

## TABLE OF CONTENTS

<b>1.0 HEALTH, SAFETY &amp; ENVIRONMENT POLICY .....</b>	
1.1 POLICY.....	
1.2 RESPONSIBILITIES .....	
1.3 COMMITMENT STATEMENT .....	
<b>2.0 RIGHTS AND RESPONSIBILITIES POLICY .....</b>	
2.1 POLICY.....	
2.2 EMPLOYER RESPONSIBILITIES.....	
2.3 SUPERVISOR RESPONSIBILITIES.....	
2.4 WORKER RESPONSIBILITIES.....	
2.5 CONTRACTORS RESPONSIBILITIES.....	
2.6 EMPLOYEE RIGHTS.....	
2.7 RIGHT TO REFUSE UNSAFE WORK .....	
2.8 UNSAFE WORK REFUSAL PROCEDURES.....	
<b>3.0 WORKPLACE INSPECTIONS POLICY .....</b>	
3.1 PURPOSE.....	
3.2 POLICY.....	
<b>4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY.....</b>	
4.1 PURPOSE.....	
4.2 DEFINITIONS .....	
4.3 POLICY.....	
4.4 FATAL INVESTIGATIONS.....	
<b>5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY .....</b>	
5.1 POLICY.....	
5.2 SAFETY BULLETIN INFORMATION BOARD.....	
5.3 SAFETY MEETINGS.....	
5.4 CREW TOOL-BOX TALKS .....	
<b>6.0 NO SMOKING POLICY .....</b>	
6.1 PURPOSE.....	

6.2 POLICY.....  
6.3 DESIGNATED SMOKING AREAS.....

**7.0 DRUG AND ALCOHOL USE POLICY.....**

7.1 PURPOSE.....  
7.2 POLICY.....  
7.3 MEDICATIONS .....  
7.4 PROHIBITIONS .....  
7.5 IMPAIRED DRIVING .....

**8.0 WHMIS 2015 & GHS POLICY .....**

8.1 PURPOSE.....  
8.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS) .  
8.3 SUPPLIER LABELS (2015) .....  
8.4 LABELING: WORKPLACE LABEL (2015).....  
8.5 PICTOGRAMS (2015).....  
8.6 SAFETY DATA SHEETS – SDS (2015).....  
8.7 RESPONSIBILITIES .....  
8.8 WORKER TRAINING & EDUCATION .....  
8.9 ENVIRONMENTAL PROTECTION .....

**9.0 OCCUPATIONAL FIRST AID POLICY.....**

9.1 PURPOSE.....  
9.2 REQUIREMENTS FOR PROVISION OF FIRST AID .....  
9.3 REPORTING INJURIES .....  
9.4 SUMMONING FIRST AID IN AN EMERGENCY .....  
9.5 TRANSPORTING INJURED PERSONS .....  
9.6 FIRST AID KITS.....  
9.7 FIRST AID RECORD FORM .....  
9.8 FIRST AID RECORDS .....  
9.9 BC EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE.....  
9.10 AUTHORITY OF FIRST AID ATTENDANT.....  
9.11 RESPONSIBILITIES .....  
9.12 HEPATITIS B VACCINES .....

9.13 BC FIRST AID REQUIREMENTS .....

**10.0 WORKING ALONE OR IN ISOLATION POLICY .....**

10.1 PURPOSE.....

10.2 DEFINITION.....

10.3 POLICY.....

**11.0 DISCIPLINARY ACTION POLICY .....**

11.1 PURPOSE.....

11.2 RESPONSIBILITIES .....

11.3 POLICY.....

**12.0 BULLYING AND HARASSMENT POLICY .....**

12.1 PURPOSE.....

12.2 DEFINITION.....

12.3 RESPONSIBILITIES .....

12.4 POLICY.....

12.5 REPORTING PROCEDURES.....

12.6 INVESTIGATION PROCEDURES .....

12.7 FOLLOW UP.....

12.8 TRAINING .....

12.9 EXAMPLES OF BULLYING AND HARASSMENT.....

**13.0 WORKPLACE VIOLENCE POLICY .....**

13.1 PURPOSE.....

13.2 DEFINITION.....

13.3 POLICY.....

13.4 RISKS FROM ROBBERY ASSAULT OR CONFRONTATION .....

13.5 PURPOSE.....

13.6 POLICY.....

13.7 ABUSIVE AND DIFFICULT CLIENTS / VISITORS.....

13.8 ROBBERY AND ASSAULT .....

13.9 UNWELCOMED MEMBERS OF THE PUBLIC .....

13.10 RISK ASSESSMENTS .....

13.11 MUTUAL RESPECT .....

**14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY.....**

14.1 PURPOSE.....

14.2 DEFINITIONS .....

14.3 POLICY.....

14.4 SELECTION, USE AND MAINTENANCE .....

14.5 INSTRUCTION AND TRAINING .....

14.6 SUPERVISOR RESPONSIBILITIES.....

14.7 WORKER RESPONSIBILITIES .....

14.8 FOOT PROTECTION .....

14.9 EYE PROTECTION.....

14.10 RESPIRATORY PROTECTION .....

14.11 FIT TEST .....

14.12 SAFETY HEADGEAR .....

14.13 HAND AND BODY PROTECTION .....

14.14 HEARING PROTECTION.....

**15.0 SAFE WORK PROCEDURES POLICY .....**

15.1 PURPOSE.....

15.2 POLICY.....

**16.0 MANAGEMENT MEETINGS POLICY .....**

16.1 PURPOSE.....

16.2 POLICY.....

**17.0 RECORDS AND STATISTICS POLICY .....**

18.1 PURPOSE.....

18.2 POLICY.....

**18.0 NEW AND YOUNG EMPLOYEE ORIENTATIONS POLICY.....**

18.1 INSTRUCTION AND SUPERVISION: PURPOSE .....

18.2 POLICY.....

18.3 PURPOSE.....

18.5 DEFINITIONS .....

18.4 POLICY.....

18.5 SUPERVISOR RESPONSIBILITY .....

18.6 INSTRUCTION AND SUPERVISION: RIGHT TO REFUSE UNSAFE WORK .....

18.7 WORKER REFUSAL POLICY .....

18.9 GENERAL SITE SAFETY RULES .....

*Employee Safety Representative.....*

*Supervisor(s) Contact Information .....*

*Managers and Supervisor’s (name, contact info).....*

*Emergency Contact Information .....*

*Workplace Hazardous Materials Information System 2015 (WHMIS) .....*

*Safety Data Sheets.....*

*First Aid Procedures .....*

*First Aid Attendants (name, contact info and level of training).....*

*Eye Wash Stations .....*

*Emergency Evacuation Procedures .....*

*Muster Station .....*

*Equipment & Personal Protective Equipment.....*

*Respiratory Protection .....*

*Hazard Reporting.....*

*Warning Signs.....*

*Housekeeping – Slips, Trips and Falls .....*

*Tools, Machinery & Equipment .....*

*Right to Refuse Unsafe Work .....*

*Right to Refuse Unsafe Work Procedures.....*

*Right to Participate.....*

*Right to Know .....*

*Safe Sharps Disposal .....*

*No Smoking (Tobacco & E-Cigarette) .....*

*Drug and Alcohol Use.....*

*Violence in the Workplace .....*

*Abusive, Unwanted and Difficult Members of the Public.....*

*Robbery and Assault .....*

*Bullying and Harassment .....*

*Working Alone* .....  
*Horseplay*.....  
*Musculoskeletal Injuries (MSI)* .....  
*Back Safety – Heavy Lifting* .....  
*Safety Bulletin Board* .....  
*Water Pail & Bucket Procedures* .....  
*Cleaning Walls and Windows*.....  
*Wiping and Dusting* .....  
*Sweeping* .....  
*Vacuuming & Body Movement* .....  
*Floor Scrubbers & Polishers*.....  
*Emptying Garbage Cans*.....  
*Pulling Garbage Bags*.....  
*Yellow Caution Tap* .....  
*Extension Ladder Safety*.....  
*Step Ladder Safety* .....  
*Heat Stress*.....  
*Cold Stress* .....  
*Biological Hazards and Controls*.....  
*Bloodborne Diseases*.....  
*Other Diseases* .....  
*Exposure Prevention (Bloodborne Diseases)* .....  
*Exposure Prevention (Other Diseases)*.....  
*Accidental Exposure (Infected Blood or Body Fluids)* .....  
*Hand Washing* .....  
*Gloves & Removal of Gloves*.....  
*Respirators*.....  
*N95 Respirator User Seal Check Procedures*.....  
*Surgical Mask Versus Disposal Respirator* .....  
*Spill Clean-Ups* .....  
*Fire Extinguisher Safety*.....  
*Cellular Phone Usage* .....

**19.0 SUB-CONTRACTOR HIRING POLICY .....**

- 19.1 PURPOSE .....
- 19.2 CONTRACTOR SAFETY PROGRAMS .....
- 19.3 CONTRACTOR SITE SAFETY PLAN .....
- 19.4 "INSERT COMPANY NAME HERE" RESPONSIBILITIES.....
- 19.5 COORDINATING MULTIPLE EMPLOYER WORKPLACES .....
- 19.6 CONTRACTORS RESPONSIBILITIES.....
- 19.7 BC INSURANCE REGISTRATION.....
- 19.8 CONTRACTOR WORKERS .....
- 19.9 ACCIDENT/INCIDENT INVESTIGATIONS .....
- 19.10 CONTRACTOR SAFETY MEETINGS .....
- 19.11 CONTRACTOR SITE ORIENTATION .....
- 19.12 WORKER TRAINING AND ORIENTATION.....
- 19.13 GENERAL SITE SAFETY RULES .....

**20.0 PREVENTATIVE MAINTENANCE POLICY .....**

- 20.1 POLICY.....
- 20.2 EQUIPMENT INVENTORY.....
- 20.3 INSPECTION.....
- 20.4 MAINTENANCE RECORDS .....
- 20.5 PREVENTATIVE MAINTENANCE .....
- 20.6 DEFECTIVE TOOLS AND EQUIPMENT.....

**21.0 EMERGENCY RESPONSE PLAN POLICY .....**

- 21.1 PURPOSE .....
- 21.2 POLICY.....
- 21.3 EMERGENCY RESPONSE COORDINATOR (ERC) .....
- 21.5 POTENTIAL EMERGENCIES.....
- 21.6 MUSTER STATION (ASSEMBLY POINT) .....
- 21.7 COMMUNICATION .....
- 21.8 EVACUATION PROCEDURES .....

**22. VEHICLE OPERATING (RULES OF THE ROAD) POLICY .....**

22.1 PURPOSE.....

22.3 POLICY.....

22.4 ALL VEHICLES .....

22.5 CLEARING TRAFFIC.....

**23.0 BLOODBORNE PATHOGENS POLICY .....**

23.1 PURPOSE.....

23.2 DEFINITIONS .....

23.3 RISKS.....

23.4 POLICY.....

23.5 HEPATITIS B VACCINES .....

**24.0 SAFE SHARPS DISPOSAL POLICY.....**

24. 1 PURPOSE .....

24.2 RISKS.....

24.3 GENERAL REQUIREMENTS.....

24.4 SAFE WORK PROCEDURE .....

24.5 EMERGENCY NEEDLE STICK PROCEDURE .....

**26.0 EXPOSURE TO HAZARDOUS SUBSTANCES POLICY.....**

26.1 PURPOSE.....

26.2 TYPES OF HAZARDS.....

26.3 WORKING WITH HAZARDOUS MATERIALS .....

26.4 HAZARD CONTROL/SAFE WORK PROCEDURES .....

26.5 ASBESTOS-CONTAINING BUILDING MATERIALS .....

26.6 LEAD-BASED PAINT AND OTHER LEAD PRODUCTS.....

26.7 MERCURY IN SWITCHED AND LIGHT MATERIALS .....

26.8 MOULD GROWTH ON BUILDING MATERIALS.....

26.9 NEEDLES AND SHARPS .....

26.10 WHMIS PRODUCTS .....

26.11 ANIMAL FECAL MATTER AND CARCASSES .....

26.12 PESTICIDE USE.....

26.13 HANTAVIRUS.....

**27.0 ANNUAL PROGRAM REVIEW POLICY .....**

27.1 PURPOSE .....

27.2 POLICY.....

27.3 PURPOSE OF THE REVIEW .....

27.4 FOCUS OF THE REVIEW .....

27.5 SAFETY PROGRAM AUDIT .....

**28.0 COVID 19 SAFETY POLICY.....**

28.1 POLICY.....

28.2 CLEANING AND SANITIZING .....

28.3 DISINFECTION SOLUTION .....

28.4 HANDSHAKING .....

28.5 WORKPLACE DISTANCING.....

28.6 PERSONAL PROTECTIVE EQUIPMENT .....

28.7 DISPOSAL OF CONTAMINATED PPE.....

28.8 FACE TOUCHING .....

28.9 FOOD AND BEVERAGE SHARING .....

28.10 SNEEZING AND COUGHING .....

28.11 TRAVEL .....

28.12 EXPOSURE OR SYMPTOM REPORTING .....

28.13 CONTACT WITH A CONFIRMED CASE OF COVID-19 .....

28.14 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE) .....

