

TABLE OF CONTENTS

1.0 HEALTH, SAFETY & ENVIRONMENT POLICY	
1.1 POLICY.....	
1.2 RESPONSIBILITIES	
1.3 COMMITMENT STATEMENT	
2.0 RIGHTS AND RESPONSIBILITIES POLICY	
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.....	
3.0 WORKPLACE INSPECTIONS POLICY	
3.1 PURPOSE.....	
3.2 POLICY.....	
4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY.....	
4.1 PURPOSE.....	
4.2 DEFINITIONS	
4.3 POLICY.....	
4.4 FATAL INVESTIGATIONS.....	
5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY	
5.1 POLICY.....	
5.2 SAFETY BULLETIN INFORMATION BOARD.....	
5.3 SAFETY MEETINGS.....	
5.4 CREW TOOLBOX TALKS.....	
6.0 NO SMOKING POLICY	
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
8.0 WHMIS 2015 & GHS POLICY
8.1 PURPOSE.....
8.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS) ..
8.3 LABELING: SUPPLIER LABELS (1988).....
8.4 SUPPLIER LABELS (2015)
8.5 LABELING: WORKPLACE LABEL (1988 & 2015).....
8.6 HAZARD SYMBOLS (1988)
8.7 PICTOGRAMS (2015).....
8.8 SAFETY DATA SHEETS (1988)
8.9 SAFETY DATA SHEETS – SDS (2015)
8.10 RESPONSIBILITIES
8.11 WORKER TRAINING & EDUCATION
8.2 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 EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE.....
9.10 AUTHORITY OF FIRST AID ATTENDANT

9.11 RESPONSIBILITIES
9.12 HEPATITIS B VACCINES
9.13 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.....
14.15 FALL PROTECTION
14.16 HIGH VISIBILITY APPAREL
15.0 EMERGENCY RESPONSE PLAN POLICY
15.1 PURPOSE.....
15.2 POLICY.....
15.3 EMERGENCY RESPONSE COORDINATOR (ERC)
15.4 EMERGENCY CONTACT NUMBERS.....
15.5 POTENTIAL EMERGENCIES.....
15.6 MUSTER STATION (ASSEMBLY POINT)
15.7 MUSTER STATION LOCATION.....
15.8 EVACUATION PROCEDURES
15.9 HAZARDOUS MATERIALS SPILL PROCEDURES.....
16.0 FALL PROTECTION POLICY

16.1 PURPOSE.....
16.2 DEFINITION.....
16.3 POLICY.....
16.4 GUARDRAILS
16.5 FALL RESTRAINT
16.6 FALL ARREST
16.7 SAFETY MONITOR AND CONTROL ZONE.....
16.8 SAFETY MONITOR SYSTEM.....
16.9 FALL PROTECTION PLAN.....
16.10 FALL PROTECTION WORK PLAN FORM.....
16.11 ANCHOR CRITERIA
16.12 EQUIPMENT INSPECTION AND MAINTENANCE
16.13 TRAINING
17.0 MOBILE EQUIPMENT POLICY
17.1 PURPOSE.....
17.2 DEFINITION.....
17.3 OPERATOR'S RESPONSIBILITY
17.4 SUPERVISOR'S RESPONSIBILITY.....
17.5 POLICY.....
18.0 LADDER SAFETY POLICY.....
18.1 PURPOSE.....
18.2 GENERAL PROCEDURE
18.3 INSTALLING AN ACCESS AND EGRESS LADDER
18.4 STEPLADDERS
18.5 SITE-CONSTRUCTED LADDERS.....
19.0 SCAFFOLDING POLICY.....
19.1 PURPOSE.....
19.1 POLICY.....
19.2 GENERAL PROCEDURES.....
19.3 GUARDRAILS FOR SCAFFOLDS
19.4 TOE BOARDS FOR SCAFFOLDS

19.5 WOOD SCAFFOLD ERECTION GUIDELINES.....
19.6 SCAFFOLD PLATFORMS.....
19.7 MANUFACTURED COMPONENTS
19.8 LUMBER FOR STRUCTURAL COMPONENTS
19.9 SCAFFOLD STABILITY
20.0 TOOLS, MACHINERY AND EQUIPMENT POLICY
20.1 PURPOSE.....
20.2 RESPONSIBILITIES
20.3 POLICY.....
21.0 ELECTRICAL SAFETY POLICY
21.1 PURPOSE.....
21.2 POLICY.....
21.3 GENERAL LIMITS APPROACH
22.0 PREVENTATIVE MAINTENANCE POLICY
22.1 POLICY.....
22.2 EQUIPMENT INVENTORY.....
22.3 INSPECTION.....
22.4 MAINTENANCE RECORDS
22.5 PREVENTATIVE MAINTENANCE
22.6 DEFECTIVE TOOLS AND EQUIPMENT
23.0 LOCK OUT POLICY.....
23.1 PURPOSE.....
23.2 DEFINITIONS
23.3 POLICY.....
23.4 SUPPLY OF LOCKS
23.5 PROCEDURES: PRIOR TO CONDUCTING MAINTENANCE
23.6 PROCEDURES: AFTER COMPLETING MAINTENANCE
23.7 MULTIPLE PERSON LOCKOUT
23.8 GROUP LOCKOUT
23.9 PROCEDURES FOR WORKING ON HIGH VOLTAGE EQUIPMENT

23.10 ISOLATION AND LOCK OUT
23.11 PERSON IN CHARGE
23.12 ISOLATING DEVICES.....
23.13 GROUNDING AND BLOCKING
23.14 MULTIPLE AUTHORITIES.....
24.0 EXCAVATION & TRENCHES POLICY
24.1 UNDERGROUND UTILITIES
24.2 REMOVAL OF SURFACE ENCUMBRANCES
24.3 SLOPING, BENCHING AND SHORING REQUIREMENTS.....
FIGURE 20-1: SLOPING IN LIEU OF SHORING
FIGURE 20-2: BENCHING IN LIEU OF SHORING.....
FIGURE 20.3 COMBINED SUPPORTING AND SLOPING
24.4 ENGINEERING REQUIREMENTS.....
24.5 SPOIL PILES.....
24.6 ENTRY AND EXIT.....
24.7 GUARDING
24.8 EXCAVATION CROSSINGS
25.0 CONFINED SPACE ENTRY POLICY
25.1 PURPOSE.....
25.2 SCOPE
25.3 DEFINITIONS
25.4 AUTHORIZED ENTRY WORKER
25.5 SUPERVISOR OR MANAGER OF AN AUTHORIZED ENTRY WORKER
25.6 TENDING WORKER / SAFETY MONITOR
25.7 OPERATIONS SUPERVISOR
25.8 MANAGER HEALTH AND SAFETY
25.9 TRAINING FOR CONFINED SPACE ENTRY WORKERS
25.10 IDENTIFYING A CONFINED SPACE
25.11 HAZARD ASSESSMENT AND CONTROL PLAN FOR CONFINED SPACE ENTRY
25.12 CONFINED SPACE ENTRY PERMIT SYSTEM
25.13 EMERGENCY RESPONSE.....

25.14 TENDING WORKER OR SAFETY MONITOR
25.15 ACCESS AND EGRESS
25.16 WARNING SIGNS AND BARRICADES.....
25.17 ATMOSPHERIC TESTING
25.18 VENTILATION AND PURGING
25.19 EXPLOSIVE AND FLAMMABLE ATMOSPHERES.....
25.20 RECORD KEEPING
26.0 SUB-CONTRACTOR HIRING POLICY
26.1 PURPOSE.....
26.2 CONTRACTOR SAFETY PROGRAMS
26.3 CONTRACTOR SITE SAFETY PLAN
26.4 EMPLOYER AND CONTRACTOR RESPONSIBILITIES
26.5 RESPONSIBILITIES
26.6 COORDINATING MULTIPLE EMPLOYER WORKPLACES
26.7 CONTRACTORS RESPONSIBILITIES.....
26.8 INJURY INSURANCE REGISTRATION.....
26.9 CONTRACTOR WORKERS
26.10 ACCIDENT/INCIDENT INVESTIGATIONS
26.11 CONTRACTOR SAFETY MEETINGS
26.12 CONTRACTOR SITE ORIENTATION
26.13 WORKER TRAINING AND ORIENTATION.....
26.14 GENERAL SITE SAFETY RULES
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)
29.0 WORKING FROM HOME POLICY
29.1 PURPOSE.....
29.2 POLICY.....