VANOS INSULATIONS

COMPANY HEALTH AND SAFETY MANAGEMENT PROGRAM

AS OF JANUARY 2021,
REVIEWED ANNUALLY REVISION 5
2021 EDITION

CONTENTS

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

POLICY NUMBER:
VI-POL-200 Rev. 5
Element #1 **PAGES:** 1
REVISION DATE:
January 1, 2021

Vanos Insulations, senior management, supervisors/foreman 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, to ensuring occupation health and safety (OHS) objectives are set and to ensure that these objectives are reviewed for continual improvement of our Occupational Health and Safety Management System (OHSMS). Protection of workers from injury or occupational disease is a major continuing objective and Vanos Insulations will make every effort to provide a safe and healthy work environment.

Vanos Insulations supports the concept of an Internal Responsibility System (IRS); responsibility for occupational health and safety is shared by senior management, supervisors/foreman and workers. The IRS addresses the health and safety responsibilities for all workplace parties. 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 is ultimately responsible for the health and safety of all their employees. Vanos Insulations promises that every reasonable precaution will be taken to ensure the protection of all workers according to the Occupational Health and Safety Act, Regulations, and all other legal requirements. Additionally, senior management is committed to provide a healthy safe and healthy work environment for the prevention of injuries and illnesses. This includes ensuring safe tools and equipment are properly maintained, hazard assessments are completed with appropriate controls, trainings are aligned with worker tasks, and cooperation with the JHSC's goals is maintained.

SUPERVISOR/FOREMAN will be held accountable for the health and safety of workers under their supervision. Supervisors/foreman are responsible to ensure that machinery, equipment, and the worksites are safe. They will also ensure that workers work in compliance with the Occupational Health and Safety Act and Regulations and follow 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.

Vanos Insulations' Occupational Health and Safety Policy will be communicated to all employees through orientation, annual safety reviews and toolbox talks.

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/foreman 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 1st, 2021

The Internal Responsibility System (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, works to solve problems and makes improvements on an ongoing basis. They do this both individually and co-operatively with others.

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

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 decreased
- Everyone must accept that risk can be continually reduced, so that the time between them increases
- Everyone must accept that health and safety is an essential part of their job - it is not an extra
- Every person must have a clear understanding of what they are responsible for, what they can do to change matters and when these tasks must be done
- Every person must regularly ask themselves what they have done to ensure compliance with health and safety
- Everyone must have a clear understanding of their own skills, abilities and limitations
- Everyone must attempt to avoid conflict when trying to reduce risk
- Each person must go beyond just complying with health and safety rules/standards and strive to improve work processes to reduce risk
- When an individual cannot reduce risk by themselves a collaborative team effort must be put forth
- Everyone must understand the IRS process, believe in it and take steps to make it effective at all levels in the organization
- No one should be fearful of reprisals when using IRS processes

RESPONSIBILITIES

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, make any necessary changes and/or amendments, document the changes and sign off
- Employ workers over the legal age requirements
- 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” communication policy 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 monthly statistics and meet regularly with supervisors/foreman to monitor the health and safety program
- 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 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 equipment, protective devices and wear appropriate PPE that is required
- Ensure that all equipment, protective devices and PPE are 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, uphold safety rules and procedures and enforce by using disciplinary action
- Ensure that workers are advised of potential or actual health and safety dangers
- Inspect equipment, tools and Vanos company vehicles regularly and ensure that they are properly maintained
- Report and communicate any safety issues or concerns to management
- Conduct weekly toolbox talks with employees, record suggestions and forward suggestions to the Safety Coordinator
- Provide training and explanation for safety procedures and policies to all employees; provide written instruction if necessary
- Develop and demonstrate a safe working behavior, a positive health & safety attitude and encourage employees to do the same
- Be responsible for on-site accident prevention
- Review the emergency response plan and safe work procedures for each jobsite with employees
- Monitor the health and safety performance of subcontractors. Report any safety concerns to management
- Report and communicate accidents and injuries to management
- Consult and cooperate with management and the JHSC
- 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

WORKER 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
- 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
- Immediately report all accidents, injuries and near misses to their supervisor/foreman and complete appropriate forms

- 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 daily job hazard assessments, weekly toolbox talks, monthly jobsite inspections and monthly violence and harassment assessments
- Know, understand and implement safe work practices
- Request replacement for worn or damaged personal protective equipment
- 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**

SUBCONTRACTOR RESPONSIBIITIES

- Maintain their own health and safety program as required under the Occupational Health and Safety Act
- 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 complete paperwork accordingly
- Provide upon request a copy of their health and safety policy, WSIB clearance certificate, general liability insurance and a signed subcontractors agreement package (form VI-FOR-144)

JHSC/HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES

- 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 (form 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/foreman and management in all health and safety matters including return to work programs and accident investigations

Document and record control provides direction to track, manage and store documents and records that will aid in determining the accuracy and due diligence of the OHSMS. Vanos Insulations recognizes that documents and records must be securely maintained, accurate and available. Maintaining a consistent approach to the management of documents and records will help to ensure this.

The following documents and records will be stored electronically, maintained, and backed up, as they are necessary for the effectiveness of our OHSMS:

- Health and Safety Policies and Rules
- Employee Orientation
- Training certificates and expiry dates (if applicable)
- Workplace and Equipment Inspections
- Toolbox Talks
- Hazard Assessments
- Incident, Near Miss Reports and Investigations
- Emergency Preparedness Plans and Information
- First Aid Tracking
- JHSC Meeting Agendas and Minutes
- Management Meeting Agendas and Minutes
- Corrective Action Logs
- Health and Safety Recommendation Forms
- Safe Work Practices
- Disciplinary Forms
- Defective Tool Forms
- Requirements for Legislation
- Foreman Statistics
- Health and Safety Statistics (trend analysis, comparisons, etc.)
- Sub-Contactor Documentation and Evaluations

PROCEDURE

All health and safety documents will be reviewed by senior management or the health and safety coordinator before being issued to workplace parties. Continuous use documents will be reviewed and updated on an annual basis or when new hazards are introduced. During review, if applicable, senior management or the JHSC will conduct any re-approval or removal of documentation. This will prevent the unintended use of obsolete documents and identify such documents if they are retained for any purpose. All detailed changes, creation date and current revision status will be documented and tracked on a revision log. Vanos Insulations will ensure the relevant version of all health & safety documentation is readily available at the point of use. All documents and records will remain legible using paperless recordings and be readily identifiable through the use of policy and form numbers.

Documents of external origin need to be reviewed as they may be necessary for the planning and operation of the OHSMS. These documents are identified as government requirements (form 1000, WSIB clearance certificate, ets.), site specific documents (permits, assessments, etc.) and contractual documents.

The privacy and confidentiality of Vanos employees will always be a priority when personal information is at hand. Confidentiality will be maintained wherever possible and to the extent possible. Exceptions will only be made where disclosure is necessary for the purpose of conducting a proper investigation, taking appropriate disciplinary/corrective measures, or where required by law. Employees are expected to maintain confidentiality where they are in receipt of sensitive information. Be assured that all private health and personal data with be treated and held with high confidentiality and sensitivity.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Review and approve documents as they effect our OHSMS and our OHS performance
- Ensure new and revised documents comply with regulations, legislations, and standards
- Ensure all confidentiality documents and records are maintained as per our policy

SAFETY COORDINATOR

- Create, revise, review documents as they effect our OHSMS and our OHS performance
- Track, maintain and develop health and safety statistics based on our OHSMS
- Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- Ensure compliance with regulations, legislations, and standards

SUPERVISOR/FOREMAN

- Ensure all documentation is completed as per the Vanos Insulations Health and Safety Management Program
- Identify the need for and creating site-specific procedures and/or operational standards
- Review and sign off on site-specific procedures associated with your role
- Verify the accuracy of all sire-specific procedures

WORKERS

- Participate in the completion of required documentation
- Discuss any thoughts or concerns regarding Vanos documentation and record keeping to your supervisor/foreman or the health and safety coordinator

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

ENVIRONMENTAL POLICY STATEMENT

OUR COMMITMENT

The owner and senior management of Vanos Insulations Ltd. is committed to the protection and preservation of the environment, preventing pollution and planning our operations to ensure the minimization of our impact on our natural surroundings. Vanos Insulations is dedicated to the continuous improvement of our environmental management systems – including environmental monitoring, policies, procedures and practices. The company will adhere to all environmental legislative requirements and regulations. Vanos Insulations 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:

Limit Greenhouse Gas Emissions
- Workplace recycling program, including all field garbage created will be return to the facility to be disposed of, recycled or re-used as necessary
- Vanos encourages employees to participate in ridesharing when possible

Product Purchasing
- Vanos Insulations attempts to purchase products that create minimal impact on the environment. We consider things such as buying recycled instead of new, avoiding excess packaging, buying local, and buying certified environmentally friendly products

Minimize Waste
- Reuse of scrap material
- Make to order
- Efficient inventory management to help reduce amount of excess raw materials

Energy & Water Conservation
- Use LED lights in all places applicable
- Facility lights are motion activated to help avoid the waste of energy
- All printers, computers & appliances to be turned off at the end of each day
- Reduce landscape water use
- Low-flow faucets & toilets to be purchased for replacement, when necessary

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, participation in raising awareness and educating employees in protecting the environment. Vanos Insulations 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 1st, 2021

ACCESSIBLE CUSTOMER SERVICE POLICY

Vanos Insulations Ltd. is committed to providing excellent customer service that respects the dignity and independence of all persons, including those with disabilities. It is our policy that every employee, visitor, client and customer have a right to equitable treatment with respect to employment, services, goods, facilities and accommodations without discrimination.

Vanos welcomes and encourages applications from all individuals, including individuals with disabilities. Accommodations will be made available for candidates during all aspects of the selection process. Vanos Insulations will also 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.

We are committed to communicating with persons with disabilities in ways that take into consideration their disability. This means employees will consider how the disability affects the way that the person expresses, receives, and processes communication. All assistive devices, service animals and support persons that individuals with disabilities may require are welcome. 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.

Individuals who wish to give feedback on the way Vanos Insulations provides goods and services to people with disabilities can submit a written or verbal report to the president, who will respond with a written response within 21 days. Any person may request a copy of the Vanos Insulations AODA policy and training program. Vanos Insulations will also provide workplace information in an accessible format if an employee asks. This includes information an employee needs to perform their job and general information that is available to all employees.

Vanos Insulations will also provide accessible emergency information to staff once management has been made aware of an employee who needs accommodation in an emergency. This will be updated on an as needs bases, once needs for accommodations have been communicated.

In the event of a planned or unexpected disruption to services or facilities for people with disabilities, Vanos Insulations 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 that does not respect and promote the dignity and independence of people with disabilities will be modified or removed. Changes to accessibility policies will be communicated to all employees to support people with disabilities. Performance management processes will consider the needs of an employee with disabilities, whether formal or informal.

A copy of this policy will be posted on the health and safety communication board, as well as included in the health and safety resources which are available at all active construction projects.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

HAZARD ASSESSMENT POLICY STATEMENT

POLICY NUMBER:
VI-POL-205 Rev. 5
Element #2 **PAGES:** 1
REVISION DATE
January 1, 2021

Vanos Insulations Limited is committed to ensuring that all required job tasks are assessed to identify potential and known hazards. Hazard identification and risk assessments will be utilized to track and monitor workplace hazards, risks and controls. Workers will be informed of all known hazards and risks in the workplace and the control measures that are in place to eliminate, reduce or control the risk. All assessments and inspections will be documented and recorded to aid in the review of our Occupational Health and Safety Management System (OHSMS).

RESPONSIBILITIES

SENIOR MANAGEMENT

- Ensure workplace hazards are identified, assessed, properly controlled, and communicated
- Develop written safe work practices and procedures
- Train workers on hazard assessments and required control measures to keep them safe at work
- Ensure workers have proper training for their specific tasks
- Provide resources to implement proper controls

SAFETY COORDINATOR

- Include hazard identification and control strategies as part of the new worker orientation process
- Review and identify any deficiencies with the hazard assessments
- Review hazard assessments and ensure controls are implemented in a timely manner
- Support and promote the hazard identification process and assessments
- Consult with senior management when applicable

SUPERVISOR/FOREMAN

- Identify, communicate, and inform workers of all potential hazards and risks in work areas
- Develop and implement measure to eliminate, reduce or control the identified hazard
- Train workers about these hazards and the implemented control strategies
- Ensure workers are properly trained on their job tasks
- Ensure work is being completed as per rules, regulations, and standards
- Inform senior management or the safety coordinator, any hazards that require additional support or resources to rectify

WORKERS

- Comply with all rules, regulations, standards and SWP
- Inform supervisor/foreman of any hazards encountered in the workplace
- Work with your supervisor/foreman to resolve hazardous situations
- Review and participate in hazard assessments

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

PURPOSE

To take a proactive approach to health and safety by implementing a system of hazard identification and risk control that can prevent workplace injuries and diseases. Hazard assessment, analysis and control ensures that work activities have been classified, hazards associated with a task have been identified, risks have been determined, controls have been implemented and the whole process has been communicated. The hazard assessment process takes into account the Occupational Health and Safety Act, Regulations and all applicable legal requirements, standards and guidelines.

Hazard assessments 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

All hazard assessments and inspections are tracked and documented electronically. Trends, gaps and statistics are created for review during JHSC meetings, management meetings and audits. This information aids in identifying Vanos' next steps to create the safest work environments.

PROCEDURE

TABLE OF HAZARD IDENTIFICATION ASSESSMENTS

Hazard Identification Tool	Purpose	Frequency	Responsibility
Pre-Job Hazard Assessment (Pre-JHA) VI - FOR - 141	To identify the hazards, controls, and risks on a project – in advance of the project start. This will assist when preparing to mobilize the work force in a safe and organized manor.	**Once** For major projects or projects with high risk potential.	Performed by a competent person or worker (supervisor/foreman and/or safety coordinator) and reviewed with all onsite workers. Must be signed by all involved personnel confirming their understanding. Policy and form will be reviewed by the management team and/or JHSC annually.
Job Hazard Assessment (JHA) VI - FOR - 140	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 & HIRA can be used as a resource for the crew/individual prior to the start of the work.	**Daily** Prior to work shift. As the conditions, work plans or job hazards change, or when a new task is assigned – the JHA will be modified and communicated to all workers or a new JHA may be created.	Performed by a competent person or worker (supervisor/foreman) and reviewed with the involved workers. Must be signed by all involved personnel confirming their understanding. Policy and forms will be reviewed by the management team and/or JHSC annually.

Hazard Identification and Risk Assessment Registry (HIRA) VI - FOR - 177	A database of the hazards of the companies' scope of work. The JHAs act as an input to the risk registry database.	**Annually** Reviewed for the appropriateness of the work and related hazards.	The company management team maintains the HIRA. Communicated to all workers through orientation and yearly kickoff. Reviewed by the management team and/or JHSC annually.
Weekly Jobsite Inspection VI – FOR - 126	To help prevent incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective actions.	**Weekly** Although recorded weekly, corrective actions are implemented on a continue basis – then recorded every Tuesday	Performed by a competent person or worker (supervisor/foreman) and reviewed with the involved workers. Must be signed by all involved personnel confirming their understanding. Policy and forms will be reviewed by the management team and/or JHSC annually.
Equipment/Tool Inspections	To ensure all equipment/tools are safe and in good working order before use.	**Pre-Use** To be completed prior to working with the equipment or tool. Although only documented prior to use, continual monitoring is essential.	Performed by a competent worker who will be using or handling the equipment/tool. Policy and forms will be reviewed by the management team and/or JHSC annually.
Monthly Office/Shop Inspections VI – FOR - 166	To identify the hazards, controls and risks at the office and shop location	**Monthly** Beginning of each new month. As the conditions, work plans or job hazards change.	Performed by at least one JHSC member. It is recommended that another competent person or worker complete alongside. Policy and forms will be reviewed by the management team and/or JHSC annually. Inspections are posted on safety board for all to review.

PRE-JOB HAZARD ASSESSMENT (Pre-JHA) DETAILS

During the project planning stages a Pre-JHA will be conducted to identify hazards for all major jobs. This hazard identification process may identify changes to the scope of work, modifications made to the job plan and is a first-hand site level review of safety hazards and potential risk. The objective is to introduce hazard identification, determine risks and implement controls before work begins. It gives a layout of the project's critical tasks, hazardous materials, rescue plans, site specific information and contacts for both on and off-site personnel. When the Pre-JHA is communicated to the supervisors/foreman and workers, it ensures that they are better prepared to implement the appropriate controls to manage the potential risks.

JOB HAZARD ASSESSMENT (JHA) DETAILS

A JHA is used to represent each step of the work task 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. These assessments 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. 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.

JHA's are to be completed with the involvement of all applicable workers on the job site including supervisors/foreman, workers and sub-contractors (when applicable). All have a responsibility to participate in the JHA briefing and follow all recommended controls to prevent injury or illness. It is required to ask questions and seek clarification if you do not understand the work task, related hazards or controls. Each individual must sign a copy of the JHA documenting that the hazards have been discussed and all parties are aware of how to control or mitigate them. Once completed the supervisor/foreman are to submit the JHA to the safety coordinator.

This is a vital document and lends to showing due diligence in the workplace. It is not uncommon for MOL to request a copy of the directions given to workers to protect themselves. These documents must be retained for a year from the last day of the project. If there is no supervisor/foreman assigned, then a competent worker must complete the process and have anyone working with them review and sign.

HAZARD IDENTIFICATION AND RISK ASSESSMENT REGISTRY (HIRA) DETAILS

Vanos Insulations will maintain a HIRA for all various operational activities. The ongoing processes of the JHA will provide inputs into the hazard registry. The HIRA will include (but not limited to) the following work:

- Yards, garages, tool rooms and machine shops
- Offices, trailers and project trailers
- Sub-contractors working with our company
- Company vehicles and other mobile equipment

This document will be communicated to workers during their orientation and the yearly kick off.

CRITICAL TASKS

When a hazard assessment rating determines a task as critical, a safe work practice will be created. The safety coordinator will gather information regarding the proper techniques, procedures and PPE required to complete the task safely, with the least amount of risk. Senior management, the JHSC or a supervisor/foreman will review before implementation. This procedure will be communicated to all effected workers through a toolbox talk or email.

Due to their inherent hazards and their risk to workers, various jobs on-site require safe work practices (SWP).

These will include (but not limited to):

- Hearing conservation
- Elevated work platforms
- Fall Protection
- RG-2400
- Defective tools and equipment
- Pin guns
- Spills clean up
- Lock out/tag out
- Working alone
- Confined space entry

Providing these procedures is the responsibility of Vanos Insulations. It is the responsibility of the site supervisor/foreman to clearly communicate these procedures to their workers and to report to the safety coordinator any areas requiring adjustment.

HAZARD REPORTING

If you notice a hazard, it needs to be reported immediately to your supervisor/foreman as per the health and safety legislation. Hazards can be alleviated immediately as they are communicated - do not wait for the next inspection or JHSC meeting.

Each worker, supervisors/foreman, safety coordinator and senior management have a responsibility to report hazards and correct them as soon as possible. The health and safety of others depends on being proactive before an incident occurs.

RATING HAZARDS (SEVERITY AND PROBABILITY)

When hazards have been identified it is important to prioritize them so that hazards that pose the greatest risk to workers are identified first. 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 Work Practices" to ensure worker safety. Workers are encouraged to participate in the development and review of safe work practices 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 the chance is 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
- **Violence & Harassment Hazards** – including members of the public, other trade workers and others
- **Gravity Hazards** – Including working from heights and falling objects
- **Chemical/Biological Hazards** – Including substances, insects, bat or bird droppings
- **Electrical Hazards** – Including working around powerlines and locking out
- **Environmental Hazards** - Radiant heat, working in the cold, insects, high winds, lightning etc.
- **Potential Emergencies** – Other severe events that may arise

PROJECT PLANNING

Planning is an essential component to managing projects because when they are well planned, they 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 morale, the productivity and the safety of the project improves.

The management personnel that have responsibility for bidding, estimating, responding to tenders, supplying quotations and projecting job costing – all have a responsibility for incorporating the necessary health and safety requirements. This includes ensuring the provisions for meeting the legislative requirements and the requirements of Vanos Insulations' Occupational Health and Safety Management System (OHSMS) are being met. Hazards originating outside of the workplace that may impact our workers and that which can be controlled by the organization, will be identified and mitigated. Design, layout of work area, ergonomics, machinery and processes will also be considered. It needs to be ensured that the projects are managed, executed and delivered according to all the requirements.

Employees 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.

Health and safety requirements must be incorporated into the project planning stages and prior to the work commencing, in the following ways:

- Ensure enough time is allotted to allow for equipment re-certifications, testing, worker training and orientations
- Ensure that employees have the required training for the tasks that they will be required to complete and that a record of training is available

- Providing the Personal Protective Equipment (PPE) – including specialized PPE – that may be required
- Identifying if confined spaces will be involved in the project
- 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
- 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 is required (e.g. working at heights, confined spaces, working around water)
- Following the site constructor's emergency response plan (ERP) and ensuring a proper means of communication is available in the event that an emergency takes place
- Making provisions for proper hygiene and sanitation (e.g. wash-up facilities, drinking water)
- Identifying any occupational health hazards or workplace violence hazards.
- Resources required for the supervision of work activity, inspections, audits, safety meeting etc. are accounted for

MANAGEMENT SUPPORT

Vanos Insulations safety coordinator will review hazard assessments on a frequent 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 throughout the year via emails or toolbox talks.

At Vanos Insulations Ltd. there is nothing more important to us than the physical and mental health, safety, security, dignity, and self-respect 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 the workplace. 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.

Vanos Insulations acknowledges our responsibility to support and assist persons subject to violence and harassment. Appropriate action will be taken, whether such conduct is perpetrated by an employee, manager, contractor or a member of the public.

We expect all of 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. Any incident involving a personal relationship of two Vanos employees (ex. father/son working together) is included in this policy and program. We will not discriminate or retaliate against an employee because they have been or are perceived to be a victim of workplace violence or harassment.

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. Workers also have the right to refuse work if they have reason to believe they are in danger from workplace violence and/or harassment.

Workplace violence and harassment assessments will be completed annually for the Vanos shop and office. Jobsite violence and harassment assessments will be conducted daily and recorded on the job hazard assessment before work commences. Major projects will also complete a monthly assessment detailing the risks and controls to minimize those risks. Management will conduct an appropriate investigation, record the results and take corrective action, if required. All incidents and complaints of workplace violence/harassment, sexual violence/harassment will be addressed in a fair and timely manner respecting the privacy of all concerned.

At no point will an employee be discriminated against because they have reported an incident of violence or harassment in the workplace.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

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
- Being prepared to intervene when the situation warrants
- Referring victims or perpetrators of workplace violence and harassment to appropriate resources
- Setting a good example and maintaining a high standard of conduct in all dealings with others
- 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

WORKERS

- 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 offence 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
- Right to refuse unsafe work

VICTIMS OF VIOLENCE AND HARASSMENT

- Clearly informing the perpetrator or harasser that their 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

VIOLENCE & HARASSMENT

DEFINITIONS

WORKPLACE VIOLENCE

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

Workplace harassment is defined as engaging in a course of bothersome comments or conduct against a worker in a workplace that is known or should be known, to be unwelcome. While harassment is usually based on an ongoing pattern of abuse, in some instances a single incident can be sufficiently serious to constitute harassment. Harassment includes but not limited to:

- Spreading rumors, gossip and innuendos
- 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 their 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. This includes 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 socialization 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.

Vanos Insulations is committed to the prevention of workplace violence and harassment and 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 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 incidents are perpetrated by a 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 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 that 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. Such measures include the following:

- Implementing procedures for summoning immediate assistance when workplace violence occurs or is likely to occur. This information will be site specific
- 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 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 sessions, 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.

HARASSMENT GUIDING PRINCIPLES

What one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knew, or should have known, that the behavior is unwelcome.

Any form of retaliation against someone for invoking this policy or for associating with that person will be treated as a form of workplace harassment in itself. This also includes any retaliation towards individuals participating and cooperating in any investigation under this policy.

This policy applies to all employees, managers and contractors and extends to any of Vanos Insulations activities, including lunches and social gatherings (whether on or off-site).

It is both your responsibility and Vanos Insulations’ to keep each other informed of matters that infringe upon these rights. These matters must be brought to the attention of your supervisor/foreman, safety coordinator or senior management.

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 purpose of conducting a proper investigation, taking appropriate disciplinary/corrective measures or where required by law.

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
- 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.

SEXUAL HARASSMENT

WORKPLACE SEXUAL HARASSMENT POLICY

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 bothersome comments 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 should be known to be unwelcome.

Workplace sexual harassment also includes making a sexual solicitation or advance where the harasser is in a position of power. This power includes the ability to grant or deny a benefit or advancement to the worker, where the course of comment or conduct is known or should be known to be unwelcome.

Without limiting the foregoing, some examples of workplace sexual harassment include:

- Unwanted sexual attention by a person who knows or should 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 distributing jokes, photographs, videos or other material of a sexual content

RACIAL/ETHNIC HARASSMENT

RACIAL/ETHNIC HARASSMENT POLICY

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 their 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 their 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

BULLYING POLICY

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 innuendos, 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 their 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.

DOMESTIC VIOLENCE

DOMESTIC VIOLENCE DEFINITION

Domestic violence is defined as violent, threatening or extremely intimidating 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

Vanos Insulations aims to help ensure that the workplace remains a safe haven, free from the dangers of domestic violence and abuse.

All forms of domestic abuse – whether physical, psychological, financial or emotional – as well as extremely controlling behavior are unacceptable (e.g. controlling what the victim wears, not allowing them to see certain people, leave the house or socialize with others, limiting the victim's right to free speech, etc.).

At Vanos Insulations, 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.

COMBATTING DOMESTIC VIOLENCE

Vanos Insulations has the responsibility to ensure that the concerns of employees who report incidents of domestic violence are taken seriously. Such incidents will only be shared with other employees on a need to know basis. Appropriate measures will be taken to minimize the possibility of acts of domestic violence occurring in the workplace. Vanos Insulations will perform a violence risk assessment and implement security measures as needed.

Our obligations in this area are as follows:

- To take measures protecting the employee who is a victim of domestic violence from their current or former partner while at work
- To protect other employees from acts of domestic violence occurring in the workplace
- Provide 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

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 they are 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

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.

PROCEDURES

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.

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.

REASONABLE ACTIONS OF MANAGEMENT

The *Occupational Health and Safety Act* confirms that 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 their 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 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.

WORKPLACE VIOLENCE RISK ASSESSMENT

Vanos Insulations conducts a warehouse/shop workplace violence risk assessment annually. Jobsite assessments are completed on a daily (JHA) and monthly (VI-FOR-130) basis depending on project size. The results of these assessments are communicated to affected employees and the safety coordinator. The risks of violence which are assessed relate to the physical environment and the potential for violent acts perpetrated by employees, visitors or the general 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 employees are engaged
- Upset former employees, members of the public or other third parties

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 every 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

Wherever possible, Vanos Insulations Ltd. will ensure that workers do not work alone. In circumstances where a worker is entirely alone for a period of time, a check-in procedure will be implemented. No worker shall work alone in situations where there is no cell reception and no other individuals onsite.

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, or check-in with the Vanos office by calling at the following intervals:

- Before starting work; indicate jobsite 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 workday; indicate that you are leaving for the day

It is the worker’s responsibility to communicate to the safety coordinator that they are working alone.

If more than 3 hours elapses without check-in by a worker working alone, a Vanos Insulations office employee will attempt to call the worker. If no answer, arrangements will begin to have somebody visit the worker.

Reporting During Office Hours

From Monday to Thursday between 0700 and 1700 or Friday between 0700 and 1200, call or text **519-318-2951**, If there is no answer, follow the after-hours/weekends procedure below.

Check-in calls received during regular office hours will be recorded on the working alone call-in log form (VI-FOR-128).

Reporting After-Hours/Weekends

Workers working alone after hours or on weekends can maintain the same check-in schedule by calling one of the following:

- Matt Vanos **519-476-0065**
- Alex Carruthers **519-852-8387**

RESPONSIBILITIES

It is the responsibility of all management and employees to:

- Prevent the risks and incidents of working alone in the workplace
- Determine if the site is an appropriate working alone site – meaning is there cell reception, can the working alone policy be implemented? – and communicate these findings with the foreman/supervisor or safety coordinator
- Take immediate and appropriate action to report and respond to incidents of working alone
- Ensure provision of an effective communication system (e.g. landline, cell phone)
    - If effective electronic communication is not practicable at the work site, the employer must ensure that a designated person visits the site
    - These visits or contacts must be at intervals of time appropriate to the nature of the hazards associated with the work being performed
- To report all incidents occurring while working alone, as these are considered serious

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 that are needed for correction.

When a worker is required to work alone, a hazard assessment to identify existing or potential hazards must be conducted first. Implementation of communication between the worker and the persons capable of responding to the worker's needs is required.

INVESTIGATING

All major incidents will be investigated promptly. 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 to work safely and cooperate with their employer by following health and safety policies and procedures. Vanos Insulations ensures that all employees have the skills and training needed to perform their work safely, this includes the training and competency to work alone. All employees are made aware of any dangers on the jobsite/office/shop and 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 along with task awareness and location.

YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK

WORK FROM HOME (WFH) POLICY

Vanos Insulations supports working from home to fulfill specific operational needs. Such instances for these arrangements may be considered when there are opportunities for improved operational performance, as part of a disaster recovery or emergency plan and to aid an employee. Vanos Insulations recognizes that working from home is only feasible for those job duties that can be performed away from the office, shop or jobsite.

EXPECTATIONS

It is imperative that both senior management and the employee focus on mutual expectations and results. Communication should take place in advance to determine the tasks that are best suited to be performed out of the Vanos office. These duties, expectations and dead lines should be clearly outlined and agreed upon by both senior management and the WFH employee.

While working remotely, employees are to adhere to all the conditions in the Vanos Insulations Health & Safety Manual. Except where outlined in this policy, all company policies/procedures and the employee's regular conditions of employment remain the same, regardless of location.

All work from home employees are to abide by the following:

- If alone, follow the Vanos Working Alone Policy
- Continue to follow all applicable safe work practices
- Only complete tasks you are trained and knowledgeable on
- Report workplace injuries

All work from home employees are to ensure their workspace meets the same health and safety standards as those available at work. WFH employees are required to ensure the home office environment is:

- A space or room where it is easy to concentrate
- Free from hazards
- Comparable (equal) quality to that of the office: this includes security and accessories such as your desk, chair, computer …etc
- Adjusted properly: the keyboard is at the right height (wrists are in a neutral position), desk and chair align properly
- Properly lit: there should not be reflections on or glare from the computer monitor
- Laid out to facilitate productivity

Ergonomic checklists can be requested through the health and safety coordinator to aid in determining if the home office is an adequate work environment.

Where injuries occur during WFH arrangements, employees are expected to report these incidents in the same manner that is outlined in the Vanos Insulations Health & Safety Manual.

To ensure that Vanos Insulations is taking every precaution reasonable in the circumstances for the protection of a worker, it is required that employees working from home conduct an assessment of their workplace and report any hazards to senior management. Factors to consider are those listed in this policy, protocols for evacuating in case of an emergency, adequate fire protection (smoke alarms, fire extinguishers), first aid supplies and how to contact senior management in case of an emergency.

Matt Vanos
President
Vanos Insulations Ltd.

Date: March 17th, 2020

CONTROLS POLICY STATEMENT

POLICY NUMBER:
VI-POL-210 Rev. 5
Element #3 **PAGES:** 1
REVISION DATE
January 1, 2021

Vanos Insulations will develop safe work practices (SWP) for work activities to address hazards that may be present when performing certain daily tasks. Safe work practices are written controls outlining how to perform a task with minimum risk to people, equipment, materials, environment and processes. These controls 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, sub-contractors, suppliers and any other visitors to our site projects must co-operate and respect all site-specific requirements. This includes making a reasonable effort to ensure that the Occupational Health and Safety Act/Regulations and Vanos Insulations requirements are met.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Review and approve safe work practices as they are implemented and updated
- Ensure hazard assessments are completed for all workplace locations
- Develop a risk rating system to determine critical tasks that require safe work practices
- Provide resources to implement controls

SAFETY COORDINATOR

- Create, revise, and review safe work practices and other controls that effect our OHS performance
- Ensure the list of critical tasks is reviewed and updated annually or when new tasks are assigned
- Establish SWP with assistance from supervisors/foreman and employees
- Ensure workers are provided with training and instruction on SWP

SUPERVISOR/FOREMAN

- Ensure all documentation is completed as per the Vanos Insulations Health and Safety Management Program
- Assist the safety coordinator in the establishment of SWPs
- Contribute knowledge and experience in the development and review of SWP
- Train and instruct your workers on SWP

WORKERS

- Review, train and comply with all SWP, including the use of the required PPE and safety devices provided
- Assist the safety coordinator and/or supervisors/foreman in the establishment of SWPs
- Contribute knowledge and experience in the development and review of SWP
- Inform your supervisor/foreman if changes need to be made to the current SWP or if you feel a topic needs to be addressed

We value two-way communication and feedback on SWP to continuously improve on our health & safety program.

Matt Vanos President
Vanos Insulations Ltd.

Date: January 1st, 2021

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.

PROCEDURE

SWPs are tasks that are well-known activities that have been documented for educational, informational and knowledge transfer purposes. They can be general in nature or can contain a series of specific steps that guide a worker through a task from start to finish. SWP are individual records and can be documented on hazard assessments. These controls are stored electronically and reviewed by senior management, the safety coordinator and the JHSC. All supervisor/foreman and effected employees are asked to review and inform if changes or adjustments need to be documented. As new tasks, tools and processes are introduced and where legislative changes occur, SWP will be developed and amended. This will occur by the safety coordinator with final approval from senior management. SWPs will then be added to the inventory, stored on the network and added to the Vanos manual. Copies of SWPs will be made available to workers and are present at all work locations electronically.

SWPs will list the responsibilities of senior management, safety coordinator, supervisor/foreman and workers. They will provide an explanation and the various protective mechanisms that relate to that practice. Hazards and any specifications will also be outlined.

Vanos Insulations will do everything possible to ensure control measures are readily available at the point of use.

SAFE WORK PRACTICES REVIEW & TRAINING

SWPs are a useful tool to provide training and guidance to employees which help them to work safely. They include the everyday activities that workers perform and can involve occupational health hazards (e.g. housekeeping, guardrails, cold stress etc.). All SWPs will take into account the hierarchy of controls – elimination first, substitution if elimination is not possible, input engineering controls next, then administrative controls (signs, procedures) and lastly ensure proper PPE.

When SWPs are being reviewed and/or created, it is important that they comply with the Occupation Health & Safety Act and Regulations. Along with all relevant legal requirements, standards, guidelines or manufacturer instructions.

SWPs will be formally reviewed every year by the safety coordinator, senior management and/or the JHSC to evaluate their relevance and applicability. SWPs will be communicated via toolbox talks and the yearly safety kick off. Input from all effected workers will be requested during both forms of communication. This will ensure that employees from all sections and levels will be reviewing and contributing to the controls that affect them.

Safe work practices shall be reviewed:

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

OCCUPATIONAL HEALTH

TRADE SPECIFIC

SITE SPECIFICS

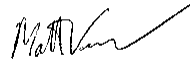
GOOD PRACTICE

SAFE WORK PRACTICE

EXPOSURE TO HAZARDOUS MATERIALS

Document #: VI-SWP-300

PURPOSE	To establish a guideline for safely performing tasks that involve the use or exposure to workplace hazardous materials. Vanos Insulations will take all reasonable measures to protect workers from hazards associated with biological or chemical agents used in the workplace.
HAZARDS	Exposure to hazardous materials may include, but is not limited to: • Inhalation of dust, gases, fumes, vapours or mists • Ingestion of chemicals • Skin irritation • Chemical burns • Damage to eyes • Damage to internal organs • Flammable or combustible
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Yearly WHMIS Training Worker awareness Safety Data Sheets (SDS) Proper selection and use of PPE Proper protective clothing Workplace Labels Workplace posters and signage First aid kits/eyewash station
SELECTION AND USE OF PPE	Select PPE based on the SDS requirements for the specific material being used.
SPECIFICATIONS	Hazardous substances such as chemicals, flammable liquids and gases are used regularly in the construction industry. A hazardous substance can take many forms, including gas, powder, liquid, solid or dust. The product may be pure or diluted. Exposure to chemicals commonly used in workplaces can lead to a variety of short- and long-term health effects such as poisoning, skin rashes and disorders of the lung, kidney and liver. Manufacturers and importers of hazardous substances are obliged to include warning labels and Safety Data Sheets (SDS) with their products. This information offers advice on safe handling practices. **Common hazardous substances in the workplace include:** • acids • caustic substances • disinfectants • glues • heavy metals, including mercury, lead, cadmium and aluminium • paint • pesticides • petroleum products • solvents **Some of the possible health effects can include:** • poisoning • nausea and vomiting • headache • skin rashes, such as dermatitis • chemical burns • birth defects • disorders of the lung, kidney or liver • nervous system disorders.

	Warning labels on hazardous substances should feature: • hazard pictograms • signal words (such as danger and warning) • hazard statements (such as fatal if swallowed) • precautionary statements (such as wear protective gloves). **The Safety Data Sheet (SDS) lists important information on handling the product safely, including:** • potential health effects • precautions for use • safe storage suggestions • emergency first aid instructions • contact numbers for further information.
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Determine what potentially hazardous materials are present, how they are used, handled, and stored in the workplace. Obtain SDSs for all hazardous materials to be used/encountered on the project. Educate all workers about the SDS information, potential hazards and proper procedures for working with the materials. Train workers on proper protocols. Keep and maintain accurate records about the identity and number of hazardous products. Identify the hazards associated with the use, storage, handling, and disposal of the hazardous products. Ensure that WHMIS requirements regarding labels and safety data sheets are met. Provide workers with easy access to information, including safety data sheets. Develop compliant WHMIS labels and SDS's for hazardous products produced for use in the workplace. Develop procedures for safe use, handling, storage, and disposal of hazardous products. Provide equipment, materials and protective devices necessary to perform work safely. Determine appropriate emergency response plans. Update SDSs and labels when significant new data is obtained from the supplier Ensure workers receive education and training about any new significant updates to SDS's. Keep up to date records of all worker training certificates. Conduct periodic training refreshers to ensure worker competence. Replace damaged or missing labels on hazardous material containers. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the hazardous materials being used. Understand and comply with the safe work procedure. Request SDS and WHMIS instruction from supervisor/foreman. Use all required PPE as required by the SDS's. PPE must be kept in good working condition and replaced if needed. 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/foreman. Store and dispose of hazardous materials in the prescribed manner - Do not pour chemicals down drains, causeways, manholes or alike. Request replacement for damaged and missing labels on hazardous materials containers. Ensure any hazardous products produced in a workplace or transferred to other containers have a workplace label (Workplace labels must include the product name, information for the safe handling and a statement that the SDS is available). Report immediately any hazardous or unknown materials encountered. Always refer to the SDS for additional information on the product. Communicate with supervisors/foreman or the safety coordinator regarding potentially hazardous new materials needing labels, SWP.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

COLD STRESS

Document #: VI-SWP-301

PURPOSE	To establish a guideline for safely performing tasks in extreme cold temperatures and high wind chills. Severe cold stress can lead to hypothermia, which can be fatal. Cold stress can affect people working in cold or wet environments. Workers may show symptoms ranging from shivering to loss of consciousness. Reducing the risks is an important step in keeping workers safe.
HAZARDS	Hypothermia Frostbite
PROTECTIVE MECHANISMS	Hazard identification & control through the JHA & Pre-JHA SWP Proper selection and use of PPE - proper protective clothing is needed for work at or below 4°C Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Consider the temperature, weather conditions (wind speed, rain), level and duration of activity. Basic PPE & weather appropriate coverage include: Clothing: • Wear multiple layers of clothing for better insulation. • 50% of body heat is lost through the head – wool knit cap or a liner under the hard hat can reduce heat loss. • Cotton is not recommended (can get damp or wet quickly) Footwear: • CSA Approved Green Patch Safety Boots (suitable for the temperature and winter conditions) • Socks • Winter Socks that will wick away moisture 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.
SPECIFICATIONS	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. **How Workers Are Exposed** Five main factors cause cold stress. Workers can be affected by: • Naturally or artificially cooled environments • Wind, which pulls heat away from the body in any environment • Wet clothing, from sweat or water • Cold water immersion, which cools the body 25 times faster than cold air • Fatigue, which makes it harder for the body to create heat

The Risks

Cold stress can lead to hypothermia. This is a gradual process. Because it happens slowly, workers may not realize they are in danger until it's too late. Feeling cold is the most important warning sign to note. If workers feel cold, their bodies are likely losing heat faster than their bodies are making it. There are three stages of hypothermia. Below are the key warning signs for each stage:

Mild	• Shivering • Grogginess • Poor judgment or confused thinking
Moderate	• Violent shivering • Inability to think or pay attention • Slow, shallow breathing • Slurred speech • Poor body coordination
Severe	• Loss of consciousness • Little or no breathing • Weak, irregular, or non-existent pulse

How to Reduce the Risks

To reduce the potential for injury or disease, you need to control the risks and hazards in your workplace. When choosing risk controls, start by asking yourself the questions in the following steps:

Elimination or Substitution
Can the work be done in a different environment?
Can a process that generates less cold or water be used?

Engineering Controls
Is there an area on site for workers to go and warm up?
Can machines and tools be operated without having to remove gloves?

Administrative Controls
Can warning signs be posted in the work area?
Can signs be posted explaining exposure symptoms?
Have workers received training and education to increase awareness?

Personal Protective Equipment
Can personal heaters or heating pads be used under clothing?
Do workers have proper protective clothing? (warm head covering, layers, dry feet and hands)

Exposure to Elements

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.**

	Work Warm Up Schedule: **THRESHOLD LIMIT VALUES WORK/WARM-UP SCHEDULE FOR FOUR-HOUR SHIFT*** Air Temperature Sunny Sky / No Noticeable Wind / 5 mph Wind / 10 mph Wind / 15 mph Wind / 20 mph Wind °C (approx) / °F (approx) / Max. Work Period / No. of Breaks -26° to -28° / -15° to -19° / (Norm breaks) 1 / (Norm breaks) 1 / 75 min. / 2 / 55 min. / 3 / 40 min. / 4 -29° to -31° / -20° to -24° / (Norm breaks) 1 / 75 min. / 2 / 55 min. / 3 / 40 min. / 4 / 30 min. / 5 -32° to -34° / -25° to -29° / 75 min. / 2 / 55 min. / 3 / 40 min. / 4 / 30 min. / 5 / Non-emergency work should cease -35° to -37° / -30° to -34° / 55 min. / 3 / 40 min. / 4 / 30 min. / 5 / Non-emergency work should cease -38° to -39° / -35° to -39° / 40 min. / 4 / 30 min. / 5 / Non-emergency work should cease -40° to -42° / -40° to -44° / 30 min. / 5 / Non-emergency work should cease -43° to below / -45° & below / Non-emergency work should cease
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN 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 work warm up chart. Provide training and lead by example. Ensure proper protective clothing is being used by workers. Record findings and rest break times on the JHA. Refer to the Threshold Limit Values when supervising workers and job planning. Conduct periodic training refreshers to ensure worker competency. Post warning signs in the workplace, if required. Review and update the program as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Ensure that you know your physical limitations when working in cold conditions. Understand and comply with the safe work practice. Wear both the site required PPE and proper protective clothing for the cold conditions. Follow the rest break requirements and supervisor/foreman 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.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

HEAT STRESS

Document #: VI-SWP-302

PURPOSE	To establish a guideline for safely performing tasks in hot environments. Workers who are exposed to extreme heat may be at risk of heat stress. Exposure can result in occupational illnesses and injuries. Heat can also increase the risk of injuries due to sweaty palms, fogged up safety glasses and dizziness.
HAZARDS	Heat stroke Heat exhaustion Heat cramps Heat rashes Burns from hot surfaces
PROTECTIVE MECHANISMS	Hazard identification & control through the JHA & Pre-JHA SWP Proper selection and use of PPE Proper protective clothing Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the task being performed. 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.
SPECIFICATIONS	**Heat Stress Exposure Guidelines:**

Humidex Celsius	LIGHT WORK			MODERATE WORK			HEAVY WORK			Water
	Full Sun	Partly Cloudy	Shade or no shadow	Full sun	Partly cloudy	Shade or no shadow	Full sun	Partly cloudy	Shade or no shadow	
28	C	C	C	C	C	C	15	C	C	16 oz every 30 minutes
30	C	C	C	C	C	C	25	C	C	
32	C	C	C	15	C	C	A	C	C	
34	C	C	C	25	C	C	A	C	C	16 oz every 15 minutes
36	15	C	C	A	C	C	A	15	C	
38	25	C	C	A	15	C	A	25	C	
40	A	C	C	A	25	C	A	A	C	
42	A	15	C	A	A	C	A	A	15	16 oz every 10 minutes
44	A	25	C	A	A	15	A	A	25	
46	A	A	C	A	A	25	A	A	A	
48	A	A	15	A	A	A	A	A	A	
50	A	A	25	A	A	A	A	A	A	

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

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.

Heat Stress Symptoms:

	CAUSE	SYMPTOMS	TREATMENT	PREVENTION
Heat Cramps	Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water.	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.	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.	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.
Fainting	Not enough blood flowing to the head, causing loss of consciousness.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	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.	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.
Heat Exhaustion	Inadequate salt and water intake cause a person's body's cooling system to start to break down.	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.	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.	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.
Heat Stroke	If a person's body has used up all its water and salt, it will stop sweating. This can cause body temperature to rise.	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.	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.	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.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Demonstrate commitment to minimizing the risk of exposure to heat stress. Educate workers on the hazards of heat stress and ensure proper techniques are being used. 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. Implement corrective action measures as soon as possible, if necessary. 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). Designate rest areas in an air-conditioned environment. Ensure an accessible source of water or electrolyte replacing beverage is present at the work area. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER **RESPONSIBILITIES**	Recognize hazards associates with the work being performed. Understand and comply with the safe work practice. Report situations likely to cause heat stress. Use all required PPE. Participate in training. Ensure work is being carried out in a safe manner. Avoid creating situations which would expose themselves or others to the risk of heat. Report any ill-effects experienced immediately. Immediately notify supervisor/foreman, 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. Cooperate with management and other employees in the conduct of hazard inspections and risk assessments.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

TICKS AND LYME DISEASE

Document #: VI-SWP-303

PURPOSE	To provide a guideline for 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.
HAZARDS	Lyme disease
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper protective clothing Insect repellents containing DEET for skin Insect repellants containing permethrin for clothes to kill ticks on contact (Do not use on skin) Training Worker awareness First aid kits - Refer to the First Aid Treatment Manual for instructions on removing and cleaning tick bites.
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed Protective clothing
SPECIFICATIONS	**What is Lyme Disease?** Lyme disease is an infection that is transmitted through the bite of a tick infected with a bacterium called Borrelia burgdorferi. Ticks typically get the bacterium by biting infected animals, like deer and mice. Most people who get tick bites do not get Lyme disease as not all ticks are infected, but the risk for contracting the disease increases the longer the infected tick is attached to the body. **Symptoms: Early Stage** Within one to four weeks of being bitten by an infected tick, most people will experience some symptoms of Lyme disease. A circular, expanding rash (called erythema migranes) at the site of the bite develops in about 70%-80% of cases. Some people report flu-like symptoms at this stage, including fever, chills, headaches, fatigue, swollen lymph nodes, joint pain, and muscle aches. **Symptoms: As the Infection Spreads:** If the disease is not detected and treated in its early stages, it can extend to more areas of the body, affecting the joints, heart, and nervous system (after several weeks to months after the initial bite). Additional rashes may occur, and there may be intermittent periods of pain and weakness in the arms or legs. Facial-muscle paralysis (Bell's palsy), headaches, and poor memory are other symptoms at this stage, along with a rapid heartbeat and some loss of control of facial muscles. **Symptoms: Late-Stage Disease** This is the most serious stage of the disease, when treatment was either not successful or never started (usually occurring many months after the initial bite). Joint inflammation (arthritis), typically in the knees, becomes apparent, and may become chronic. The nervous system can develop abnormal sensation because of disease of peripheral nerves (peripheral neuropathy), and confusion. Heart problems are less common but can include inflammation of the heart muscle and an irregular beat. **Do All Ticks Transmit Lyme Disease?** No. In Canada, the black-legged tick (or deer tick) transmits Lyme disease. In the Pacific coastal U.S., the disease is spread by the western black-legged tick. Other major tick species found include the lone star tick and the dog tick have NOT been shown to transmit the Lyme disease bacterium. But beware: Lyme disease has been reported in Canada, as well as the U.S., Europe, Asia, Australia, and South America.

	How Lyme Disease is NOT Spread You can't catch Lyme disease by being around an infected person. And although pets can become infected by a tick, they cannot transmit the disease to humans unless an infected tick falls off the animal and then bites a person. Insects such as mosquitoes, flies, or fleas cannot spread the disease to humans either. These insects can carry the borrelia, however, according to the CDC, there is no credible evidence that Lyme disease can be transmitted through air, food, water, or from the bites of mosquitoes, flies, fleas, or lice. Only infected ticks can spread the disease. **Diagnosing Lyme Disease** Doctors can diagnose the disease through physical findings such as a "bull's-eye" rash along with a history of symptoms. But not everyone has the rash, and not everyone can recall being bitten. Special blood tests can be taken three to four weeks after suspected contact to confirm the diagnosis. Other tests, such as a spinal tap or skin biopsy, may be done to help diagnose or rule out other conditions. **Treating Lyme Disease** Most Lyme disease is curable with antibiotics, particularly when the infection is diagnosed and treated early. Later stages might require longer-term, intravenous antibiotics. **Preventing Lyme Disease** Avoid tick bites whenever possible by staying clear of grassy or wooded areas, especially from May to July. Cover your body head-to-toe when entering possible tick-infested areas. Apply an insect repellent containing DEET directly to your skin. Insect repellents containing permethrin can be applied to clothes to kill ticks on contact, but **never apply to the skin**. When coming in from outdoors inspect your body thoroughly for ticks; do the same for pets. Wash your skin and scalp to knock off any ticks that are only loosely attached. **How To Remove a Tick** If you have a tick, it is important to remove it properly. Using fine-tipped tweezers, grasp the part of the tick that's closest to your skin -- you want to grab the head, not the belly. Slowly pull the tick straight out, without twisting it. Wash the bite site with soap and warm water. Throw the dead tick into the trash. Do not use a lit match, nail polish, petroleum jelly, or other topical agents in an attempt to remove a tick.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper practices. Provide proper instructions to workers on the protection requirements. Remind workers when working in known tick areas about the hazards. Conduct periodic training refreshers to ensure worker competency.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice. Do not walk barelegged in tall grass, wooded areas or marshlands. Wear long sleeves, long paints 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 skin, clothing, pants and socks. Repellant acts as a deterrent, but caution must be taken when using any product - Read the instructions provided on the product label. In most cases, antibiotics are given to treat Lyme disease - The earlier the antibiotics are received, the better. If bitten, report it to your supervisor/foreman and record it on an incident report. Medical attention should be sought if symptoms of early Lyme disease develop within 30 days of removal of the tick. If in doubt get checked out.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

ASBESTOS
Document # VI-SWP-304

PURPOSE	To provide a guideline for understanding the hazards associated with asbestos. Vanos Insulations DOES NOT do asbestos abatement. However, it is important that employees understand the requirements for reporting and informing workers of its presence.
HAZARDS	Lung disease (COPD) Respiratory Issues Lung cancer
PROTECTIVE MECHANISMS	Hazard identification & control through the JHA & Pre- JHA SWP Proper selection and use of PPE Training Worker awareness Workplace signage Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed Respiratory protection Protective clothing
SPECIFICATIONS	**IF THERE IS ANY SUSPICION OF ASBESTOS BEING PRESENT, DO NOT COMMENCE WORK UNTIL IT HAS BEEN TESTED AND CLEARED.** **What is Asbestos?** Asbestos is a naturally occurring mineral that can be pulled into a fluffy consistency. Asbestos fibers are soft and flexible yet resistant to heat, electricity and corrosion. These qualities make the mineral useful, but they also make asbestos exposure highly toxic. Pure asbestos is an effective insulator, and it can be used in cloth, paper, cement, plastic and other materials to make them stronger. But when someone inhales or ingests asbestos dust, the mineral fibers can become forever trapped in their body. Over decades, trapped asbestos fibers can cause inflammation, scarring and eventually genetic damage to the body's cells. A rare and aggressive cancer called mesothelioma is almost exclusively caused by asbestos exposure. Asbestos also causes other forms of cancer as well as progressive lung disease. Asbestos is commonly used in building materials (roofing shingles, roof sealants), asbestos textiles (fabrics), insulation, reinforcement of plastic products and more. Microscopic asbestos fibers cannot be seen, smelled or tasted, and it is unsafe to sniff a substance suspected of being asbestos. To detect asbestos, a sample of questionable material must be sent to a lab for testing.

	How to Identify Asbestos Products Without a manufacturer's label, the only way to detect asbestos in a material is to send a sample to a lab for testing. Microscopic asbestos fibers cannot be seen, smelled or tasted, and asbestos exposure does not cause any immediate symptoms. It is easy to inhale asbestos dust without realizing it. Many buildings constructed before 1980 contain asbestos, and asbestos-containing materials come in many forms. Unless a product is clearly marked, you cannot determine whether it contains asbestos just by looking at it. **Asbestos materials fall into two risk categories:** **Friable asbestos materials** These are easy to break or crumble by hand. Examples include old asbestos pipe insulation and talcum powder contaminated with asbestos. These materials are dangerous because they can easily release toxic dust into the air. **Nonfriable asbestos materials** These are durable. Examples include asbestos cement slabs and vinyl asbestos tiles. These products keep asbestos fibers safely trapped as long as the products are undisturbed. But it is always dangerous to smash, saw, or scrape asbestos-contain materials. **How to Report Asbestos** Immediately report any suspected asbestos to your supervisor/foreman or safety coordinator. Do not commence work until it is determined the area is safe.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Determine potential hazards, implement safety precautions and inform workers. Ensure that work procedures are effectively implemented and followed. 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 asbestos. 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 the work area, inform workers of the location of the asbestos and instruct to not disturb the area. Provide respirators when required (must be fit tested prior to use). Implement any corrective action measures as soon as possible, if necessary. If any suspicion of asbestos being present, do not commence work until cleared. Conduct periodic training refreshers to ensure worker competence.
WORKER RESPONSIBILITIES	Recognize the hazards associated with exposure to asbestos. Understand and comply with the safe work practice. Participate in training. Immediately report any unsafe conditions to the supervisor/foreman or safety coordinator. Request support and information from your supervisor/foreman or safety coordinator. 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 on site and its presence does not impact the work area, workers must be advised of the location and must not to disturb the area. If there is any suspicion or doubt about existing pipe or duct insulation, especially in older facilities, do not commence work and immediately notify the supervisor/foreman or safety coordinator.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SILICA ON CONSTRUCTION PROJECTS
Document # VI-SWP-305

PURPOSE	To establish a guideline for understanding the hazards of exposure to silica on construction projects. Vanos Insulations will take all reasonable precautions to ensure that exposure to airborne silica is reduced to the lowest practical level.
HAZARDS	Exposure to hazardous materials Lung disease (silicosis) Increased risk of cancer
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE WHMIS Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed Respiratory Protection (if required)
SPECIFICATIONS	**Definition** Silica is one of the most common hazards on a worksite, particularly in the construction, oil and gas, manufacturing, and agriculture industries. Silica dust can cause silicosis, a serious and irreversible lung disease. It can also cause lung cancer. As workers breathe in the dust the silica settles in their lungs. **How workers are exposed** Silica is the basic component in sand and rock. It's in construction materials such as: • Concrete, concrete block, cement, and mortar • Masonry, tiles, brick, and refractory brick • Granite, sand, fill dirt, and topsoil • Asphalt-containing rock or stone • Abrasive used for blasting Silica is the most common hazard on a work site. Any activity that creates dust can expose workers to airborne silica. The most common ways to create silica dust are as follows: • Chipping, sawing, grinding, hammering, or drilling • Crushing, loading, hauling, or dumping • Building demolition • Power cutting or dressing stone • Facade renovation, including tuck-point work • Abrasive or hydro blasting • Dry sweeping or pressurized air blowing • Tunneling, excavating, or earth moving

The Risks

Inhaling silica dust can cause silicosis, a serious and irreversible lung disease. Silica damages the lung and causes scar tissue to form. This causes the lung tissue to become thicker. Silica exposure can also cause lung cancer. It is possible to have silicosis without showing any symptoms at first. The longer workers have been exposed to silica dust, the worse the symptoms will become.

As the disease progresses workers may show noticeable symptoms such as:

- Shortness of breath
- Severe coughing
- Body weakness

Controlling the Silica Hazard

In order for silica to be a hazard, silica-containing dust particles that are small enough to be inhaled (i.e., respirable) must get into the air. The strategy for controlling the silica hazard can therefore be broken down into three basic approaches:

- prevent silica dust from getting into the workplace air
- remove silica dust present in the air
- if present, prevent workers from inhaling the dust.

To avoid the inhalation of silica, it is essential to have the following control methods in place:

- engineering controls
- work practices and hygiene practices
- respirators and personal protective equipment
- training

Engineering controls are methods of designing or modifying equipment, ventilation systems, and processes to minimize the amount of a substance that gets into the workplace air. They include:

- substitution
- process control
- enclosure and/or isolation of the emission source
- ventilation

How to Reduce the Risk

Work practices and good hygiene practices are on-the-job activities that reduce the exposure potential from contaminated surfaces and work areas. Silica can accumulate on the hands, clothing and hair. From there it can be disturbed, re-suspended in air and inhaled. Workers should wash up at the end of each shift. There should be no smoking, eating, drinking or chewing in contaminated areas and lunches should be stored in an uncontaminated area. It is important to follow good work and hygiene practices whenever silica is present.

Good housekeeping is important wherever silica dust is generated. Containers of silica-containing waste should be kept tightly covered to prevent dust from becoming airborne. Surfaces should be kept clean by washing down with water or vacuuming with a vacuum equipped with a high-efficiency particulate air (HEPA) filter. Cleaning with compressed air or dry sweeping should be avoided.

Personal protective equipment should include protective clothing and respirators if required. The purpose of protective clothing is to prevent the contamination of regular clothing and the transportation of silica-containing materials from the workplace. Clothing that is contaminated with silica dust should not therefore be worn home without cleaning.

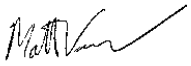
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Provide proper instructions to workers on protection requirements. Ensure there is availability 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 preforming operation's 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. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER **RESPONSIBILITIES**	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Participate in training. Immediately report and safety concerns to the supervisor/foreman or safety coordinator. 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.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

ENVIRONMENTAL & HAZARDOUS WASTE MANAGEMENT
Document #: VI-SWP-307

PURPOSE	To establish a guideline for environmental and hazardous waste management. At Vanos Insulations no person shall dispose of any hazardous waste or materials that will cause harm to the environment or the public health and safety. All possible hazardous waste or materials will be recycled.
HAZARDS	Environmental risks Human health hazards
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Safety data sheets (SDS) Workplace labels WHMIS training Worker awareness Substitution with products that have minimal impact on the environment Proper selection and use of PPE - at a minimum, gloves must be worn when performing waste management and clean-up
SELECTION AND USE OF PPE	Follow PPE requirements as per the SDS information for the specific product (e.g. eye protection, apron or coveralls, respiratory protections etc. may be required by the OHSA Act and Regulations, the product safety data sheet, or manufactures recommendations)
SPECIFICATIONS	Hazardous waste is waste that, when present in quantities and concentrations that are high enough, pose a threat to human health or the environment if they are improperly stored, transported, treated or disposed. Hazardous waste is primarily generated by industrial and manufacturing processes, and includes a broad range of materials such as: • materials from manufacturing (e.g., waste acids, contaminated sludges and chemicals) • biomedical wastes from hospitals and other health care facilities • waste solvents • waste pesticides • polychlorinated biphenyls (PCBs) • industrial lubricants and oils containing heavy metals perchloroethylene (perc) waste from dry cleaners • discarded batteries Hazardous waste includes any substance 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 Hazardous waste requires special handling with respect to how it is collected, stored, transported, treated, recovered and disposed to reduce adverse effects to human health and the environment. **Hazardous Waste Characteristics** Hazardous wastes are classified on the basis of their biological, chemical, and physical properties. These properties generate materials that are either toxic, reactive, ignitable, corrosive, infectious, or radioactive **Transport of Hazardous Waste**

	Hazardous waste often requires transport to an approved treatment, storage, or disposal facility. Because of potential threats to public safety and the environment, transport is given special attention by governmental agencies. In addition to the occasional accidental spill, hazardous waste has, in the past, been intentionally spilled or abandoned at random locations in a practice known as “midnight dumping.” This practice has been greatly curtailed by the enactment of laws that require proper labeling, transport, and tracking of all hazardous wastes. In the event of a leak or accidental spill of hazardous waste during its transport, the transporter must take immediate and appropriate actions, including notifying local authorities of the discharge. An area may have to be diked to contain the wastes, and efforts must be undertaken to remove the wastes and reduce environmental or public health hazards.
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:

	TDGA/TDGR: The Transportation of Dangerous Goods Act and Regulations (Canada). **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.
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Ensure employees are trained on proper protocols. 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. Identify, inspect and monitor potential exposures and their impact on the company. If necessary, create action plans and controls. Site specific may need 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. Train employees on spill prevention, response procedures and 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 as per the SDS requirements. Take into consideration the types of wastes that will be caused by the work being performed and ensure adequate waste management systems are in place. Take care and use vehicles/equipment minimally when applicable. Whenever possible, ensure that scrap materials and waste are recycled. Review and revise the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with hazardous waste. Understand and comply with the safe work practice. Use all required PPE. Participate in training. 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.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

EXPOSURE TO LEAD

Document #: VI-SWP-308

PURPOSE	To establish a guideline for performing tasks that involve the potential exposure to lead. Lead is a naturally occurring, greyish metal that is used in a wide variety of consumer and industrial products. It is a hazardous material that is dangerous if it is in a form that may be inhaled (i.e. airborne particles) or ingested. Vanos Insulations will take all reasonable precautions for working around lead to ensure that workers health is not affected.
HAZARDS	Inhalation or ingestion Prolonged or repeated exposure can cause damage to kidneys, nervous system and digestive tract. Harmful to fertility and unborn children Suspected of causing cancer Harmful to the environment
PROTECTIVE MECHANISMS	Hazard Identification & Control through the JHA & Pre-JHA SWP The proper selection and use of PPE Proper protective clothing WHMIS training Workplace labels Worker awareness Safety data sheets (SDS) Right to refuse unsafe work Good housekeeping and hygiene practices (no eating or smoking in work areas, thoroughly wash hands, etc.)
SELECTION AND USE OF PPE	PPE requirements – follow the SDS instructions for the material being used Workplace ventilation Protective clothing Respiratory protection – if required for the product based on SDS information. Before entering an affected work area, a fitted half-mask respirator with P100 (HEPA) filters, steel toed footwear, neoprene or nitrile gloves, and protective eyeglasses are to be worn (along with any other applicable PPE).
SPECIFICATIONS	**Possible effects:** Lead can affect the brain and nervous system, the reproductive system, the digestive system, the kidneys, and the body's ability to make blood. Lead is also a suspected human carcinogen and has been shown to cause cancer in laboratory animals. Possible effects of lead absorption are: • Anemia • Nerve damage causing muscle weakness • Decrease in brain function • Kidney damage • High blood pressure • Reproductive effects in both men and women **Early signs and symptoms of high lead levels may include**: • Tiredness and weakness • Headaches • Lack of appetite • Metallic taste **Later signs and symptoms may include:** • Abdominal aches or pains • Constipation • Muscle and joint aches and pains • Memory problems **Signs and symptoms of lead exposure may take a long time to develop.**

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Determine potential hazardous materials to be used or encountered and obtain SDS for all. Provide all required PPE to workers. 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. Replace damaged or missing labels on hazardous materials containers. If there is a potential for hazardous exposure to airborne lead, air monitoring must be conducted during the first shift of the project and as necessary during the project to ensure that controls are effective and respiratory protection is adequate. Respirators should be provided to prevent the inhalation of lead where engineering controls and work practices do not effectively control the concentration of lead to below the Occupational Exposure Limits (OEL). Warning signs must be posted at the boundaries of the work area where hazardous lead exposures could occur. If a worker is exposed to potentially hazardous levels of lead, an effective health monitoring program must be implemented. Schedule the work to prevent exposure to the public and other personnel, when practical. Isolate the work area (e.g. 10 ft perimeter, when practical) with danger tape to prevent unauthorized and unprotected personnel from entering. Doors and windows may need to be secured and alternate exit routes may need to be provided.
WORKER **RESPONSIBILITIES**	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Request SDS and WHMIS instruction from the supervisor/foreman. Inform the supervisor of any missing product labels or decanting products that require a workplace label. Wear and use all required PPE. PPE must be kept in good working condition and be replaced if needed. Use proper housekeeping and sanitation & hygiene procedures. Lead-containing material can accumulate on the hands, clothing and hair. From there it can be disturbed, re-suspended in the air and inhaled or ingested. Report any ill-effects experienced immediately. Immediately report any hazardous or unknown materials encountered. Store and dispose of hazardous materials in the proper manner - Do not pour chemicals down drains, causeways, manholes or alike. Containers of lead-containing waste should be kept tightly covered to prevent dust from becoming airborne. Cleaning with compressed air or dry sweeping should be avoided in areas where lead is present. For all work involving lead exposure, there should be no smoking, eating, drinking or chewing in contaminated areas. Food and beverages should be stored in an uncontaminated area.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

CONTROL OF INFECTIOUS DISEASE

Document # VI-SWP-309

PURPOSE	To establish a guideline for the control of infectious diseases. Infectious diseases are caused by organisms such as bacteria, viruses, fungi, and parasites. Some infectious diseases can be passed from person to person or from animal to person. Workers may be exposed to a number of different types of infectious diseases, including airborne, bloodborne, contact, and zoonotic diseases.
HAZARDS	Airborne diseases – Influenza, Mumps, Tuberculosis Bloodborne diseases – HIV/Aids, Hepatitis B and C Contact diseases – Norovirus Zoonotic diseases – Avian flu, Rabies, West Nile virus
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Good hygiene practices Vaccinations Proper handling of sharps Cough etiquette Staying home if you are ill
SELECTION AND USE OF PPE	Foot protection Head protections Eye protection Hand protection Respirators – if required
DEFINITIONS	**Airborne diseases** can be spread through the air when infected people cough, sneeze, or speak. A person becomes infected by breathing in air contaminated with the virus or bacteria. **Bloodborne diseases** are transmitted through contact with infected blood or certain body fluids. **Contact diseases** are transmitted through direct or indirect contact with bacteria or viruses. Direct contact can include physical contact with an infected person or contact with blood and body fluids. Indirect contact involves touching an object or surface that has been contaminated by an infected person. **Zoonotic diseases** are caused by infectious agents that can be transmitted between animals and humans in a variety of ways. Some zoonotic diseases can be transmitted directly to humans through contact with saliva, some are airborne, and others are transmitted though insect bites.
SPECIFICATIONS	The basis of good infection control in the workplace is to assume that everyone is potentially infectious. Proper practices must be followed at all times. Every workplace should have an appropriate first aid kit, with at least one staff member trained in first aid. Equipment such as gloves and face shields should be provided if necessary.

How to Reduce the Risks:

- Many infectious diseases are preventable through vaccination
- Follow manufacturer recommendations for using and disposing of sharps
- Specific procedures are required to contain and clean up spills of bodily fluids
- Know how to select appropriate PPE and how to properly put it on and take it off
- Always cough into your sleeve or a tissue instead of your hand – wash your hands after coughing
- Stay home if you are ill, especially if you are vomiting or have a fever
- Hand washing – the spread of many pathogens can be prevented with regular hand washing. Thoroughly wash your hands with water and soap for at least 15 seconds after using the toilet, before preparing food, and after touching dirty surfaces. Dry your hands with disposable paper towels
- Cover any cuts or abrasions with a waterproof dressing
- Wear gloves if you are handling body fluids or equipment containing body fluids, if you are touching someone else's broken skin or mucus membrane

Bloodborne Diseases:

Bloodborne diseases are transmitted from close contact with an infected persons body fluid. First aid treatment is one of the ways it can be spread in the workplace.

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

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

First Aid Safety Precautions:

- Anyone that is rendering first aid MUST use disposable gloves and only attend to one person at a time.
- 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.
- 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.
- If necessary, 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.

If you come in contact with blood or body fluids:

- Flush the area with running water.
- Wash the area with plenty of warm water and soap.
- Report the incident to the supervisor/foreman or safety coordinator immediately.
- Seek medical advice.
- Employers and health and safety representatives should investigate all incidents involving contact with blood or body fluids and take action to prevent a similar incident from happening again.
- 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 the infection 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.
- If the source of the blood is known the person may be asked for permission to sample blood for HCV and HIV testing. If the person refuses, then it must be assumed they are a carrier of the virus.
- If the origin of the blood is unknown, then any blood present on the needle or other item can be used for a serological examination. Be sure that the item is placed alone in a ridged sided container with a sealable lid and take it to the hospital for testing with the injured person.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Educate and inform workers on infectious diseases and how to avoid them. Determine the required PPE and ensure it is made available to employees. Complete a Worker Incident Report (VI-FOR-172) if any needles are found. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the program as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with infectious diseases. Understand and comply with the safe work practice. Use all required PPE. Participate in training. If you find any used needles on a job site, 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. If accidental exposure to blood occurs, notify your supervisor/foreman immediately and seek appropriate medical attention.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

HEARING CONSERVATION

Document # VI-SWP-312

PURPOSE	To establish the standard requirements for the Hearing Conservation Program. This procedure applies to all Vanos Insulations employees. The program is designed to protect workers from excessive noise on all jobsites, shop/warehouse and the office (when applicable). The most current CSA standards will be followed to ensure the correct protection is provided for the risk associated with tasks.
HAZARDS	Workplace exposure to loud noise can affect hearing. The louder the noise, the more damage it can cause, and in some cases, it can lead to permanent hearing loss. Common noise hazards include: • Power tools • Impact tools (e.g. hammers, riveters) • Constant interfering noise (e.g. machinery or other trades making noise all day)
PROTECTIVE MECHANISMS	Hazard identification and risk assessment through the JHA & Pre-JHA SWP Proper selection and use of PPE Posters/signage Worker Awareness Training Right to refuse unsafe work
SELECTION AND USE OF PPE	Ear protection (earplugs, earmuffs)
PROCEDURE	• All jobsites, shop and office 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. (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 the 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 employee concern or hearing loss, the employee's supervisor/foreman must be contacted to complete an incident/injury/near miss report to identify root causes and preventive measure that may be needed.

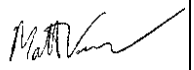
SPECIFICATIONS	All employees who are exposed to noise levels in excess of 85 dB shall be required to wear hearing protection. The Exchange Rate used in Vanos Insulations Ltd., will be 3 dB. All areas where noise levels exceed **85 dB shall have signs posted indicating hearing protection is required.** Wearing hearing protection in these areas will be enforced by supervisors/foreman, 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) **Program** – an operational procedure, set of work instructions, 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. **Awareness of the symptoms can help you identify possible damage and take the precautions necessary to reduce the damage. Signs of hearing loss include:** • Noise or ringing in your ears • Difficulty hearing people on the phone • Regular speech sounds like mumbling • Difficulty hearing people when there's background noise • Trouble hearing cell phone rings or back-up alarms • You hear muffled or distorted speech sounds
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBLITIES**	Ensure a noise survey is completed during job risk assessments (when applicable). Ensure that, where required, adequate resources and PPE are provided to support the Hearing Conservation Program. Assist in the completion of the noise survey. Participate in the development of and maintenance of the Hearing Conservation Program. Ensure that all employees are trained on the Hearing Conservation Program procedure, understand its importance and what their role is in implementation and support of it. Communicate with H&S coordinator regarding any noise or hearing issues. Implement any engineering and/or administrative controls, as necessary. Provide all necessary hearing protection to employees. Supervise and ensure the correct use of hearing protection devices. Coordinate hearing protection training as required and the proper fitting of all hearing protection devices. Supervisors/foreman are to alert senior management when employee's exposure may equal or exceed the jurisdictional level, these workers or supervisors will be included in the hearing conservation program. Complete the appropriate are on the JHA – Noise – check dB level by using phone app.
WORKER RESPONSIBILITIES	Use hearing protection as required and when engineering controls are not practical. Participate in training. Participate in audiometric testing where required. Inspect and maintain hearing protection devices. Seek replacement or repair of hearing protection devices when necessary.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SPILLS CLEAN UP

Document #: VI-SWP-313

PURPOSE	To protect the health and safety of all employees, the public and the environment by ensuring all necessary precautions are taken when cleaning up chemical spills. This procedure is to be understood when performing tasks involving chemicals with the potential of spilling.
HAZARDS	Corrosive burns Eye damage Respiratory damage Fire or explosion
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA Emergency response and preparedness plan SWP Safety Data Sheets (SDS) Proper selection and use of PPE Spill clean-up kit First aid kit/eye wash station Workplace labels Training Worker awareness
SELECTION AND USE OF PPE	Eye Protection Hand protection Foot protection Proper protective clothing Respirator (if needed) Any other PPE as per SDS requirements
PROCEDURE	• 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

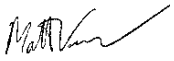
	• Minor spills of low toxicity and/or volatility can be handled by personnel at the worksite; more serious spills need to be handled by a professional • For more serious or complex spills, move to a safe location, alert the appropriate supervisor/foreman, ensure first aid is provided where necessary and call emergency response services on 911
SPECIFCATIONS	When applicable: spill kits will contain the appropriate supplies for materials that may be spilled. Supplies will be easily accessible when required and considerations will be made for both the type and quantity of materials.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	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. 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 and investigate all severe chemical spills.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the type or chemical being used. Understand and comply with the safe work practice. Refer to SDS sheets for specific instructions. Use all required PPE. If you are ever in doubt about your ability to safely clean a spill, secure the area and seek assistance. Report all spills to supervisor/foreman immediately. Report any ill-effects experienced immediately.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

POWER TOOLS

Document #: VI-SWP-314

PURPOSE	To establish a safety guideline for working with power tools. Vanos Insulations will take all reasonable precautions to inform and protect employees from the potential hazards.
HAZARDS	Cuts/Lacerations Amputations Burns Electrocution Eye damage (Ejecting materials) Impact or crushing Dust inhalation Entanglement (Hair or clothing getting caught) Noise Vibration
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Good housekeeping Inspections Defective tools and equipment form (VI-FOR-134)
SELECTION AND USE OF PPE	Eye protection Ear protection Foot protection Hand protection Head protection
SPECIFICATIONS	**Safety Precautions:** • No worker shall operate a power tool without appropriate training in the use and care of the applicable tool. • Use proper PPE (e.g. safety glasses with side shields, full face shield, hearing protection, gloves, long sleeves, long pants). • 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 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. • 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. • 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. (e.g. 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). • Grounding for each tool must be assured. • 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).
EXTENSION CORDS	• Only use extension cords appropriate for the nature of the work. • All electrical extension cords must be designed for external use and CSA approved. • All extension cords are to 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 repaired or removed from use. • Within reason, extension cords need be protected from on site 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.
VIBRATION	Frequent use of hand-held power tools can lead to hand/arm vibration syndrome (HAVS) which can 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
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Educate workers on proper protocol. Provide training and lead by example. Provide equipment, materials and protective devices necessary to perform work safely. Ensure proper techniques are being used by workers. Implement corrective action measures as soon as possible. Follow defective tools procedure when necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with power tools. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Follow all manufacturer instructions. Inspect all tools prior to use. Participate in training. Use all required PPE. Immediately report any issues, incidents/injuries or near misses to the supervisor/foreman. Follow defective tools procedure as needed. Inform supervisor/foreman if uncomfortable operating a certain power tool.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

ELEVATED WORK PLATFORMS
Document # VI-SWP-315

PURPOSE	To establish a standard of safe use when working with Elevated Work Platforms (EWP). An EWP is any device hydraulically, electrically, mechanically or manually controlled to elevate workers or materials (e.g. scissor lift, boom lift, scaffold, etc.). This procedure applies to all Vanos employees.
HAZARDS	Machinery tipping or overturning Overriding safety features Overhead powerlines Overloading the platform Accidental contact with workers or obstacles Improper access of the platform Pinch points
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Working at heights training Fall protection system Worker awareness Pre-use inspections Right to refuse unsafe work
SELECTION AND USE OF PPE	Foot protection Head protection Eye protection Fall protection system (harness, lanyard, etc.)
PROCEDURE	**Pre-use Inspection:** 1. The EWP should be inspected each day before use in accordance with manufacturer's instructions. 2. The inspection checklist should be completed and should include a visual inspection, a functional test and daily maintenance checks. 3. This information should be kept on file by the supervisor/foreman or safety coordinator for six months or longer. 4. Any defects must be reported to the employer, supervisor/foreman or safety coordinator immediately and corrected, before the equipment is operated. **Work Area Survey:** 1. Before operating the EWP, the operator should consider the job to be performed and should evaluate the work area for potential hazards such as debris, overhead lines and obstructions, unguarded openings and stage edges or hazards created by other conditions (such as darkness or loud sounds that impede communication). 2. An EWP should only be operated on a firm, stable, horizontal and level surface unless permitted by the manufacturer (refer to the manufacturer's instructions). 3. An EWP should only be used on an operating surface that can adequately support the weight of the EWP, workers, material, equipment and tools. 4. EWPs are not intended for use near overhead power lines. When it is necessary for equipment to be operated near overhead power lines, the EWP must not encroach on the minimum approach distances as prescribed in section 188 of O. Reg. 213/91and section 60 of Reg. 851, as applicable. If on a project, written measures and procedures must be in place. 5. An EWP should not be operated in windy conditions. For safe wind speeds, refer to the manufacturer's instructions.

	Elevated Work Platform Operation: 1. Follow all operating instructions issued by the manufacturer at all times. 2. Ensure that the load of workers, materials, equipment and/or tools on the platform does not exceed the manufacturer's rated capacity for the EWP. 3. Secure loads to the platform while moving to prevent tools, materials, equipment and other items from falling from the platform. Ensure hand tools and loose items are affixed to the worker's body or platform. 4. Carry materials in accordance with the manufacturer's instructions. Ensure any load to be carried fits within the guardrails. Ensure there is no overhang of materials beyond the distances allowed by the manufacturer's instructions when operating the platform. 5. When operating an EWP, another worker should be present on the ground at all times in case of an emergency and to ensure the safe movement of the platform. The worker on the ground should be trained on how to bring the platform down in an emergency, in accordance with the manufacturer's instructions. A communication system and a written rescue plan should be in place. 6. For EWPs with outriggers: do not raise the platform unless all outriggers are correctly installed in accordance with manufacturer's instructions. 7. The operator should always control the EWP. No ground-operated controls should be engaged without the permission of the worker at height, except in an emergency. 8. Move or reposition raised EWPs in accordance with the manufacturer's instructions for the specific EWP. It is recommended that a self-propelled EWP should be lowered for continuous travel greater than 6m (20') or when navigating hazards (for example, transitions in floor surfaces or expansion joints). 9. When an EWP is repositioned, a worker should be present on the ground to ensure the path of travel is clear of obstructions. The EWP should not be moved until the operator has determined by visual inspection that the direction of intended movement is clear of hazards, obstructions and other workers. 10. When moving an EWP, limit the travel speed according to the conditions. 11. Prevent ropes, electrical cords, hoses, etc. from becoming entangled when the platform is being elevated or moved. 12. Once in position, disable an EWP against unwanted operation by engaging the emergency stop button(s) or turning it off. 13. Do not override safety features. When any of the safety devices are inoperable, the EWP should be locked out of service so it cannot be operated. 14. Do not anchor or attach an EWP to a permanent structure while working at height. 15. Do not subject an EWP to a horizontal force or side load. This includes windy conditions, pushing or pulling from the platform, hanging objects over the side or leaning objects against it. 16. Do not use an EWP as a crane unless specifically designed for that use. 17. Do not exit a raised platform except in accordance with the manufacturer's instructions. 18. Do not climb, sit or stand on, hang from or lean out over the guardrails on the platform. 19. Do not modify an EWP in any way unless permitted by manufacturer and certified by an engineer. This includes adding planks or ladders to an elevating work platform to gain additional height. 20. Before leaving the EWP unattended, lock or otherwise prevent its unauthorized use. **Safe Shutdown and Storage:** 1. Move the EWP to a suitable parking area. 2. Place the platform in the stowed position. 3. Shut off the EWP and lock it or otherwise prevent its unauthorized use.
ENTERING OR EXITING THE EWP AT HEIGHTS	• An approved full body harness and appropriate lanyard must be worn at all times while working inside or exiting the platform. If a self-retracting lifeline/lanyard is used, it cannot allow more than 6 ft. of free fall. • If using a boom lift it shall be within 3 degrees of level, or manufacturer's recommendations shall be followed if they are more stringent. • When positioning the lift for entry/exit, the platform should be situated within 1 ft. of the working surface. • The operator must ensure 100% tie-off using two lanyards when entering/exiting the platform. One lanyard must be attached to the platform with the second lanyard attached to the structure. The lanyard connected to the platform must not be disconnected until such time as the transfer to the structure is safe and complete. • Workers MUST enter or exit the platform only through the sliding mid-rail entry or gate provided and should never climb over the platform guardrails. • Workers should not enter/exit the elevated platform in high winds exceeding the manufacturer's recommendations.

SPECIFICATIONS	**Maintenance:** 1. EWPs provided by the employer must be maintained in good condition. 2. Repairs to EWPs should only be done according to manufacturers' instructions by a manufacturer-approved company. 3. An EWP that is unsafe to use and may endanger a worker must be locked out of service by disabling the device and marking it with a tag that describes the problem and indicates that the equipment is not to be used. **Instruction and Training Must Include:** • the manufacturer's instructions • instruction in the load limitations • instruction in and a hands-on demonstration of the proper use of all controls • instruction in the limitations on the kinds of surfaces on which it is designed to be used **Operating Rules:** • Ensure that access gates or openings are closed • Stand firmly on the floor of the bucket or platform • Do not use planks, ladders or other devices as a working position • Do not climb on or lean over guardrails or handrails • Use a full body harness with lanyard attached to the lift • Do not tie-off to adjacent structures or poles while in the lift • Do not exceed the load capacity limits (take combined weight of workers, tools and materials into account when calculating the load) • Do not carry objects larger that the platform • Do not operate ground level controls unless permission is obtained from the workers in the lift (except in emergencies) • Do not exceed vertical or horizontal reach limits • Do not operate the lift in high winds above what is recommended by the manufacturer • Do not override hydraulic, mechanical or electrical safety devices • Be aware of overhead clearance (treat all power lines and cables as energized and stay at least 10 feet away)
SENOIR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Educate workers on proper protocols. Instruct operators on how to safely operate the class of EWP that they will be using. Provide Training – this should include the manufacturer's instructions. Conduct periodic training refreshers to ensure operator competence. Ensure work is being carried out in a safe manner. Provide equipment, materials and protective devices necessary to perform work safely. Keep up to date records of worker training certificates. Follow the defective tools procedure, if required.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Follow the established safe work practice and manufacturer instructions. Only operate the machine if you are qualified. Operators are to keep a copy of their proof of training on them or nearby. Use all appropriate PPE. Immediately report all incidents/injuries and near misses to supervisor/foreman. Report any defects or issues with the EWP to the supervisor/foreman and follow the defective tools procedure, if required. PPE must be kept in good working condition and be replaced if needed.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

PIN GUNS

Document #: VI-SWP-316

PURPOSE	To establish a standard of safe use by taking all reasonable precautions while working with pin guns.
HAZARDS	Exposure to fumes and/or UV radiation Physical hazards (burns, eye damage, etc.) Electric shock
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training Proper selection and use of PPE Worker Awareness
SELECTION AND USE OF PPE	Eye protection Ear protection Fire-resistant protective clothing is recommended
PROCEDURE	• 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 to be used at all times 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 enough 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
SPECIFICATIONS	Keep weld cable and connectors in good condition. Inspect daily before beginning work - look 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 at the end of use.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Educate workers on proper protocol. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Provide training and lead by example. Follow defective tools protocol, as needed.
WORKER RESPONSIBILITIES	Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately inform supervisor/foreman of any issues that arise. Use all required PPE Follow defective tools protocol, as needed.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

BAND SAWS

Document #: VI-SWP-317

PURPOSE	To establish a standard of safe use by taking all reasonable precautions when working with band saws.
HAZARDS	Ejecting materials Impact, crushing or cuts Dust inhalation Material particles in the eyes Entanglement (Hair or clothing getting caught) Noise
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training Worker awareness Proper selection and use of PPE Good housekeeping
SELECTION AND USE OF PPE	Eye protection Ear protection Foot protection
PROCEDURE	• Before using the band saw perform a visual inspection of the work area (check to ensure area is clear of debris, trip/slip hazards are removed). • Proper PPE must be worn while operating equipment (safety glasses, work boots 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 be kept on equipment at all times. • 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.
SPECIFICATIONS	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, stop use immediately and fill out defective tools and equipment form (VI-FOR-134). Always leave workspace clear and debris free upon completing a task.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Educate workers on proper protocol. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Provide training and lead by example. Follow defective tools procedure, as needed.

WORKER RESPONSIBILITIES	Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately inform supervisor/foreman of any issues that arise. Follow defective tools protocol, as needed. Use all required PPE. Keep your work area clean and tidy. Follow defective tools procedure, as needed.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

METAL SHEARS

Document #: VI-SWP-318

PURPOSE	To establish a standard of safe use by taking all reasonable precautions when working with metal shears in the Vanos Insulations shop.
HAZARDS	Amputation Flying objects Cuts, lacerations and punctures Pinch points
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training Worker awareness Proper selection and use of PPE Good housekeeping
SELECTION AND USE OF PPE	Eye protection Food protection Hand protection
PROCEDURE	• Safe use of the metal shear requires a 2-hand procedure • One hand on shear handle and 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 is to be locked when not in use • Appropriate PPE is to be worn • Ensure area is free and clear of debris
SPECIFICATIONS	Never use the shear for cutting metal that is beyond the machine's capacity with respect to thickness, shape, hardness or type. The exposed blade has significant mechanical advantage when handle is pulled. Be cautious of exposed moving parts and gears. Extreme cutting hazard is always present. Risk of cuts from sharp work piece edges after every cut.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Educate workers on proper protocol. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Follow defective tool procedure, as needed.
WORKER RESPONSIBILITIES	Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being performed in a safe manner. Immediately inform supervisor/foreman of any issues that arise. Follow defective tool procedure, as needed. Use all required PPE. Keep your work area clean and tidy.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

GH2T GANTRY LIFT

Document # VI-SWP-319

PURPOSE	Vanos Insulations may require the use of a GH2T Gantry Lift. Before operating this product, workers are to read and understand the safe work practice to become familiar with the potential hazards of this unit. Throughout this SWP, 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.
HAZARDS	Electrical hazards Overloading Material falling or slipping Pinch points
PROTECTIVE MECHANISMS	Hazard Identification & Control through the JHA & Pre-JHA SWP Gantry Inspection Form (VI-FOR-180) Proper selection and use of PPE Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Eye protection Head protection Foot protection Hand protection
SAFETY PRECAUTONS	• DO NOT EXCEED load capacity of 2 metric tons (2,000 kg) or 4,400 lbs • ALWAYS inspect all equipment prior to use • NEVER use unit if any part of equipment appears damaged or does not assemble properly • ALWAYS wear proper PPE & clothing when operating unit • ALWAYS keep bystanders at a safe distance • NEVER misuse the unit. Perform only the functions for which the unit is designed • NEVER use equipment as a personnel lift or carrier • NEVER stand under an elevated load • NEVER operate during high winds or electrical storms • NEVER use lift to support ladders or other climbing devices • ALWAYS move loads by moving the trolley on the Gantry cross beam while the lift is stationary with all casters locked • NEVER leave a load on the Gantry lift unattended • ALWAYS adjust A-frame heights prior to attaching a load and make certain cross beam is level • NEVER adjust A-frame heights without first securing trolley to center of cross beam • ALWAYS use lift on a hard, level, smooth surface that is free of debris and obstruction • ALWAYS ensure load is not secured to the ground before attempting to lift it

PROCEDURE

ASSEMBLEY DIRECTIONS

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.

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

Repeat process for second A-frame.

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.

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

CAUTION

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

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.

PROCEDURE

ASSEMBLEY DIRECTIONS (CONTINUED)

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.

PROCEDURE

GANTRY HEIGHT ADJUSTMENT

1. Unlock casters

Unlock both casters on the A-frame for which you will be adjusting the height.

CAUTION

NEVER attempt to adjust the height while the lift is holding a load.

CAUTION

Be certain trolley is centered and held in place with set screw before attempting to adjust A-frame height.

2. Adjust lifting handle location

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.

3. Remove locking pin

1. With one hand lift on lifting handle. Remove locking pin with other hand.

2. Once locking pin is removed, lift or lower A-frame to desired height. Replace locking pin.

3. Repeat above steps on other A-frame.

PROCEDURE

GANTRY SPAN ADJUSTMENT

- 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.
- 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

PROCEDURE

MOVING GANTRY LIFT

1. Adjust A-frame heights to lowest possible position prior to moving
2. Unlock all casters on both A-frames
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

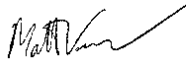
SENIOR MANAGEMENT, SAFETY COORDINATOR, SUPERVISOR/ FOREMAN RESPONSIBILITY	Educate workers on proper procedures. Ensure proper techniques are being used by workers. Provide training and lead by example. Implement any corrective action measures as soon as possible, if necessary. Review and update the procedure as needed. Follow defective tools procedure if necessary. Supervisor/foreman is responsible for the completion of Gantry Inspection Form (VI-FOR-180).
WORKER RESPONSIBILITY	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately report and incidents/injuries and near misses to the supervisor/foreman. Use all required PPE. Participate in training. Follow defective tools procedure if necessary.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

FORKLIFT

Document #: VI-SWP-320

PURPOSE	To establish a standard of safe use by taking all reasonable precautions when working with forklifts.
HAZARDS	Pinch points Noise Electrical shock Slip and trip hazards Falling items (crushing potential) Uneven terrain
PROTECTIVE MECHANISMS	Hazard identification & control through the JHA & Pre-JHA SWP Training Proper selection and use of PPE Worker Awareness Forklift Inspection Form (VI-FOR-124)
SELECTION AND USE OF PPE	Eye protection Head protection Foot protection Ear protection
PROCEDURE	• Daily pre-use inspection checks will be performed by the operator using the 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. These are all safety hazards that may cause an incident • Always use the seat belt. Should the forklift 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 horseplay or stunt driving. • 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 or 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** **RESPONSIBILIES**	Educate workers on proper procedure. Ensure only certified workers operate forklifts. Provide training and lead by example. Review and update the procedure as needed. Implement any corrective action measures as soon as possible, if required. Ensure proper techniques are being used by workers. Follow defective tools protocol if needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Use all required PPE. Immediately inform report and incidents/injuries and near misses to the supervisor/foreman. Only operate a forklift if you are certified. Participate in training. Follow defective tools protocol if needed.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

PITTSBURG EASY EDGER & LOCK FORMER
Document # VI-SWP-321

PURPOSE	To establish a standard of safe use by taking all reasonable precautions when working with the Pittsburg Easy Edger and Lock Forming Machine.
HAZARDS	Pinch points Cuts and lacerations Ejecting materials Electrical hazards Entanglement (hair or clothing getting caught)
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training Worker Awareness Proper selection and use of PPE Good housekeeping
SELECTION AND USE OF PPE	Eye protection Foot protection Hand protection
PROCEDURE	• Before use, perform a visual inspection of the work area (check to ensure area is clear of debris, trip/slip hazards are removed). • Proper PPE must be worn while operating equipment (safety glasses, work boots and gloves). • Jewelry, loose clothing and long hair should be secured prior to use. • Keep hands away from moving parts. **Procedure for Lock Forming:** • Approach machine and turn on. • Set aluminum on lock forming machine, vapour barrier side up. • Press aluminum against guide. • Slowly insert aluminum into machine until machine latches on. • Machine will then self-feed. Do not try to assist machine or forcefully push through. • Support ejection of finished aluminum on other side of the machine. **Procedure for Easy Edger:** • Clamp tool to a secure and sturdy table surface • Make sure the table surface is clear of debris, of appropriate height and located so handle has enough space to maneuver. • Press aluminum against guide. • Slowly insert aluminum through die cast wheel while simultaneously cranking the handle. • Be cautious regarding the exiting finished product.
SPECIFICATIONS	At any point during operating equipment it does not function properly, stop use immediately and fill out defective tools and equipment form (VI-FOR-134). Always leave workspace clear and debris free upon completing a task. Be cautious of exposed moving parts and gears.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Educate workers on proper protocol. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Provide training and lead by example. Follow defective tools procedure, as needed.
WORKER **RESPONSIBILITIES**	Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately inform supervisor/foreman of any issues that arise. Follow defective tools protocol, as needed. Use all required PPE. Keep your work area clean and tidy.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SHEET METAL BRAKE

Document #: VI-SWP-322

PURPOSE	To establish a standard of safe use by taking all reasonable precautions when working with the sheet metal brake.
HAZARDS	Pinch & crush points Cuts and lacerations Entanglement (hair or clothing getting caught) Moving parts
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training Worker Awareness Proper selection and use of PPE Good housekeeping
SELECTION AND USE OF PPE	Eye protection Foot protection Hand protection
PROCEDURE	• Before use, perform a visual inspection of the work area (check to ensure area is clear of debris, trip/slip hazards are removed). • Proper PPE must be worn while operating equipment (safety glasses, work boots and gloves). • Jewelry, loose clothing and long hair should be secured prior to use. • Keep hands away from moving parts. • Approach machine with aluminum • Open all sides of the brake • Cautiously insert the aluminum • Align to desired brake point • Ensure jaws are clear of any unnecessary objects/material/body parts/etc. • Close all sides of the brake • Lift bottom jaw handle to desired angle • Lower the bottom jaw to resting state • Open all sides of the brake and remove material • Ensure brake is closed before moving on to your next task
SPECIFICATIONS	At any point during operating equipment it does not function properly, stop use immediately and fill out defective tools and equipment form (VI-FOR-134). Always leave workspace clear and debris free upon completing a task. Be cautious of exposed moving parts and gears.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Educate workers on proper protocol. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Provide training and lead by example. Follow defective tools procedure, as needed.

WORKER RESPONSIBILITIES	Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately inform supervisor/foreman of any issues that arise. Follow defective tools protocol, as needed. Use all required PPE. Keep your work area clean and tidy.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

REMOVING INSULATION & CLADDING FROM HEIGHTS

Document #: VI-SWP-323

PURPOSE	To establish a guideline for safely removing insulation and cladding when working at heights. Vanos Insulations and all employees are to take every reasonable safety precaution when working with metal.
HAZARDS	Cuts or punctures Sprains and strains Dropped objects
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness First aid kits/eyewash station Defective tools and equipment form (VI-FOR-134)
SELECTION AND USE OF PPE	Head protection Foot protection Eye protection Ear Protection Hand protection
(1)JOB SPECIFICATIONS **(2)HAZARDS** **(3)CONTROLS**	**Guidelines for removing insulation and cladding:** 1. Climb to job location 2. Fall from heights 3. Maintain 3 point contact, Do not carry objects in hands or pockets while climbing, 1 person on a ladder at a time 1. Mark out area of insulation and cladding to be removed 2. Sharp edges 3. Wear Kevlar gloves 1. Lay Poly on deck to prevent dropped objects 2. Sharp edges on razer knife 3. Wear Kevlar gloves, cut away from your body 1. Tape bag below removal area to catch falling debris 2. Weight in bag could cause it to fall 3. Place larger pieces on poly 1. Use snips to cut away cladding 2. Sharp edges, Pinch points, Dropped objects 3. Kevlar gloves, use snips in proper orientation, Bag in place under cut area 1. Bag cut away cladding 2. Sharp edges 3. Fold corners of cladding in so it doesn't puncture bag, Kevlar gloves 1. Use knife to cut away insulation 2. Sharp edges on knife and adjacent cladding 3. Ensure burs are removed from adjacent cladding, Kevlar gloves

	1. Bag cut away insulation 2. Falling debris 3. Bag taped below to catch debris 1. Put tools away in safe location 2. Dropped objects 3. Poly on deck to prevent dropped objects 1. Carefully roll up Poly and place in bag 2. Falling debris 3. Fold in edges before rolling up poly 1. Lower garbage and tools with rope, from deck to deck 2. Dropped objects 3. Use figure 8 knot with rope grab synched tight around the top on the bag, with at least 6" of bag sticking through the knot 1. Carry garbage to disposal container 2. Awkward/Heavy lifting 3. Use proper lifting techniques, do not over fill bag
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Provide training and lead by example. Ensure proper techniques are being used by workers. Conduct periodic training refreshers to ensure worker competence. Follow the defective tool procedure if required. Review and update the practice as needed.
WORKER **RESPONSIBILITIES**	Recognize the hazards associated when working with metal. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE. Participate in training. Follow the defective tool procedure if required. Immediately report any incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

WORKING WITH INSULATION

Document #: VI-SWP-324

PURPOSE	To establish a guideline for safely working with insulation. Vanos Insulations and all employees are to take every reasonable safety precaution when working with insulation.
HAZARDS	Dust particles
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness First aid kits/eyewash station
SELECTION AND USE OF PPE	Eye protection Hand protection Appropriate clothing (ex. long pants and sleeves) Dust mask (if needed)
SPECIFICATIONS	**Guidelines for working with insulation:** • Be sure to understand the equipment, occupational hazards, working conditions and proper safety protocols in order to prevent accidents. • Inspect tools before starting work to ensure that they are in good working condition. • Be careful to not excessively throw insulation around. • Wear loose, non-constricting clothing that covers a large part of your person. • Avoid rubbing your skin, eyes or mouth • Ensure proper hygiene after handling insulation.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Provide training and lead by example. Ensure proper techniques are being used by workers. Conduct periodic training refreshers to ensure worker competence. Follow the defective tool procedure if required. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated when working with insulation. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE. Participate in training. Immediately report any incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

WORKING WITH METAL

Document #: VI-SWP-325

PURPOSE	To establish a guideline for safely working with metal. Vanos Insulations and all employees are to take every reasonable safety precaution when working with metal.
HAZARDS	Cuts or punctures Sprains and strains
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness First aid kits/eyewash station Defective tools and equipment form (VI-FOR-134)
SELECTION AND USE OF PPE	Head protection Foot protection Eye protection Hand protection
SPECIFICATIONS	**Guidelines for working with metal:** • Be sure to understand the equipment, occupational hazards, working conditions and proper safety protocols in order to prevent accidents • Inspect tools before starting work to ensure that they are in good working condition. (e.g. shears with blunt edges) • Attention is the key to successful and injury-free metal handling • Workers that are required to push and pull metal sheets into a machine should avoid wearing loose clothes, or jewelry • Be aware that metal edges are very sharp, and workers should always wear protective gloves when handling • Never run your fingers along the raw edge • Ensure that you understand the safety features of any tools to be used • Any person handling metal should be equipped with the proper PPE - Hard hats, safety glasses, gloves, and safety shoes should be worn at all times. Wristlets (cut resistant sleeves) & cut level 4 gloves (blue ones) are recommended • When handling metal make sure that your back and neck are supported adequately to prevent injury • When using a tin snip or other cutting tool, keep the cutter deep in the cut as you move along • Avoid making short cuts and creating small burrs along the cut line • Whenever possible, use a well-mounted vice to grip your piece while you're working on it • Don't brush scraps of metal into the trash with your hands • Don't rush yourself - Take your time and you'll be less likely to injure yourself • Work with adequate light. If possible, use both natural and artificial light. Metal shines, which makes it difficult to see clearly under certain lighting conditions. • Be cautious when working outside in high wind conditions as sheets of metal can be blown away.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Provide training and lead by example. Ensure proper techniques are being used by workers. Conduct periodic training refreshers to ensure worker competence. Follow the defective tool procedure if required. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated when working with metal. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE. Participate in training. Follow the defective tool procedure if required. Immediately report any incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

STAINLESS STEEL

Document #: VI-SWP-326

PURPOSE	To establish a guideline for safely performing tasks that involve handling stainless steel. Vanos Insulations and all employees are to take every reasonable safety precaution when working with stainless steel. This includes all tasks, whether completed in the field or at the shop.
HAZARDS	Cuts/lacerations or punctures Sprains and strains
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Good housekeeping
SELECTION AND USE OF PPE	Head protection Eye protection Hand protection (mandatory) Foot protection Arm/wrist protection (mandatory)
SPECIFICATIONS	**Guidelines for working with stainless steel**: • Cut level 4 or higher gloves are **MANDATORY** (blue gloves). • Wristlets (cut resistant sleeves) are **MANDATORY**. • Stainless steel should be transferred in cardboard boxes to avoid hand to steel contact whenever possible. • Workers are to carry – at max – 2 sheets of stainless steel at a time. Larger heavier sheets will require individual transfer. • When needed, ask for assistance with transport. • Ensure sheets are stored flat – do not keep them leaned against anything. • Stored sheets should be covered with cardboard. • Tape off lay down area to reduce unnecessary traffic. • Be sure to understand the equipment, occupation hazards, working conditions & proper safety protocols in order to prevent accidents. • Attention is the key to successful & injury-free handling. • Don't rush yourself – take your time to ensure proper handling.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Provide training and lead by example. Ensure proper techniques are being used by workers. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.

WORKER RESPONSIBILITIES	Recognize the hazards associated when working with stainless steel. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE. Participate in training. Immediately report any incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

CONTACT CEMENT

Document #: VI-SWP-306

PURPOSE	To establish a safety guideline for working with contact cement. Armaflex 520 Contact Adhesive and KFLEX 320 Adhesive are two examples of contact cement used in the workplace. Vanos Insulations will take all reasonable measures to make workers aware and protect workers from the hazards associated with chemicals used in the workplace.
HAZARDS	Flammable liquids: Category 2 Skin corrosion/irritation: Category 2 Serious eye damage/irritation: Category 2A Reproductive toxicity: Category 2 Specific target organ toxicity, repeated exposure: Category 2 Sensitization, Skin: Category 1 Aspiration hazard: Category 1 Signal word: Danger Hazard statements: Highly flammable liquid and vapour, 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 or enters airways, may cause damage to organs through prolonged or repeated exposure.
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Safety data sheets (SDS) Workplace labels WHMIS Training Proper protective clothing Worker awareness Right to refuse unsafe work First aid kits/eyewash station
SELECTION AND USE OF PPE	GLOVES & SAFETY GLASSES ARE MANDATORY Use with adequate ventilation Respiratory protection required if concentrations exceed the threshold limit value Gloves made of nitrile rubber or Viton rubber are recommended Chemical goggles or full-face shield are recommended Protective clothing is recommended whenever splashing is anticipated Fire Extinguisher to be present and no further than approx.10 feet away
SPECIFICATIONS	**Precautionary Statements:** • Do not handle until all safety precautions have been read and understood • Keep away from heat, sparks, open flames and hot surfaces • No smoking • Keep container tightly closed • Take caution against static discharge • Do not breathe vapours • Use only in well ventilated area • Wear protective gloves, clothing, eye protection • Wash hands and exposed skin thoroughly after handling • Wash contaminated clothing before reuse • Store in a well-ventilated place • Do not allow product to enter drains **First Aid Measures:**

	General: o iIf exposed or concerned: Get medical advice/attention **Inhalation:** o Remove victim to fresh air and keep at rest in a position comfortable for breathing o If experiencing respiratory symptoms: call a doctor/physician **Skin Contact:** o Remove/Take off immediately all contaminated clothing o Flush affected skin with gently flowing lukewarm water for at least 20 minutes o Seek immediate medical attention/advice **Eye Contact:** o Rinse cautiously with water for several minutes o Remove contact lenses, if present and easy to do o Continue rinsing o Get medical advice/attention **Ingestion:** o Rinse mouth o DO NOT induce vomiting o Call a POISON CENTER or doctor/physician if you feel unwell **Fire Fighting Measures:** • Highly flammable liquid • Use fire extinguisher Classes B, C or E • Suitable extinguisher media includes carbon dioxide, dry chemical powder, appropriate foam or water fog. • Do not use water jet • Do not allow material to enter drains or contaminate ground water **Safe Handling and Storage:** • Wear chemically resistant protective clothing during handling • Use in well-ventilated area • Do not breathe vapours • Avoid contact with skin, eyes and clothing • Keep away from heat and sources of ignition • Keep away from oxidizing materials • Keep containers tightly closed when not in use • Wash hands and exposed skin thoroughly after handling • Empty containers may be hazardous as they retain residues • Store in a cool, dry, well-ventilated area • No smoking in the area • Do not store near incompatible materials **Physical and Chemical Properties:** • Liquid appearance • Solvent odor • Boiling point of 56.5 degrees Celsius • Flash point of -26 degrees Celsius • Insoluble in water • Sensitive to mechanical impact and static discharge • Keep away from heat, sparks, flame and other sources of ignition • Stable under recommended storage and handling conditions **Special Instructions:** • Highly flammable liquid and vapour • May cause flash fire • Keep away from fire, sources of heat or sources of electrical discharge • Aspiration hazard – may enter lungs and cause damage • If ingested do not induce vomiting • Inhaling fumes may cause dizziness, drowsiness, nausea and/or other central nervous system symptoms • Developmental hazard may cause birth defects or reproductive harm
SENIOR MANAGEMENT **SAFETY COORDINATOR**	Ensure employees are trained on proper protocols. Provide all required PPE and ensure it is in good physical condition and being used by the workers.

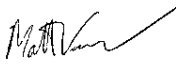
SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure proper storage and disposal of product. Educate all workers about the SDS information, potential hazards and proper procedures for working with the material. Determine appropriate emergency response plan. Replace damaged and missing labels on hazardous materials containers. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the material being used. Understand and comply with the safe work practice. Request SDS and WHMIS instruction from the supervisor/foreman. Use all required PPE. PPE must be kept in good working condition and be replaced if needed. Report any ill-effects experienced immediately. Refer to SDS sheet for additional information. Store and dispose of hazardous materials in prescribed manner - Do not pour chemicals down drains, causeways, manholes or alike. Participate in training. After handling any material wash your hands, forearms and face thoroughly.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

RG-2400 COATING

Document #: VI-SWP-310

PURPOSE	To establish a safety guideline for working with RG 2400 Coating. Vanos Insulations will take all reasonable measures to make workers aware and protect workers from hazards associated with chemicals used in the workplace.
HAZARDS	No known significant effects or critical hazards. While this material is not considered hazardous by the OSHA Hazardous Communications Standard, the SDS contains valuable information critical to the safe handling and proper use of the product.
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Safety Data Sheet (SDS) Workplace labels Training Worker awareness First aid kits/eyewash station
SELECTION AND USE OF PPE	Eye protection Hand protection Foot protection Proper protective clothing Good general workplace ventilation is sufficient Wash hands, forearms and face thoroughly after handling
SPECIFICATIONS	**First Aid Measures:** **Eye Contact:** Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove and contact lenses. Get medical attention if irritation occurs. **Inhalation:** Remove victim to fresh air and keep at rest in a position comfortable for breathing. Get medical attention if irritation occurs. **Skin Contact:** Flush contaminated skin with plenty of soap and water. Get medical attention if symptoms occur. **Ingestion:** Wash out mouth with water. Remove victim to fresh air and keep at rest in a position comfortable for breathing. If material has been swallowed and the exposed person is conscious give them small quantities of water to drink. Do not induce vomiting unless directed to do so by medical personnel. Get medical attention if symptoms occur. **Fire Fighting Measures:** • No specific fire or explosion hazard • Use an extinguisher suitable for the surrounding fire **Handling and Storage:** • Put on required PPE before handling • Eating, drinking and smoking should be prohibited in areas where material is handled or stored. • Workers should wash hands and face before eating, drinking and smoking • Remove contaminated clothing and PPE before entering eating areas • Store in accordance with local regulations • Store in original container away from direct sunlight in a cool, dry and well-ventilated area.

	• Keep container tightly closed and sealed until ready to use • Containers that have been opened must be carefully resealed and kept upright to prevent leakage. • Do not store in unlabeled containers **Physical Appearance and Chemical Properties:** • Liquid (creamy gel) • Bluish colour • Insoluble in water • Flash point of 179.44 degrees Celsius • Under normal conditions of storage and use, hazardous reactions will not occur • Chemically stable • Incompatible with oxidizing materials • No known significant effects or critical hazards
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Provide all required PPE and ensure it is in good physical condition and being used by the workers. Ensure proper storage and disposal of product. Educate all workers about the SDS information, potential hazards and proper procedures for working with the material. Determine appropriate emergency response plan. Replace damaged and missing labels on hazardous materials containers. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the material being used. Understand and comply with the safe work practice. Request SDS and WHMIS instruction from the supervisor/foreman. Use all required PPE. PPE must be kept in good working condition and be replaced if needed. Report any ill-effects experienced immediately. Refer to SDS sheet for additional information. Store and dispose of hazardous materials in prescribed manner - Do not pour chemicals down drains, causeways, manholes or alike. Participate in training. After handling any material wash your hands, forearms and face thoroughly.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

PVC ADHESIVE

Document #: VI-SWP-311

PURPOSE	To establish a safety guideline for working with PVC adhesive. Ceel-Co Adhesive is one example of PVC adhesive used in the workplace. Vanos Insulations will take all reasonable measures to make workers aware and protect workers from the hazards associated with chemicals used in the workplace.
HAZARDS	Flammable liquids: Category 2 Eye irritation: Category 2A Specific target organ toxicity: Category 3 (respiratory system, central nervous system) Signal word: Danger Hazard statements: Highly flammable liquid and vapour, causes eye irritation, may cause respiratory irritation, may cause drowsiness or dizziness
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Safety Data Sheet (SDS) Workplace labels WHMIS Training Worker awareness First aid kits/eyewash station Right to refuse unsafe work
SELECTION AND USE OF PPE	Eye protection Hand protection Foot protection Proper protective clothing Respiratory protection (only in the case of vapour formation) Wash hands, forearms and face thoroughly after handling
SPECIFICATIONS	**Precautionary Statements:** • Keep away from heat, sparks, open flames and hot surfaces • No smoking • Keep container tightly closed • Use explosion proof electrical, ventilating, lighting and equipment • Use only non-sparking tools • Take caution against static discharge • Avoid breathing dust, fume, gas, mist, vapours or spray • Wash skin thoroughly after handling • Use only outdoors or in a well-ventilated area • Wear protective gloves, eye protection and face protection • Do not dispose of in sewers or waterways • Do not re-use empty containers **First Aid Measures:** **General:** o Move out of dangerous area o Show the SDS to the doctor in attendance o Do not leave the victim unattended **If Inhaled:** o If unconscious place in recovery position and seek medical advice o If symptoms persist, call a physician **Skin Contact:** o If on skin rinse well with water o If on clothes remove clothes

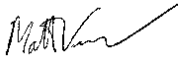
	Eye Contact: o Remove contact lenses o Immediately flush eyes with plenty of water o Protect unharmed eye o Keep eye wide open while rinsing o If eye irritation persists, consult a physician **If Swallowed:** o Keep respiratory tract clear o Never give anything by mouth to an unconscious person o If symptoms persist, consult a physician **Fire Fighting Measures:** • Suitable extinguishing media includes alcohol resistant foam, carbon dioxide, dry chemical • Do not use a high-volume water jet • Do not allow run-off from fire to enter drains or waterways **Safe Handling and Storage:** • Avoid formation of aerosol • Do not breathe vapours or dust • Smoking, eating and drinking are prohibited in the application area • Take caution against static discharges • Provide sufficient ventilation in work area • Open drum carefully as contents may be under pressure • Keep container closed tightly in a dry and well-ventilated place • Containers that are open must be carefully resealed and kept upright to prevent leakage • Observe label precautions • Avoid materials with strong oxidizing agents **Physical and Chemical Properties:** • Coloured liquid appearance • Hydrocarbon-like odour • Boiling point of 133 degrees Fahrenheit • Flash point of 6 degrees Fahrenheit • Insoluble in water • No decomposition is stored and applied as directed • Vapours may form explosive air mixture • Avoid heat, flames and sparks
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Provide all required PPE and ensure it is in good physical condition and being used by the workers. Ensure proper storage and disposal of product. Educate all workers about the SDS information, potential hazards and proper procedures for working with the material. Determine appropriate emergency response plan. Replace damaged and missing labels on hazardous materials containers. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the material being used. Understand and comply with the safe work practice. Request SDS and WHMIS instruction from the supervisor/foreman. Use all required PPE. PPE must be kept in good working condition and be replaced if needed. Report any ill-effects experienced immediately. Refer to SDS sheet for additional information. Store and dispose of hazardous materials in prescribed manner - Do not pour chemicals down drains, causeways, manholes or alike. Participate in training. After handling any material wash your hands, forearms and face thoroughly.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

STEAM LINES

Document #: VI-SWP-332

PURPOSE	Vanos Insulations will take all reasonable precautions when working on steam lines
HAZARDS	Burns Slips, trips and falls Noise Heat exposure
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Protective clothing Right to refuse unsafe work
SELECTION AND USE OF PPE	Eye protections Foot protection Head protection Hand protection Protective clothing (long sleeves or wristlets)
SPECIFICATIONS	Steam has a wide range of uses across numerous industrial sectors. The abundant nature of steam pipe systems in a plant can sometimes make workers complacent about the hazards they present. High pressure (HP) steam can cause severe burns or even fatalities. HP steam leaks are typically invisible to the human eye but are very noisy. Therefore, presence of a pinhole leak in a pipe or fitting in a noisy environment may not be obvious to workers, especially when wearing hearing protection. If a persistent high-pitched whistling sound is heard in the vicinity, do not approach the machine. **Safety Precautions:** • Use extra caution to reduce the possibility of burns resulting from contact with hot pipes. • Use appropriate PPE (e.g. earplugs, safety glasses, long sleeves and gloves) • 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. • Never try to locate or repair a leak.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Educate workers on proper protocol. Determine potential hazards, implement safety precautions and inform workers. Ensure work is being carried out safely. Provide training and lead by example. Provide equipment, materials and protective devices necessary to perform work safely. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.

WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE. Immediately report and issues, incidents/injuries or near misses to the supervisor/foreman. Participate in training.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

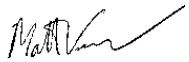
RESPIRATORY PROTECTION
Document #: VI-SWP-327

PURPOSE	To establish a safety guideline for respiratory protection. Respirators can prevent illness, disease, and death caused by breathing airborne hazards. The equipment must be properly selected, fitted, worn, and maintained to ensure maximum protection.
HAZARDS	Airborne contaminants (e.g. mold, viruses, dusts, mists, fumes or gases)
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Safety data sheets (SDS) Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	A wide variety of equipment can be used to protect workers from respiratory hazards. Devices range from simple dust masks to sophisticated self-contained breathing apparatus (SCBA). Choosing the proper respiratory protection is key to protecting yourself from hazardous gases, vapours', fumes, mists and dusts. In order to select the proper respirator for a 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 Sheets (SDS) of all products being used. The SDS will identify any respiratory protection requirements and should specify the type of respirator to be worn. It is important to understand 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 who will use a respirator. 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 and holds for five seconds. If the respirator is properly fitted, it should collapse slightly and not permit any air into the facepiece. If leakage is detected, the mask should be readjusted, 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 facepiece should puff away from the wearer, but no leakage should occur.

	NEGATIVE-PRESSURE AND POSITIVE-PRESSURE SEAL TEST 

SPECIFICATIONS	Workers may be exposed to respiratory hazards in the form of dangerous dusts, gases, fumes, mists, and vapours. In some cases, careful selection of materials and work practices can virtually eliminate respiratory hazards. Where that is not possible, the next best choice is engineering controls such as fume exhaust systems that deal with the hazard at the source. Respirators are the least preferred method of protection from respiratory hazards because they do not deal with the hazard at the source; can be unreliable if not properly fitted and maintained; and may be uncomfortable to wear. In spite of these drawbacks, respiratory protective equipment is the only practical control in many construction operations.
	
	Although Vanos Insulations Ltd. does not generally use self-contained breathing apparatus (SCBA) or supplied air respirators (SAR), it is important to understand that our sub-trades 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.
	
	Respirator Maintenance
	Like any equipment, respirators need maintenance. The following instructions cover the major points.
	
	• Filters should be changed as follows:
	  ○ Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
	  ○ Chemical cartridges should be changed when indicated by the end-of-service-life indicator or according to the change-out schedule.
	  ○ 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 facepiece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
	• Facepieces should be washed in accordance with the manufacturer's instructions.
	• 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 CSA Standards Z94.4: Selection, Care and Use of Respirators and Z180.1: Compressed Breathing Air and Systems.
	• Compressors and filtration systems used with supplied-air respirators must be maintained in accordance with the manufacturers' recommendations.
	• Consult manufacturer for information on respirator cartridge change-out.
	• Store respirators in a location away from dust, ozone, sun, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, and grease. Also ensure the rubber facepiece is not deformed.
	• Report any damage or need for upgrade in PPE to your supervisor/foreman. Do not proceed with the task until the correct PPE is available.
	• Valve caps must be in place when not in use.

RESPIRATOR SELECTION GUIDE	Referral documents "Respirator Selection Guide for Common Construction Activities" from IHSA's Construction Health and Safety Manual (M029) for reference and the Respirator Basic Poster IHSA.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocols. Determine if worksite requires respiratory protection. Provide proper respiratory protection when needed (must be fit tested prior to use). Ensure all workers are wearing the appropriate PPE and using it correctly. Educate workers on respiratory protection options. Keep up to date records of workers who have received fit testing. Implement any corrective action measures as soon as possible if required. Conduct periodic training refreshers to ensure worker competence. Provide SDS sheets when required. Follow defective tools and equipment procedure if required.
WORKER **RESPONSIBILITIES**	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Use all required PPE. Follow manufacturer instructions and SDS sheet requirements. Immediately report any issues, incidents/injuries or near misses to the supervisor/foreman. Participate in training. PPE must be kept in good working condition and be replaced if needed. Follow defective tool and equipment procedure if required.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

HOUSEKEEPING

Document #: VI-SWP-328

PURPOSE	To provide a guideline for effective housekeeping to help control or eliminate workplace hazards. Poor housekeeping and storage practices frequently contribute to incidents and injuries. Housekeeping includes keeping work areas neat and orderly, maintaining floors free of slip and trip hazards, and removing waste materials or fire hazards from work areas. Effective housekeeping is an ongoing operation and must be maintained throughout each workday.
HAZARDS	Slips, trips and falls Strains and sprains Cuts or puncture wounds Falling objects Fire hazard (e.g. material blocking emergency exits) Exposure to hazardous substances
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Training SDS Worker awareness Workplace signage (e.g. wet floor, emergency exit, etc.) Monthly Jobsite Inspection Checklist (VI-FOR-111) Monthly Office and Warehouse Inspections (VI-FOR-166)
SELECTION AND USE OF PPE	Eye protection Foot protection Hand protection Respiratory protection (if required)
SPECIFICATIONS	**Good housekeeping includes:** • Clean up during the shift • Day to day cleanup • Waste disposal • Removal of unused materials • Inspection to ensure cleanup is complete **Poor housekeeping can cause incidents such as:** • Tripping over loose objects on floors, stairs and platforms • Being hit by falling objects • Slipping on greasy, wet or dirty surfaces • Collision with projecting or poorly stacked material **Do's and Don'ts:** • Never have material blocking emergency exits • Keep work areas tidy, well-lit and ventilated • Clean up as work proceeds • Keep the areas around equipment free of scrap and unnecessary material • Secure loose or light materials stored on roofs and open floors to keep them from blowing away in the wind • Keep material at least 1.8 meters (6 feet) away from floor and roof openings or edges • Keep stairways, passageways, ramps and other travel areas clear at all times • Never throw material or let it fall from one level to another • Store material away from overhead powerlines • Remove flammable rubbish and debris immediately from sources of ignition such as welding, flame cutting or propane heating • Post signs to warn workers of hazardous areas • Wear eye or hand protection when there is potential risk of injury

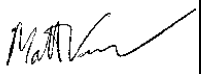
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Educate workers on the importance of good housekeeping. Ensure that workers are following the safe work practice. Provide training and lead by example. Complete inspections to ensure effective housekeeping is being done. Carry out on site visits to monitor and enforce good housekeeping practices. Provide SDS sheets where required.
WORKER RESPONSIBILITIES	Recognize hazards associated with poor housekeeping. Understand and comply with the safe work practice. Report any unusual conditions to supervisor/foreman. Participate in training. Refer to SDS sheets for instructions when dealing with hazardous materials. Wear and use appropriate PPE. Communicate the importance of good housekeeping to fellow workers.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

GUARDRAILS

Document #: VI-SWP-329

PURPOSE	To establish a standard of safe use when working with guardrails. Vanos Insulations will take all reasonable measures to protect workers from guardrail deficiencies and provide education on the proper protocol.
HAZARDS	Falling from heights
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Workplace signage Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed
SPECIFICATIONS	Guardrails are extremely effective when it comes to preventing falls. They provide workers with the best protection because, when erected properly, they eliminate the fall hazard. With guardrails in place, workers can't fall because there is no open edge. Another reason guardrails are the preferred method of fall protection in construction is that they protect all workers that come into the area. Protection is not dependant on each worker remembering to tie off, as is the case with fall-arrest or travel-restraint systems. Once guardrails are up, workers can move freely through the work area as though they were on the ground with no risk of falling. From time to time, you may have to remove some guardrails to allow for material delivery or access to certain equipment. Remember that before guardrails are removed, workers must all be protected by another form of fall protection (e.g., a fall-arrest system). As soon as it's possible, put the guardrails back in place. Where possible, guardrails must be installed: • Along the open edges of roofs and floors • On formwork, scaffolds, and other work surfaces • Around openings in floors, roofs, and around skylights • Wherever workers are exposed to the risk of falling A typical wooden guardrail system must have: • A top rail, mid rail, and toe board secured to vertical supports • A top rail between 0.9 m (3 ft) and 1.1 m (3 ft 7 in) high • A toe board installed flush with the surface and at least 89 mm (3 1/2 in) high (or 100 mm (4 in) high if not made of wood) • Posts no more than 2.4 m (8 ft) apart Wire rope and manufactured systems of metal frames and wire mesh can also be used as guardrails if they are as strong and durable as wooden guardrails. Well-anchored posts are essential. You can use vertical shoring jacks, screw-clamp posts, clamp binding posts, or posts that fit into sleeves cast right in the slab.

	Guardrail Requirements • Guardrails must be installed no more than 30 cm (1 ft) from an open edge. • They must be high enough and strong enough to resist the force of workers bumping into or backing up against them. • They must also be able to withstand the loads specified in the Construction Projects regulation (O. Reg. 213/91, s. 26.3(5)). • 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 should 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. • All guardrails—especially wooden ones—should be inspected regularly.
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Ensure employees are trained on proper protocols. Ensure all sites are equipped with proper guardrails, if required. Implement corrective action immediately if issues arise with lack of or broken guardrails at constructor sites. Educate workers on proper use of guardrails. Provide equipment, materials and protective devices necessary to perform work safely. Encourage workers to be more aware of their surroundings and report any deficiencies. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Use all required PPE - Use fall arrest when guardrails are removed temporarily for work purposes. Participate in training. Inform supervisor/foreman of any missing or damaged guardrails. If missing or damaged areas are found, post caution signs around area to warn others before leaving to report it.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

TRENCHES AND EXCAVATIONS

Document #: VI-SWP-330

PURPOSE	To establish a standard of safety when working in and around trenches and excavations. Vanos Insulations will take all reasonable measures to ensure all workers are familiar with the proper practice regarding trenches and excavated areas on jobsites.
HAZARDS	Cave-ins (suffocation or crushing) Slips, trips and falls Electrical contact - underground utilities Struck-by injuries Confined space
PROTECTIVE MECHANISMS	Hazard identification and control through JHA & Pre-JHA SWP Training Proper selection and use of PPE Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed.
SPECIFICATIONS	An excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width. Trenching and excavation work is inherently dangerous and requires special attention to safety. **Cave-ins** One of the biggest hazards related to trenching and excavation is the risk of cave-ins. An unstable trench or excavation can collapse, killing or injuring workers by suffocation or crushing when a worker is buried by falling soil. Trench stability is affected by a number of factors such as: ● improper use or installation of support system or trench box ● soil type and moisture content ● weather ● vibration ● depth of the trench ● length of time the trench is left open ● surcharge (excessive weight near the trench) ● adjacent buildings and structures ● existing foundations, and ● previous excavations or soil disturbances. There are three basic methods of protecting workers against trench cave-ins: ● sloping ● shoring ● trench boxes Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 1.2 metres (4 feet) if it is not properly sloped, shored, or protected by a trench box.

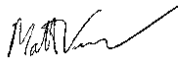
	Before excavating, the gas, electrical, and other services in the area must be accurately located and marked. If the service poses a hazard, it must be shut off and disconnected. Over half of all powerline contacts involve buried cable. **General Safety Precautions** • When a worker is in a trench, a 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 been taken to protect the health and safety of the workers at all times. • Confined space entry procedures must be used as required and workers must be competent and trained before entering. (Ref. Appendix A: Confined Spaces)
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Ensure employees are trained on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Ensure proper means of access is provided, properly sloped, shored or trench boxes used where required. Provide equipment, materials and protective devices necessary to perform work safely. Educate workers on trenches and excavations and ensure work is being completed in a safe manner. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Participate in training. Use all required PPE. Immediately inform the supervisor/foreman of any issues, incidents/injuries or near misses. Always stay within the protected area of the trench.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

HOISTING EQUIPMENT

Document #: VI-SWP-331

PURPOSE	To establish a safety guideline for working with hoisting equipment. Vanos Insulations will take all reasonable precautions to inform and protect workers from the associated hazards.
HAZARDS	Electrical hazards Overloading Material falling or slipping Pinch points
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Eye protection Head protection Foot protection Hand protection
SPECIFICATIONS	A hoist is a device used to lift or move material. There are many different types of hoists (e.g. Electro-hydraulic, manual or lever operated, base mounted, etc.). These hoists are different in the way they move, but the precautions that should be taken when working with them are similar. Always follow the manufacturer's recommendations for the hoist you are using. **Inspection Requirements:** • Daily – Inspect hooks, ropes, brakes and limit switches for wear and damage. • Before lifting a load – Check the upper and lower hooks to see that they swivel. Replace any worn, damaged, or corroded chain or wire rope immediately. Tag any defective chain or rope and remove from service. • Periodically, or as recommended by the manufacturer or applicable legislation. • Schedule a detailed inspection of all hoists. • Follow the manufacturers' recommended maintenance schedules. • Replace items not operating properly. Tag defective items and remove from service for repair by a competent person. • Check that the safe load limit is posted on the hoist. **Safety Guidelines:** • Hoisting equipment is to be operated only by competent and trained personnel. • The operator must always maintain full control of the load being carried . • Know the safe load limit of the hoist. Do not exceed it. • Keep wire ropes and chains lubricated. • Hoist from directly over the load. If not centered, the load may swing when lifted. • Hang hoists solidly in the highest part of the hook area. Rigged this way, the hook support is directly in line with the hook shank. • Lever operated hoists can be used to pull in any direction, but a straight-line pull must be maintained. Side pulling or lifting increases wear and sets up dangerous stress levels on hoist parts. • Only one person should pull on hand, chain and lever hoists.

	• When loading the lower hook, place the load directly in line with the hook shank. Loaded this way, the load chain makes a straight line from hook shank to hook shank. • Full visibility must be obtained by the operator of the hoisting equipment. In the event the operators view is obstructed, a competent signalperson 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. • When required taglines must be used to control loads and lifts should not be attempted when wind conditions could adversely affect the control of the load. **What to Avoid:** • Do not use hoisting equipment for lifting people. • Do not pass a load over workers. • Do not tip a load. The load is unstable and harms the hook and hoist. • Do not insert the point of the hook in a link of the chain. • Do not hammer a sling into place. • Do not leave slings dangling from the load hook. Place sling hooks on the sling ring when carrying slings to the load. • Do not raise loads higher than necessary to clear objects. • Do not exceed a hoist load limit. • Do not leave suspended loads unattended
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Educate workers on proper procedures. 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. Ensure work is being performed in safe manner. Provide training and lead by example. Implement any corrective action measures as soon as possible, if necessary. Review and update the procedure as needed. Follow defective tools procedure if necessary.
WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice and manufacturer instructions. Ensure work is being carried out in a safe manner. Immediately report and incidents/injuries and near misses to the supervisor/foreman. Use all required PPE. Participate in training. Follow defective tools procedure if necessary.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

FALL PROTECTION

Document # VI-SWP-333

PURPOSE	To provide a guideline for the safe use of fall protection equipment. It is Vanos Insulations' expectation that all employees will have the knowledge to not only know how to use fall arrest equipment properly but also know how to recognize hazards, and if other controls can be put in place to limit the need for fall arrest (e.g. guard rails, fall restriction). Vanos Insulations will ensure that all field employees are trained in the proper use of fall protection equipment and can demonstrate all aspects of fall prevention, fall restriction and fall arrest.
HAZARDS	Falls from heights
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Proper selection and use of PPE Working at heights training (WAH) Aerial lift training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use the proper type of fall protection equipment for the specific task being performed.
SPECIFICATIONS	**Working at Heights** Working at heights is any work where a person could fall a distance and be injured. This event might include, for example, falling from a step ladder, off of a roof, or through an unguarded hole in the ground or floor. Fall protection may also be required when working above an open top tank, bin, hopper, or vat. Other situations that may require fall protection include the use of: • forklift platforms • elevated work platforms • fixed suspended work platforms • swing staging • boatswain's chairs • aerial devices • suspended equipment Occupational health and safety laws require action when a worker has the potential to fall 3 metres (10 feet) or more. Note that most jurisdictions require the use of specific fall protection measures before, or in addition to, personal protective equipment (PPE). These measures generally include the use of some of the following: • fixed barriers (e.g., handrails, guardrails) • surface opening protection (e.g., covers, guardrails, etc.) • warning barriers/control zones • fall or travel restraint systems (i.e., a system to prevent a worker from falling from a work position, or from travelling to an unguarded edge from which the worker could fall) • fall containment system (e.g., safety nets) • fall arrest systems (ie., a system that will stop a worker's fall before the worker hits the surface below) When a worker is hired, they must show proof of fall protection training. If proof of training cannot be provided, the worker may not work in any area that requires them 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 three key aspects of fall protection are:** **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. **Travel Restraint System** – a system which prevents a worker from physically reaching the fall hazard, thereby effectively eliminating the hazard. **Fall Arrest** - requires the proper use of fall protection equipment, so that if the worker does fall, they are protected from serious injury. A Personal Fall Arrest System (PFAS) includes a full body harness, connector, lifeline, and certified anchorage components. **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 worker must be familiar with proper procedures when working with: • Ladders - including portable ladders, stepladders, fixed ladders • Scaffolds • Elevating Work Platforms • Protective Covers - over openings in floors, roofs and other work surfaces

REGULATIONS	**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.

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 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 kilo 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 lifeline 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.
	• Fall arrest systems consist of:
	  ○ Full body harness
	  ○ Shock absorbing lanyard
	  ○ Rope grabs
	  ○ Lifeline
	  ○ Lifeline anchor
	  ○ Edge protection (to prevent sharp edges from cutting soft materials)
	  ○ **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.
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 a 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 protections 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	• 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.
ELEVATED WORK PLATFORMS	• All personnel shall be trained in the safe operation of any elevating work platform prior to use and shall use the equipment according to the manufacturer's instructions. • An elevating work platform shall only be used if it complies with the National Standards of Canada standard O. Reg. 213/91, s. 144 (1)(a)). • A travel restraint system must be worn and attached to the engineered anchor point on the platform if workers are on platform when it is moved horizontally or vertically. • Regulation for Construction Projects O. Reg. 213/91, s.148 (e)) always recommends the use of a full body harness when working on a platform. • An elevated work platform should only be operated on a strong, stable, horizontal and level surface unless permitted by the manufacturer (refer to operator's manual). • Do not modify an elevated work platform in any way unless permitted by manufacturer and certified by an engineer. This includes adding planks or ladders to an elevated work platform to gain additional height. • Do not modify elevated work platform to override safety features. • Never exceed the manufacturer's rated capacity of an elevated work platform. • A communication system and a rescue plan must be in place before a worker goes to height. • The worker going to height should always control the elevated work platform. No ground-operated controls shall be engaged without the permission of the worker at height, except in an emergency. • Elevated platforms should not be anchored or attached to a permanent structure while working at height. • An elevated work platform should not be used as a crane unless specifically designed for that use. • A forklift should not be used as an elevating work platform unless designed and permitted by manufacturer or approved by professional engineer (see #2). Section 52 of the Regulation for Industrial Establishments could also apply.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Ensure all workers on site have proper working at heights training. Keep up to date records of worker training certificates.

	Provide equipment, materials and protective devices necessary to perform work safely. Follow defective tool and equipment procedure if required. Ensure proper techniques are being used by workers. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Make sure any subcontractors' workers who are using fall protection have been trained (certificates should be viewed at the site orientation).
WORKER RESPONSIBILTIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice and all regulatory requirements. Use all required PPE. Participate in Working at heights training. Immediately report any incidents, injuries or near misses to the supervisor/foreman. Follow all manufacturer instructions. All fall protection components must be inspected daily prior to use. Follow defective tools and equipment procedure if deficiencies are found. No damaged fall protection components are to be left on the jobsite. Responsible for having valid training certificate on them at all times.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SITUATIONAL AWARENESS
Document #: VI-SWP-334

PURPOSE	To establish a guideline for being aware of your surroundings in the workplace. Situational awareness means being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety. Knowing and understanding what is happening around you can help to predict how events and one's own actions will impact both immediately and in the near future.
HAZARDS	Failure to see or identify hazards Distraction Complacency Carelessness Fatigue Rushing
PROTECTIVE MECHANISMS	Hazard identification and control thought the JHA & Pre-JHA SWP Workplace signage and labels Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed
SPECIFICATIONS	**To prevent complacency, workers should make a habit of taking time to mentally assess their surroundings. During this time, they'll want to ask themselves:** • What around me presents a threat to my safety and health? • Is that threat large enough that I should stop working? • How can I reduce the threat while continuing to work? The **SLAM** technique is a more thorough method workers can follow to improve their situational awareness. The four stages of SLAM are: **STOP** Before starting a task, workers should answer the following questions: • Is this a new task? • Has the task changed? • When was the last time I completed the task? • Am I comfortable performing this particular task? • Should I receive new training? **LOOK** Before, during and after completing a task, employees need to look and examine their work areas. They should inspect for hazards such as machines that aren't locked out or unsecured ladders. **ASSESS** Workers must be honest with themselves and determine if they can safely complete their tasks. If not, they should approach the supervisor/foreman and ask for more training to improve skills and knowledge. Other times, employees may not have the right tools to finish a job, and they'll need to ask for the appropriate equipment.

	MANAGE The final part of SLAM applies to managers. It's up to them to ensure their workers encounter minimal hazards. They can start by properly training the workforce and equipping them with correct supplies. Once a task is completed, managers should then seek employee input to find out what went well during the job and what complications arose. With that feedback, managers can introduce new measures to ensure employees work in safe conditions and have the tools succeed. **Tips to improve situational awareness:** • Learn to predict events • Identify elements around you • Trust your feelings • Limit situational overload • Avoid complacency • Be aware of time • Begin to evaluate and understand situations • Actively prevent fatigue • Continually assess the situation • Monitor the performance of others
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper practices and procedures. Determine potential hazards, implement safety precautions and inform workers. Provide training and lead by example. Implement any corrective action measures as soon as possible, if required. Review and update the practice as needed. Conduct periodic training refreshers to ensure worker competence.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Participate in training. Immediately report any safety concerns, incidents/injuries or near misses to the supervisor/foreman. Use all required PPE.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

HOT WORK

Document #: VI-SWP-335

PURPOSE	To establish a safety guideline for hot work. Hot work is defined as work that could produce a source of ignition, such as a spark or open flame (e.g. welding, cutting, grinding, etc.). Hot work activities present unique hazards to workers that could result in injury, and that could also result in the potential loss of property if not controlled.
HAZARDS	Fire or explosion Electrical shock Fumes and gases (respiratory system damage) Arcs, flashes or UV light (eye damage) Sparks and burns
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Good housekeeping Right to refuse unsafe work Workplace signage Fire watch Hot work permit (if required by the jobsite)
SELECTION AND USE OF PPE	Head protection Eye protection Hand protection Foot protection Respiratory Protection
SPECIFICATIONS	**Prior to carrying out any hot work, it should first be determined if there is any alternative method which could be used instead.** **Alternatives include:** • Bolting versus welding • Hydraulic shears or reciprocal saw versus torch or radial saw cutting • Mechanical clamps versus welding • Threaded final pipe or tube connections versus torch soldered joints • Hand filing versus mechanical grinding **<u>Hot Work Safety Practices</u>** **General Safety Precautions:** • Communication device is available for immediate use in case of an emergency. • Hot work permit is posted in a noticeable location (when required). • Fire extinguishers are present, in service, and in good operating condition. • Smoke/Heat detectors and sprinkler systems affected have been noted and temporarily disabled. While disabled the building's fire safety plan's alternative measures shall be implemented, and notification communicated to the building occupants. • Hot work equipment is inspected, and is in good operating condition • An assessment has been completed, and steps implemented to mitigate risks to workers when completing the work. • Appropriate Personal Protective Equipment is provided and in good condition.

	Requirements Within 15 Metres of Hot Work: • Work area is clearly outlined with signs and/or barriers to restrict access. • Smoke/Heat detectors and sprinkler systems are covered if vulnerable due to the work. • Area is ventilated with appropriate equipment if there is a risk due to atmospheric hazards. • Nearby activity that could contribute to atmospheric hazards shall be suspended. • Risk of explosive atmosphere is eliminated (gases, vapours, dust) • All flammable liquids, dust, powders and oily products have been removed from the area. • All combustible materials have been removed from the work area or are protected with fire-resistive tarpaulins/blankets. • Floors are swept. • Openings in floors, walls, and ceiling are covered with non-combustible materials. (Includes return air plenums) **Work on or within Partially Enclosed Equipment:** • Confined Space Permit Required. • Hot Work shall not be performed on a totally enclosed container. • Partially enclosed equipment shall be cleaned of all combustibles and be purged of any materials which could create an explosion hazard. Testing is required to confirm the absence of an explosion hazard. • Piping an equipment shall be removed from service, isolated, and vented. **Hot Work Monitoring (During and after work completion):** • A Fire Watch shall be established to monitor the work area and adjoining areas during the course of the work, and for a minimum of 1 hour upon its completion. • The Fire Watch shall be trained in the use of the fire extinguishing device available and know the location of the nearest fire alarm pull station.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Obtain a Hot Work Permit if required. Ensure work is being carried out in a safe manner. Provide fire extinguishers wherever hot work takes place. Provide training on use of fire extinguishing devices. Implement any corrective action measures as soon as possible, if necessary. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with hot work. Understand and comply with the safe work practice for hot work. Ensure work is being carried out in a safe manner. Immediately report any concerns, incidents or near misses to the supervisor/foreman. Use all required PPE. Keep work area clean and tidy. Participate in training.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

ELECTRICAL SAFETY

Document #: VI-SWP-336

PURPOSE	To establish a guideline for electrical safety in the workplace. Working on or near electrical hazards is dangerous and can cause serious injury or death. Any work on or near energized equipment must be done only when measures are in place to provide protection from electric shock and burns. With adequate safety measures in place, electrical injuries can be prevented.
HAZARDS	Electric shock Electric Arc Thermal burn Fire Explosion
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Lock out/tag out procedure Defective tools procedure Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed
SPECIFICATIONS	**An electrical hazard can be defined as:** • A dangerous condition where a worker could make electrical contact with energized equipment or conductor, and from which the person may sustain an injury from shock • A potential for the worker to receive an arc flash burn, thermal burn or blast injury. **The two main ways to be injured by electricity are electric shock and arc flash.** **Electric Shock** is the passing of electric current though the bod. Electrical contact can cause involuntary physical movements. The electrical current may do the following: • Prevent you from releasing your grip from a live conductor • Throw you into contact with a higher voltage conductor • Cause you to lose your balance and fall • Cause severe internal and external burns • Cause death **Arc Flash** is a release of energy caused by an electric arc. The flash causes an explosive expansion of air and metal. The blast may produce dangerous sound and pressure waves as well as extreme heat and light. Blast injuries may include: • Lung injury • Ruptured eardrums • Shrapnel wounds • Severe burns • Blindness • Death **Conditions that can lead to electrical hazards:** • Accidental contact between two conductors

	• Wiring errors • Insulation deterioration or failure • Corrosion of equipment • Contamination of the equipment (e.g. dust, moisture) • Animals, tools or fallen parts that short-circuit the equipment • Poor maintenance • Workers using improper or non-rated tools **Electrical Safety Guidelines:** • Consider all electrical wires and equipment to be energized until they are tested and proven otherwise. • Make sure the casings of double-insulated tools are not cracked or broken • Always use a Class A ground fault circuit interrupter (GFCI) with portable electric tools operated outdoors or in damp or wet locations • Take defective tools out of service • Before drilling, cutting or sawing into walls, ceilings or floors check for electrical wires or equipment • Make sure all tool cords, extension cords, and plugs are in good condition • Only use 3-pronged extension cords • Make sure extension cords are the right gauge for the job to prevent overheating, voltage drops and tool burnout (a 12-gauge cord is ideal) • Protect cords from any traffic
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Ensure employees are trained on proper protocol. Determine potential electrical hazards and implement safety precautions. Provide training and lead by example. Ensure that work is being carried out in a safe manner. Implement any corrective action measures as soon as possible, if necessary. Follow defective tools procedure. Review and update the procedure as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with electricity. Understand and comply with the safe work practice for electrical safety. Follow the manufacturer instructions for any tools and equipment. Ensure that work is being carried out in a safe manner. Participate in training. Report any incidents or near misses to supervisor/foreman immediately. Immediately report any unsafe conditions to supervisor/foreman or safety coordinator. Follow defective tools procedure. Use all required PPE.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

POWER LINES

Document #: VI-SWP-337

PURPOSE	To establish a guideline for safety when working near power lines. If you are working with aerial lifts, bucket trucks, ladders or other equipment with a long reach, chances are you are working dangerously close to overhead or underground power lines. Power lines as well as the air space which insulates the line can be hazardous. While it is obvious you should not touch a power line, operating machinery too close to a power line is dangerous as the equipment can attract electricity without even touching the wire itself. Electricity can arc or "jump" through the insulating space between a wire and a conducting object like a lift or ladder. The higher the voltage, the more likely it is for an arc to occur.
HAZARDS	Electrocution causing serious injury or death
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Workplace signage (e.g. Danger) Right to refuse unsafe work
SELECTION AND USE OF PPE	Follow PPE requirements for the specific task being performed.
SPECIFICATIONS	Below is the minimum distance for each nominal phase-to-phase voltage rating. No object shall be brought closer to an energized over-head electrical conductor than stated in column 2.

Nominal Phase-to-Phase Voltage Rating	Minimum Distance
750-150,000 volts	3.0 meters
More than 150,000 to 250,000 volts	4.5 meters
More than 250,000 volts and over	6.0 meters

Do's and Don'ts:

- Before you start work, be sure you know where all the power lines are, above and below the ground. Consider them energized and dangerous.
- Where necessary arrange to have power lines covered up or for them to be temporarily disconnected.
- Even power lines carrying less than 750 volts can be hazardous. Avoid touching them or coming too close.
- Do not stockpile, load, unload or store material under 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.
- Before moving ladders, rolling scaffolds or elevated work platforms, always check for overhead lines.

In Case of Contact:

- Stay where you are - If contact has been made with equipment, operator must stay in equipment until instructed by proper authority.
- Do not touch anything outside the equipment - You might create another path to the ground for electrical current.
- Warn others to stay at least 10 meters away.
- Get someone to call the local utility company to shut off power as well as 911.
- If you must leave the equipment due to other danger (e.g. Fire) you must do so without touching the equipment and the ground at the same time.

	• Jump about 45 cm to 60 cm away from the equipment, landing with feet together and arms close to your body. • Keep your feet together (touching) and shuffle at least 10 meters away – Your heels should never pass your toes as you shuffle. • 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. **Rescue:** • When a power line has fallen, always consider it to be energized • Stay back at least 10 meters • Rescue can only be attempted safely by a person trained to use special live-line tools. Never attempt a rescue if you are untrained.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure employees are trained on proper protocols. Determine potential power line hazards and inform workers. Provide training and lead by example. Ensure workers are following the safe work practice for power lines. Provide equipment, material and protective devices necessary to perform work safely. If contact has been made the supervisor/foreman will fill out an incident report form. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with power lines. Understand and comply with the requirements set out in the safe work practice for power lines. Ensure work is being carried out in a safe manner. Use all required PPE. Participate in training. Immediately report any unsafe conditions to supervisor/foreman or safety coordinator.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

PROPANE CYLINDERS

Document #: VI-SWP-338

PURPOSE	To establish and safety guideline for completing work that involves propane cylinders. Vanos Insulations will take all reasonable measures to protect workers from hazards associated with chemicals in used in the workplace.
HAZARDS	Compressed gas Flammable gas Explosion hazard Confined space hazard (suffocation)
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP WHMIS Training Proper selections and use of PPE Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Hand protection Foot protection Protective clothing Eye protection not required is product used as directed General ventilation is adequate – Do not allow product to accumulate in the air when working in small areas or confined spaces
SPECIFICATIONS	**Overview:** • Colourless gas • Odourless (unless odourant has been added by the supplier) • Extremely flammable gas • Distant ignition and flashback are possible • Can accumulate in hazardous amounts in low-lying areas especially inside confined spaces • Compressed gas • Contains gas under pressure - May explode if heated • Asphyxiant - High concentrations can displace oxygen in air and cause suffocation • May cause frostbite **Potential Health Effects:** (Main route of exposure is Inhalation) • **Inhalation:** Low concentrations are not harmful. A high concentration can displace oxygen in the air. If less oxygen is available to breathe, symptoms such as rapid breathing, rapid heart rate, clumsiness, emotional upsets and fatigue can result. As less oxygen becomes available, nausea and vomiting, collapse, convulsions, coma and death can occur. Symptoms occur more quickly with physical effort. Lack of oxygen can cause permanent damage to organs including the brain and heart. At high concentrations: can harm the nervous system. Symptoms may include headache, nausea, dizziness, drowsiness and confusion. Can cause irregular heartbeat. • **Skin Contact:** Not irritating. Direct contact with the liquefied gas can chill or freeze the skin (frostbite). Symptoms of mild frostbite include numbness, prickling and itching. Symptoms of more severe frostbite include a burning sensation and stiffness. The skin may become waxy white or yellow. Blistering, tissue death and infection may develop in severe cases. • **Eye Contact:** Not irritating. Direct contact with the liquefied gas can freeze the eye. Permanent eye damage or blindness can result. • **Ingestion:** Not a relevant route of exposure (gas). • **Effects of Long-Term (Chronic) Exposure:** Not harmful. • **Carcinogenicity:** Not a carcinogen. • **Reproductive Toxicity:** Not known to be a reproductive hazard.

	Safe Handling and Storage: • Only competent authorized workers are to handle, and set-up propane fueled equipment (these workers must always have proof of training available). • Eliminate heat and ignition sources such as sparks, open flames, hot surfaces and static discharge. • No smoking. • Only use where there is adequate ventilation. • In the event of a spill or leak, exit the area immediately. • Isolate and purge all equipment, piping or vessels prior to maintenance or repairs. • Store in an area that is cool, well-ventilated, out of direct sunlight and away from ignition sources. • Propane cylinders must always be stored or transported in an upright position. • A bulk propane storage compound is set-up for the storage of propane cylinders, with separate and identified areas for full and empty cylinders. • The compound is set-up away from ignition sources and potential machinery/vehicle traffic. • Avoid bulk storage indoors, if possible. • 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. **Fire Fighting Measures:** **Flammable Properties:** EXTREMELY FLAMMABLE GAS. Can easily ignite. Can readily form explosive mixture with air at room temperature. **Suitable Extinguishing Media:** Dry chemical powder and high-expansion foam. Foam manufacturers should be consulted for recommendations regarding types of foams and application rates. **Unsuitable Extinguishing Media:** DO NOT use carbon dioxide, low expansion foams, and direct application of water on liquefied gas.
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Ensure employees are trained on proper protocol. Determine potential hazards, implement safety precautions and inform workers. Provide training and lead by example. 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. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with propane. Understand and comply with the safe work practice. Inform supervisor/foreman of any issues, incidents/injuries or near misses immediately. Follow the SDS requirements for safe handling and transportation. Ensure work is being performed in a safe manner. Use all required PPE. Participate in training.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

LOCK OUT/TAG OUT

Document #: VI-SWP-339

PURPOSE	To ensure the protection of all employees who may perform service 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. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, troubleshooting, 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 and tagged out in accordance with the applicable Provincial Occupational Health and Safety Acts and Regulations. 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.
HAZARDS	Electrical hazards – Unintended release of hazardous energy Crushing hazards - Unintended start-up or motion
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre- JHA SWP Proper selection and use of PPE Workplace signage Lock out/tag out log (VI-FOR-129) Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed. Additional items required include locks, keys and lock out tags.
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.
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 must be considered when determining lock out tag out procedures (e.g., gravity, electrical, mechanical, pneumatic, pressure, etc.). • 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**.**
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Identify machines, equipment or processes in work areas that possess hazardous energy and are required to be included in the lock out/tag out procedure. Ensure employees are trained on the proper procedure. Ensure proper techniques are being used by workers. Provide equipment, materials and protective devices necessary to perform work safely. Provide training and lead by example. Ensure written lock out/tag out procedures are provided, as necessary. Ensure the lock out/tag out log (VI-FOR-129) is used to document any lock out. Ensure authorized employees fully understand and know how to apply lock out/tag out procedures. Ensure contractors performing servicing or maintenance work comply with lock out/tag out procedures. Review and update the lock out/tag out procedure as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner. Participate in training. Assist in the development of lock out/tag out procedures for machines, equipment or processes in their work area. Follow all procedures developed for machines, equipment or processes in their area. Report any deficiencies or problems associated with lock out/tag out procedures immediately.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

WORKING ALONE

Document # VI-SWP-340

PURPOSE	To establish a safe procedure for employees who are working alone. A person is considered "alone" at work when they are on their own and cannot be seen or heard by another person.
HAZARDS	Incidents, injuries or emergencies Sudden illness Physical violence from the public or intruders Lack of immediate access to a first aider
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Working Alone Call-In Log (VI-FOR-128) Training Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Use proper PPE for the type of job being performed.
PROCEDURE	• Have a site contact (e.g. janitor, other trade worker) check in on them every hour or more frequently if necessary • If there is no site contact that can check in, the worker is to contact the Vanos office to inform them that they are working alone. The following procedure shall be implemented: - Call or text the Vanos office contact number before starting work – indicate jobsite name and your location within the site - Check in at each break time throughout the day (at least 3 times) to indicate that you are OK - Check in again at the end of the workday to indicate that you are leaving for the day • If more than 3 hours elapses without a check in by the worker working alone, the office contact will attempt to call the worker. If no answer, arrangements will begin to have somebody visit the worker
SPECIFICATIONS	**Reporting During Office Hours** From Monday to Thursday between 0700 and 1700 or Friday between 0700 and 1200, call or text **519-318-2951**, If there is no answer, follow the after-hours/weekends procedure below. Check-in calls received during regular office hours will be recorded on the working alone call-in log form (VI-FOR-128). **Reporting After-Hours/Weekends** Workers working alone after hours or on weekends can maintain the same check-in schedule by calling or texting one of the following: • Matt Vanos **519-476-0065** • Alex Carruthers **519-852-8387**
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Ensure workers are trained on proper procedures. Take immediate action to respond to instances of working alone. Ensure the provision of an effective communication system. Review records and past incidents to identify measures for corrective action. Investigate any major incidents promptly. Conduct periodic training refreshers to ensure employee competence.

WORKER RESPONSIBILITIES	Recognize the hazards associated with the work being performed. Understand and comply with the safe work practice. Take immediate action to communicate and report instances of working alone. Immediately report all incidents/injuries or near misses occurring while working alone as these are considered serious. Participate in training. Ensure work is being carried out in a safe manner.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

CONFINED SPACE

Document #: VI-SWP-341

PURPOSE	To outline the necessary requirements and proper procedure for working in a confined space.
HAZARDS	Toxic vapours, mists or dusts Flammable or explosive atmospheres Oxygen deficiency or enrichment Physical hazards (e.g. slippery surfaces, missing ladder rungs, etc.) Liquids or solids suddenly filling the space Excessive heat Poor lighting
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA and Pre-JHA SWP Proper selection and use of PPE Confined space entry training program (Appendix A) Confined space plan (VI-FOR-139) Confined space procedures checklist Confined space permit Worker awareness Right to refuse unsafe work
SELECTION AND USE OF PPE	Select appropriate PPE based on the specific work task being performed.
PROCEDURE	**Confined Space Entry Plan General Procedures:** • Identify the work area as a confined space • Pre-entry hazard assessment • Use lock out/tag out procedures, if required • Air testing and constant air monitoring • Testing for oxygen and flammable/combustible materials • Testing for toxins • Ventilations Procedures • Fire and electrical safety • Work permit practices and procedures • Posting and record keeping • Protective clothing/PPE • Access and egress from confined space • Attendant • Communication • Time of entry • Evacuation Procedures • Rescue and emergency procedures • Working in combustible, explosive or flammable atmospheres • Confined space coordination – multiple employers

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<td>SPECIFICATIONS</td>
<td>
Confined space is defined as a fully or partially enclosed space that:

1. Is not designed or constructed for continuous human occupancy
2. In which atmospheric hazards may occur because of its construction, location, contents or due to the work that is done in it.

If you have a space that is fully or partially enclosed both of the above conditions must apply before the space can be considered a confined space.

To determine if a space is designed or constructed for human occupancy ask:
• What is the space intended for?
• Has it been designed to allow for people to occupy it?

Examples of spaces that would not be suitable for human occupancy include:
• Storage tanks, vessels, boilers, vats, bins, silos and other tank like compartments usually having only a manhole for entry
• Open topped spaces such a pump wells or pits
• Pipes, sewers, ducts and similar structures

Atmospheric hazards are defined as:
• The accumulation of flammable, combustible or explosive agents
• An oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume
• The accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists that could result in acute health affects, pose an immediate threat to life or interfere with a person's ability to escape unaided from the space

Do I have a confined space in my workplace?
• To determine whether a "space" meets the definition of a confined space consider the following 3 questions:
• Is the space fully or partially enclosed?
• Is the space designed and constructed for continuous human occupancy?
• Might an atmospheric hazard occur?

The only way to determine if a "space" meets the definition for a "confined space" is to evaluate it.

<table>
<tr><th>Is it designed and constructed for continuous human occupancy?</th><th>Might an atmospheric hazard occur?</th><th>Is it a confined space?</th></tr>
<tr><td>Yes</td><td>Yes</td><td>No</td></tr>
<tr><td>Yes</td><td>No</td><td>No</td></tr>
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<td>SENIOR MANAGEMENT
SAFETY COORDINATOR
SUPERVISOR/FOREMAN
RESPONSIBILITIES</td>
<td>Ensure employees are trained on the Confined Space Program and Plan prior to any work in or around a confined space.
Control access to and authorize all work in confined spaces.
Supervisor/foreman is to complete and sign the Confined Space Plan Hazard Assessment and Entry Permit prior to any work beginning (VI-FOR-139).
Ensure work is being carried out in a safe manner.
Provide equipment, materials and protective devices necessary to perform work safely.
Review and update the program as needed.
Keep up to date records of worker training certificates.
Post workplace signage.</td>
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WORKER RESPONSIBILITIES	Employees must be trained in the Confined Space Program and Plan prior to any work in or around a confined space. Understand the specific procedures and know how to conduct the confined space task in accordance with this program. Use all required PPE. Participate in training. Immediately report any concerns, incidents/injuries or near misses to the supervisor/foreman. Provide feedback and suggestions for improvement on the program.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

WHMIS

Document #: VI-SWP-342

PURPOSE	To provide an overview of the Workplace Hazardous Materials Information System (WHMIS). WHMIS is a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in workplaces. It ensures that the information about hazardous products is effectively communicated to workers.
HAZARDS	Exposure to hazardous materials may include, but is not limited to: • Inhalation of dust, gases, fumes, vapours or mists • Ingestion of chemicals • Skin irritation • Chemical burns • Damage to eyes • Damage to internal organs • Flammable or combustible
PROTECTIVE MECHANISMS	Hazard identification and control though the JHA & Pre-JHA SWP Yearly WHMIS Training Worker awareness Safety Data Sheets (SDS) Proper selection and use of PPE Proper protective clothing Workplace Labels Workplace posters and signage First aid kits/eyewash station
SELECTION AND USE OF PPE	Select PPE based on the SDS requirements for the specific material being used.
SPECIFICATIONS	The key elements of the WHMIS system are hazard classification, cautionary labelling of containers, the provision of safety data sheets (SDS's) and worker education and training programs. WHMIS training must be completed by each employee on a yearly basis. **Signal Words** A signal word is a prompt that alerts you about the degree or level of hazard of the product. There are only two signal words used: "Danger" or "Warning". If a signal word is assigned to a hazard class and category, it must be shown on the label, and listed in section 2 (Hazards Identification) of the Safety Data Sheet (SDS). Some hazard classes or categories do not have a signal word assigned to them. Danger is used for high risk hazards. Warning is used for less severe hazards. **Hazard Statements** Each hazard class and category has an assigned "hazard statement". Hazard statements are brief, standardized sentences that tell you more about the exact hazard of the product. The statements are short, but they describe the most significant hazards of the product. The wording of the hazard statement helps to describe the degree of the hazard. For example: "May cause cancer" is more hazardous than "Suspected of causing cancer". Examples: • Extremely flammable gas • Contains gas under pressure; may explode if heated • Fatal if inhaled • Causes eye irritation • May cause cancer

WHMIS Labels

There are two main types of WHMIS labels: supplier labels, and workplace labels. Suppliers of hazardous products are required to apply a label that meets the requirements of the Hazardous Products Regulations. If the hazardous product is always used in the container with the supplier label, no other label is required.

A workplace label is required when:

- a hazardous product is produced (made) at the workplace and used in that workplace
- a hazardous product is decanted (e.g., transferred or poured) into another container
- a supplier label becomes lost or illegible (unreadable).

A workplace label will include the following information:

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

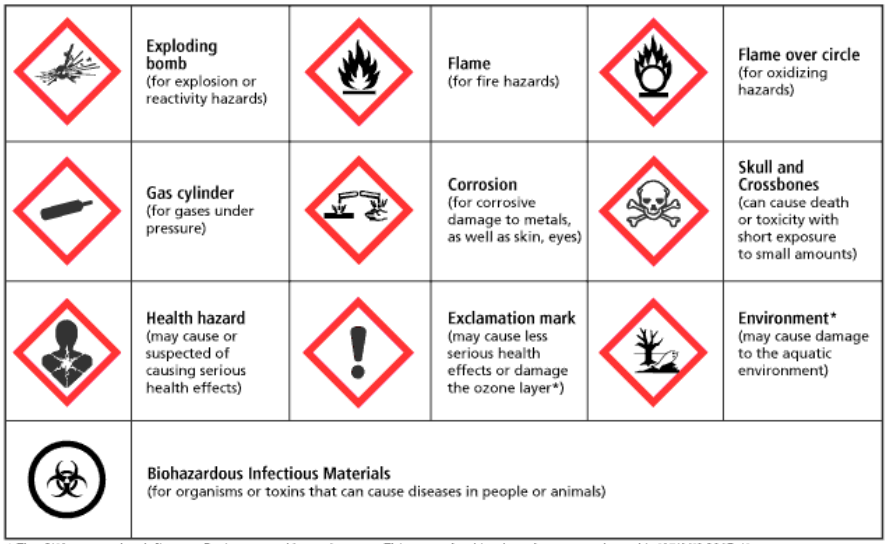
There are two situations when a workplace label is not necessary. When a hazardous product is:

- poured into a container and it is going to be used immediately
- "under the control of the person who decanted it". For example, when the person who poured the product into another container will be the only person who will use it, and the product will be used during one shift, a full workplace label may not be required. **However**, the container must still be identified with the product identifier (name).

If the product is not used right away or if more than one person will be in control of the product, a full workplace label is required. A company may have specific rules about labelling containers that are above or exceed the WHMIS requirements.

Pictograms

Pictograms are graphic images that immediately show the user of a hazardous product what type of hazard is present. With a quick glance, you can see, for example, that the product is flammable, or if it might be a health hazard. The graphic below shows hazard pictograms. The bold type is the name given to the pictogram; the words in the brackets describe the hazard



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

Reminders

- Always check to see if there is a label on the product before you use it.
- Read, understand and follow the instructions on the label and SDS. Follow any additional education, instructions, and training as provided by your employer.
- Ask your supervisor if you are not sure about how to use or store it.
- Ask for a new label when the old one cannot be seen or read properly.
- Do not use a product that is not labelled or if the label is unreadable. Ask your supervisor for help (e.g., to replace the label).

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Know what hazardous products are present, how they are used, handled, and stored in the workplace. Determine who may be exposed to the hazardous products. Educate and train workers on proper protocols. Keep and maintain accurate records about the identity and number of hazardous products. Identify the hazards associated with the use, storage, handling, and disposal of the hazardous products. Ensure that WHMIS requirements regarding labels and safety data sheets are met. Provide workers with easy access to information, including safety data sheets. Develop compliant WHMIS labels and SDS's for hazardous products produced for use in the workplace. Develop procedures for safe use, handling, storage, and disposal of hazardous products. Provide equipment, materials and protective devices necessary to perform work safely. Determine appropriate emergency response plans. Update SDSs and labels when significant new data is obtained from the supplier Ensure workers receive education and training about any new significant updates to SDS's. Keep up to date records of all worker training certificates. Conduct periodic training refreshers to ensure worker competence. Replace damaged or missing labels on hazardous material containers. Review and update the practice as needed.
WORKER **RESPONSIBILITIES**	Recognize the hazards associated with the hazardous materials being used. Understand and comply with the safe work procedure. Use all required PPE as required by the SDS's. PPE must be kept in good working condition and replaced if needed. 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/foreman. Store and dispose of hazardous materials in the prescribed manner. Request replacement for damaged and missing labels on hazardous materials containers. Ensure any hazardous products produced in a workplace or transferred to other containers have a workplace label (Workplace labels must include the product name, information for the safe handling and a statement that the SDS is available). Always refer to the SDS for additional information on the product. Inform supervisor/foreman if come across new hazardous materials. Communicate with supervisors/foreman or the safety coordinator regarding potentially new materials needing labels, SWP.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SANITATION AND HYGIENE

Document #: VI-SWP-343

PURPOSE	To outline the workplace sanitation and hygiene requirements (i.e. potable drinking water, toilets and clean-up facilities). Adequate sanitation and hygiene shall be provided at all workplaces as per legislative requirements to ensure the protection and occupational health of all employees.
HAZARDS	Infectious diseases Biological hazards Contaminated food Vermin Human waste
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Safety data sheets (SDS) Proper selection and use of PPE Training Worker awareness Potable drinking water Washroom facilities (i.e. “facilities”) Good housekeeping Proper personal hygiene practices
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed.
SPECIFICATIONS	**Definitions** Sanitation is the effective use of tools and actions that keep our environment healthy. These include toilets to manage waste, washing stations, effective drainage and other such mechanisms. Hygiene is a set of personal practices that contribute to good health. It includes things like hand washing, bathing and cutting hair/nails. Hand washing is the single most important activity we can all do to encourage the stop of disease. The difference is subtle but important. While both sanitation and hygiene are related, we must use both effective tools and effective behaviors to protect our health. **Infectious Diseases** Construction workers are at risk from exposure to infectious agents due to poor sanitary conditions associated with toilets and other clean-up facilities. A variety of microorganisms can be found in such facilities. In many cases, the risk of illness or infection has been associated with exposure to microorganisms of faecal and non-faecal origin. To prevent infectious diseases associated with poor sanitation, adequate and well serviced sanitation must be provided at a construction site. The following are some of the hazardous agents that may be present due to poor sanitary conditions: • Bacteria such as Salmonella, Escherichia coli (E.coli), and Listeria • Viruses, including rotavirus and norovirus, hepatitis A virus, and poliovirus • Parasites such as Cryptosporidium, Echinococcus (tapeworm), and Giardia • Ascaris (roundworm) **Biological Hazards** There are many biological hazards that may be present on a construction site. These hazards could lead to workers getting sick if precautions are not taken to reduce the risks. Some of these hazards may include infectious agents that cause serious or fatal diseases. It is important to note that not all construction sites will contain biological hazards. Generally, sites where groundwork, refurbishment, or demolition work is taking place are more likely to have biological hazards.

Common hazards leading to potential exposure include:

- Bird droppings. Inhaling dust or water droplets containing contaminated bird droppings can lead to several diseases, including pneumonia.
- Rat infestation. Exposure to rat urine, or water contaminated rat urine, can cause Leptospirosis/ Weil's disease if it enters a cut or gets into the nose, mouth or eyes.
- Sewage or animal faeces. Contamination of the site with sewage or animal faeces can lead to infection with Escherichia coli (E.coli), a bacterium which can cause stomach problems or more serious ill health. Sewage could also be contaminated with Hepatitis A.
- Discarded needles. Needles improperly discarded after substance abuse can cause injuries that can lead to exposure to blood borne viruses including Hepatitis B and C and HIV.
- Stagnant water. Water systems that have not been drained or disinfected, containing stagnant water, could contain bacteria which can cause 'Legionnaires' disease if spray or fine droplets contaminated with the bacteria are inhaled. If any of these, or other, potential hazards are present on a construction site, a risk assessment should be conducted to determine the precautions to be followed when working on the site.

Workplace Facilities Requirements

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

Minimum Number of Toilets	Number of Workers Regularly Employed at the Project
1	1-15
2	16-30
3	31-45
4	46-60
4, plus 1 additional toilet for each additional group of 15 or fewer workers	61 or more

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:

Minimum Number of Toilets	Number of Workers Regularly Employed at the Project
1	1-10
2	11-20
3	21-30
4	31-40
4, plus 1 additional toilet for each additional group of 15 or fewer workers	41 or more

Good Hygiene Practices in the Workplace

- Wash hands with soap after using restrooms, smoking, coughing, sneezing or handling garbage
- Personal cleanliness
- Eat away from the work area
- Use paper towels instead of communal hand towels
- Antibacterial spray, wipes and hand sanitizer
- Changing out of contaminated clothing

SENIOR MANAGEMENT
SAFETY COORDINATOR
SUPERVISOR/FOREMAN
RESPONSIBILITIES

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 facilitates 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.) Implement any corrective action measures as soon as possible, if necessary.
WORKER RESPONSIBILITIES	Recognize the hazards associated with sanitation and hygiene. Understand and comply with the safe work practice. Immediately report all unsafe and/or hazardous conditions to your supervisor/foreman. 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 or drink products only. Practice proper hygiene to control the spread of illness such as common colds, the flu, gastro-intestinal 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. Participate in training. Use all required PPE. Report any ill-effects experienced immediately.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

FLAMMABLE & COMBUSTIBLE MATERIALS

Document #: VI-SWP-344

PURPOSE	To establish a safety guideline for working with flammable and combustible materials. Vanos Insulations will take all reasonable precautions to inform and protect all workers.
HAZARDS	Fire Burns Explosion
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE WHMIS Training Worker Awareness Safety data sheets (SDS) Workplace labels Right to refuse unsafe work
SELECTION AND USE OF PPE	Select PPE based on the SDS requirements for the specific material being used.
SPECIFICATIONS	**Definition:** Flammable and combustible materials are liquids that can burn. They are classified, or grouped, as either flammable or combustible by their flashpoints. Generally, flammable liquids will ignite (catch on fire) and burn easily at normal working temperatures. Combustible liquids can burn at temperatures that are usually above working temperatures. **Identifying Flammable and Combustible Material:** Under the Workplace Hazardous Materials Information System (WHMIS), flammable liquids have a flashpoint below 37.8°C (100°F). Combustible liquids have a flashpoint at or above 37.8°C (100°F) and below 93.3°C (200°F). The flashpoint of a liquid is the lowest temperature at which the liquid gives off enough vapour to be ignited (start burning) at the surface of the liquid. Sometimes more than one flashpoint is reported for a chemical. Since testing methods and purity of the liquid tested may vary, flashpoints are intended to be used as guides only, not as fine lines between safe and unsafe. Flammable and combustible liquids are present in almost every workplace. Fuels and many common products like solvents, thinners, cleaners, adhesives, paints, waxes and polishes may be flammable or combustible liquids. Everyone who works with these liquids must be aware of their hazards and how to work safely with them. **Safety Precautions:** • 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.

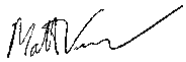
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Ensure employees are trained on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Ensure proper storage and handling of materials. Ensure all materials are properly labeled. Provide SDS sheets when required. Ensure proper techniques are being used by workers. Conduct periodic training refreshers to ensure worker competence. Implement any corrective action measures as soon as possible, if necessary. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with flammable and combustible materials. Understand and comply with the safe work practice. Use all required PPE. Participate in training. Follow all SDS requirements. Ensure work is being carried out safely. Inform supervisor/foreman of any issues, incidents/injuries or near misses immediately. Ensure proper fire extinguisher is readily available, where applicable.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

BACK CARE & SAFE LIFTING

Document #: VI-SWP-345

PURPOSE	To establish a guideline for back care and safe lifting. Carrying tasks have the potential to stress the arms, shoulders and back. Vanos Insulations will take all reasonable efforts to ensure workers protect themselves while lifting.
HAZARDS	Strains or sprains Pinched nerves Joint injury
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Training Worker awareness
SELECTION AND USE OF PPE	Head protection Foot protection Eye protection Any other PPE required for the specific work task being completed
SPECIFICATIONS	**Safe lifting starts with planning:** • Size up the load before you start to lift. • Get help from a co-worker if you cannot handle the load by yourself. • Use a dolly or other type of material handling equipment whenever you can. • Store heavier materials closer to the work location to reduce the distance you will need to carry it. • Make sure the path you will travel with the load is clear. • Avoid lifting above shoulder height. This causes your back to arch and puts a lot of stress on your shoulder and on the small joints in your spine. • Avoid storing items on the floor. Store them between knee-height and shoulder-height. This prevents you from reaching overhead or bending at the waist. • Push rather than pull a load. Pushing lets you maintain the normal curve in your back and puts less stress on the spine. • Split large, heavy loads into smaller loads. Making more trips with smaller loads puts less stress on your back. • Don't try to catch falling objects. Your muscles may not have time to coordinate properly to protect your spine. • Keep the weight of the load acceptable. • Use both hands in a power grip, rather than a pinch grip, to hold the load. **The risk of injury increases when:** • Lifting in cramped spaces • Lifting while in awkward positions • Lifting heavy or irregular-shaped objects • Performing repetitive lifting tasks **LIFTING PROCEDURE:** 1. Get as close to the load as possible. This is very important. Our lifting capacity is reduced the further away we are from the load. 2. Put yourself in the best possible position for the lift. Try to avoid twisting from the waist, reaching out, and leaning over material or equipment when you lift. 3. Use a well-balanced stance with one foot slightly ahead of the other. 4. Tighten your stomach muscles as you start to lift. 5. Keep your lower back in its normal curved position and use your legs to lift. 6. Pick up your feet and pivot to turn. Don't twist your back. 7. When lowering the load, maintain the curve in your lower back. You can hurt your back just as easily lowering a load as lifting it.

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Educate workers on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Provide training and lead by example. Ensure proper techniques are being used by workers. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with back care and safe lifting. Understand and comply with the safe work practice. Use all required PPE. Participate in training. Ensure work is being carried out in a safe manner. Immediately report and issues, incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

SAFE HANDLING OF HAZARDOUS MATERIALS

Document #: VI-SWP-346

PURPOSE	To establish a safety guideline when performing tasks that involve the handling of hazardous materials. A hazardous material is any substance, chemical or mixture of chemicals which can harm the body, either at the time of exposure or later. These materials may be in the form of a solid, liquid, gas or vapor, dust, fume, or mist and may be either a physical hazard or a health hazard. Vanos Insulations will take all reasonable measures to protect workers from hazards associated with biological or chemical agents used in the workplace.
HAZARDS	Dust, gases fumes, vapours or mists Chemical burns Skin irritation Damage to eyes Damage to internal organs Flammable or combustible
PROTECTIVE MECHANISMS	Hazard identification & control through the JHA & Pre-JHA SWP Proper selection and use of PPE Workplace labels WHMIS Training Worker awareness Safety data sheets (SDS) Right to refuse unsafe work Good housekeeping First aid kits/eyewash station
SELECTION AND USE OF PPE	Follow PPE requirements as per the SDS information for the specific product Respiratory protection – if required for the product based on SDS information Eye protection Hand protection
SPECIFICATIONS	**Know what you are working with and how to use it safely. Ask yourself these questions before using a chemical:** • Is it dangerous to inhale? • Is skin contact dangerous? • Is it flammable? • Is it reactive? • What is recommended to handle it safely? • Is a respirator, engineering controls, or other protective equipment needed? • Get the answer to these questions from the container label, SDS, your supervisor/foreman or safety coordinator **To prevent ingestion of chemicals:** • Wash your hands thoroughly before eating or smoking. • Do not carry food or cigarettes into an area where chemicals are present. • Never smoke or eat around chemical use areas. • Never store food or cigarettes near chemicals. They can be contaminated by fumes or vapors, or hands can be contaminated and then cross-contaminate food or cigarettes.

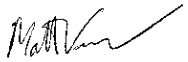
SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILIES**	Determine potentially hazardous materials to be used/encountered and obtain the SDS information. Determine required PPE and provide respirators if required. Ensure work is being carried out in safe manner. Provide training and lead by example. Educate 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 plans 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. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the material being used. Request SDS and WHMIS instruction from supervisor/foreman. Understand and comply with the safe work practice. Inform the supervisor of any missing product labels or decanting products that will now require a workplace label. Use all required PPE. PPE must be kept in good working condition and be replaced if needed. Report any ill-effects experienced immediately. Immediately report any hazardous or unknown materials encountered. Store and dispose of hazardous materials in the proper manner - Do not pour chemicals down drains, causeways, manholes or alike. Participate in training. Clean work surfaces at least once a shift so that contamination risks are minimized. After handling any material, wash your hands thoroughly with soap and water. Never eat or drink while handling any materials and if your hands are contaminated, do not use cosmetics or handle contact lenses. Read labels and the safety data sheet (SDS) before using any material to make sure you understand hazards and precautions. Refer to SDS sheet for proper storage procedures.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

MATERIAL HANDLING, STORAGE & TRANSFER

Document #: VI-SWP-347

PURPOSE	To establish a safety guideline for material handling, storage and transfer. Vanos Insulations will ensure workers have a knowledgeable understanding of the proper techniques for handling, storing and loading/unloading material.
HAZARDS	Slips, trips and falls Struck by unsecured items falling Pinching or pinning between items or equipment Back injury Muscle strains and sprains
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA & Pre-JHA SWP Proper selection and use of PPE Training Worker awareness Good housekeeping
SELECTION AND USE OF PPE	Foot protection Head protection Eye protection Use all required PPE for the material being handled (Hazardous materials may require additional protective measures, refer to SDS)
MATERIAL HANDLING	Hazards involving material handling can lead to serious worker injuries and even death. Workers are at risk of injuries resulting from being struck by, caught between, or crushed by materials, equipment, lifting devices or vehicles. Workers are also at risk of developing musculoskeletal disorders, such as low back or shoulder injuries. Proper material handling prevents these types of injuries. Material Handling Hazards: • poorly maintained lifting devices • exceeded load limits on lifting devices • damaged racking and storage units • lifting, lowering, pushing, pulling or carrying loads that are too heavy or done too repetitively • material handling while on a ladder, mobile ladder or step stool • being struck by or caught between materials or being caught in pinch points • falling materials that are improperly stored • incorrectly cutting ties or other securing devices • contact with moving equipment, vehicles, lifting devices and/or their unsecured loads that fall or collapse • storage and movement of items on mezzanines that have no guardrails
MATERIAL STORAGE	Workplaces with racking and storage facilities may contain potentially serious hazards. The improper use, selection and installation, or maintenance of racking and storage systems may put workers at risk of injury. Material Storage Safety Precautions: • Large shipments of material and equipment must be pre-arranged with the supervisor/foreman or senior management. • All materials are to be stored in an organized manner in the designated storage areas (as approved by the supervisor/foreman 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	Loading docks are busy places with vehicles and equipment moving about both inside and outside of the facility. It is important to consider the safety of those working on and around the loading dock. Although most docks or shipping areas are laid out and equipped to move freight safely and efficiently, they are also a place where a misstep or an inattentive moment can result in an injury. Always watch for hazards, even if you are not involved in the loading or unloading process. Material Loading/Unloading Safety Precautions: • Make sure load is secure • Do not stack material 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 • Chock wheels when going to use forklift to load/unload • Make sure driver views are not obstructed • Secure material
LOADING DOCK PROCEDURE	Loading Dock Procedure: • Manually open door • Drop loading ramp (pushing foot peddle then push ramp down) • Chock 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 chocks • Signal driver to leave
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES	Ensure employees are trained on proper protocols. Determine potential hazards, implement safety precautions and inform workers. Provide training and leads by example. Provide equipment, materials and protective devices necessary to perform work safety. Ensure proper techniques are being used by workers. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the practice as needed.
WORKER RESPONSIBILITIES	Recognize hazards associated with the work being performed. Understand and comply with the safe work practice. Ensure work is being carried out in a safe manner and proper techniques are being used. Participate in training. Use all required PPE. Keep work area clean and tidy. Immediately report and issues, incidents/injuries or near misses to the supervisor/foreman.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICES

COVID-19

Document #: VI-SWP-348

PURPOSE	To provide general information for COVID-19. Coronaviruses are a large family of viruses. Some cause illnesses in people and others cause illnesses in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold, but in some cases symptoms are severe and may even cause death. COVID-19 is a serious health threat, and the situation is evolving daily. The risk varies between and within communities, but given the number of cases in Canada, the risk to Canadians is currently considered **high**. Please refer to the Vanos Coronavirus (COVID-19) Company Policy for further details and procedures.
HAZARDS	Contracting and/or spreading of COVID-19.
PROTECTIVE MECHANISMS	Vanos Coronavirus (COVID-19) Company Policy Employee COVID-19 Assessment Form Daily employee symptom self-monitoring Safe Work Practices Proper selection and use of PPE Good hygiene practices & proper cough etiquette Staying home if you are ill Maintaining physical distance of 2 meters (6 feet) whenever possible Training Worker awareness
SELECTION AND USE OF PPE	Masks or Face Coverings Gloves (nitrile or regular cut level 1) are mandatory on all jobsites Hand Sanitizer
SYMPTOMS	**Symptoms of COVID-19:** Symptoms of COVID-19 can vary from person to person. Symptoms may also vary in different age groups. Some of the more commonly reported symptoms include: new or worsening cough shortness of breath or difficulty breathing temperature equal to or over 38°C feeling feverish chills fatigue or weakness muscle or body aches new loss of smell or taste headache gastrointestinal symptoms (abdominal pain, diarrhea, vomiting) feeling very unwell Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes. In severe cases, infection can lead to death. Symptoms may take up to 14 days to appear after exposure to COVID-19. Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who: have not yet developed symptoms (pre-symptomatic) never develop symptoms (asymptomatic)

DEFINITIONS	**How COVID-19 Spreads:** COVID-19 most commonly spreads from an infected person to another person through the following: • **Close contact:** Breathing in someone's respiratory droplets after they cough, sneeze, laugh or sing. • **Contaminated surfaces:** Touching something with the virus on it, then touching your mouth, nose or eyes with unwashed hands. • **Common greetings:** Handshakes, hugs or kisses **Physical Distancing:** Keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people in both indoor and outdoor spaces. **Quarantine:** Keeping someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their local health department. **Isolation:** Separating people infected with COVID-19, from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available). **Close Contact:** Any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. NOTE** Any recommendations or requests from Public Health or any involved health care provider, should be considered priority over any Vanos Insulations Policy, including the Vanos Covid-19 Policy & this SWP.
SPECIFICATIONS	**Wearing a mask or face covering while out in public is required when it's not possible to consistently maintain a 2-metre physical distance from others.** **Preventing COVID-19:** People should continue to think ahead about the actions that they can take to stay healthy and prevent the spread of COVID-19. In an effort to prevent the spread of COVID-19 Vanos Insulations requires all employees and subcontractors to participate in the following measures set out by the Government of Canada: • Wash your hands often with soap and water or alcohol-based sanitizer (follow 20 second hand washing rule) • Cough/sneeze into a sleeve of flexed elbow and cover your nose and mouth • If you use a tissue, discard immediately and wash your hands afterward • Avoid touching your eyes, nose and mouth • Maintain physical distancing – 2 metres (6 feet) • Clean and disinfect frequently touched objects/surfaces in your workspace • Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them • Stay home if you are sick or acquire symptoms (fever, cough, difficulty breathing, fatigue) • Avoid contact with people who are sick • Avoid commonly touched areas and ensure you clean your hands • Wash your clothes as soon as you get home • When possible in-person meetings shall be avoided • Virtual meetings will be used where practical **If you're concerned you may have COVID-19:**

	• separate yourself from others as soon as you have symptoms • if you are outside the home when a symptom develops, go home immediately and avoid taking public transit • stay home and follow the advice of your Public Health Authority, who may recommend isolation • call ahead to a health care provider if you are ill and seeking medical attention **Note:** Some people may transmit COVID-19 even though they do not show any symptoms. In situations where physical distancing is difficult to maintain, wearing a mask or face covering provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body. **If you have tested positive:** If you've been tested for coronavirus and receive a positive test result, you must isolate at home, whether you have symptoms or not. If you are positive and have symptoms (symptomatic), **you must:** • isolate at home (as soon as your symptoms start), and remain isolated for 14 days **or** as directed by your public health authority If you are positive and **do not have** symptoms (asymptomatic) you must: • isolate at home as soon as you receive the confirmed laboratory test, and remain isolated for 14 days **or** as directed by your public health authority • **if you did not have symptoms when you got tested, but then develop symptoms during your 14-day isolation period, you must restart your isolation time**
SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILITIES	Continually monitor new developments and adjust policies and SWP accordingly. Follow all protocols and directions set out by the local Public Health Agency. Follow company procedures as outlined in the Vanos Coronavirus (COVID-19) Company Policy. Determine the required PPE and ensure it is made available to employees. Ensure employees are trained on proper protocols. Educate and inform workers. Implement any corrective action measures as soon as possible, if necessary. Conduct periodic training refreshers to ensure worker competence. Review and update the program as needed.
WORKER RESPONSIBILITIES	Recognize the hazards associated with COVID-19. Understand and comply with the safe work practice & company policy. Complete an Employee COVID-19 Assessment Form weekly and self-monitor for symptoms daily. Maintain physical distance of 2 meters (6 feet) whenever possible. If you are ill notify your supervisor/foreman immediately, complete the self-assessment online and follow the instructions provided to you. If someone you were in close contact with is experiencing any of the symptoms linked to COVID-19: notify your supervisor/foreman immediately. Follow all protocols and directions set out by the local Public Health Agency. Use all required PPE. Participate in training.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

SAFE WORK PRACTICE

DEFECTIVE TOOLS & EQUIPMENT

Document # VI-SWP-349

PURPOSE	To outline the proper procedure for identifying and reporting defective tools and equipment in the workplace. Defective tools can cause serious injury. If a tool or piece of equipment is defective in any way DO NOT use it.
HAZARDS	Electric shock Physical hazards (burns, eye damage, cuts, etc.) Machine malfunction causing bodily harm Slips, trips and falls
PROTECTIVE MECHANISMS	Hazard identification and control through the JHA SWP Tool and equipment inspections Defective Tools & Equipment Form (VI-FOR-134) Training Worker Awareness Workplace signage
SELECTION AND USE OF PPE	Use proper PPE for the specific task being performed.
PROCEDURE	• Identify a tool or piece of equipment as defective • Stop use of the defective item immediately • Notify your supervisor/foreman • Fill out the Defective Tool and Equipment Form (VI-FOR134) - Give a detailed description of the problem • Attach the form to the item in a visible location and keep in an area away from other tools • Supervisor/foreman will bring item back to Vanos shop to be assessed for repair • If item can be repaired, it will be returned to service as soon as possible • If it cannot be repaired, it will be permanently removed from service
SPECIFICATIONS	If the defective item is a rented piece of machinery, contact the safety coordinator to arrange for the proper company to come out to repair it. Never use a tool or piece of equipment that has been identified as defective. Never attempt to repair a tool or piece of equipment if you do not feel you have adequate knowledge to complete the repair safely. **Defective issues include but are not limited to:** • split or cracked handles • chipped or broken drill bits • wrenches with worn out jaws • tools which are not complete, such as files without handles • broken or inoperative guards • insufficient or improper grounding due to damage on double insulated tools • no ground wire (on plug) or cords of standard tools • the on/off switch not in good working order • tool blade is cracked • the wrong grinder wheel is being used • the guard has been wedged back on a power saw

SENIOR MANAGEMENT **SAFETY COORDINATOR** **SUPERVISOR/FOREMAN** **RESPONSIBILITIES**	Train workers on proper procedures. Ensure that workers are following the procedure. Ensure tool and equipment inspections are being completed. Ensure defective tools and equipment are properly repaired or removed from service.
WORKER **RESPONSIBILITIES**	Understand and comply with the safe work practice. Participate in training. Complete appropriate inspections prior to use. Inform supervisor/foreman of any issues or concerns that arise with the procedure.
APPROVED BY	Matt Vanos 
DEVELOPED BY	Vanos Insulations Ltd. January 1, 2021

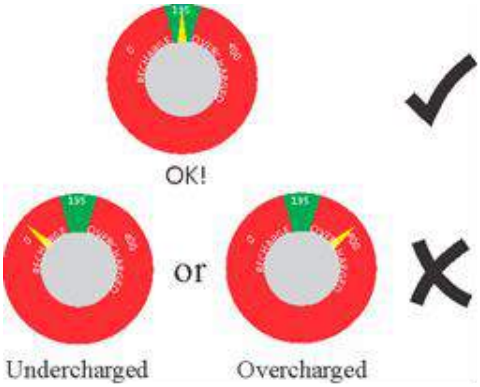
SAFE WORK PRACTICE

FIRE EXTINGUISHER INSPECTION

Document #: VI-SWP-350

PURPOSE	To provide a guide for the monthly inspection of fire extinguishers. Applicable to fire extinguishers located at the office, in company vehicles and on jobsites.
HAZARDS	If not properly inspected on a monthly basis fire extinguisher may not be fit for service in an emergency. Common hazards of an uninspected fire extinguisher include: • Corrosion • Tampering • Hose blockage • Leakage • General wear
PROTECTIVE MECHANISMS	Fire extinguishers are designed to put out or control small fires. A small fire, if not caught 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.
SELECTION AND USE OF PPE	PPE Not Required
PROCEDURE	**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 “QUICK CHECK” INSPECTION:** • 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 yearly 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



SPECIFICATIONS

Type (Fire / Extinguisher)	CLASS A **Combustible materials** (e.g. paper & wood)	CLASS B **Flammable liquids** (e.g. paint & petrol)	CLASS C **Flammable gases** (e.g. butane and methane)	CLASS D **Flammable metals** (e.g. lithium & potassium)	Electrical **Electrical equipment** (e.g. computers & generators)	CLASS F **Deep fat fryers** (e.g. chip pans)	Comments
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

SENIOR MANAGEMENT SAFETY COORDINATOR SUPERVISOR/FOREMAN RESPONSIBILIES

Ensure all fire extinguishers are inspected monthly.
Provide training and lead by example.
Review and update the procedure as needed.

WORKER RESPONSIBILITIES

Use this guide as an instruction to inspect fire extinguishers on a monthly basis.
Participate in training.

APPROVED BY

Matt Vanos

DEVELOPED BY

Vanos Insulations Ltd. January 1, 2021

PROCUREMENT & CONTRACTOR MANAGEMENT POLICY STATEMENT

POLICY NUMBER:
VI-POL-212 Rev. 5
Element #4 **PAGES:** 1
REVISION DATE
January 1, 2021

Vanos Insulations Ltd. contractual commitment with site sub-contractors 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-contractors are expected to conduct their business in a manner so as not to put themselves, Vanos employees or others at risk. To manage risk potential and to run safe, efficient projects, Vanos has instituted this policy to hold sub-contractors accountable for safety performance on the job, conducting work in compliance with the Occupational H&S Act, Regulations and Vanos policies and procedures.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Ensure the information, as required by the procedure, is obtained prior to signing contracts with contractors/subcontractors
- Review sub-contractor evaluations and determine if action is required

SAFETY COORDINATOR

- Maintain copies of information required through the procedure
- Ensure completion, collection and recording keeping of sub-contractor documents, evaluations and safety agreements

SUPERVISOR/FOREMAN

- Ensure subcontractors complete the on-site safety orientation
- Ensure subcontractors are working in a safe manner
- Report any contravention of this policy to the safety coordinator or senior management
- Stop any subcontractors from working in an inappropriate manner
- Complete sub-contractor evaluations when required

SUB-CONTRACTOR

- Ensure all employees report to the constructors site office or site orientation
- 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.
- Are required to abide by our specified supervisor/foreman responsibilities as listed in our safety policy.
- All sub-contractors shall ensure that our safety policies and guidelines are communicated, understood and enforced by their supervisors/foreman, workers, trade contractors and suppliers.
- 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.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

When selecting, monitoring, and evaluating sub-contractors, it is important to include health and safety criteria. These criteria will involve the ability and competency of the sub-contractor to be able to assess and control hazards arising from their own work that may impact Vanos workers. As well as hazards arising from Vanos work that may impact their own workers. Selection will also be based off obtaining the requested documentation, the information that is provided and their ability to meet our safety standards.

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 and our project safety policy requirements. They will also need to be 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. All sub-contractors are to ensure that they are following their own site-specific health and safety requirements, along with Vanos' and the customer/constructor's. This ensures alignment with the coordination of requirements at a multi-employer workplace.

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.

All supervisors/foreman on our sites, whether working directly or subcontracted for Vanos Insulations are expected to perform their duties and responsibilities as set out in the Occupational H&S Act, Regulations and Vanos policies and procedures. This is required to be completed 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. This includes communicating with workplace parties when there are changes that affect the health and safety of the work.

Subcontractors are to complete and/or participate in hazard assessments as per Element 2. 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 PROVISION OF DOCUMENTATION

Trade contractors shall maintain copies of all below documentation as required in accordance to applicable laws. Sub-contractors shall provide Vanos Insulations 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 and performance report
5. Any design drawings and specifications for equipment or structures
6. Any licenses or permits, log books and operator manuals for equipment operators
7. Any documents required by Ontario's Occupational Health & Safety Act and Regulations
8. Relevant work procedures (e.g. – fall rescue plan)
9. Safety Data Sheets (SDS) and proof of WHMIS training
10. Records of worker or supervisor health and safety awareness training
11. Records of training for working at heights (MOL approved) and/or other disciplines as required on site
12. Signage shall be provided where required to identify hazards. Signs 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 and/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 severe 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 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. The appropriate reporting forms are to be submitted within the prescribed time restraints as set out in legislation. Vanos Insulations requires notification 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 ensure compliance of all provisions set out in the Ontario Occupational Health and Safety Act and Regulations and to Vanos Insulations' Health and Safety Policy.

Sub-contractors are required to enforce the above and ensure safe work practices 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 all sub-contractors on our projects will be conducted annually to determine an overall rating. This assessment will be forwarded to Vanos Insulations senior management for record and review.

Sub-contractor's exhibiting poor ratings may not become eligible for future contract considerations.

SUB-CONTRACTOR SAFETY AGREEMENT

We acknowledge that safety is our responsibility. We are also responsible for the well-being of those who work with and/or around us, members of the public, the constructor, and the natural environment.

We 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 they are responsible for what they 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 and unsafe acts or conditions you may observe
7. Everyone must have a clear understanding of their own skills, abilities, limitations and should have the capacity to carry out their responsibilities
8. Each individual must go beyond complying with health and safety rules and standards, and strive to improve work processes to reduce risk
9. When an individual cannot reduce risks by themselves, 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, at all levels of the organization, must understand the IRS process, believe in it and take steps to make it effective
11. No one should be fearful of reprisals when using IRS processes
12. There is a ZERO tolerance for the use of drugs or alcohol
13. There is a ZERO tolerance for violence, harassment or workplace bullying - see written policy on how to report these issues
14. All workers, supervisor/foreman 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/amenities as required by the regulations

Sub-Contractor Name:			
Company Representative Signature:		Date:	
Received and Reviewed By:		Date:	

Please return signed document to Vanos Insulations.

PROGRESSIVE DISCIPLINE POLICY STATEMENT

POLICY NUMBER:
VI-POL-214 Rev. 5
Element #5 **PAGES:** 1
REVISION DATE
January 1, 2021

The goal of this policy is to provide a fair and consistent approach to dealing with employees whose conduct, behaviour and/or performance falls below acceptable standards or regulatory requirements. When a violation of an established standard occurs, each case will be investigated, and disciplinary action will be administered on the merits of each case. Generally, if discipline is warranted, a system of progressive discipline will be applied with the expectation that the employee's performance, behaviour or conduct will change to acceptable standards in the early stages of progressive discipline.

However, should there be a serious infraction; the company retains the right to take a comprehensive approach, bypassing the progressive discipline steps and applying an appropriate disciplinary sanction, up to and including termination. All relevant factors will be considered before making disciplinary decisions.

Employee conduct that warrants discipline can result from, but is not limited to, unacceptable behaviour, poor performance and/or violations of the company's health and safety policies. Company policies like sexual harassment and drug and alcohol policies, contain specific discipline procedures.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Set and communicate clear, reasonable job expectations
- Bring unacceptable work to the attention of the employee
- Give reasonable warning that failure to meet these expectations could result in disciplinary action
- Give employee the opportunity to tell his/her story about the misconduct
- Ensure this policy is enforced in a fait and consistent manner

SAFETY COORDINATOR

- Enforce Vanos Insulations Health and Safety rules and guidelines
- If unclear on an appropriate course of action, consult senior management and human resources
- Maintain appropriate documentation in the employee's personal file

SUPERVISOR/FOREMAN

- Enforce Vanos Insulations Health and Safety rules and guidelines
- Advise employees of their expectations for conduct and performance
- Manage employees effectively by providing ongoing feedback on work performance and conduct
- If unclear on an appropriate course of action, consult senior management, human resources or the health and safety coordinator

WORKERS

- Follow all Vanos Insulation Health and Safety rules and guidelines
- Ensure you are aware of and fulfill work expectations
- Act in a respectful manner in the performance of you duties and interactions with others
- Understand your rights and responsibilities under the Occupation Health and Safety Act and Regulations

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

PROGRESSIVE DISCIPLINE PROCEDURE

Vanos Insulations will take disciplinary action in a progressive manner but reserves the right to take whichever action is deemed necessary to address the issue at hand. This may mean more or less severe discipline is imposed in a given situation. The following progressive disciplinary process will be followed unless a comprehensive approach is required:

1. **Verbal Warning**: An employee will be given a verbal warning when a problem is identified based on any unacceptable behaviour. Verbal warnings will be documented and maintained 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 unacceptable conduct or behaviour during the period that a verbal warning is in effect. Written warnings will be documented and maintained in the employee's file.

3. **Suspension:** A suspension without pay is more serious than a written warning. An employee will be suspended when they engage in unacceptable conduct or behaviour during the period that a verbal or written warning is in effect. Suspensions will be documented and maintained in the employee's file.

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. Last change agreements will be documented and maintained in the employee's file

5. **Termination:** An employee will be terminated when they engage in unacceptable conduct or behaviour that justifies termination or does not correct the matter(s) that resulted in less severe discipline.

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:

- Blatant 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.

A copy of the rules will be posted on the health and safety board and located on our paperless management system. All employees will also review the general health and safety rules during Vanos' yearly health and safety kick off. During this time Vanos Insulations will ensure that the workplace specific rules are clearly explained and understood by all workers.

All employees must follow the Vanos Insulations General Health and Safety Rules. Supervisors/foreman, senior management and the health and safety coordinator are responsible for communicating and enforcing the general safety rules, provincial regulations, and any customer rules with the employees in their work areas. Below highlights the general health and safety rules:

1. Immediately report all observed hazards or unsafe conditions to your supervisor/foreman. This includes defective tools and equipment.
2. Immediately report all incidents, injuries or near misses, regardless of their nature, to the supervisor/foreman.
3. Work safely in accordance with the Occupational H&S Act and Vanos' H&S Policies/Procedures
4. All personnel are to wear appropriate PPE & clothing for the task or area. Approved CSA hard hats, work boots & safety glasses are mandatory on all jobsites.
5. Smoking is permitted only in designated areas. Company vehicles are not a designated area as they are considered enclosed workplaces. See Smoking Policy for more details.
6. Cell phones are to be used for business purposes only during working hours. See Cellular Phones at Work Policy for more details.
7. All tools and equipment will be inspected prior to use to ensure proper working order & will only be used for their intended purpose.
8. The defective tools procedure will be followed for all tools and equipment that are damaged or have worn parts and will be promptly repaired or replaced.
9. Lock out/tag out procedures MUST be followed.
10. Employees will only operate tools and equipment in which they have been trained to use.
11. All employees are to arrive "fit for work" as per the Occupational Health & Safety Act. Possession or use of intoxicating beverages, cannabis and/or drugs during work hours is strictly forbidden and constitutes grounds for termination. See Drug & Alcohol Policy for more details.
12. No person shall ride equipment or parts of, which are not specifically designed to carry riders.
13. Horseplay, fighting and possession of firearms are strictly forbidden on the job and constitute grounds for termination.
14. Uttering threats, racial or sexual comments to any employee, sub-trade, client or visitor is prohibited.
15. Violence of any kind may constitute an immediate dismissal.
16. Company vehicles must not be used for personal use.
17. 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)
18. Treat all fellow employees, customers, visitors, and general public with the utmost respect. See Respectful Workplace Policy for more details.
19. If any of the outlined general rules are disregarded, disciplinary action may be taken as per Vanos Insulations' progressive discipline policy statement. See Progressive Disciplinary Policy & Procedure for more details.

SMOKING POLICY

The Smoke-Free Ontario Act came into effect on May 31st, 2006. The act prohibits smoking and the use of electronic cigarettes, in enclosed workplaces and enclosed public places to protect other workers and the public from the hazards of second-hand smoke. As a company we pride ourselves on our professional image and reputation and all employees are to comply with the following:

- Smoking is not allowed in enclosed places or within 30 feet of any external doorways or windows. An enclosed workplace is defined as the inside of any place, building, structure, or vehicle (or any part of them) that is covered by a roof and the employees work or spend time in during their workday, even during off-hours when people are not working. For example, office buildings, construction site trailers and work vehicles
- Smoking is permitted only in designated areas.
- Employees will comply with smoking site requirements as some jobsites maybe entirely smoke free such as schools, hospitals, and other government buildings
- 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.

CELLULAR PHONES AT WORK POLICY

This policy is intended to cover cellular phones, PDAs, 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”.

1. During regular business hours, Vanos Insulations employees are directed to utilize their cellular phones for business purposes only. 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. This includes all cellular phone features (e.g. internet access, gaming, texting, music, etc.)
2. Vanos Insulations is not liable for the loss of or damage to personal cellular phones brought into the workplace.
3. Vanos Insulations strictly prohibits the use of cellular phones while operating equipment, operating a company owned vehicle, or while operating a vehicle on Vanos Insulations properties or jobsites.
4. 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.
5. 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.
6. 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.

ONTARIO DISTRACTED DRIVING LAWS

Ontario’s distracted driving laws apply to the use of hand-held communication/entertainment devices and certain display screens. While you are driving, including when you are stopped in traffic or at a red light, **it is illegal to**:

- use a phone or other hand-held wireless communication device to text or dial – you can only touch a device to call 911 in an emergency
- use a hand-held electronic entertainment device, such as a tablet or portable gaming console
- view display screens unrelated to driving, such as watching a video
- program a GPS device, except by voice commands

Other actions such as eating, drinking, grooming, smoking, reading and reaching for objects are not part of Ontario's distracted driving law. However, you can still be charged with careless or dangerous driving.

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. They will also face legal responsibility if in the course 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.

ACCUSATIONS POLICY

An accusation is a statement by one person asserting that another person or entity has done something improper. The person who makes the accusation is an accuser, while the subject against whom it is made is the accused.

Vanos Insulations does not take any accusations lightly. Any and all claims made by or against a Vanos Insulations employee will be investigated. Meetings with all individuals involved will be documented and kept on file.
The privacy and confidentiality of Vanos employees must always be a priority. Documentation and discussion surrounding those involved are to be secured and maintained in a confidential manner. At no point will an employee be discriminated against because they have brought forth an accusation or information pertaining to an accusation (eg. witness statements).

The following steps will be taken for all accusations:

- Senior management and the safety coordinator will hold separate meetings with all parties involved
- All parties will have an opportunity to explain the situation and where they stand regarding the accusation
- All parties will sign off on documentation confirming the events of the meeting
- If an employee is found guilty, disciplinary actions will be determined by senior management in accordance with the Vanos Progressive Disciplinary Policy
- All documentation will be signed and kept on file in case needed for future reference

RESPECTFUL WORKPLACE POLICY

Vanos Insulations is committed to fostering and supporting a respectful workplace – a workplace that is safe, inclusive, diverse, accessible and free from workplace harassment and discrimination.

This policy is to take every reasonable step possible to:

- Promote and sustain a respectful, positive, inclusive and supportive work culture
- Encourage and motivate employees to participate in workplace safety
- Promote awareness of rights and responsibilities
- Prevent, identify and eliminate workplace harassment and discrimination in a timely manner
- Improve and/or restore work environments and work relationships affected by incidents or allegations of workplace harassment or discrimination – see Vanos' Preventing Violence & Harassment in the Workplace Policy and Program
- Provide employees with resources to support mental health wellness at work and at home

HOUSEKEEPING

The appearance of Vanos Insulations facilities and jobsites reflects our pride in the company and the quality of our workmanship. Good housekeeping is important to make any problems easy to find and correct.

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

- Tidy jobsites and workstations at the end of each shift.
- Immediate and effective spills cleanup procedures (VI-SWP-313)
- 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.
- All tools and equipment must be free of debris and put away at the end of each shift.
- Keep restrooms clean and in good working order for the safety and comfort of employees and visitors

PURPOSE

The purpose of this policy is to promote a safe working environment for all employees by defining Vanos Insulations position with respect to the possession and use of alcohol and drugs. The policy will assist the company and its employees in identifying alcohol and drug use which could negatively impact the employee's ability to perform at the optimal and regulated standards of safety. Vanos Insulations will help to identify, accommodate and assist employees who have a drug or alcohol-related dependency or disorder and will implement appropriate corrective action/disciplinary action where an employee violates this policy.

SCOPE

This policy applies to all employees during company hours and includes breaks where an employee is required to return to work in a fit and sober manner. It extends to include subcontractors, workers or any person performing work for the company. It also includes all individuals who control a Vanos company vehicle. Drivers are prohibited from operating a company vehicle under the influence regardless of working hours. Misconduct in relation to alcohol and drugs will be dealt with in relation to the Vanos Progressive Disciplinary Policy (VI-POL-210)

POLICY

1. No person suspected to be under the influence of (or in possession of) alcohol or illicit drugs is to enter, or knowingly be permitted to enter the jobsite or company property during working hours.
2. No person suspected to be under the influence of (or in possession of) alcohol or illicit drugs is to operate a Vanos company vehicle.
3. No person shall report or try to report for work when unfit due to alcohol or drugs, whether illegal or not.
4. Any prescriptions provided by a physician that effect a person's "fit for work" ability, are required to be submitted. This documentation must outline the effects it may have on any and all work tasks (e.g. working at heights, operating machinery, driving equipment or vehicles, etc.). Any employee, worker or subcontractor are to ensure they are aware of the side effects of any prescription drugs they are taking. They are also required to advise their foreman/supervisor or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. Ex. drowsiness.
5. Failure to comply with this policy will result in disciplinary action and may result in immediate termination of employment.

RESPONSIBILITIES

SENIOR MANAGEMENT/SAFETY COORDINATOR

- Ensure that all employees are fully aware of and understand the consequences associated with any breach of the Vanos Insulations Drug and Alcohol Policy
- Assist with any incident on site that requires further testing should the need arise
- All employee orientations must include information regarding the use of any prescription medication and reporting medical conditions to the supervisor/foreman

SUPERVISOR/FOREMAN

- Read and understand this policy and procedure

- Communicate that we have a zero-tolerance policy for the use of drugs or alcohol on all our jobsites, shop, office and company vehicles
- Review and familiarize themselves with Vanos Insulations discipline policy
- If needed, participate in investigations, follow ups or processes that may take place due to an employee breaching this policy on your site
- Understand their responsibilities under the OHSA and any applicable regulations

EMPLOYEES

- All employees must comply with this policy
- All new employees are required to read and acknowledge receipt of this policy by signing the Smoking, Drug & Alcohol Policy VI-FOR-188(a) at the time of orientation
- Review and familiarize themselves with Vanos Insulations discipline policy
- Understand their responsibilities under the OHSA and any applicable regulations

THE CONSTRUCTOR

- Overall responsibility for the construction site and must set the standard to be followed
- Vanos Insulations takes a zero-tolerance policy on drugs and alcohol regardless of construction site standard

SUB-CONTRACTORS

- Must enforce Vanos Insulations' zero-tolerance policy on drugs and alcohol
- Convey this information to employees when they first enter the site and apply this requirement to all employees equally and continuously throughout their operations on the project

JHSC

- Must enforce Vanos Insulations' zero-tolerance policy on drugs and alcohol
- Review & revise drug and alcohol policy as needed. Ensure up to date and relevant information is captured

PROCEDURE

When an employee is suspected of being under the influence during working hours or arrives to a work site not fit for work, the Supervisor/Foreman is to follow the following procedure:

1. Ensure the employee does not enter the site or is taken off site.
2. Explain to the employee why you are removing them from site.
3. Complete an Unfit for Work Incident Reporting Form (VI-FOR-169) This form will allow for employees to note if there is a disagreement with the Supervisor/Foreman's determination. The employee and supervisor/foreman are both required to sign.
4. The employee will then return home. Under no circumstances are workers that are suspected to be under the influence allowed to drive themselves. You will either take them home yourself, have another Vanos employee take them home or call a cab. Wherever possible, use a Vanos company vehicle.
5. You will then notify Senior Management or the Health & Safety Coordinator of the incident.
6. If there were witnesses to the incident, ask them to complete a Voluntary Witness Statement (VI-FOR-173) outlining their details of the events.
7. A meeting will be scheduled with the employee and Senior Management to discuss the incident and discipline actions before the employee returns to work.
8. If necessary, Senior Management will meet with each witness to discuss the events further.

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) if:

1. The employee appears to be under the influence of alcohol/drugs and/or there have been reports of use on company premises and/or observation of erratic behavior (e.g. slurred speech, dilated pupils, unsteady gait, etc.)
2. The employee is involved in a work-related accident where their human error may have been a factor

All information, interviews, reports and drug test results, written or otherwise received by Vanos Insulations as part of this drug-testing program are confidential 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 to the pre-approved medical site (preferably in a company vehicle). Upon completion of the testing, the employee will be placed on suspension until the test results are reviewed. 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

Vanos Insulations considers any violation of any provision to be zero tolerance.

Any employee found in violation of any provision of this policy will be subject to disciplinary action, up to and including termination of employment for cause and/or may be required to satisfactorily complete a substance use/abuse counselling or rehabilitation program, as a continued condition of employment.

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: July 28,2020

PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT

POLICY NUMBER:
VI-POL-218 Rev. 5
Element #6 **PAGES:** 1
REVISION DATE:
January 1, 2021

Personal protective equipment (PPE) is an essential component of work activity with the purpose of protecting the health and safety of all workers. Wearing PPE is everyone's responsibility and is the final control mechanism for the protection of employees performing work tasks. PPE requirements will be outlined in the appropriate safe work practices (if applicable).

All employees, workers, supervisors/foreman, senior management and safety coordinator 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.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Provide PPE that conforms with the relevant provincial Occupational Health & Safety Act, regulations and codes of practice
- Put this PPE into use operationally
- Ensure appropriate PPE is provided to all workers

SAFETY COORDINATOR

- Set policies and procedures on the proper use of PPE
- Observe PPE usage when conducting worksite inspections
- Report PPE issues/concerns to the supervisor/foreman or senior management
- Ensure appropriate PPE is made available to all workers

SUPERVIOS/FOREMAN

- Ensure that the proper PPE for the hazards associated with the work are provided
- Ensure that workers are wearing the proper PPE when required
- Correct situations where workers are not wearing the proper PPE
- Report repeat problem behaviours to senior management or safety coordinator

WORKERS

- 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
- Wear appropriate attire for the task
- Employees shall wear long pants and suitable shirts that give the workers arms adequate protection. (e.g., tank tops and cut-off shirts are not permitted).

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

The purpose of the personal protective equipment procedure is to protect employees of Vanos Insulations from exposure to work place hazards and the risk of injury through the added use of PPE. PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the health and safety of our employees and that such use will lessen the likelihood of injury and/or illness.

Vanos Insulations will ensure that appropriate PPE is provided and made available to workers prior to the commencement of the specific task. Where required, supplied PPE will conform to the necessary CSA standards. Field employees are expected to meet their contractual agreement under article 2 section 3.07(a) of their provincial collective agreement. All other required PPE will be supplied by Vanos Insulations.

PPE must be cared for, cleaned and maintained according to the manufacturer's instructions and legislative requirements. When selecting the right PPE, the following information will be considered:

- Safety Data Sheets
- Manufacturer's Instructions & Requirements
- Safe Work Practices
- Regulatory Requirements
- Hazard Assessments
- Industry Practices

All Vanos Insulation employees and subcontractors must use the proper PPE as follows:

Type of Protection	Personal Protective Equipment
Head Protection	CSA Approved "Class E 1 or 2" Hard Hat (mandatory)
Foot Protection	CSA Approved Grade 1 Work Boots minimum 6" high (mandatory)
Eye Protection	CSA Approved Eye Protection/Glasses (mandatory)
Visibility Protection	Safety/Traffic Vests (when required)
Hearing Protection	CSA Approved Hearing Protection (when required)
Respiratory Protection	Properly rated masks, fit tested (when required)
Hand Protection	Gloves, suitable for the hazard (when required)
Specialty	See Specialized PPE section below (when required)

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

TYPES OF PPE

HEAD PROTECTION

- Hard hats are mandatory on all job sites.
- Employees provide their own hard hats and must be visually inspected prior to each use.
- 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).
- 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 ventilation 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., earmuffs 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).

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 jobsites, in the shop and warehouse or any other location where construction footwear is required.
- 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 to provide enhanced ankle support, minimum 6” high.
- Must be in good condition (not excessively worn out, exposed steel caps, etc.).

VISIBILITY PROTECTION

- Vanos Insulations provides employees with appropriate visibility protection and must be inspected prior to use by the worker.
- Traffic vests that meet the visibility requirements for provincial regulations and legislative requirements are only to be used.
- Blaze orange is the preferred colour, 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.

EYE PROTECTION

- Vanos Insulations provides employees with appropriate eye protection and must be inspected prior to use by the employee.
- Eye protection must meet the latest CSA standards for industrial eye and face protection. (side shields mandatory).
- If you wear prescription glasses, over the glass safety glasses are available.
- Clear glass or tinted for sun only (no yellow tint allowed).
- Must be properly maintained. (sight should not be blurry or distorted).
- The protection should be adequate to the level of risk. Some jobs require more than safety glasses, some protect from dust but may not protect from splash or radiation.
- Must be on when wearing other protection, such as a welding helmet or face shield. Welders and welders’ helpers must 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.
- Must fit properly and sit close to the face.
- Must be clean and not modified.
- Must 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.

HEARING PROTECTION

- Vanos Insulations provides employees with appropriate hearing protection and must be inspected prior to use by the employee.
- Ear 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
- more than 88 dBA for 4 hours
- 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 earmuffs and ear plugs. Generally, earmuffs provide better protection.

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

HAND PROTECTION

- Vanos Insulations provides employees with appropriate hand protection and it must be inspected prior to use by the employee.
- Gloves should be worn whenever possible.
- Gloves can provide some protection from burns and reduce cuts, scrapes and abrasions.
- Do not assume that gloves will always protect the hands.
- Defective gloves must be replaced if they are worn and/or punctured.

RESPIRATORY PROTECTION

- Vanos Insulations provides employees with appropriate respiratory protection and it must be inspected prior to use by the employee.
- Respiratory protection must be 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.
- Should be used based on the risk assessment and safe work practice.
- See full requirements under Safe work Practises: (VI-SWP-327 Respiratory Protection).

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:

Work Activity	**Accompanying Specialized PPE**
Working at Heights	Fall Protection - Harnesses, lanyards, anchorage connectors, restraint equipment, etc.
Handling chemicals and hazardous materials including insulation	Gloves (as per the SDS), aprons (if applicable), respirators (fit-tested respirators as required), etc.

Working in a Confined Space	Rescue equipment, air monitoring equipment, fall protection, etc.
Cutting or Threading Metals, Welding, Brazing	Gloves, respirators (fit-tested respirators as required), face protection (face shield for welding and cutting metals), hearing protection for tools greater than 85 Db as required, etc.
Other job tasks	Specialty personal protective equipment as prescribed by: Safety Data Sheets (SDS) Safe Work Practices (SWP) Hazard Identification and Risk Assessment (HIRA) Industry accepted practices Regulatory Requirements Manufacturer's Requirements

Guidelines for Specialized PPE

- Must be identified in 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.

Vanos Insulations provides the guidelines for appropriate care and use as well as inspection intervals to monitor the equipment to prevent injuries and illnesses. All employees are to understand the requirements and how to properly use PPE for the various tasks undertaken during their employment. Supervisors/foreman and senior management are to provide and enforce the proper use of PPE for all staff employed by Vanos Insulations. If there is any defect, broken or worn parts of the PPE, **it must be replaced immediately.** Do not knowingly use damaged equipment. Contact the office if you require new supplies or items that you are running low on.

GENERAL REQUIREMENTS

Guidelines for proper care and use of PPE:

- 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 always legible.
- 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.
- A documented PPE inspection must be conducted once a year, for required 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.
- Laces must always be 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 has 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 face properly.
- Select the right hearing protection for the type of work, and ensure you know how to fit them.
- Choose ear protection that reduces 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.

PPE INSPECTION INTERVALS

Responsibility Level	Type of Inspection	Frequency	
		Visual	Documented
Workers	Head Protection	Daily	Yearly
	Foot Protection	Daily	Yearly
	Hi-Visibility Clothing	Daily	Yearly
	Eye Protection	Daily	Yearly
	Hand Protection	Daily	Yearly
	Hearing Protection	Daily	Yearly
	Respiratory Protection	Daily	Daily /Yearly
	Fall Protection	Daily	Daily /Yearly
	Specialized PPE	Daily	Daily /Yearly

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

TYPES OF INSPECTION FORMS

The following lists the types of inspection forms used by Vanos Insulations:

PPE Confirmation & Inspection Form (Yearly)	**VI-FOR-154**
Body Harness, Lanyard, etc. Inspection Form	**VI-FOR-110**
Respirator Inspection	**VI-FOR-106**
Yearly Beam Clamp Inspection	**VI-FOR-159**
Yearly Body Harness Inspection	**VI-FOR-160**
Yearly Lanyard Inspection	**VI-FOR-161**
Yearly Vertical Lifeline Inspection	**VI-FOR-162**
Yearly Sling Inspection	**VI-FOR-163**

PREVENTIVE MAINTENANCE POLICY STATEMENT

POLICY NUMBER:
VI-POL-221 Rev. 5
Element #7 **PAGES:** 1
REVISION DATE:
January 1, 2021

Vanos Insulations will ensure that all equipment, tools, and vehicles are maintained in a safe operating condition. All provincial and federal laws and regulations regarding safety and maintenance will be adhered to. This policy applies to all employees and involves the preventive maintenance of facilities, vehicles, tools, and equipment. An appropriate preventive maintenance program will ensure the safety of all employees, customers, and the general public. As well as maximize equipment availability, minimize cost, increase employee and equipment productivity, and 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

SAFETY COORDINATOR

- Develop and maintain an inventory of items (e.g. a list of tools, equipment, machines, and vehicles) This list should be kept current and updated with major purchases and items removed from service.
- Ensure that all individuals performing inspections, maintenance or repairs have the appropriate skill, experience, accreditation and/or certification to properly service the equipment
- Schedule preventative maintenance activities, repairs and distribution of tools, equipment, vehicles, etc.
- Periodically audit preventative maintenance as part of the health and safety management system and make recommendations for corrective action/measures necessary

SUPERVISOR/FOREMAN

- Properly complete vehicle and jobsite inspection forms at their required frequency
- Reviewing equipment abuse concerns with workers when brought to their attention by management
- Ensure that workers keep their equipment properly maintained
- Esnure defective tools are removed from service and properly tagged

WORKERS

- Always ensure the proper and safe operation of equipment
- Perform and document all necessary inspections
- Immediately report all vehicle collisions, incidents and property damage
- Operate all equipment and tools only for the purpose it was intended for
- Do not use any tool or equipment that is defective

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

INVENTORY CONTROL

Vanos Insulations will maintain an inventory of equipment, tools and vehicles. An individual equipment inventory number will be set-up and maintained for each piece of equipment, tool or vehicle. This number will be tracked on the equipment inventory list, which, along with supporting documents, will contain records proving the preventive maintenance inspections and any repairs that have been completed. The file will also contain:

FOR VEHICLES:

- Van Number
- Plate Number
- Year
- Make
- Model
- Tire size
- VIN Number

FOR EQUIPMENT/TOOLS:

- Item Number
- Description
- Serial Number (if applicable)
- Specifications (if applicable)
- Manufacturer
- Yearly Inspection Date (if applicable)

RECORD KEEPING

All records of preventative maintenance will be kept on file, including corrective actions taken. 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 should be documented and followed up on. All received damage or deficient supplies are to be returned for a refund or replacement.

STORAGE

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. Items should be stored or stacked in a manner that prevents rolling, shifting, or falling. Storage areas must be well lit, kept clear of debris or trip hazards.

NEW EQUIPMENT SETUP

All new equipment must be assigned a unique company ID tag number and is to be added to the equipment inventory. Prior to placing new equipment into service, an inspection must be performed, and a copy of the equipment manufacturer operator's manual must be kept on file. Preventive maintenance inspections are to be pre-scheduled, performed and documented as outlined above.

EQUIPMENT PRE-USE INSPECTION REPORTS

- This report must be completed daily by each operator
- The purpose is to ensure that problems are promptly identified and reported to the safety coordinator or senior management

- Should there be a defect on any rental equipment the supervisor/foreman must alert senior 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.

EQUIPMENT, TOOLS, OR VEHICLE MODIFICATIONS

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. No original equipment component is to be removed, changed, or modified to a lesser component unless approved. Any proposed modification of a component must be documented fully and reviewed by senior management.

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.

DEFECTIVE EQUIPMENT, TOOLS & VEHICLES

- Communicate all defective tools to the supervisor/foreman or safety coordinator
- Document on corresponding inspection form
- Follow the defective tools safe work practice (VI-SWP-349)
- All forms related to preventative maintenance can be found electronically (defective tools, vehicle service form, inspection forms, etc)
- Items with safety concerns must be taken out of service immediately
- Items with over-due maintenance or inspections will be removed from service until completed
- Never put a damaged tool or piece of equipment back where others may accidently use it
- Once the repairs have been completed and it is safe to use the item will be put back in service

PREVENTIVE MAINTENANCE SCHEDULING

Vanos Insulations uses preventative maintenance tracking as an effective tool in pre-scheduling inspections and services. This tracking includes the equipment inventory, vehicle maintenance log and electronic calendar reminder features. These documents will be kept up to date to provide an accurate preventative maintenance schedule. The tracking reflects 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, where applicable. 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.

MAINTENANCE OF FACILITIES

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

Preventive maintenance, whether performed by Vanos Insulations employees or by registered repair companies, must be tracked, documented, and kept on file. If possible, the maintenance will follow the manufacturer's specifications. This includes maintenance requirements such as:

- Building heating, ventilation, air conditioning systems
- Fire protection and suppression systems (e.g. installed sprinkler systems, fire hoses (where installed), fire extinguishers)
- Emergency alarm systems
- Shop and office month safety inspection check list

POLICY

Vehicle safety is first and foremost at Vanos Insulations. All company vehicles will be kept in a safe, clean and presentable condition. Vanos Insulations maintains a strong reputation within the industry and this practice not only aids in maintaining the fleet, it also shows the pride taken in our workmanship.

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 COMPANY VEHICLES.**
- Vanos Insulations holds a zero-tolerance drug and alcohol policy. **DRIVING UNDER THE INFLUENCE IS PROHIBITED.**
- Employees are to complete a vehicle inspection report weekly (VI-FOR-105).
- All drivers 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.

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, stop use and notify the safety coordinator or senior management immediately. The vehicle will be temporarily removed from service for repair. During this time the vehicle will not be allowed on public roads until the defect is repaired. All repairs and receipts will be tracked for each vehicle using the vehicle maintenance log.

All company owned vehicles are to 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

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.

HEALTH & SAFETY TRAINING POLICY STATEMENT

POLICY NUMBER:
VI-POL-224 Rev. 5
Element #8 **PAGES: 1**
REVISION DATE:
January 1, 2021

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

Most safety training will be provided/organized by the safety coordinator in consultation with senior management. Training will be provided by Vanos Insulations certified and competent trainers or will be outsourced to an external training provider such as the IHSA or other qualified training company.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Ensure that legislative requirements, best practices in training and industry accepted standards are being met
- Establish and maintain an effective health and safety program
- Ensure employees are trained, supported and held accountable for fulfilling their workplace health and safety requirements
- Provide hazard information, proper safety equipment, training and competent supervision
- Oversee the health and safety performance of employees and review training needs

SAFETY COORDINATOR

- Ensure training records are maintained, accurate and reviewed
- Identify and correct gaps
- Provide training and information
- Confirm training needs, schedule and monitor effectiveness

SUPERVISOR/FOREMAN

- Work with management to ensure that legislative requirements, best practices in training and industry accepted standards are being met
- Provide a safe work environment
- Complete trainings through, orientations, toolbox talks, on-site specific hands on, as needed and required
- Instruct and coach workers to follow safe work practices
- Ensure only authorized, competent workers operate equipment
- Ensure to communicate to if training needs are not being met

WORKERS

- Ensure to obtain training certificates and they are available or on your person when required
- Participate in making your workplace safe
- Only complete tasks that you have been properly trained to complete
- Communicate training needs with your supervisor/foreman

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

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

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

COMPETENCE AND QUALIFICATIONS OF TRAINING PROVIDERS

Workers will be instructed by a competent and/or qualified person. In certain situations, due to legislative requirements 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. Prior to scheduling, organizing and confirming training from an external provider, qualifications will be confirmed by Vanos Insulations. Employees will be given a copy of any training cards for their records and must submit any training they currently hold.

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 holds in the company (e.g. equipment operator).

The following is a list of mandatory training:

Mandatory Training	Work Group
Vanos Health and Safety Orientation (e.g. fire extinguisher training, general company rules, etc.)	All employees
Workplace Hazardous Materials Information System (WHMIS) 2015 (GHS)	All employees

Emergency Preparedness and Response Plans	All employees
Workplace Violence and Harassment Policy and Bill 168	All employees
Incident Reporting and Investigations	All employees
Return to Work Policy	All employees
Health and Safety Supervisor Training (Basics of Supervising within a week of appointment to position)	Supervisors/foreman
Certification Training	Certified JHSC members
Worker and/or, Supervisor Health and Safety Awareness MOL Program	All employees
AODA Training	All employees
Job Specific Training	Individuals performing those tasks

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.

TRAINING BREAKDOWN BY POSITION

Supervisors/foremen and employees receive training at the start of their employment as well as ongoing training as part of their development. This training must meet legislative and regulatory requirements.

Supervisor/Foreman Training	Worker Training
Vanos Health & Safety Orientation	Vanos Health & Safety Orientation
Site Specific Health & Safety Orientations	Site Specific Health & Safety Orientations
Workplace Hazardous Materials Information System (WHMIS)	Workplace Hazardous Materials Information System (WHMIS)
Safe Work Practices	Safe Work Practices
Workplace Specific Hazards (ex. confined space, working at heights, etc)	Workplace Specific Hazards (ex. confined space, working at heights, etc)
Supervisor Health & Safety Awareness in 5 Steps	Worker Health & Safety Awareness in 4 Steps
Basics of Supervising	
First Aid/CPR	
Conducting Workplace Inspections	

REVIEW OF TRAINING

Using a paperless management system, Vanos Insulations will track and evaluate training as it occurs, when it expires and when recertification is required (e.g. first aid training). On an annual basis, Vanos Insulations will review the training needs and work to plan health and safety training for the upcoming year.

Training needs will be identified based on:

- Skills required for the position
- Safe work practice requirements

- Legislative and regulatory changes and requirements
- Hazards and risk identified in the position
- Training standards
- Level of responsibility, ability and literacy of the task

Scheduling and planning for training requirements will be taken into consideration when planning projects and operational activity. Also, training and development will be audited as part of health and safety audits. These audits will help identify competencies needed for certain tasks and will include an evaluation of learning.

STORAGE OF RECORDS

Training records for all employees of Vanos Insulations are properly stored and easily accessible. Employees should carry their training certificates with them, and copies of these certificates will be maintained in employee files and electronically. Sign in sheets to courses and programs will also be important to retain on file as additional evidence of training. When needed, training cards and documents will be sent to the applicable work locations.

HEALTH & SAFETY COMMUNICATION POLICY STATEMENT

Communication is the effective exchange of meaning or understanding and applies to all areas of the organization. Everyone is accountable for the effectiveness of communication and must ensure they are participating in a truthful and ethical manner.

Vanos Insulations utilizes a variety of methods to communicate heath and safety information 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. Two-way communication will be promoted throughout the organization through verbal, written and electronic forms.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Establish a program to communicate health and safety information
- Encourage and promote a safety culture that develops with two-way communication
- Ensure communication is delivered in a manner that is understood by all receivers
- Communicate job requirements and standards

SAFETY COORDINATOR

- Create opportunities for two-way communication
- Communicate all health and safety changes, updates, revisions, etc to all employees who will be affected
- Create and support a safety culture that stems from two-way communication
- Act on feedback, either with clarifying communication or relevant action

SUPERVISOR/FOREMAN

- Communicate with workers any known hazards, existing controls for those hazards and safe work practices
- Involve workers in hazard assessments and inspections
- Obtain feedback and listen effectively
- Pass along issues, concerns, ideas from workers to senior management or the safety coordinator

WORKERS

- Participate in two-way communication
- Involve yourself in the Occupational Health and Safety Management System
- Immediately report all observed hazards or unsafe conditions to your supervisor/foreman. This includes defective tools and equipment.
- Immediately report all incidents, injuries or near misses, regardless of their nature, to the supervisor/foreman.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

TYPES OF COMMUNICATION

Vanos Insulations communicates health and safety in the following ways:

- Paperless Safety Management Systems
- Toolbox Talks
- Health and Safety Communication Boards/Job Boxes
- JHSC Committee Meetings
- Daily Job Hazard Analysis (JHA)
- SWP
- Annual start up meetings and company events
- Management review meetings
- Email safety@vanosinsulations.com

By acquiring multiple avenues of communication, Vanos Insulations can ensure that information is delivered in a manner that is understood by the receiver and considers ability, language skills and literacy. All recorded communication will be tracked through the safety email, electronically and/or meeting minutes.

TOOLBOX TALKS

The purpose of toolbox talks is to provide information, instruction and supervision to a worker to protect their health and safety. Supervisors/foreman will conduct weekly (or as needed) toolbox talks with all employees under their responsibility. 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/JOB BOXES AND PAPERLESS SAFETY MANAGEMENT SYSTEMS

Health and safety boards and our paperless management systems include information pertaining to workplace inspections, safety legislation, members of the joint health and safety committees and those trained in first aid. Required postings will be found on health & safety boards, job boxes, company vehicles and on our paperless management system. All employees are given a login and password for upon orientation. This allows all employees to have unlimited access to all Vanos Health & Safety resources. All jobsites will require a tablet with information access, which all supervisor/foreman are provided.

PARTICIPATION IN SAFETY COMMUNICATION

Safety communication is most effective when it is "two-way" – from management to workers and from workers to management. Vanos Insulations encourages input from all workers of all positions by providing continual communication opportunities. Participation of senior management in safety communications including annual kick-off meetings, safety training sessions, annual general meetings and weekly management review meetings is essential. All employees are required to participate in the yearly kick off review of Vanos' Occupation Health and Safety Management System.

SAFETY@VANOSINSULATIONS.COM

Email for any of the following:

- Site health and safety concerns that cannot be rectified by the supervisor/foreman
- Input on any health and safety policies and procedures
- Input on safe work practices (SWP) or any health & safety documents
- Health and safety inquiries
- Issues/concerns documented on any Vanos Insulations inspection forms that requires immediate attention

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

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

- Health and safety orientations are conducted before starting work
- Health and safety orientations are mandatory for all workers
- Job-specific training is provided prior to commencing specific jobs they have not previously been performed
- New hire & sub-contractors training records are reviewed to verify competency and to assess training needs
- Regular evaluation and updating of the orientation training and job-specific training programs

EMPLOYEE ORIENTATION

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

The safety orientation checklist will 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.

Orientations will include:

- Vanos Insulations health and safety orientation slideshow
- Health & safety awareness training (supervisors and workers MOL training)
- WHMIS 2015 (GHS), AODA and Bill 168 training
- 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 work being performed
- Location of the health and safety boards/tablets, first aid kits, fire extinguishers, washrooms and emergency muster point
- Workplace and/or job site orientation with attention to site-specific hazards
- Fire extinguisher training
- JHSC member information
- PPE (use, care, maintenance and inspection)

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. This will be documented using the orientation checklist which is to be signed by each new employee and verified by the individual conducting the orientation.

ELECTRONIC USAGE POLICY

The purpose of this policy it to set the guidelines for the proper usage of Vanos owned and issued tablets, cell phones and laptops. The use of these electronics is to be consistent with Vanos operations and the organizational objectives. Improper use of Vanos facilities (which includes electronics) is subject to the Vanos Disciplinary Policy (VI-POL-210).

TABLET & LAPTOP POLICY

The following conditions of use for tablets/laptops will be followed by all users:

a. At all times the Vanos issued tablet/laptop shall remain the property of Vanos Insulations and is subject to this policy. As such, they are required to be returned immediately upon request.
b. Tablets/laptops will be issued as a "tool of trade" to all supervisors/foreman and on a case-by-case basis to select employees whose position and responsibilities are considered and approved by senior management to require access to either a tablet or laptop.
c. As a "tool of trade" Vanos tablets/laptops are for work use only.
d. Employees who are issued a tablet/laptop are expected to understand the conditions of use and exercise the same care, security, and watchful use of these electronics as if it were their own property.
e. Malfunctions or any other technical problems should be reported immediately by the user to the office.
f. Lending a tablet/laptop to any third party is strictly prohibited.
g. Careless and negligent loss, damage or misuse of these electronics, or any other associated peripheral will result in Vanos taking cost recovery and/or disciplinary action.
h. Tablets issued to employees will come complete with data and internet access. The specific amount assigned to a tablet is generous. Where data use exceeds the capacity available per month the user shall be liable for the cost of the additional amount if overage is found to be non-work related.
i. All Vanos tablets are linked through the account. Adding or removing any apps, backgrounds or information will result in a flood of issues for all tablets. DO NOT MOTIFY.
j. Vanos tablets are interchangeable. Therefore, no personalization on the device is acceptable.

SCOPE

This policy applies to all company employees who are issued a tablet.

AGREEMENT

All employees issued a Vanos tablet will sign stating that they hereby certify that they have reviewed and refreshed themselves with the Vanos Insulations Tablet Usage Policy as it pertains to the workplace. It will be detailed that they understand their responsibilities, will abide by them, and take all reasonable precautions to ensure that tablets under their control are protected from theft, damage, loss, unauthorized access and any other form of abuse or improper use.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

HEALTH & SAFETY INSPECTIONS POLICY STATEMENT

POLICY NUMBER:
VI-POL-230 Rev. 5
Element #9 **PAGES:** 2
REVISION DATE:
January 1, 2021

Vanos Insulations will maintain a program of safety inspections to monitor workplaces, evaluate worksite conditions and prevent injuries and illnesses. These will 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 the 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 jobsites (e.g. monthly inspection reports)
- Conduct spot workplace inspections when possible

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 make 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
-

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 inspections as per this policy
- Review the completed inspection forms so workers 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 jobsites
- 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
- 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.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

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, our paperless management system 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. Workplace and pre-use inspections shall meet all legislative and manufacturer's requirements. When the worker or supervisor/foreman is conducting the inspection, they shall complete the form in its entirety. They will report any defects found and will follow-up to ensure the defect is corrected.

All workplace parties must conduct daily visual inspections of standard PPE and informal inspections of their workplace and take action to correct hazards. All identified hazardous conditions should be eliminated or controlled immediately.

Inspections are to be complete for all company vehicles, tools and equipment prior to use. Inspections should be done by employees who are familiar with the work process and the areas they are inspecting. They must be given instruction/training in the inspection system and be made aware of the standards that have been established in the

All workers are encouraged to participate in inspections and provide input regarding health and safety concerns.

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. Inspection results and corrective actions will be communicated to necessary workplace parties.

If any hazards are unable to be rectified, the supervisor/foreman will bring the issue to the attention of the safety coordinator. Together they shall implement a corrective action plan and establish a time frame to correct the hazard. This will be documented on the inspection report. A management 21-day response form may be required and should also be reviewed at the JHSC meeting (if applicable).

Results of workplace inspections will be communicated to senior management. Senior management shall ensure that all corrective actions, as appropriate, have been taken, documented and responded to. Inspections, along with documented corrective actions, will be kept on file at the office.

INSPECTION INTERVALS

The following chart is a breakdown of who completes what type of inspection and when:

Industrial Sector Office, Shop, Warehouse			
Responsibility Level	**Type of Inspection**	**Frequency**	**Reviewed By:**
Joint Health & Safety Committee(s) – Worker Representative	Workplace Inspections	Monthly	Senior Management and JHSC Representatives (where required)
Shop Supervisor	Workplace Inspections	Monthly	
Safety Coordinator	Workplace Inspections	Periodic	

Workers	Equipment and PPE	Pre-use daily	
Drivers	Vehicle Inspections	Visual Pre-use Daily & Documented Weekly	
Construction Sector Job Sites/Work Locations			
Responsibility Level	**Type of Inspection**	**Frequency**	**Reviewed By:**
Worker Representative	Worksite Inspections	Monthly	Senior Management and JHSC Representatives (where required)
Supervisor/foreman	Worksite Inspections	Weekly	
Equipment Operators	Equipment Inspections	Pre-use daily	
Workers	Equipment and PPE	Pre-use daily	
Drivers	Vehicle Inspections	Visual Pre-use Daily & Documented Weekly	
Safety Coordinator	Workplace or Worksite Inspections	Periodic	

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:

- Aerial Boom Inspection Form – VI-FOR-112
- Aerial Scissor Inspection Form – VI-FOR-113
- First Aid Kit Inspection Form - VI-FOR-120
- Forklift Daily Inspection - VI-FOR-124
- Hot Works Equipment Inspection - VI-FOR-142
- Monthly Jobsite Inspection Form - VI-FOR-111
- Monthly Office & Warehouse Inspection Form – VI-FOR-166
- PPE Confirmation & Inspection Form - VI-FOR-154
- Respirator Inspection - VI-FOR-106
- Safety Harness and Lanyard Inspection Checklist - VI-FOR-110
- Scaffold Inspection Form - VI-FOR-114
- Vehicle Inspection Report - VI-FOR-105
- Weekly Jobsite Inspection Form - VI-FOR-126
- Tools & Equipment Inspection – VI-FOR-107
- Pin Gun Inspection Form – VI-FOR-121
- Gantry Inspection Form – VI-FOR-180
- Monthly Fire Extinguisher Inspection – VI-FOR-131
- Trailer Inspection Checklist – VI-FOR-147

CORRECTIVE ACTION REQUIREMENTS

Corrective actions are required when gaps or deficiencies in health and safety are identified. It is important that the appropriate corrective action is acknowledged to address the concern. To prevent an incident from occurring or reoccurring the corrective action will be used to improve on or implement a new procedure/practice. Corrective actions are generated through the reporting of incidents, near miss reports, investigations of incidents, inspection reports, emergency drills and management review meetings.

Vanos Insulations will ensure a common understanding of corrective actions, establish a schedule for completing them in a timely manner, and will monitor them for effectiveness.

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

SAFETY COORDINATOR

- Ensure corrective actions are documented, maintained, completed, and effective
- Assist employees in completing corrective actions, if requested

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 as part of incident investigations or worksite inspections
- Responsible for completing worksite 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 worksite 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 on the spot corrections made by the immediate supervisor/foreman or competent worker. If the action required is beyond the scope and authority of the supervisor/foreman, it must be communicated to the safety coordinator. This can be done though a phone call or email - safety@vanosinsulations.com. 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 in the development, review and implementation of corrective actions.

Corrective actions will be tracked and reviewed at the JHSC Meetings and the 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.

INCIDENT REPORTING AND INVESTIGATIONS POLICY STATEMENT

An incident reporting, investigation and follow-up procedure is essential to improving the health, safety and well-being of all employees and is a 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.

It is necessary for management to be involved in investigations so that causes may be determined, further loss may be prevented, and authorities may be notified (where required).

RESPONSIBILITIES

SENIOR MANAGEMENT

- Participate in an investigation of an incident if the severity or potential severity requires action appropriate to senior management's authority
- Ensure all reporting procedures are followed
- Create and support a return-to-work program
- Review trends based on incidents

SAFETY COORDINATOR

- Investigate incidents as required
- Work together with senior management, supervisor/foreman and workers to input corrective actions and implement appropriate preventative measures
- Document, monitor and compare the effectiveness of this program, corrective actions and preventative measures

SUPERVISOR/FOREMAN

- Complete an incident report for all incidents/injuries and near misses regardless of loss or severity
- Cooperate in any and all investigations of an incident or near miss
- Follow the proper steps documented in the procedure for handling incidents
- Recommend and collaborate with necessary parties to ensure proper corrective actions are being completed and appropriate preventative measures are being implemented

WORKERS

- Report all incidents/injuries and near misses regardless of loss or severity
- Cooperate in all investigations of an incident or near miss
- Follow the incident reporting and investigation procedure
- Cooperate in the return-to-work program

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

All Vanos Insulations' employees, sub-contractors, visitors and on-site suppliers or to follow these directions on reporting:

- 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

Training of both legislative and Vanos specific reporting and investigating procedures will take place during the yearly kick off and/or toolbox talks.

All incidents/injuries and near misses regardless of loss or severity (seriousness) are to be immediately reported to the site supervisor/foreman and the safety coordinator. Senior management is to be immediately notified of any serious incidents or critical emergencies.

An Incident Report Form (VI-FOR-172) will be completed, reviewed and signed by the employee involved, their supervisor/foreman and the safety coordinator.

A Supervisor Incident Investigation Form (VI-FOR-171) will be completed for all serious incidents, critical emergencies and near misses/first aids that could have resulted in serious injury or property damage.

The root cause of the incident must be the focus of any investigation and not blame or fault. In order to determine the corrective action and preventative measures to be taken, we need to acknowledge any deficiencies in our OHS. Regardless of if a Supervisor Investigation Form is completed, corrective actions and preventative measures will be implemented. Findings, corrective actions, preventative measures and recommendations will be reviewed with the appropriate workplace parties. Any corrective action(s) and preventative measures 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 or toolbox talks will be created and issued to inform all necessary parties about the incident. If necessary, action will be taken to mitigate any additional consequences that occurred as a result of the incident.

All Incident Report Forms (VI-FOR-172) and Supervisor Incident Investigation Forms (VI-FOR-171) will be forwarded to senior management and discussed with the JHSC as required by the OH&S Act. Reports and corrective actions will be tracked and trended to identify gaps in the program and opportunities to continuously improve the health and safety management system.

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 at the Vanos office. 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. Types of forms used for incident reporting and investigating are:

- 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

REPORTING PROCEDURES

SERIOUS INCIDENTS AND CRITICAL EMERGENCIES

- Employees must immediately report ALL serious incidents to their supervisor/foreman or the safety coordinator if working independently.

- Employees must document the incident on the Incident Report Form **(**VI-FOR-172) and forward to their supervisor/foreman as soon as possible (or by the end of the work shift). Should there be a valid reason that a worker cannot attend the site or office to complete the forms due to injuries or illness, arrangements can be made to visit at the hospital or at home.

- The supervisor/foreman must immediately report all serious incidents to senior management, safety coordinator and inform the constructor as per the site requirements.

- The supervisor/foreman must review and sign the Incident Report Form (VI-FOR-172). Once completed the form will be submitted to the safety coordinator for review.

- 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 or safety coordinator must complete an investigation using the Supervisor Incident Investigation Form (VI-FOR-171) **within 24 hours** of the incident. If the supervisor/foreman or safety coordinator has indicated that further investigation is required/recommended or at the request of a senior management representative(s), the 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).

MEDICAL AIDS AND COMPANY MOTOR VEHICLE COLLISIONS

- Employees must immediately report ALL medical aids and motor vehicle collisions to their supervisor/foreman or the safety coordinator if working independently.

- Employees must document the incident on the Incident Report Form **(**VI-FOR-172) and forward to their supervisor/foreman as soon as possible (or by the end of the work shift). Should there be a valid reason that a worker cannot attend the site or office to complete the forms due to injuries or illness, arrangements can be made to visit at the hospital or at home.

- 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). Once completed the form will be submitted to the safety coordinator for review.

- The appropriate management representative(s) will notify any out of site agencies (Ministry of Labour, WSIB, Spill Reporting Centre Etc.)

- If required, the supervisor/foreman or safety coordinator must complete an investigation using the Supervisor Incident Investigation Form (VI-FOR-171) within **24 hours** of the incident. If the supervisor/foreman or safety coordinator has indicated that further investigation is required/recommended or at the request of a senior management representative(s), the 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).

NEAR MISSES AND FIRST AIDS

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

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

- Employees must also document first aids on the First Aid Injury Treatment Record (VI-FOR-119) found in the first aid kit.

- 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). Once completed the form will be submitted to the safety coordinator for review.

- For near misses and first aids that could have resulted in serious injury or property damage, the supervisor/foreman or safety coordinator must complete an investigation using the Supervisor Incident Investigation Form (VI-FOR-171) within **24 hours** of the incident. If the supervisor/foreman or safety coordinator has indicated that further investigation is required/recommended or at the request of a senior management representative(s), the 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).

INVESTIGATING PROCEDURES

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.

The following types of incidents are required 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.

If an investigation is completed properly the following results and outcomes can be expected:

- 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 after it happened
- Check background information
- Check for additional information that might be relevant regarding the equipment, people or conditions involved in the incident

3. DETERMINE CAUSES

- Determine the immediate and underlying causes
- Investigate 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. Potentially this could be determined by 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 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. This tracking will be used to determine the effectiveness of the implemented corrective actions and preventative measures.

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 and constructor 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 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 the name and address of each medical facility, if any, where 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.

EMERGENCY PREPAREDNESS POLICY STATEMENT

POLICY NUMBER:
VI-POL-236 Rev. 5
Element #11 **PAGES:** 2
REVISION DATE:
January 1, 2021

Emergency preparedness and response is designed to help eliminate the human suffering and economic losses that can result from workplace emergencies. 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.

ROLES AND RESPONSIBILITIES

SENIOR MANAGEMENT

- Maintain and provide a current set of company contacts as well as emergency numbers that may be needed in the event of an emergency
- Ensure adequate personnel are trained in first aid and CPR
- Provide training for all employees so that they are fully versed in the protocols and procedures surrounding emergency preparedness and response

SAFETY COODINATOR

- Address any discrepancies with the emergency preparedness plans
- Review and amend the shop, office and warehouse emergency plan
- Obtain constructor or business owner's ERP or create site-specific plans in absence of
- Complete evacuation drills 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)
- Provide training for all employees so that they are fully versed in the protocols and procedures surrounding emergency preparedness and response
-

INCIDENT COODINATOR

- Serve as the main contact for the company during the emergency
- On project sites the supervisor/foreman will take on this role
- Follow steps described in the emergency response plan, make decisions and delegate tasks
- If the primary contact is unable to fulfill the incident coordinator duties, the secondary contact will take on this role (for office, shop and warehouse)

SUPERVISOR/FOREMAN

- Review the workplace and job site emergency plans in the event of an incident or a rescue is required
- Notify the safety coordinator and/or senior management of any incident
- Post a current copy of the company contacts as well as emergency numbers that may be needed in the event of an emergency
- Complete Vanos emergency preparedness plan in absence of constructor and business owner plans
- Post first aid certificates and ensure a copy of all certificates are in the first aid kits
- Discuss and communicate the emergency response plans to ensure all workers are aware of the procedures and the roles they play
- Provide training for all employees so that they are fully versed in the protocols and procedures surrounding emergency preparedness and response
- During an emergency, assume the incident coordinator role if one has not been previously assigned
- Understand and communicate the constructor or owner's emergency response plan. Ensure it makes sense

WORKER

- Notify the supervisor/foreman of any incident
- Know the location of fire extinguishers, first aid kits, emergency meeting area and the directions to the nearest hospital
- Inform supervisor/foreman about discrepancies with the emergency response plans
- Inform supervisor/foreman and/or safety coordinator of any physical or mental disabilities that interfere with their capability to respond in an emergency
- Ensure they are fully trained in the protocols and procedures surrounding emergency preparedness and response

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

JOBSITE - PROCEDURE

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.

The emergency preparedness and response plan pertaining to jobsites will be reviewed at the beginning of each project. Training to be completed by constructor, business owner or Vanos supervisor/foreman. If any adjustments are required notify Vanos Insulations safety coordinator.

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

Where applicable shorter duration jobs, less than one day lasting to one week only, a Job Hazard Assessment (JHA) may be used as the emergency preparedness and response plan. The JHA must be communicated to workers, include the location of the first aid equipment and identify the first aiders available.

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 – PROCEDURE

Vanos Insulations has established an emergency response plan for our head office to ensure staff and visitor safety. All head office employees are required to be familiar with the emergency procedures. On a monthly basis alarms, emergency lighting and exit signs will be tested and fire extinguishers will be inspected. The emergency response resources will also be located in central locations and well-marked.

The emergency preparedness and response plan pertaining to the office, shop and warehouse will be reviewed annually and implemented. This document will be adjusted in coordination between the operations team and the safety coordinator if required. The location specific plan will be posted on the health and safety board as well as in the emergency evacuation kits located at the two front entrances. In an emergency it is important that the

evacuation kits be taken with you to ensure you are following all required steps and have the contact information with you. Do not re-enter the building to grab the plan.

In the event of an emergency evacuation of the Vanos Insulations office, shop and warehouse the following procedures will be put in place:

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 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.

TESTING

The office, shop and warehouse will participate in an emergency fire drill at least annually. These drills will be documented and reviewed with all participants to implement any necessary corrective actions.

The safety coordinator will ensure supervisor/foreman and workers understand their jobsite specific emergency response plan during site visits. During this time all relevant parties will evaluate the effectiveness of the current jobsite emergency response plan. This information will be documented on the safety field visit report.

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, first aid locations, emergency alarms and emergency meeting area. Input of the response plan from relevant interested parties is always encouraged.

All supervisors/foremen will be trained in first aid/CPR. Training appropriate for the employees' role will be provided, where required.

All emergency response information will be communicated to relevant parties when necessary. These parties could include employees, visitors, contractors, emergency response services, government authorities and the community.

VISITORS TO SITE

All visitors to site are required to follow the site-specific plan whether it be the constructor's, business owner's or Vanos'. If site orientation is not mandatory, it is the supervisor/foreman's responsibility to review the site-specific emergency information with all visitors prior to accessing the work area and should include the required PPE. 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.

SUMMONING OUTSIDE AGENCIES AND MEDIA RELATIONS

To ensure the accurate disclosure of appropriate information, all encounters 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 capability 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 communication 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. The emergency preparedness and response plan posted in a noticeable place must identify the designated equipment.

The office, shop and warehouse location utilizes fire alarms and air horns to communicate emergencies. Workers on jobsites will follow the owner's/constructor's emergency response communication plans. If there are gaps in the communication plans, supervisors/foreman need to notify the safety coordinator. On smaller jobsites, the supervisor/foreman are responsible for determining the best form of communication and ensuring all workers are aware and accepting of the plan.

ONGOING PLANNING

The emergency preparedness and response plan must continually undergo review and revision to meet changing conditions. The following activities should be considered:
Review the plan with workers to ensure that the plan covers their activities adequately.

1. 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.
2. Review new work areas in operating plants with owner/client to ensure that new hazards are identified and covered in the plan.
3. Review the plan with the JHSC or safety coordinator on a regular basis to address new hazards or significant changes in site conditions.

EMERGENCY RESPONSE DOCUMENTATION

The following is a list of forms used in emergency preparedness:

- Emergency Drill Form - VI-FOR-115 & Response Plan VI-FOR-116
- Visitor Sign In Log – VI-FOR-117
- First Aid Treatment Log – VI-FOR-119 & Inspection Form VI-FOR-120
- Monthly Fire Extinguisher Inspection Log – VI-FOR-131
- Emergency Phone Numbers – VI-FOR-143
- Monthly Office & Warehouse Inspections – VI-FOR-166
- Eye Wash Station Inspection – VI-FOR-181

FIRST AID REQUIREMENTS

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 working 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.

Vanos Insulations will ensure that all workplaces are equipped with first aid kits as required by provincial regulations/legislative requirements and sufficient personnel will be trained to provide first aid treatment.

REQUIREMENTS

- The employer must provide first aid kits at each place of employment or location where work is being performed
- Each first aid kit meets the WSIB First Aid Regulation 1101
- Each vehicle owned by or operated on behalf of Vanos Insulations shall be equipped with a first aid kit
- A first aid kit will be provided to an employee trained in first aid who works in the immediate vicinity of the kit
- The person providing first aid must record the first aid treatment on the injury treatment log (VI-FOR-119)
- An incident report form needs to be completed for all workplace injuries (VI-FOR-172)
- The safety coordinator is responsible for maintaining copies of the first aid injury treatment log. 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 the workplace and/or readily apparent on worksites (e.g. hard hat stickers)
- 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, a stretcher and two woolen blankets must be provided (more than 15 workers)
- First aid requirements are posted in every first aid kit.
- The WSIB “Form 82” 1234 Form must be posted or clearly accessible to workers

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 their 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 and may include the date of training, date of expiry/renewal, name of recognized agency that performed the training, etc. First aid training sessions may be scheduled by the safety coordinator and must be performed by a recognized certified first aid training provider. Training cards should be kept with the individual.

SUPERVISOR/FOREMANS WILL ENSURE THAT ALL EMPLOYEES ON THE JOB ARE AWARE OF:

- Where to find first aid stations and kits
- The onsite certified first aider
- The local emergency numbers

- They need to keep a record of any first aid that is administered
- They need to report all injuries to their supervisor/foreman

TRANSPORTATION AFTER AN INCIDENT OR INJURY

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.

NOTES

- 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 supervisor/foreman or the person appointed will accompany the injured or ill worker until necessary. For life threatening, critical injuries or illnesses 911 is the preferred method.

- It is the choice of the injured party to decide which treatment center (i.e. doctor's office) they wish 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. If the employee refuses treatment, it will be acknowledged by the employee and documented on 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.

- Wherever possible a company vehicle should be used to transport an injured person. 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/unmarked 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) if required.

FIRST AID KIT REQUIREMENTS

Ontario (Regulation 1101)	
# of Workers	**Minimum Contents of First Aid Kit**
1-5 Workers (in one shift)	• 1 current edition of a standard First Aid Manual • 1 card of safety pins • 12 adhesive dressings (individually wrapped) • 4 sterile gauze pads (3-inches square) • 2 rolls of gauze bandage (2-inches wide) • 2 sterile bandage compresses (4-inch) • 1 triangular bandage
6-15 Workers (in one shift)	• 1 current edition of a standard First Aid Manual • 1 card of safety pins • 24 adhesive dressings (individually wrapped) • 12 sterile gauze pads (3-inches square) • 4 rolls of gauze bandage (2-inches wide) • 4 rolls of gauze bandage (4-inches wide) • 4 sterile surgical pads suitable for pressure dressings (individually wrapped) • 6 triangular bandages • 2 rolls of splint padding

	• 1 roll up splint
16-200 Workers (in one shift)	• 1 current edition of a standard First Aid Manual • 24 safety pins • 1 basin (preferably stainless steel) • 48 adhesive dressings (individually wrapped) • 2 rolls of adhesive tape (1-inch wide) • 12 rolls of gauze bandage (1-inch wide) • 48 sterile gauze pads (3-inches square) • 8 rolls of gauze bandage (2-inches wide) • 8 rolls of gauze bandage (4-inches wide) • 6 sterile surgical pads suitable for pressure dressings (individually wrapped) • 12 triangular bandages • Splints of assorted sized • 2 rolls of splint padding
	• Other first aid requirements for 16-200 workers at one location include the following: • 1 stretcher • 2 blankets
200+ Workers (in one shift)	• 1 first aid room *(refer to Regulation for requirements)*
Vehicles and Remote Locations	• 1 current edition of a standard First Aid Manual • 1 card of safety pins • 16 adhesive dressings (individually wrapped) • 6 sterile gauze pad (3-inches square) • 4 rolls of gauze bandage (3-inches wide) • 2 sterile surgical pads suitable for pressure dressings (individually wrapped) • 4 triangular bandages

SCOPE

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.

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

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

Vanos office, shop and warehouse evacuation plans are located by all exits. Jobsite evacuation plans are site-specific – refer to each project.

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 it is safe to do so by emergency response personnel
- Know and understand what areas of the building need to be evacuated

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

- Post and ensure employees are aware of the location specific map or building plan
- Utilize a check sheet to take attendance and 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
- Supervisor/foreman to assess the level of injury
- If trained, perform first aid and reassess

IF THE PERSON IS UNCONSCIOUS:

- Call 911
- Assess injury and provide first aid and/or CPR, if trained
- Report injury to supervisor/foreman

WHEN THE EMS/FIRE DEPARTMENT ARRIVES:

- A responsible person should be present to guide arriving EMS personnel
- The location floor plan complete with drawings of the building emergency fire systems, electrical panels and hazardous material should be provided 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:

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

- Leave the fire and/or explosion area
- Evacuate the area using the closest safe exit route and gather at designated meeting area
- If in a building, close all doors behind you
- Activate the building fire alarm
- Ensure the Fire Department has been called- 911
- Give 911 Operator the following information:
    - Street address or map/area coordinates
    - Your name and contact number
- Contact Senior Management, Superintendent or the Safety Coordinator to notify of the emergency

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 EMS personnel
- The location floor plan complete with drawings of the building emergency fire systems, electrical panels and hazardous material should be provided 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 and do not drive unless necessary
- Turn on your headlights (low beams) and slow down
- 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
- Approach intersections with caution
- Treat traffic lights at intersections as stop signs

IF A TORNADO IS IMMINENT:

Building

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 and 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 laying area away from the vehicle. Be aware of the potential for flooding

Driving - 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

Steps on how to deal with violence in the workplace emergency:

- Summon immediate assistance, contact your supervisor/foreman or the nearest person immediately
- Take charge of the situation, do not endanger yourself and maintain personal space (arm's length)
- Let the person know that you would like them to STOP!
- 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 senior management, safety coordinator and/or supervisor/foreman will review the situation with employees and discuss any 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.

Procedures for bomb threats are as follows:

- Stay calm and 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 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 site constructor contact
- 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 team 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 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

MOTOR VEHICLE COLLISION

All Vanos company vehicles are equipped with emergency contact numbers and an emergency response card for what to do after an incident/motor vehicle collision.

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. Take down witness names and contact information or license plate numbers
8. 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!**
9. Complete an incident report form

PROPERTY DAMAGE

- Property damage could be related to another emergency
- Assess the area for potential risks
- Report all damage to supervisor/foreman
- Take photos of the scene
- Complete incident report form

POWER LINE CONTACT

Below is the minimum distance for each nominal phase-to-phase voltage rating. No object shall be brought closer to an energized over-head electrical conductor than stated in column 2.

Nominal Phase-to-Phase Voltage Rating	Minimum Distance
750-150,000 volts	3.0 meters
More than 150,000 to 250,000 volts	4.5 meters
More than 250,000 volts and over	6.0 meters

- Do not stockpile, load, unload or store material under 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

- Stay where you are - If contact has been made with equipment, operator must stay in equipment until instructed by proper authority.
- Do not touch anything outside the equipment - You might create another path to the ground for electrical current.
- Warn others to stay at least 10 meters away.
- Get someone to call the local utility company to shut off power as well as 911.
- If you must leave the equipment due to other danger (e.g. Fire) you must do so without touching the equipment and the ground at the same time.
- Jump about 45 cm to 60 cm away from the equipment, landing with feet together and arms close to your body.
- Keep your feet together (touching) and shuffle at least 10 meters away – Your heels should never pass your toes as you shuffle.
- 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 will need to fill out incident form.

FALLS FROM HEIGHTS RESCUE PLANS

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.

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 may 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, 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 senior management and safety coordinator of the incident

POST-RESCUE PROCEDURE

The site supervisor/foreman 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 the safety coordinator for more information and assistance with this type of planning
- Workers must be trained on the plan and any modifications made should be clearly communicated to workers
- Please reference Appendix A - Confined Space Program and Plan, located under VI-FOR-139

EXCAVATION AND TRENCH EMERGENCY & RESCUE

For victims of a trench collapse, time is the enemy. The longer the person is trapped the higher the potential for developing “crush syndrome”. In addition to internal traumatic injuries, hypothermia – which is considered a slow killer – may occur.

REPORT AND RESPOND

- Don’t panic, try to remain calm
- Notify 911 and supervisor/foreman immediately
- Identify potentially 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
- Keep all personnel and non-rescue equipment 20 feet away to prevent further cave in
- Ring 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
- 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
- Get workers who are not trapped out of trench. Leave all tools in place, tool location can assist in finding buried victim(s)

- Approach the trench from short wall (end) not the long wall or collapsed area. You don't want to cause additional collapse
- 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
- Start pumps immediately if ground water is a consideration
- Shut down all equipment and stop any nearby traffic that can cause vibration and aggravate the situation
- Determine the location, number and condition of victim(s)
- If there are victim(s), determine how long the victim(s) have been buried
- 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
    - How long they have been trapped
    - Number of people trapped
    - How much soil is covering them
    - 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, supervisor/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
6. Provide a helmet, goggles and first aid (if required) for the victim. Begin assessment for injuries sustained in the cave-in
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 expose victim if possible

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 bailer 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 injures? 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.

VISITORS POLICY

POLICY NUMBER:
VI-POL-240 Rev. 5
Element #11 **PAGES:** 1
REVISION DATE:
January 1, 2021

PURPOSE

To ensure that Vanos Insulations always provides a safe working environment to employees and visitors. 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.

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 also 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. All individuals 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 always escorted
- Ensure the availability and proper use of PPE
- Report any injury/illness suffered by a visitor during visit
- Ensure visitors know the 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

ELEMENT 12: STATISTICS AND RECORDS

STATISTICS & RECORDS POLICY STATEMENT

POLICY NUMBER:
VI-POL-241 Rev. 5
Element #12 **PAGES:** 1
REVISION DATE:
January 1, 2021

Recording and monitoring the performance of the health and safety management system allows Vanos to measure the effectiveness of our programs, policies and procedures. This helps ensure continual improvement along with setting a basis for company objectives. Vanos will collect and maintain records and use the records to generate safety statistics that will guide continual improvement.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Maintain records of all health and safety reports, assessments, inspections, audits
- Monitor injury frequency rates
- Review and compare statistics at least annually

SAFETY COORDINATOR

- Complete internal and external audits
- Track statistics electronically
- Compile information and statistics for review
- Monitor injury frequency
- Review all accidents, incidents, first aid occurrences, lost time injuries and equipment damage

SUPERVISOR/FOREMAN

- Ensure completion of all health and safety assessments, inspections, reports and necessary documentation
- Ensure the office receives all relevant health and safety information
- Record all accidents, incidents, first aid occurrences, lost time injuries and equipment damage

WORKERS

- Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to your supervisor/foreman

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

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 for review and may include the following:

- Monthly trend analysis by project number (major projects only) and for Vanos Insulations as a whole
- Monthly review of first aid treatment records
- 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 preformed (weekly, monthly, equipment pre-use etc.)

Safety key performance indicators will be reviewed during the management review meetings. They will be used to drive continual improvement initiatives, identify training needs and establish company safety objectives in the annual health & safety policy statement. Statistics will be analyzed, and trends will be identified. Management review meetings will review the current year analysis and conduct a comparison on the health and safety performances of previous years.

TREND ANALYSIS

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 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:

- Company-wide communications on key subject areas (e.g., company memos)
- New or revised company safe work practices 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

FOREMAN STATS

Foreman stats are documented on a weekly basis. Weekly jobsite inspections, weekly vehicle inspections, toolbox talks, monthly jobsite inspections, monthly violence & harassment assessments and daily JHA's are tracked and recorded for each foreman. This includes how many JHA's are required, received and completed correctly. This information is weighted by percentage to provide monthly and quarterly ratings. They are communicated to the foreman on a monthly basis in a group email. If the foreman has any incorrect/missing items on their foreman stats, then an individual email is sent to explain the reason for the deficiency. This allows for open communication regarding what safety paperwork is required and gives the opportunity for any questions or concerns to be addressed.

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 tasks to specific individuals. These tasks with include a target due date, the required action to be taken and the date it was completed.

The corrective action plan will be implemented in a timely manner and communicated to workers (e.g. meetings minutes, 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.

RECORD KEEPING MANAGEMENT

Records pertaining to the health and safety management system will be retained in either hard copy or electronic versions. They will be systematically filed in an 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). Results will be recorded and communicated to relevant workplace parties. Proper record keeping practices are everyone's responsibility. They are vital to the internal responsibility system and due diluent's defense. Statistics will be documented electronically.

POLICY NUMBER:
VI-POL-243 Rev. 5
Element #13 **PAGES:** 1
REVISION DATE:
January 1, 2021

LEGISLATION & OTHER REQUIREMENTS POLICY STATEMENT

Vanos Insulations is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements. It is required that all employees and sub-contractors acting on Vanos' behalf, meet those same standards. Vanos Insulations will conduct its business in a manner that is consistent with its compliance obligations. There is no circumstance under which an employee or sub-contractors of Vanos is to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the business.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Review and oversee compliance to those listed above
- Review the effectiveness for identifying, monitoring, and managing compliance with relevant laws, regulations, and associated policies
- Where appropriate, delegate responsibility for compliance to those with responsibility for particular sections
- Ensure that significant compliance responsibilities and accountabilities are included in position descriptions and performance reviews
- Promote a culture of effective legislative compliance across the organization

SAFETY COORDINATOR

- Report on legislative compliance for legislation that would affect health and safety
- Implement processes that enable regular monitoring of compliance and put them to practice
- Report and investigate any incident or occurrence thought or known to constitute a breach of any legal requirement
- Ensure posting requirements are met

SUPERVISOR/FOREMAN

- Ensure yourself and workers work in compliance with legislative requirements
- Providing workers, when required, with written instructions on any measures and procedures to be taken for the workers' protection
- Advising workers of any potential or actual health or safety danger known by the supervisor
- Taking every precaution reasonable in the circumstances for a worker's protection

WORKERS

- Comply with responsibility under relevant legislation, regulations, practices, standards, policies, and procedures
- Ensure that you are aware of any legal requirements that apply to your work activities and that you comply with them
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of a breach occurring

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

Relevant and current copies of health and safety legislation, including the Occupational Health & Safety Act and Regulations will be posted on the shop/office health and safety board. 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 tablets. 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).

PROJECT PLANNING

Legislative requirements will be taken into consideration during the estimating and project planning procedure. This is to ensure that the company can adequately meet or exceed the requirements established to protect the health and safety of our employees, relevant stakeholders, customer representatives, sub-contractors and other members of the public. Provisions for guard rails, site fencing, additional training required, confined space equipment, safety staff 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.

LEGISLATIVE MONITORING AND UPDATES

Legislative updates are monitored through various industry trade associations, member associations and government agencies, 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)

Evaluation of our compliance to legislation will be reviewed and documented quarterly at each JHSC meeting.

REPORTS TO GOVERNMENT AGENCIES

Management will ensure that 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 authorized to issue orders where it is determined that a provision of the act or regulation is being breached. An order is a legal determination by an inspector that the contractor/employer is disobeying the act or a regulation and must rectify the situation.

Several 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.

The following information will be posted on Vanos Insulations health and safety boards and on our paperless management system (if required):

	Document Name
1.	Health and safety policy statement
2.	Occupational health and safety act and applicable regulations (green book)
3.	Preventing violence and harassment in the workplace policy
4.	Health and safety at work poster (prevention starts here)
5.	Employment standards poster (what you should know)
6.	Ministry of labour visits/orders
7.	Company rules
8.	In case of injury at work poster (WSIB form 82)
9.	Emergency response map to hospital
10.	First aid regulation 1101 (located in first aid kits)
11.	First aid certificates of trained personnel (site specific posted & all certificates located in first aid kits)
12.	Incident reporting procedures/guidelines
13.	Emergency preparedness and response plan, including contact list
14.	Emergency bulletins - What to do in case of…
15.	Joint health and safety committee members **or** health and safety representatives. Post locations and contact information of members.
16.	JHSC meeting minutes
17.	Monthly jobsite inspections
18.	Monthly violence and harassment assessment
19.	AODA policy
20.	Emergency numbers and company contact information

If you are missing any items, please contact the office to request them.

VANOS INSULATIONS

ONTARIO LEGISLATIVE REQUIREMENTS LIST

Requirement	Applicability / Monitoring	Website Location
Federal		
Motor Vehicle Transport Act	Driver / Vehicles	http://laws-lois.justice.gc.ca/eng/acts/M-12.01/FullText.html
Transportation of Dangerous Goods Act, 1992	Transportation and Training	http://laws-lois.justice.gc.ca/eng/acts/T-19.01/FullText.html
Transportation of Dangerous Goods Regulations	Amounts & Containers Etc.	http://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm
***Ontario* Provincial**		
Occupational Health & Safety Act	Duties, Toxic Substances	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm
Construction Projects O. Reg. 345/15, as amended by O. Reg. 213/19	Construction, confined spaces, compressed air	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_910213_e.htm
Industrial Establishments O. Reg. 851, as amended by O. Reg. 98/11	Air Quality & Noise	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900851_e.htm
Critical Injury – Defined O. Reg. 834, as amended by O. Reg. 351/91	Emergencies	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900834_e.htm
Designated Substances O. Reg. 490/09, as amended by O. Reg. 148/12	Notice, JHSC Etc.	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_090490_e.htm
Control of Exposure to Biological or Chemical Agents O. Reg. 347/15, as amended by O. Reg. 833	Air Quality & Noise	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900833_e.htm
Workplace Hazardous Materials Information System (WHMIS) O. Reg. 860, as amended by O. Reg. 36/93	Labeling, training & SDS, storage, disposal	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900860_e.htm
Confined Spaces O. Reg. 346/15, as amended by O. 632/05	Confined Spaces	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_050632_e.htm
Occupational Health and Safety Awareness and Training O. Reg. 297/13	Training	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_130297_e.htm
Workplace Safety & Insurance Act, 1997	Emergencies	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97w16_e.htm
Return to Work and Re-Employment - Construction Industry O. Reg 35/08	Legal Requirements	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_080035_e.htm
First Aid Requirements O. Reg. 1101	Emergencies	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_901101_e.htm
Technical Standards & Safety Act, 2000	Storage, Spills, Welding Gas	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00t16_e.htm
Propane Storage and Handling O. Reg. 211/01, as amended by O. Reg. 464/10	Propane Tanks	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_010211_e.htm
Compressed Natural Gas O. Reg. 214/01		http://www.e-laws.gov.on.ca/html/source/regs/english/2001/elaws_src_regs_r01214_e.htm

Liquid Fuels O. Reg. 217/01	Fuel for on-site equipment	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_010217_e.htm
Environmental Protection Act (EPA), Sections 6 & 14	Spills	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm
Fire Protection and Prevention Act, 2007	Emergency Plans, Lift Trucks, Flammable & combustible liquid storage, Compressed gases, fire protection	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97f04_e.htm
Fire Code O. Reg. 213/07		http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07213_e.htm
Building Code O. Reg. 350/06		http://www.e-laws.gov.on.ca/html/source/regs/english/2006/elaws_src_regs_r06350_e.htm
Dangerous Goods Transportation Act		http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90d01_e.htm
Highway Traffic Act		http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h08_e.htm
Employment Standards Act, 2000 Sections 17-21, 131, 132	Hours of Work	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm
Smoke Free Ontario Act	Smoking in the Workplace	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.htm
General O. Reg. 48/06, as amended by O. Reg. 237/10	Smoking in the Workplace	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060048_e.htm
Joint Health and Safety Committee Certification Training Program Standard		http://www.labour.gov.on.ca/english/hs/pubs/jhsc_prog/index.php
Joint Health and Safety Committee Certification Training Provider Standard		http://www.labour.gov.on.ca/english/hs/pubs/jhsc_prov/index.php
Other		
Traffic Manual Book 7 Temporary Conditions		http://www.library.mto.gov.on.ca

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 include the physical conditions in which a worker is completing a task or machines, devices and equipment that may endanger a worker.

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 themselves or another employee, or that
2. A condition in any place that would constitute an imminent danger to their 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 to the supervisor/foreman. Together they will complete the Work Refusal Form (VI-FOR-186). The supervisor must investigate in the presence of the worker and a worker health and safety representative**.** If the supervisor/foreman agrees there is danger in the situation, they will take corrective action and the worker returns to work.

If the supervisor/foreman does not agree that an unsafe condition exists 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.

The worker and the worker rep are entitled to be present when the investigation begins. The inspector shall give their decision in writing as soon as possible. Pending the investigation and decision of the inspector, the worker concerned will remain in a safe place in the work area unless the employer has assigned the worker reasonable alternative work during this time period.

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 and the employer must give the reasons for the refusal in front of the worker rep (certified member).

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,

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.

OCCUPATIONAL HEALTH

In addition to safety hazards, our workplaces have hazards that can pose a danger to our overall health and well-being. Occupational illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired. Biological describes microorganisms such as bacteria, viruses, fungi and parasites. Chemical describes all chemical elements and compounds and lastly physical describes energies such as noise, radiation, extreme temperatures, pressure, vibration, etc. Occupational health hazards can be long term in nature, developing over time and have lasting impacts to an individual's health. The impacts of occupational health hazards must be controlled, planned for and taken into account during the Job Hazard Assessment (JHA) and as part of the Hazard Identification and Risk Assessment (HIRA). Controls for occupation health hazards will be documented and communicated through safe work practices. These safe work practices will outline that these hazards are occupation health hazards.

Senior Management, the safety coordinator and supervisor/foreman have an obligation to identify occupational health risks, ensure workers are aware of these risk areas, train them on these hazards and to implement controls to prevent exposure, to mitigate the impacts or completely remove the hazard (if practical). 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.

Workers have a responsibility to identify and report occupational health hazards to their immediate supervisor/foreman and to implement the appropriate controls

THE FOLLOWING 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)

CONTROLS FOR THE HAZARDS AS LISTED ABOVE CAN INCLUDE:

- Elimination – stop work immediately upon identification (e.g. asbestos)
- Substitution – replace a toxic substance or chemical with another product that does not have the same risks
- Engineering/Isolation – isolate the risk area by controlling access to those hazards and engineer mechanical systems to control it (e.g. air ventilation systems)
- Administrative/Training – ensure worker awareness of the hazard (e.g. JHA) and train individuals on the SWP (e.g. confined space entry)
- Personal Protective Equipment – when the above hazards have been exhausted, the use of PPE must be implemented (e.g. respirators)

COVID-19 is an illness caused by a coronavirus and is spread mainly from person to person through close contact. Human coronaviruses are common and are typically associated with mild illnesses, much like the common cold.

The health, safety and well-being of our employees, their families, our customers and our communities will continue to be a top priority for Vanos Insulations. Vanos is actively monitoring the current COVID-19 situation, taking actions to ensure we are capable to respond appropriately and acquiring the necessary tools, supplies and equipment needed to meet our control measures. Our focus along with that of the Public Health Agency of Canada, the Center for Disease Control and The World Health Organization, is to help reduce the spread of this disease. Vanos Insulations will continue to follow the recommendations and guidelines given by these organizations.

This policy includes measures we are actively taking to mitigate the spread of the coronavirus. All Vanos employees and sub-contractors are required to follow all the rules set forth in this policy diligently in order to sustain a safe and healthy workplace in this unique situation. It is imperative that everyone acts responsibly and conscientiously to these health precautions. This policy will act as a minimum guideline at all Vanos workplace locations. Each worker will also follow all COVID-19 policies and procedures of our customers/constructors. Be assured that all private health and personal data with be treated and held with high confidentiality and sensitivity.

We require all employees and subcontractors to participate in the following preventative measures set out by the Government of Canada:

- Wash your hands often with soap and water or alcohol-based sanitizer (follow 20 second hand washing rule)
- Cough/sneeze into a sleeve of flexed elbow and cover your nose and mouth
- If you use a tissue, discard immediately and wash your hands afterward
- Avoid touching your eyes, nose and mouth
- Maintain physical distancing – 2 metres (6 feet)
- Clean and disinfect frequently touched objects/surfaces in your workspace
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them
- Stay home if you are sick or acquire symptoms (fever, cough, difficulty breathing, fatigue)
- Avoid contact with people who are sick
- Avoid commonly touched areas and ensure you clean your hands
- Wash your clothes as soon as you get home
- When possible in-person meetings shall be avoided
- Virtual meetings will be used where practical
- If you are ill: notify your supervisor/foreman immediately, complete the self-assessment online and follow the instructions you get
- If someone you were in close contact with is experiencing any of the symptoms linked to COVID-19: notify your supervisor/foreman immediately

Due to the latency period of COVID-19, employee location will be tracked and documented. This information will be used to inform our local public health unit, if required.

All Vanos employees will complete an Employee COVID-19 Assessment form at the beginning of each work shift. This form will be a guide to continual self-monitoring for all employees. If at any time a worker shows signs of any symptoms related to cold, flu or COVID-19 they are to be sent home. They will be advised to self-isolate immediately and complete the online self-assessment or call either Telehealth: 1-866-797-0000 or their primary care provider. Vanos Insulations asks to be notified of any COVID-19 test results as this may will affect fellow employees.

If Vanos Insulations is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the following will be notified:

- The Ministry of Labour, Training and Skills Development in writing within four days
- The workplace JHSC
- Trade union (if applicable)

If Vanos Insulations is advised that a worker has tested positive for COVID-19 the supervisor/foreman and Vanos Insulations safety coordinator shall remotely communicate with the worker to:

- Create a list of people that this worker could have been in direct contact with that day and, if possible, in previous days
- Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms
- Identify and create a list of tools and equipment that the worker was recently using
- Initiate immediate cleaning and disinfection of these locations, tools and equipment
- Keep other personnel from accessing these areas, tools and equipment until the cleaning and disinfectant products have achieved their contact time

The decision to allow an employee to return to work after they have been on self-isolation (for no less then 14 days) will be based on the most current recommendations by the Public Health Agency of Canada.

In order to ensure we are taking all reasonable precautions, we require employees and subcontractors to raise any concerns to the following:

- Supervisor/Foreman
- Joint Health & Safety Committee
- Health & Safety Coordinator

The office/shop will implement the following preventions:

- Signage will be posted regarding proper hygiene
- Visitors and field employees will not be permitted into the office area
- All deliveries will be handled in a manor that best refrains from personal contact
- Office staff will stagger start times, breaks and lunches

As this is an evolving situation, updates and amendments to this policy will be communicated as they become available from all authorities having jurisdiction on the health and safety of workers. We are continually monitoring new developments and adjusting our response to help flatten the curve and mitigate the impact of COVID-19.

The following procedures are effective as of May 20, 2020

1. All employees are to review the Vanos Coronavirus (COVID-19) Company Policy and sign a Vanos COVID-19 Policy Acknowledgement Form. This form will state that the employee has reviewed a copy of the policy and agrees to abide by the policy guidelines.
2. Gloves, whether nitrile or the regular cut level 1, are mandatory on all jobsites
3. At all workplace spaces, workers are to maintain a 2-meter (6 feet) distance from each other unless their role or task requires closer proximity in which case face masks are mandatory. This includes Vanos vehicles containing two or more employees.
4. Breaks and lunches are to be coordinated so everyone maintains the social distance parameters. If this is not feasible, staggered breaks and lunches will need to be organized.

The following procedures are effective as of August 24, 2020

1. The Employee COVID-19 Assessment form has been updated.
2. Close contact is defined by Centers for Disease Control & Prevention as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated”
3. If an employee calls in sick with symptoms, acquires symptoms during working hours, or has been in close contact with someone who has symptoms, they will be required to stay home/return home and complete the

online self-assessment through the Ontario Government (covid-19.ontario.ca/self-assessment/). The employee will then follow any recommendations given by the tool, including being tested & self-isolating.

4. A worker who is tested will remain home until the results of the test have been stated.
5. Negative tests will result in the employee returning to work.
6. Positive tests will result in following the health care providers recommendations on next steps. This will include the length of isolation time for the tested employee and who in contact with this employee should also be tested or self-isolate.
7. NOTE** Any recommendations or requests from Public Health or any involved health care provider, should be considered priority over any Vanos Insulations Policy, including this one.

The following procedures are effective as of September 28, 2020

1. All Vanos employees will complete an Employee COVID-19 Assessment form at the beginning of each work shift

The following procedures are effective as of October 6, 2020

1. Face coverings will be required in all indoor settings where physical distancing cannot be maintained.

Matt Vanos
President
Vanos Insulations Ltd.

Date: October 5, 2020

JOINT HEALTH & SAFETY COMMITTEE

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. In order to reduce health hazards and prevent incidents it is necessary to encourage participation of individuals from all levels of the organization.

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.

THE COMMITTEE HAS THE FOLLOWING FUNCTIONS AND POWERS

- To identify situations that may be hazardous or a source of danger to workers
- To make recommendations for the improvement of the health and safety of workers
- To recommend the formation, maintenance and monitoring of programs, measures and procedures
- To obtain information from management about 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 industries
- To obtain information from management concerning the testing of any workplace occupational health and safety risks (e.g. chemical, biological, physical agent, etc.)
- To be consulted about testing and to have a designated member representing workers be present at the beginning of testing
- 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 healthy 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 are responsible to the employer or worker group they represent and will work closely with other JHSC members. 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.

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. These forms will be used by employees to address any health and safety issues, concerns or ideas (VI-FOR-123). 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.

RESPONSIBILITES

CO-CHAIRS

1. Preside at all meetings. 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.
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.

THE SECRETARY

1. Record, prepare, post and distribute the minutes of each meeting.
2. Prepare records of attendance.
3. Report any correspondence.
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 safe work practices, procedures and reporting unsafe 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. All workers shall address their concerns to their supervisor/foreman, if no action is taken, then they shall take their concerns to the safety coordinator.
8. Accompany and assist provincially regulated authorities/representatives as required.
9. Assist as required in the development of safe work practices.

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 and contact numbers of the JHSC committee members
- Indicating the certified/trained members of the JHSC and indicating the representatives that are from management and workers

RETURN TO WORK PROGRAM

Vanos Insulations is committed to providing 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. This work may consist of regular tasks that have been changed or redesigned for an employee. There may be a reduction in time or volume of work performed, however, the work must be productive, and the results have value. Full wages for the day of incident/injury will be paid. The worker will continue to be paid as long as the employee is able to perform meaningful and productive work for either a full or part of each regular workday.

The objective is to return and rehabilitate the employee to their maximum level of ability. This enables them to be capable of effectively and efficiently performing their pre-injury job tasks. Other objectives of the program are:

- Returning injured worker (with a medical restriction) back to the workplace, as quickly and safely as possible
- 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

RETURN TO WORK COORDINATOR

The return to work coordinator may be the claims specialist or another competent party representing Vanos Insulations. They are 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 Vanos Insulations and WSIB
- Tracking and monitoring the active/inactive injury claim
- Tracking the number of days on modified duties
- Tracking direct/indirect injury costs
- Keeping WCB/WSIB informed of the availability of modified duties to the injured worker

INJURED WORKER

The injured worker is responsible for:

- Contacting Vanos Insulations as soon as possible after the injury occurs
- Maintaining a timely and appropriate level of communication with the supervisor/foreman and company management representative(s)
- Cooperating in the Return to Work Program with the company and with all external parties
- Assisting in finding suitable tasks that are available and consistent with their functional abilities
- Performing only the tasks they have been approved as cited by the respective medical practitioner or health professional

CO-WORKERS

Individuals that work alongside a worker that is engaged in the Return to Work Program are responsible for:

- Treating the injured co-worker respectfully
- Only requesting assistance from the injured worker that is within the parameters of the medical reports and his/her functional abilities
- Participating in the transportation of injured workers, if requested to do so by the supervisor/foreman

SUPERVISOR/FOREMAN

The injured worker's supervisor/foreman is responsible for:

- Participating, or when required completing, an investigation of the incident (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 senior management in handling the Return to Work Program
- Only assigning tasks that fall within the parameters of the medical reports and worker's functional abilities
- Monitor and supervise the injured worker to ensure they are performing tasks as part of the program
- Sharing information as required by all relevant parties
- 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)
- Support by including recommendations for tasks/activities that can be performed by the injured worker on modified work duties

WORKER'S COMPENSATION BOARD (WCB)/WORKPLACE SAFETY & INSURANCE BOARD (WSIB)

The WCB/WSIB is responsible for:

- Maintaining communication with Vanos Insulations and the injured worker
- Supporting initiatives to return the worker to pre-injury duties
- 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

SENIOR MANAGEMENT TEAM

The senior management team is responsible for:

- Approving the Return to Work Program
- Ensuring the resources to facilitate an effective program
- Ensure supervisors/foreman are trained on the program and its requirements
- Aiding in establishing and providing modified duties
- Reviewing performance of the Return to Work Program

Vanos Insulations will review the Return to Work Program on an annual basis. We will evaluate the program's effectiveness, measure the company performance and ensure the program continues to meet the regulatory and legislative requirements.

PROCEDURE

The following are steps to be taken after 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, if needed.
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 the safety coordinator.
5. The injured worker will provide Vanos Insulations with a report from a medical practitioner advising of the worker's abilities and any restrictions.
6. Senior management team will complete a Workers Compensation Form 7 and submit even if it is incomplete at the time (additional information can be added to the document resubmitted as new details become available).
7. The return to work plan is kick-started.
8. Vanos Insulations will provide a written modified work offer letter to the injured worker stating what modified duties are available. The modified duties will be appropriate to the workers' abilities so as not to further injure, re-injure or worsen the existing injury.
9. Appropriate documentation is forwarded to the worker's compensation forums.
10. A secure file is created for all the injured worker's relevant documentation.
11. The injured worker will continue to be monitored by the supervisor/foreman using the communication log. This will take place until the worker has been cleared and is physically fit and able to return to their pre-injury duties.
12. The return to work plan will be updated as the workers condition changes.
13. The injured worker is medically cleared with documentation to return to work. In some cases, the return to pre-injury work is not possible. In these instances, please refer to section "When Return to Pre-Injury Work is Not Possible".

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 following factors will be considered when monitoring an injured worker's participation in the program.

- Attendance
- Productivity
- Quality of work
- Problems with particular tasks
- Ability to increase speed from initial participation
- Ability to improve efficiency from initial participation

REPORTING REQUIREMENTS

WSIB must receive an employer's complete incident report within three business days of the employer learning of the injury/disease. 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 incident report that is provided to WSIB/WCB.

WSIB/WCB shall be notified for any of the following reasons:

- Issues arise due to modified work
- Increase and/or changes in hours of work
- Increase and/or changes in modified duties
- Refusal of program cooperation
- Program completion and return to full duty status

HOW EMPLOYERS REPORT THE ACCIDENT

WSIB uses a variety of forms to collect accident information from an employer. In every case, the information must be sufficient to allow WSIB to set up a claim.

WSIB allows the employer to report the accident through the use of:

1. Employer's Report of Injury/Disease Form 7 (Form 7)
2. WSIB-approved accident reporting form created by the employer
3. WSIB-approved electronic reporting form

WHEN NOTICE IS REQUIRED

Employers **MUST** report a work-related accident if the worker requires medical aid and/or:

- Is absent from regular work
- Earns less than regular pay for regular work (example: part time hours)
- Requires modified work at less than regular pay
- Requires modified work at regular pay for more than seven calendar days following the date of accident

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.

WHEN RETURN TO PRE-INJURY WORK IS NOT POSSIBLE

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 and the safety coordinator must submit to senior management all skills and training the injured worker may have had that would enable them to be equally considered for a position when hiring. The injured worker has the responsibility to initiate interest in other areas.

CONFIDENTIALITY AND PROTECTION OF PRIVACY

The privacy and confidentiality of the worker must always be a priority. Documentation and discussion surrounding the injured worker 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 obligations.

Anyone who breaches 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 incident 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 the committee. The same penalties apply as above.

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. The worker will be offered their previous 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 within Vanos Insulations. There are consequences and penalties when the appropriate return to work program requirements are not adhered to.

COMMUNICATIONS LOGS

Vanos Insulations is committed to assisting injured workers in early and safe return to work by utilizing communication logs. These logs shall be filled out 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 that are an essential component to the proper and effective management of the claim. (VI-FOR-101 & VI-FOR-102)

PHYSICAL DEMANDS INFORMATION

Vanos Insulations requires a functional abilities form (FAF) to be completed in order to accurately complete a modified duties plan. If a worker returns to regular pre-injury duties and time off is taken due to the workplace injury, Vanos will require an updated functional abilities form (FAF) to ensure next steps.

When required, Vanos Insulations will complete a physical demands information form (PDIF). This provides health care professionals with information regarding the overall physical demands of the injured worker's pre-injury job.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1st, 2021

POLICY NUMBER:
VI-POL-250 Rev. 5
Element #14 **PAGES:** 1
REVISION DATE:
January 1, 2021

MANAGEMENT REVIEW & MANAGEMENT OF CHANGE POLICY STATEMENT

Vanos Insulations is vitally interested in the ongoing health and safety of our employees, as well as that of our clients, visitors, and sub-contractors. To ensure compliance with applicable regulations, address any changes to the work environment and compare statistics, the management team will review our occupational health and safety management system on an annual basis, or as appropriate. The Vanos management team shall conduct reviews of all health and safety policies and procedures to verify current applicability annually. Reviews will include an examination of hazard controls currently in place, safe work practices in use and additional assessments as appropriate to ensure that working conditions remain safe.

RESPONSIBILITIES

SENIOR MANAGEMENT

- Ensure employee conducting the yearly review is qualified
- Develop health and safety objectives for the following year based on management review
- Create an action plan of how these objectives will be obtained
- Review statistics, determine gaps, and establish changes to the OHSMS

SAFETY COORDINATOR

- Maintain and prepare supporting documentation for management review
- Conduct yearly review
- Document and summarize the management review
- Communicate and implement changes resulting from review
- Monitor the effectiveness of the changes

SUPERVISOR/FOREMAN

- Participate in management reviews when required
- Apply changes to daily operations
- Communicate feedback

WORKERS

- Ensure complying with Vanos' Occupational Health and Safety Management System
- Communicate with supervisor/foreman any thoughts, issues, concerns regarding our OHSMS

The intent of this policy is for senior management to ensure continual improvement by evaluating the suitability, adequacy and effectiveness of the occupation health and safety program.

Matt Vanos
President
Vanos Insulations Ltd.

Date: January 1,2021

MANAGEMENT REVIEW & MANAGEMENT OF CHANGE PROCEDURE

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

At a minimum, senior management will conduct an annual evaluation of the health and safety management system. These reviews will include evaluations for the office, shop and site projects. Management review meetings will have an agenda and meeting minutes will be documented and maintained.

THIS MEETING WILL CONSIST OF:

- Evaluation of the effectiveness of all elements of our health & safety management system
- Status of actions from previous management reviews
- Results of internal audits, including COR audits
- Evaluation of compliance with legal requirements
- Results of participation and consultation with employees and the JHSC (recommendation forms)
- Communication from external parties
- Occupational health and safety performance of our organization
- Evaluation of the extent to which occupational health and safety objectives have been met
- Status of incident investigations, trends identified, implementation of corrective actions, implementation of preventative actions and status of actions taken
- Changing circumstances related to occupational health and safety such as developments in legal requirements or technology
- Identified barriers to worker participation in health and safety
- Recommendations for improvement
- Policy updates
- Measurable objectives
- Action plans to achieve these objectives (resources required, communication to workers)
- Revisions to any elements of the management system

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.

Records of the meetings will be documented through the yearly management review attendance, agenda and meeting minutes forms (VI-FOR-135). These records will be stored electronically and through hard copies.

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:

o Ineffective organization of work

o Harassment and violence in the workplace

o 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