation will be reviewed as part of the respective management review(s) (see management review policy VI-POL-327)

A return to work program self-assessment can be used as part of that review.

REPORTING REQUIREMENTS

The WSIB must receive an employer’s complete incident report within three business days of the employer learning of the reporting obligation. (Business days are Monday to Friday and do not include statutory holidays)

In every case, the employer’s reporting obligation depends on the nature of the worker’s claim. For example, if the worker is injured and seeks health care on the day of injury, the reporting obligation begins immediately. If, however, a worker is injured and returns to modified work at regular pay without seeking health care, the reporting obligation would not generally begin until the eighth calendar day. Workers must receive a copy of the accident report that is provided to the WSIB (including any additional information provided by the employer).

Where necessary, as issues arise around the modified work, the WSIB/WCB shall be notified and a meeting scheduled with the return to work specialist to facilitate the injured workers return to work. As the injured worker is able to take on more and more hours of work (assuming they are under restricted hours initially) the WSIB/WCB shall be notified of the hours that the worker has worked on a weekly basis. As the worker is able to assume increased duties and their modified work changes, the WSIB/WCB shall be notified of the work hardening developments.

If for some reason the injured party refuses to cooperate in the program, the WSIB/WCB shall be notified immediately and asked to assist in facilitating the issue. When the worker completes the program and is back to full duty status, the WSIB/WCB shall be notified.

REPORTING OF DISEASES

If a worker is claiming to have developed a disease as a result of workplace exposure, an employer is required to report to the WSIB as previously outlined under the section entitled "when notice is required".

HOW EMPLOYERS REPORT THE ACCIDENT

The WSIB uses a variety of forms to collect accident information from an employer. In every case, the information must be sufficient to allow the WSIB to set up a claim.

Accordingly, the WSIB allows the employer to report the accident through the use of an:

1. Employer's Report of Injury/Disease Form 7 (Form 7), See Form index.
2. WSIB-approved accident reporting form created by the employer
3. WSIB-approved electronic reporting form.

WHEN NOTICE IS NOT REQUIRED

Employers are NOT required to report a work-related accident if the worker

- receives only first aid
- receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- does not receive first aid but requires modified work at regular pay for seven calendar days or less, following the date of accident
NOTE: There are special rules if the worker is exposed to, or it is suspected that the worker has been exposed to, an infectious disease through needle stick injury.

CONFIDENTIALITY AND PROTECTION OF PRIVACY

The privacy and confidentiality of the worker always has to be assured. Documentation and discussion surrounding the issue are to be secured and maintained in a confidential manner. Neither employers nor employer representatives may disclose the information contained in a functional abilities form except to a person assisting the workplace parties in meeting their WR obligations.

 Anyone who contravenes this confidentiality is guilty of an offence. If prosecuted and convicted, they are liable for a fine of up to $25,000 or up to 6 months in jail, or both, for individuals, or $100,000 for corporate entities.

When required to by the OH&S Act, a copy of the accident report and the relevant documents must be given to the JHSC however it is very important that all personal information including wages, sin numbers, personal address etc., MUST be removed before viewed by this committee. The same penalties apply as above.

PROCEDURE:

The following are steps to be taken following a report of a workplace injury:

1. Ensure injured worker receives appropriate medical attention/first aid
2. Ensure the worker is transported by a competent person to a health care professional
3. Immediately notify the supervisor/foreman and safety coordinator of the incident/injury
4. Ensure an incident report form, supervisor incident investigation and safety investigation form (if required) are completed and forwarded to safety coordinator
5. Upon receiving and reviewing the health care professional’s documents (e.g., description of the worker’s functional abilities), Vanos Insulations will offer the injured worker a detailed modified work offer (modified work offers letter), while the injured worker recovers from the injury
6. The injured worker will continue to be monitored by the supervisor/foreman (communication log), during the performance of the modified work duties as part of the return to work plan VI-FOR-100, until the worker has been cleared to return and is physically fit and able to return to their pre-injury duties

EARLY AND SAFE RETURN TO WORK PROGRAM

Vanos Insulations is committed to provide accommodations for a worker who is temporarily disabled as a result of an injury that arose in the course of employment. Modified work is any job or combination of tasks that an employee, who suffers from an injury, may perform on a temporary basis without risk of re-injury to themselves or to others. This work may consist of regular tasks that have been changed or redesigned for an employee participating in a modified work program. There may be a reduction in time or volume of work performed, however, the work must be productive, and the results have value.

A MODIFIED DUTIES/RETURN TO WORK PLAN MAY INCLUDE:

- Altered or reduced work hours
- Changes to the worker’s shift
- Modifications to the regular job duties
- Alterations to rest period(s) or exercise break(s)
- Matching the worker’s functional abilities to an alternate job
- The work offered must be meaningful and productive work
OBJECTIVES OF THE RETURN TO WORK PROGRAM

The objective is to return and rehabilitate the employee to their maximum level of ability enabling them to be capable of effectively and efficiently performing their pre-injury job tasks. Full wages for the day of incident/injury will be paid. The worker will continue to be paid full wages as long as the employee is able to perform meaningful and productive work for either a full or part of each regular workday.

- Bring injured employee (with a medical restriction) back to the workplace, as quickly and safely possible for a successful return
- Reduce injury costs
- Retain skilled workers
- Reduce absenteeism
- Minimize disruption to normal operation
- Maintain good communication between the employee and the company
- Maintain employee morale, dignity and self-respect

MODIFIED WORK PROGRAM STEPS

1. Complete a personal injury reporting package following an incident involving a workplace injury.

2. The respective worker’s compensation documentation must be completed and submitted to the safety coordinator – even if it is incomplete at the time (additional information can be added to the document as new details become available).

3. The injured worker will provide Vanos Insulations with a report from a medical practitioner advising of the worker’s abilities and any restrictions.

4. The return to work plan is kick-started.

Vanos Insulations will provide a modified work offer letter to the injured worker in writing stating that modified duties are available (as much as possible) and have been offered to the injured worker. The following factors will be considered when monitoring an injured worker’s participation in the modified work program.

- Attendance
- Productivity
- Quality of work
- Problems with particular tasks
- Ability to increase speed from initial participation in modified work program
- Ability to improve efficiency from initial participation in the modified work program

The modified duties will be appropriate to the workers’ abilities so as not to further injure, re-injure or worsen the existing injury.

- Appropriate documentation is forwarded to the respective worker’s compensation forms.
- A secure file is created for all the injured worker’s relevant documentation.

The injury is monitored and the return to work plan initiated and updated as the worker’s condition improves or is strengthened enough to return to full duties.

The injured worker is medically cleared to return to work with documentation from a medical practitioner. In some cases, the return to pre-injury work is not possible. In these instances, training for other suitable work will be considered if available. Supervisors/foreman must submit to the president all skills and training the injured worker may have had that would enable the injured worker to be equally considered for a position when hiring. The injured worker also has the responsibility to initiate interest in other areas.

Vanos Insulations will offer to re-employ a worker, with at least one year’s continuous service, once the worker is able to do the essential duties of the job he or she held before the injury. The worker will be offered that position or
a comparable position. The work or the workplace will be modified by the employer, if necessary, to meet the needs of the injured worker. If a worker is unable to perform the essential duties of the pre-injury job, but can perform other suitable work, the worker will first be given the opportunity to accept such work that may become available with Vanos Insulations. The employer must still offer to reinstate the worker in the former position or a comparable one once the worker becomes able to perform their essential duties, even though the worker may have accepted their work.

**OBLIGATION TIMEFRAME(S)**

The obligation to offer re-employment lasts for two years from the date of the worker’s injury or until the worker reaches age 65, whichever comes first. Once a worker becomes able to do the essential duties of the pre-injury job, the employer’s obligation to reinstate lasts for a year from that date. There are consequences and penalties when the appropriate return to work program requirements are not adhered to.

**COMMUNICATIONS LOGS**

To ensure Vanos Insulations commitment in assisting injured workers in early and safe return to work, communication logs shall be filled out for injured employees for tracking developments in the claim and for maintaining communication with relevant workplace parties.

The supervisor/foreman will maintain contact with the injured worker (e.g., immediately upon the start of the return to work plan and at least every seven days); this will provide Vanos Insulations with the appropriate information needed to design a modified work program for the injured employee.

There are two communications logs – the communication Log and the communications logs are an essential component to the proper and effective management of the claim.

Matt Vanos  
President  
Vanos Insulations Ltd.

Date: January 2nd, 2019
Ensuring that appropriate modified duties are offered to injured workers is an important part of our return to work program. In order to be able to get injured workers back to work as soon as possible, we have implemented a specific worker physical demands assessment program. This procedure will be a part of our RTW program development standard. Information regarding the overall physical demands of a job for an injured worker will be done using the physical demands information form (PDIF) along with the functional abilities form (FAF). The PDIF is available through the WSIB and can be downloaded from their website at the following link. A copy will be used as the standard template.

http://www.wsib.on.ca/wsib/wsbsite.nsf/LookupFiles/DownloadableFilePDIF/$File/PDIF.pdf

Or www.wsib.on.ca and follow the links >Employers>Return to Work>Physical Demands Information Form

The PDIF will help us break down the injured workers job into duties in order to better determine what modified tasks the worker will be able to perform in order to return to work sooner.

PROCEDURE

The PDIF should be completed by the worker’s immediate supervisor/foreman. The supervisor/foreman should get input from the injured worker or from another worker with similar work duties who are familiar with the physical demands of the job and work processes involved. For more information on who should complete the PDIF and how to complete this form, please refer to the instruction page of the PDIF.

DISTRIBUTION

- A copy of the completed PDIF should be submitted to the WSIB case manager.
- Vanos Insulations Ltd., will also keep a copy of the completed PDIF, along with any other documents relating to the injury at hand in the return to work file.

A copy of the completed PDIF should also be sent to the injured worker to make sure that there is no disagreement with the information provided.
ELEMENT 19: MANAGEMENT REVIEW

MANAGEMENT REVIEWS HEALTH & SAFETY MANAGEMENT SYSTEM

Management will conduct at a minimum an annual evaluation of the health and safety management system for all projects, the office and the yard. Management review meetings will have an agenda and meeting minutes will be documented and maintained as part of the management review.

THIS MEETING WILL CONSIST OF:

A review of current health and safety program including the following items and trends

- Health & safety policies and procedures
- SWP/SJP
- Effectiveness of inspection forms
- Company rules
- PPE requirements
- Preventative maintenance
- Corrective action plans
- Injury/ illness/first aid/ near miss tracking reports
- Injury or accident investigations completed in the year for review
- Reported occupational illnesses
- Review of Ministry of Labour visits and orders in the current year
- Review outstanding health and safety recommendations from JHSC or safety representatives
- WSIB injury summary reports and any claims within the current year
- Review of the violence and harassment concerns and risk assessments completed (bill 168).
- Emergency evacuation procedures
- Legislative requirements
- Return to work program (if used)
- Company HIRA
- Trend Analysis
- Training Matrix

Review of any external safety audits, MOL reports/trends, client/customer requests for additional measures or training and any other applicable reports from outside sources. Along with COR internal audit reports and need for improvements in any of the 19 Elements.

Objectives and corrective action plans will be developed and communicated to all relevant parties by either the company president and/or safety coordinator. These meetings and minutes will also be reviewed to confirm the status of results, completed assigned tasks and objectives if any.

DOCUMENTATION FOR MANAGEMENT REVIEW

The management review meeting involves a complete review of the health & safety management system. The outcomes of the meeting include:

- Giving a greater understanding of the overall performance of our health & safety management system to participants and senior management
- Aids in the development of a detailed action plan to set in place improvements to the system
- Is used to discuss initiatives and set new objectives and goals for the coming year
- Aids in the development and review of continual improvement plans
GLOSSARY OF DEFINITIONS

**Agenda** – An agenda should be prepared for each meeting identifying concerns and topics to be discussed in addition to New Business. (Refer to sample and form)

**Authorized Persons** – A person who is qualified to apply lock-out/tag-out in order to service machinery or equipment.

**Affected Employees** – An employee whose job requires them to operate or use machinery or equipment being serviced under lock-out/tag-out.

**Alternative Jobs** – Involves jobs that are comparable with injured worker’s pre-injury job, and in the same standing within the company. A careful review of the injured worker’s previous job history will help identify transferable skills and experience. Alternative jobs are implemented when it isn’t possible to modify pre-accident work to accommodate the injured worker’s needs.

**Audit** – A systematic and independent examination of data, statements, records, operations and performances (financial or otherwise) of an enterprise for a stated purpose.

**Cold Work** – Means work that is not capable of producing a source of ignition.

**Certification of Recognition (COR™)** – A health and safety certification program that provides employers with an effective tool to assess their health and safety management system and is awarded to employers who develop health and safety programs that meet established standards. COR™ is aimed at driving positive workplace behaviour and practices that lead to improved performance. COR certification is nationally trademarked and endorsed by participating members of the Canadian Federation of Construction Safety Associations (CFCSA). Although COR certification is nationally recognized, certification must be attained in each province or territory the company is working in.

**Competent Person** – Means a person who,

(a) is qualified because of knowledge, training and experience to organize the work and its performance,
(b) is familiar with the Act and the Regulations that apply to the work, and
(c) has knowledge of any potential or actual danger to health or safety in the workplace.

**Competent Trainer** – Means a person who,

a) is qualified.

**Competent Worker** – Means a person who,

(a) is qualified because of knowledge, training and experience to organize the work and its performance,
(b) is familiar with the Act and the regulations that apply to the work, and
(c) has knowledge of any potential or actual danger to health or safety in the workplace.

**Confined Space** – A confined space means a fully or partially enclosed space,

(a) that is not designed and constructed for continuous human occupancy, and
(b) in which atmospheric hazards may occur because of its construction, location, or contents, or because of work that is done in it.

**Continual Improvement** – A recurring activity to enhance the management system in order to achieve an improvement in performance, consistent with the policy statements.

**Constructor** – A person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself if by more than one employer.

**Contractor** – Means a person who contracts for work to be performed at the workplace of the person contracting to have the work performed but does not include a constructor.

**Critical Injury** – For the purposes of reporting to a Provincial Agency, “critically injured” means an injury of a serious nature that,

(a) places life in jeopardy,
(b) produces unconsciousness,
(c) results in substantial loss of blood,
(d) involves the fracture of a leg or arm but not a finger or toe,
(e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
(f) consists of burns to a major portion of the body, or
(g) causes the loss of sight in an eye.

**Critical Tasks** – Tasks which involve a high potential for serious loss or injury.

**Delivery Person (Service Provider)** – A person who delivers wholesale or retail goods to customers usually over a regular local route.

**Document** – Formally developed and printed materials, including policies, procedures, rules, etc.

**Dust** – Fine particles of a solid that can remain suspended in air. The particle size of a dust is larger than that of a fume. Dusts are produced by mechanical action, such as grinding.

**Emergency** – Incident resulting in injury for which Emergency Services (i.e. police, ambulance) are required.

**Emergency Plan** – Detailed procedures for responding to an emergency, such as a fire or explosion, a chemical, spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order and minimize the effects of the disaster.

**Employer** – A person who employs one or more workers or contracts for the services of one or more workers and includes a contactor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Enclosed Workplace** – The inside of any place or structure or vehicle or conveyance or any part of any of them, (i) that is covered by a roof (ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time.

**Exposure** – Exposure by inhalation, ingestion or skin contact.

**FAF** – functional abilities form completed by a doctor treating an injured employee

**Fatality** – Death resulting from a workplace event and/or incident.

**First Aid** – The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.

**Form** – A document with spaces in which to write or select, for a series of documents with similar contents. The documents usually have the printed parts in common, possibly except for a serial number.

**Frequency** – A ranking of how often the task is performed – it answers the question of how many times this task will be performed.

**Gas** – A formless substance that expands to occupy the space of its container.

**Grounding** – Electrical connection of one or more conductive objects to the earth through use of metal grounding rods or other devices.

**Hazard** – A source, situation, or act with a potential for harm in terms of human injury, ill health, if both.

**Hazardous Material** – Any substance that may produce adverse health and/or safety effects to people or the environment.

**Hazard Registry** – A database of the hazards identified in an operational area, where the hazards occur, and the tasks, machinery or situations with which they are associated.

**Health** – A state of complete physical, mental, social well-being as defined by the World Health Organization. It is more than the absence of disease.

**Health and Safety Policy** – A policy is a statement of intent, and a commitment to plan for coordinated management action. A policy should provide clear indication of a company’s health and safety objectives. This, in turn, will provide direction for the health and safety program.

**Health and Safety Management System** – A systematic combination of activities, procedures, and facilities designed to ensure and maintain a safe and healthy workplace.

**Health and Safety Representative** – A representative selected under provisions of the Occupational Health and Safety Act. A representative is usually required in a workplace with more than five but fewer than 20 employees. In such a workplace, workers must select one employee as a representative. Generally speaking, a health and safety representative has the same responsibilities and powers as a joint health and safety committee.

**Heat Exhaustion** – Overheating of the body. Heat exhaustion can happen when the body loses too much fluid (because of excessive sweating) or when conditions, such as physical activity in a hot environment, present sweat from evaporating into the air.

**Heat Stroke** – A potentially deadly condition in which over-exposure to a very hot environment breaks down the body’s ability to control its temperature and cool itself sufficiently. The body temperature rises to a very high (deadly) level.

**HEPA** – High Efficiency Particulate Air.
Glove Bag – A bag with inserts for your hands that when properly used allows the user to remove asbestos without its release into the atmosphere.

Highway Tank – A tank that is attached to or forms a part of a truck or trailer and is loaded or unloaded without being removed from the vehicle.

Hot Work – Means work that is capable of producing a source of ignition such as a spark or open flame (i.e. welding, cutting, grinding, and using non-explosion proof electrical equipment).

Housekeeping – A way of controlling hazards along the path between the source and the worker. Proper housekeeping means keeping all necessary items in their proper places. It includes proper cleaning, control of dust, disposal of wastes, clean-up of spills and maintaining clear aisles, exits, and work areas.

Hygiene Practices – A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:
- Not smoking, eating, or drinking in the work area
- Washing up before breaks and meals
- Removing contaminated clothing before leaving work
- Keeping street clothes separate from contaminated work clothing

Illness – A state of ill health.

Incident – A work related event including emergencies in which an injury or ill health (regardless of severity) occurred to a person or persons or damage to equipment, facilities or materials.

Injury – Harm or damage that is done or sustained.

Lock out/Tag out (LOTO) – The placement of a lock or tag on an energy-isolating device in accordance with an established procedure, indicating that the energy-isolating device is not to be operated until removal of the lock or tag in accordance with an established procedure.

Job Hazard Analysis (JHA) – A procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are Job Safety Analysis (JSA) and job hazard breakdown.

Joint Health & Safety Committee (JHSC) – A committee established under provisions of the Occupational Health and Safety Act. Joint health and safety committees are required in workplaces with 20 or more workers. At least half the members of the committee must be workers who do not exercise managerial functions; the worker members must be selected by the workers or, where there is one, the trade union. Management must appoint the remaining members from among persons who exercise managerial functions. The responsibilities and powers of joint committees include: obtaining information on workplace hazards, identifying workplace hazards, and recommending how to make the workplace safer and healthier.

Job Task – Job duties are tasks you must do on a job. They are the responsibilities you have for a particular job. A job description lists the duties you will do for your job.

Lost Time Injury (LTI) – Refers to a personal injury requiring time off work, as calculated and defined by the appropriate WCB.

Material Safety Data Sheet (MSDS) – A form that contains detailed information about the possible health and safety hazards of a product and how to safely store, use and handle the product. Under federal Hazardous Products Act, suppliers are required to provide a MSDS for all hazardous materials, as a condition of sale.

Medical Aid Event (No Lost-Time Injury) – A workplace event or incident that results in an employee seeking or receiving medical treatment from a medical professional.

Ministry of Labour (MOL) – Responsible for the enforcement of provincial health and safety laws in Ontario.

Mobile Fueling – The dispensing of fuel from a highway tank or mobile refueling tank to a motor vehicle (including but not limited to forest and construction equipment, motorized snow vehicles, and other off-road vehicles), but not to a boat or the bulk storage tank on a highway tank.

Mobile Refueling Tanks – Tanks that have been built in accordance with an approved standard and that may be mounted onto a truck, trailer, or skid for transporting product.
**Modified Work** – Modified work is a job, task or function that an injured employee, who temporarily cannot perform their regular work, may perform safely without risk of re-injury or risk to others. The work given must be of value.

**Modified Work Program** – A Modified Work Program is a structured, organized plan, designed to return the injured worker to the workplace as soon as safely possible after injury. It is a company-wide program that recognizes the responsibility of the workplace parties and participation in the effective return to work of its employees.

**Motor Vehicle Collision (MVC)** – The unintended collision of one motor vehicle with another, a stationary object, or person, resulting in injuries, death and/or loss of property.

**Muster Point** – Also known as the "meeting location". The meeting place where individuals go to evacuate a building/premise, when there is an emergency drill or actual emergency.

**Near Miss** – A work-related event during which injury, ill health, or fatality, or damage to equipment, facilities, or materials could have occurred, but didn’t actually occur. It is a type of incident.

**NEGATIVE PRESSURE** - The term "negative pressure" is used in physics and engineering to refer to a situation in which an enclosed area has lower pressure than the area around it. Any compromise in the divide between the area of negative pressure and the more highly pressurized area around it would cause substances to flow into the area of negative pressure.

**Noise** – Unwanted sound. Sound is a form of mechanical energy caused by the vibration of the air. When sound vibrations reach the listener, they are detected by a delicate mechanism in the inner ear and perceived as sound by the brain.

**Occupational Health** – The development, promotion, and maintenance of workplace policies and programs that ensure the physical, mental, and emotional well-being of employees. These policies and programs:
- Prevent harmful health effects because of the work environment
- Protect employees from health hazards while on the job
- Place employees in work environments that are suitable to their physical and mental make-up
- Address other factors that may affect an employee's health and well-being, such as:
  - Ineffective organization of work
  - Harassment and violence in the workplace
  - The need to balance work and family responsibilities (e.g. elder care, child care)
- Promote healthy lifestyles.

**OHSA** - Ontario Health and Safety Act

**Occupational Illness** – 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 may be entitled to benefits under respective Workers Compensation Legislation.

**Occupational Safety** – A discipline concerned with the safety, health and welfare of people engaged in or employment. The intent is to foster a safe and healthy work environment.

**Personal Protective Equipment (PPE)** – Any device worn to protect against hazards. Some examples are: respirators, ear plugs, hard hats, safety goggles and safety shoes.

**Practice** – A set of guidelines to aid in carrying out a specific type of work. It includes reminders, tips, and suggestions on how to work with a product, tool or situation.

**Preventive Maintenance** – A system for preventing machinery and equipment failure through:
- Planned scheduled regular maintenance
- Knowledge of reliability of parts
- Maintenance of service records
- Planned scheduled replacement of parts
- Maintenance of inventories of the least reliable parts and parts scheduled for replacement

**Probability** – A ranking of the potential of that outcome actually occurring – it answers the question of what is the chance this will actually happen.

**Procedure** – A step-by-step description of how to do a task, job, or activity properly.
Racial Harassment – When someone bothers, threatens or treats another person unfairly because of his or her race, color or ancestry. Such forms of harassment can also be connected with one's place of origin, religion, citizenship or first language.

Reasonable Grounds – Evidence (including observation of behavior) that leads an individual to produce a conclusion that an average person would reach.

Record – Document stating results achieved or providing evidence of activities performed. Forms once completed are called 'records.'

REGULATION - an official rule, law, or order stating what may or may not be done or how something must be done.

Risk – The combination of the frequency a task is completed, the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure.

Safe Job Procedure (SJP) – A series of specific steps that guide an individual through a task from start to finish in a chronological order. Safe job procedures are designed to reduce the risk by minimizing potential exposure.

Safe Work Practices (SWP) – Are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

Safety Meetings – Formal meetings are planned and announced in advance in order to provide groups of employees with information from weekly safety letters, training issues, regulations, procedures, and hazard protections.

Safety Talks – Informal meetings, often referred to as "Tailgate" meetings, can also be planned. "Tailgate" meetings are often short in duration covering a specific topic. These short safety meetings are very effective at relating safety to a specific job or work task.

Service Provider – Organization, business or individual which offers service to others in exchange for payment.

Severity – A ranking of the possible outcomes of the work activity – it answers the question of what is the worst thing that can happen when performing this work task.

Specialized Personal Protective Equipment (PPE) – Equipment used for the protection of a worker performing highly skilled or specialized tasks (e.g. fall protection systems)

Subcontractors – A business or person that carries out work for a company as part of a larger project.

SUPERVISOR/FOREMAN – Person in charge of a workplace or authority over a worker.

Task – A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks.

Task Analysis – A technique used to identify, evaluate and control health and safety hazards linked to particular tasks. A task analysis systematically breaks tasks down into their basic components. This allows each step of the process to be thoroughly evaluated.

Training – Any internal or external program that provides employees with information and awareness, new skills, or development.

Visitors – Any person present at the work site that is not under direct control by the employer (e.g. courier).

Worker – Refers to all employees or agents of our company and includes workers employed by subcontractors performing work under contract to our company.

Workplace – Any physical location in which work-related activities are performed under the control of an organization.

Workplace Bullying – Acts, physical contact or comments which can have the effect of mentally hurting or isolating a person in a workplace.

Workplace Harassment – Defined (in the Occupational Health and Safety Act) as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace Hazardous Materials Information System (WHMIS) – An information system implemented under the federal Hazardous Products Act and provincial occupational health and safety laws to ensure communication of information on hazardous materials. The information delivery system under WHMIS requests 1) Labels, 2) Material Safety Data Sheets (MSDS), and 3) Worker education and training programs.

Workplace Violence – Defined (in the Occupational Health and Safety Act) as the exercise, or the attempt to exercise, physical force by a person against a worker, in a workplace, that causes or could cause physical injury, or a statement or behavior that is reasonable to interpret as a threat to exercise physical force that could cause injury.

Zero Energy State – A condition established by lock out/tag out, in which all sources of energy to machinery and equipment have been removed or neutralized.