GREYSTONE

Project Health and Safety Program

DIVITIE

Safety is everyone's job!

2021

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POLICIES

GREYSTONE HEALTH & SAFETY POLICY STATEMENT

At **GREYSTONE** we place the utmost importance on the health, safety and well-being of our employees and others who may be affected by our work. We are committed to providing and maintaining a safe and healthy work environment that promotes occupational health. We recognize that all workers have the right to work in a safe and healthy workplace. We have developed a Health & Safety Program to promote workplace safety and control unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

GREYSTONE:

believes that it is responsible to incorporate proven health and safety principles into all phases of our
operations and emphasize these as integral components of prudent business practice.

• understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job.

recognizes that accident prevention and quality of working life must continue to be an essential part of
our business operations and as such, will empower each individual to actively participate in their Health &
Safety Program.

accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of
personal injuries can be further reduced and is therefore committed to the prevention of occupational
illness and injury in the workplace.

will continue to support the efforts of the Worker Health and Safety Representative.

 while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards.

 recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements.

recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/ conditions

 recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained.

 will work jointly with relevant personnel in the development and implementation of the Health and Safety Program.

 as outlined in our Early Safe Return to Work Program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable.

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, foremen, management, the Worker Health and Safety Representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

Chief Operating Officer: July 28 / 2021

GREYSTONE

WORKPLACE HARASSMENT PREVENTION POLICY STATEMENT

Grevstone Project Management Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace Harassment will not be tolerated from any person in the workplace, including customers, clients, other employers, supervisors, workers, contractors, sub trades, members of the public, delivery personnel,

Harassment is defined in the Occupational Health and Safety Act, as:

Workplace Harassment

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 Sexual Harassment

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Racial Harassment

Unwanted comments, racist statements, slurs, and jokes, racist graffiti, and literature including articles, pictures and posters.

Workplace harassment can also include derogatory comments or actions regarding age, creed, colour, marital status, sexual preference, gender identification, disability, political or religious affiliation, or place of national origin.

Reasonable action taken by Greystone Project Management Inc. or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to their respective supervisor. If the supervisor or reporting contact is the person engaging in the workplace harassments, contact a member of senior management. If a member of senior management is the person engaging in the workplace harassment, contact a JHSC representative.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors, workers, contactors and sub trades are expected to adhere to this policy, and will be held responsible by Greystone Project Management Inc. for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Retaliation against persons who bring a complaint of harassment forward is strictly prohibited and will be subject to disciplinary action.

A complaint of workplace harassment that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

If a worker needs further assistance, he or she may contact the JHSC or their health and safety representative.

Chief Operating Officer: Jalle, Date: July 28 / 2021

GREYSTONE

WORKPLACE VIOLENCE PREVENTION POLICY

For the purpose of this Policy, the term workplace violence as defined in the Occupational Health and Safety Act is as follows:

Workplace Violence

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- (c) a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

GREYSTONE strives to provide all employees, suppliers, contractors and visitors with an environment free of workplace violence. Mutual respect must be the basis of interaction, co-operation and understanding among all staff and/or contractors. GREYSTONE will not tolerate or condone behaviour that is likely to threaten the health and safety of any of our workers or contractors. This policy applies to all business operations and personnel as well as social events that are organized by or on behalf of the company.

Acts of workplace violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can impact quality of life.

Any potential situation of violence that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and based on the findings appropriate measures will be taken, including disciplinary action and contacting of local authorities.

Successful implementation of this policy will be ensured through effective planning, implementation, open communications and monitoring of procedures regarding the prevention of workplace violence. All workers, supervisors, managers and contractors will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with any concerns and issues raised.

Retaliation against persons who bring a complaint of actual or perceived violence is strictly prohibited and will be dealt with accordingly.

A complaint of workplace violence that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.

Chief Operating Officer: Date: Jacy 28/2021

GREYSTONE VISITORS POLICY STATEMENT

At **GREYSTONE** we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one.

We remain responsible for the well-being of our visitors.

- Visitors are required to accompany their host at all times.
- Visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used. As a minimum appropriate head and foot protection must be worn at all times and other protective equipment must be worn when required.

To ensure that our employees and guests are working in a safe environment we kindly insist that these minimum standards be strictly observed.

All Visitors must:

- Always wear required personal protective equipment
- obey all posted signs and warnings
- not smoke on Greystone jobsites
- be alert and yield to vehicular traffic
- not touch or interfere with work activities, materials or equipment
- stay with their host and keep out of restricted areas
- never enter unguarded areas or areas that have been barricaded

In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm, walk to the nearest safe exit and proceed to the Designated Safe Area. Stay with your host at this area. Do not leave the site. (Everyone must be accounted for).

Chief Operating Officer:

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Date: July 28 2021

SECTION 1

GENERAL SITE INFORMATION AND CONTRACTOR REQUIREMENTS

Site Information (completed and available on site)

Location: Nearest Major Intersection: Site Phone: Supervisors Cell Phone Site Parking: : As per Site Safety Plan & Site Supervisor Delivery Offloading Area: As per Site Safety Plan & Site Supervisor

Site Management Team

Name	Position	Cell Phone Number	Office Phone Number

External Contacts

Company	Contact Name	Cell Phone Number	Office Phone Number
Site Security	n/a		
Temporary Site Power	n/a		

Government Safety Agencies

	Office Phone Number	Contact Name (if applicable)		
Ministry of Labour	877-202-0008			
TSSA	416 734-3300			
IHSA	800-263-5024			
Electrical Safety Authority	877-372-7233			
Emergency Response Team (ERT)				

Emergency Response Coordinator (ERC):

Assistant & Alternate:

Person's Name	Employer	Trade	Phone # on Site

1.1 Introduction

This Health and Safety Program has been prepared for, Contractors and Suppliers performing work on the Project. Work shall only commence when we receive the signed Acknowledgement Sheet for this health and safety program (signed by an Officer or Director of the Contractor or the supplier).

It is the responsibility of the Contractor/Supplier to review with his/her workers, Sub-Contractors, suppliers and visitors, the contents of the Project Health and Safety Program, Package and abide by this package at all times while on the project. These guidelines are meant to assist the Contractor in the prevention of incidents and accidents. They are by no means all inclusive of the requirements specified by the Occupational Health and Safety Act and pertinent regulations. The Contractor must have their own policies and procedures to meet or exceed these guidelines and address the specific hazards associated with their work as it relates to this project. Additional policies and amendments may be added through the progression of the Project, should they be deemed necessary to address unforeseen hazards.

The Contractor is also responsible to ensure that their Sub-Contractors and suppliers are provided with a copy of our Contractor Safety Package prior to commencing work on the project. The Contractor must ensure that their Sub-Contractor's and/ or suppliers are oriented to the project, the acknowledgment is signed and all required documents are delivered to the Site Superintendent.

1.2 Responsibilities of the Contractor's Management

- Prior to the commencement of work on site, the Contractor shall ensure the appointment of a "competent" supervisor to oversee health and safety responsibilities. The Contractor's project manager and supervisor must attend an orientation meeting and complete the Contractor Orientation Checklist in conjunction with the constructor's Site Superintendent or Safety Consultant. Where the Contractor employs five or more workers on the site, including Contractors, the supervisor must be present at all times or assign a Competent Person to supervise in his/her absence.
- 2. The Contractor's management and supervisor(s) must ensure site policies, legislation, codes and standards governing the work and workers of the Contractor, their Sub-Contractors, suppliers and visitors, as a minimum, are complied with. Furthermore, they must undertake every reasonable precaution to ensure the health and safety of all workers, persons and property.
- 3. The Contractor must abide by the requests of the constructor's Site Superintendent and all Governing Authorities. The Contractor must also ensure that the Health and Safety Program for the project is implemented and enforced by their Contractor and supplier's supervisors.

1.3 Training, Orientation and On-Site Meetings

1. The Contractor must provide their supervisors and workers with the appropriate training and certification in health and safety to ensure that they are competent to perform all required work in a safe manner. This may include any of the following as required;

Tra	aining Requirements	Legislation
1.	Employers must appoint "Competent Supervisors" as defined in the Act	OHSA – Sec. 25.2 ©
2.	Workplace Hazardous Material Information System Training (all workers)	WHMIS Regs.
3.	Competent operators for equipment including but not limited to; Lift-Trucks; Zoom booms, excavating equipment, etc.	Reg. 213/91 – Sec. 96
4.	Cranes and boom trucks (over 8 ton capacity) – Licensed Operators and trained operators (training must be recognized by the Ministry of Education and Training)	Reg. 213/91- Sec. 150
5.	Chain Saws – operators must be adequately trained	Reg. 213/91- Sec. 112
6.	Fire Extinguishers – users must be trained	Reg. 213/91- Sec. 52
7.	Propane and Natural Gas – those who handle, store, connect or operate propane or natural gas fueled devices must be trained and carry a record of training (ROT) with them at all times	Propane and Natural Gas Storage and Utilization Code
8.	Explosive Actuated Tools – workers must be adequately trained and carry proof of training	Reg. 213/91- Sec. 117
9.	Elevating Work Platforms – workers must be trained to use the specific type of equipment (oral and written instruction)	Reg. 213/91- Sec. 147
10.	Signaler (assist vehicles in backing-up) – adequate training required	Reg. 213/91- Sec. 106
11.	Traffic control –must be a competent worker and given oral and written instructions	Reg. 213/91- Sec. 69
12.	Fall Protection – Training must be in compliance with Reg. 253/14, April 1, 2015 (training records must be maintained)	Reg. 213/91- Sec. 26.2
13.	Proof of Training under the Trade Qualification and Apprenticeship Act (Electrician, Plumber, Hoisting Engineer, Sheet Metal and HVAC)	Reg. 572/99
14.	Supervision Of Scaffold Erection/Alteration/Dismantling – competent person	Reg. 213/91- Sec. 131
15.	Certification Training for committee members where required	OHSA Section 9 (12)
16.	Hazard specific procedures for Lockout/Isolation of energy	Hazard Specific
17.	Hazard Specific Training for Fall Prevention	Hazard Specific
18.	Hazard Specific Training for Confined Spaces	Hazard Specific
19.	Hazard Specific Training for Working near energized conductors	Hazard Specific
20.	Hazard Specific Training for Hot Work	Hazard Specific
21.	Hazard Specific Training for working with Designated Substances	Hazard Specific
22.	Hazard Specific Training for working near Heavy Equipment	Hazard Specific
23.	Basic Occupational Health and Safety Awareness Training	Reg. 297/13

Note: Other workplace specific training may be required to conduct work activities safely.

A record of training/ certification must be maintained on the worker and provided to the Site Superintendent, where requested.

- 2. Project health and safety "Tool Box" meetings shall be held by the Contractor's supervisors for their workers at least once/month, with records of these meetings available for review by the constructor (as requested). The documentation must include as a minimum;
 - Subject matter
 - attendance (signatures)
 - company and presenter's name
 - date, time and location

Toolbox talks may be required more frequently at the request of the Site Management Team.

- 3. The Contractor's supervisor must attend site production and/ or safety meetings, as required.
- 4. The Contractor must ensure that all workers, Sub-Contractors, visitors and suppliers employed by their company on the Project receive instruction regarding the Contractor's health and safety policy, and this project safety program.

1.4 COVID-19 / Site Infection Control

All Contractors;

- 1. Will be obligated to understand and follow all Covid-19 / Site Infection Control Plans, Policies and Procedures provided by Greystone and posted or made available at site.
- 2. Must report to their immediate supervisor and to Greystone Supervisors or Management any cold or flu-like symptoms that develop while working on the jobsite.
- 3. Must stagger lunches and breaks to ensure proper physical distancing and social hygiene practices are adhered to.
- 4. Advise Greystone if any part of the jobsite or facility requires additional servicing/ cleaning to ensure area is disinfected.
- 5. Ensure that all of their workers check in with the Site Supervisor daily to have their daily site attendance recorded and / or complete the self screening using the posted QR code.
- 6. Are responsible for monitoring and tracking any employees who have tested positive for COVID-19, who are under self-isolation or who are experiencing symptoms and determine the course of action for each of them.

1.5 Daily COVID-19 Self-Screening Using the Greystone QR Code



How to scan a QR code

- 4. Open the Camera app from the Home screen, Control Center, or Lock screen.
- Select the rear facing camera. Hold your device so that the QR code appears in the viewfinder in the Camera app.



 Tap the notification to open the link associated with the QR code.

This screening can be done daily *before* you arrive at site if you are able to set this link up on your phone as per the directions below.

Но	w to save the link to your phone		
IPh	one	An	droid Phone
1.	Open the link (using the QR Code) on your IPhone	1.	Open the link (using the QR Code) on your phone and tap the menu icon (3 dots in upper right-hand corner) and tap Add to homescreen.
2.	Tap the share icon	2	You'll be able to enter a name for the shortcut and
3.	Scroll down to the list of actions and tap	۲.	then Chrome will add it to your home screen
	Add to the Home Screen.		then enrome will durit to your nome screen.

GREYSTONE

COVID -19 POLICY

This policy is applicable to all workers, trades and others visiting or working on our sites.

Greystone Project Management Inc. is closely monitoring the ongoing Coronavirus Disease (COVID-19) pandemic. As the situation continues to change rapidly, our top priority remains the health, safety, and wellbeing of our community, on and off the jobsite. We will continue to update this policy and share information with our workers and others on our jobsites, as it becomes available.

The following measures apply at our office locations and all jobsites;

- It is MANDATORY for everyone to wear a face covering when working or visiting all indoor Greystone
 offices and project jobsites, and any other situation when social distancing is challenging (including
 company vehicles and outdoors).
- Supervisors will ensure active screening is conducted daily for anyone working or visiting Greystone
 offices and project jobsites. Records of the screenings are forwarded to the Health and Safety
 Coordinator.
- The number of workers on-site and working in assigned areas will be restricted to ensure physical distancing compliance.
- 4. Wash your hands with soap and water thoroughly (20 seconds) or use hand sanitizer often.
- Practice social distancing (2 metres), and limit unnecessary on-site contact between workers and outside service providers.
- 6. Cough and sneeze into a tissue or your sleeve. Dispose of the tissue immediately and wash your hands or use an alcohol-based hand scrub.
- 7. Avoid touching your eyes, nose, and mouth.
- 8. Keep commonly touched surfaces clean and disinfected.
- 9. If tools/equipment must be shared, clean and disinfect before letting others use the same item.
- 10. Stay home if you are feeling ill.
- 11. Open doors and touch door buttons with gloves, the back of your hand, or other body part.
- 12. If working at one of our jobsites, wash your clothes as soon as your get home.
- 13. Obtain information regarding this pandemic from valid sources only, and avoid spreading unconfirmed information with co-workers.
- 14. Avoid non-essential gatherings and hold meetings outside.
- 15. Avoid common greetings, such as handshakes.

Notify your supervisor immediately if you are feeling ill, either before coming to work or if you begin to feel ill while at work. Supervisors must report this information to the Health and Safety Coordinator immediately.

The symptoms of COVID-19 are shared with many other illnesses including the cold and flus. According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease. Coronaviruses can cause a range of symptoms including fever, cough, sore throat, and shortness of breath.

At this time, any worker who is experiencing any symptoms will be sent home. In addition, the worker experiencing symptoms will be asked to complete the self-assessment on the Ontario COVID website and follow instruction there, or CALL telehealth (1-866-797-0000), your local public health unit or your family physician.

Chief Operating Officer:

tille.

Date: November 30, 2020

1.5 Contractor's Worker Safety Representative

 Every Contractor and/ or Contractor that employs more than five (5) workers shall have their workers elect a worker safety representative from among their workers on the project. This person must not perform managerial functions. This representative may be elected to or selected for the Joint Health and Safety Committee or Worker Trades Committee, where required.

1.6 Contractor's Representative to the Joint Health and Safety Committee (JHSC)

- 1. Where required, a Joint Health and Safety Committee (JHSC) will be established. At least half of the members shall be workers employed on the project who do not perform managerial functions. Worker representatives to the JHSC will be selected by the trade union, which represents those workers or elected by the workers on the site.
- 2. A Contractor's employee working on site may be selected/ elected as a worker representative to the JHSC. Where prescribed training is required for committee members, the Contractor is obliged to arrange and provide for any such training required for its employee to achieve compliance with the minimum legislative requirements.
- 3. The Contractor or Supplier shall ensure that the powers and duties of JHSC members, as required by legislation and/ or site policy, are not obstructed or hindered by the Contractor's activities or personnel.
- 4. The Contractor shall ensure that the worker representative in its employ is familiar with our Health and Safety Program and allow the JHSC member such time as required to perform site safety duties as required by legislation and/ or requested by the site superintendent.
- 5. JHSC Members are to be paid by their respective employers for the time to prepare for and attend meetings and carry out duties required by the JHSC. The following outlines the requirements for our committee on the Project;
 - JHSC Meetings will every other month on site when applicable to the size and duration of the project.
 - JHSC meetings with be co-chaired, and will only take place if the worker representation on the committee is equal too or greater than the management representation on the scheduled meeting day.
 - In a workplace (a construction project lasting more than 3 months) where twenty (20) or more workers are regularly employed a health and safety committee, consisting of at least 2 members, must be established. At least half the members are to be workers who do not exercise managerial functions and at least one member of the committee representing the employer and at least one member representing the workers are to be certified members.
 - Committee members are expected to attend all meetings, failure to attend two meetings without just cause and notification will result in dismissal from the committee.

- Meetings will be limited to no longer than approximately one hour. Where required and agreed upon by the committee, the allotted time may be extended to address issues. A meeting schedule will be set for the calendar year.
- JHSC worker representative inspections will take place days prior to the monthly JHSC meeting.
- Meeting minutes will be posted and distributed approximately within one week of each meeting.
- Members of the JHSC are expected to work collectively towards resolving issues. Disruptive behaviour will not be acceptable and members acting in such a manner will not be welcome on the committee and will be asked to leave.
- The JHSC may invite guests to attend committee meetings however the invited guests are not allowed to participate in the resolution process for items under discussion.
- Formal JHSC recommendations to management will be addressed within 21 days of receipt.
- 6. Where the site population exceeds fifty (50) workers and the project is expected to last more than 3 months, a Workers Trades Committee (WTC) will be established. Contractors are expected to cooperate with and support these workers as they would a JHSC representative. This committee will report directly to the JHSC.

1.7 Provision of Documents

- 1. The Contractor shall provide an Ontario Ministry of Labour "Registration of Constructors and Employers Engaged in Construction" (Registration) form for their company and all their subcontracted employers that will be performing work on the project.
- The Contractor shall provide a current Workplace Safety and Insurance Board "Certificate of Clearance" and ensure that all their Sub-Contractors, independent operators and suppliers providing work for the Project have appropriate Workplace Safety and Insurance Board coverage.
- 3. The Contractor and their Sub-Contractors shall submit a copy of their Health and Safety Program, site specific procedures and any drawing, specification, license, document, material safety data sheet, record or report pertaining to the health and safety of workers on the project. These must be submitted to the Office / Site Superintendent prior to commencement of the work.
- 4. Prior to the work commencing and while on our Project, the Contractor shall maintain a copy of all documentation required in accordance with applicable legislation. This includes, but is not limited to Contractor and/or Sub-Contractor's health and safety policies, equipment operators manuals, log books, material safety data sheets (SDS), service locates, engineers drawings and applicable authorizations, permits, specific procedures for hazardous work, certificates for manlifts/ cranes/ hoists and other devices, a valid Certificate of Qualification for mandatory trades under the Trades Qualification and Apprenticeship Act (electrician, plumber, etc.) etc. All information must be readily available to workers on the project.

- 5. The Contractor/Supplier must follow Ministry of Environment and Energy regulations for generation and disposal of municipal and subject waste. Where required, provide site management information related to Waste Audit and Waste Reduction work plans.
- 6. The Contractor must ensure each worker's trade certification (where required) and records of training are available on the worker or on the Project at all times.

1.8 Written Procedures

1. When necessary, we may request that the Contractor provide written procedures for hazardous work. Such procedures will be reviewed to ensure that all reasonable precautions in the circumstances have been taken for the protection of the workers.

1.9 First Aid and Emergency Equipment

- 1. The Contractor must provide first aid kits, fire extinguishers, and emergency communications in an area immediately available to their workers and suitable for the work activity and/ or number of workers (including their Sub-Contractors) performing work.
- 2. We will have emergency supplies as required by WSIB Regulation 1101 in the site trailer.

1.10 Notification of Near Misses/ Incidents/ Accidents and Unsafe Conditions

1. The Contractor or its Contractors, workers, visitors or suppliers must **immediately report** all near misses, incidents, accidents or unsafe conditions to the Site Superintendent/using the form outlined in 4.3.

1.11 Investigation and Reporting Forms

- 1. In the event of an incident or accident on site, the Contractor as a minimum must ensure the following:
 - · First Aid is provided if required and safe to do so
 - The site management team is notified immediately
 - The scene is not disturbed and access to the area is secured to prevent others from entering the area
 - The site specific emergency procedures are followed
- 2. The Contractor shall conduct a full investigation for any loss-causing situation. Identify events and causes; provide information pertaining to the occurrence, recommendations and steps to be taken to prevent a recurrence.
- 3. The Contractor shall provide all reports and written notices, in accordance with the Occupational Health and Safety Act and pertinent regulations, the Workplace Safety and Insurance Act and this health and safety program. All reporting must be done within the notification period stipulated by the respective Authority and subsequently all reports and supporting information must be copied to the **Site Superintendent and the General Superintendent**.
- 4. If a claim is made by a Contractor or its Sub-Contractors, workers, visitors or suppliers against another Contractor, Constructor or the owner, the Constructor must receive notice of such a claim in writing, within one (1) day (24 hours) of the alleged occurrence on which the claim is based.

1.12 Incident/ Accident Follow-Up Procedure

- 1. The Contractor shall ensure that preventive measures have been implemented to prevent a recurrence, and verify that the respective Authorities and we have received the appropriate notification.
- 2. The Contractor must establish an Early Safe Return to Work Program and take all necessary measures to accommodate injured workers. The Contractor must also ensure that their Sub-Contractors have implemented an Early Safe Return to Work Program.

1.13 Workplace Inspections

- 1. We will conduct regular documented workplace inspections. Where hazards are observed, the responsible Contractor and/or individual will be notified and required to comply with our Health and Safety Program and or the legislative requirements.
- 2. The Contractor shall ensure that the condition of the work area where their workers are working is in compliance with the legislation.
- 3. Weekly documented workplace inspections of their activities must be conducted.
- 4. Where hazards are observed, they must be rectified and the actions taken documented on a report form. Such report forms must be available for review at the request of the Project Superintendent.

NOTE:

Where hazards are of a serious nature occur; rectification must take place immediately before similar work can continue. Furthermore where hazards of a serious nature are observed and/or repeated violations of the project occur the Contractor will be required to detail in writing the steps that they will take to prevent a recurrence.

1.14 Equipment Inspections

- The Contractor shall ensure that all equipment, including protective equipment or devices, brought to the Project is maintained in a condition that doesn't endanger a worker or the environment. Equipment shall not be used if defective or hazardous or weather conditions are such that it would be dangerous to operate the equipment.
- 2. All equipment greater than 10 horsepower must be inspected by a competent person prior to being used on the project and thereafter at least once per year or more frequently as recommended by the manufacturer.
- 3. The Contractor must have a system in place to inspect all their equipment on site. This system must be designed to identify potential/actual hazards and removal/replacement/repair of the equipment as is necessary.

1.15 Alcohol and Drug Procedure

- 1. The Contractor shall ensure that all workers, Sub-Contractors and visitors that report to the project are fit for the duties they have been hired to perform.
- 2. Intoxication due to or possession of alcohol, cannabis or illicit drugs will not be permitted on the project whatsoever.
- 3. The use of prescription drugs is permitted as prescribed by a physician, provided it does not affect the workers fitness to perform job duties safely.
- 4. Where a worker is suspected of being intoxicated, the following procedures must be followed;
 - The worker will be escorted and requested to remain in a safe location away from the work area. At all times during this process, the Contractor will be required to have the worker in question accompanied by a supervisor
 - The worker's supervisor, union and safety representative, if available, will be requested to attend.
 - The group present will determine the appropriate course of action and a means of transport to a suitable safe location or to a medical facility.
 - Where a dispute exists regarding the worker's fitness for duty, the appropriate health care practitioner or authorities will be summoned to make a further assessment. The employer and supervisor must act on this assessment and advise the site superintendent regarding the outcome.

1.16 Cellular Telephone Use

- 1. Unless exceptional circumstances exist, avoid using wireless devices while on site unless permission has been granted and the user is in a safe area away from potential hazards.
- 2. Workers are permitted to use mobile devices only in designated areas and times as designated by the Site Supervisor.
- 3. The use of mobile devices is not permitted while operating any mobile material handling equipment, while working on any aerial work platforms, or while performing activities that require your full attention.
- 4. The use of mobile devices is not permitted while attending safety meetings or while receiving safety-related information such as a safety talk.
- 5. Supervisors should make every reasonable effort to avoid using their mobile device or making calls while directing activities on the worksite. Supervisor company cell phones may only be used in safe areas (Away from motor vehicular traffic and equipment), and / or in vehicles equipped with "hands-free" and one-button calling technology, as per provincial driving laws.
- 6. The use of mobile devices is not permitted around explosive or flammable atmospheres or while decanting or working with flammable or combustible material.
- 7. If an urgent family matter requires a worker to use their mobile device, the worker must coordinate with the Site Supervisor so that the communication can be done in a safe manner.
- 8. Greystone Project Management Inc. is not liable for the theft of any devices stored on site.

1.17 Smoking

In accordance with provincial and municipal bylaws, **SMOKING / VAPPING** is prohibited in all enclosed Greystone worksites, which includes all company vehicles and enclosed company equipment, without exception. As applicable, the Site Superintendent will also enforce local bylaws / client requests that prohibit smoking anywhere on the jobsite.

1.18 Enforcement

The Contractor shall ensure that our Health and Safety Program and all statutory requirements or requests/ orders by Governing Authorities are enforced with all workers, Sub-Contractors, suppliers or visitors. Where necessary, take immediate corrective action to eliminate any hazardous conditions, violations, or other non-compliance. The Contractor shall notify the Site Superintendent, in writing, of any such action.

1.19 Progressive Discipline

Every Contractor (employer) on the project must have a progressive disciplinary policy, which addresses the collective agreement for the trade and meets the requirements for this project.

All trade contractors, visitors, etc., are expected to follow the Greystone Health and Safety Rules and work in a safe manner at all times. Willful acts of violation are defined, and will be dealt with accordingly.

The following issues will require the Contractor (employer) to **<u>immediately</u>** remove a worker from this project;

GREYSTONE

PROGRESSIVE DISCIPLINE POLICY

Workers, Sub trades or others who willfully works in violation of Company Polices and / or Legislative Requirements will be subject to any of the following disciplinary actions as deemed appropriate:

- Verbal or written warning
- 2. Written warning
- Removal from site, suspension or dismissal

Furthermore, workers or others on site are subject to immediate discharge or ejection from the site at the discretion of Greystone Project Management Inc. for any of the following:

Workers and others

- a) Threatening physical harm, physically harming another person, or any act or threat of violence or harassment;
- b) Theft, falsifying time records, or any other dishonest act;
- c) Sabotage or intentional damage to company property;
- d) Horseplay or Fighting;
- e) Possession of or use of Firearms;
- f) Reporting or found at work under the influence of alcohol, possession and/or the use, of illegal drugs, or the improper use of prescription or "over the counter" drugs, while on or about the premises of our jobsites or performing work on the company's behalf;
- g) Insubordination;
- h) Failure to use/wear fall prevention equipment or any other mandatory personal protective equipment (PPE);
- Inadequate isolation / lock-out / tagging of electrical or mechanical systems;
- j) Failure to obey "danger" signage or barriers;
- k) Failure to adhere to requests of an Authority having jurisdiction and/or demonstrating disrespect to such a person;
- I) Willful violation of the Greystone Project Management Inc. Health and Safety Program or legislation creating a potential for injury, death or serious property damage;
- m) Entering areas or using equipment for which you are not qualified or authorized;
- Repeated violations of any policy contained in our Health and Safety Program;

Our Workers Only

- o) Without the written permission of the company, working elsewhere while on an authorized leave of absence, WSIB Claim, or medical leave;
- p) Failure to return to work immediately after the expiration of a leave of absence granted by the company.
- employees caught operating Greystone Project Management Inc. licensed vehicles without a valid driver's license or with a driver's license under suspension.

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The supervisor of any worker requested to be removed from the project must also be reviewed for disciplinary action by the Contractor (employer).

The Site Superintendent must be notified of any disciplinary action on the project and be provided with written proof of the actions taken.

1.20 Sub Trade Safety Violations

Safety Violation Reports must be done in order to resolve an unsafe condition and / or act with a contractor. Through this form the responsible contractor, sub trade or supplier is made aware verbally or in writing of the unsafe conditions and / or acts created by their workers. Reference 4.6.

Non-serious first time offences;

- a) The Project Supervisor will advise the Worker OR Supervisor for the contractor of the infraction.
- b) The Worker will be asked to sign the Disciplinary Action Form; OR the contractor Supervisor will be asked to sign the Safety Violation Report acknowledging the infraction. (Follow-up by the Supervisor will then be required with the worker(s) in question). Copies will be sent to the Construction Manager and H&S Manager.

Serious and/or repeat infractions;

- a) The Project Supervisor will stop the Worker (s) OR Contractor's workers from working (if deemed warranted, the workers will be asked to leave the job site).
- b) The same steps followed for the non-serious first time offences.
- c) A Disciplinary Action Form OR Sub Trade Safety Violation Report will be completed and sent to the Sub Trade Owner, Project Manager or equivalent. Note: the Sub-Trade will be asked to detail in writing the steps they will take to prevent a recurrence of the unsafe action/condition. Copies will be sent to the Construction Manager and H&S Manager.
- d) Work will only proceed if the Project Supervisor is satisfied that adequate steps have been taken to prevent a recurrence.

Very Serious and/or willful disregard for safety requirements;

- a) The Project Supervisor will stop the Worker OR Contractor / Sub Trade's workers from working (the workers will be asked to leave the jobsite)
- b) the Project Manager and the Contractor, Project Manager or equivalent (as applicable) will be notified immediately
- c) The Worker may be suspended, or terminated depending on the severity of the infraction. For a Contractor, our Project Manager will request from the Contractor a plan to prevent such a recurrence and that the workers in question not be returned to any of our sites unless granted permission from our Project Manager (s).

Copies of the Safety Violation Report must always be sent immediately to the Project Manager.

All documentation pertaining to Disciplinary Action OR Site Safety Violations must also be maintained on site by the Project Supervisor for the duration of the project.

1.21 Non-Compliance Penalties

1. The Contractor shall hold harmless the Owner, Constructor and their respective officers, employees and agents for any failure by the Contractor to comply with the requirements of these guidelines or their statutory responsibilities. The Contractor shall be responsible,

financially and otherwise for the non-compliance of their employees, Sub-Contractors, suppliers or visitor on the project.

- 2. The following penalties may be levied without recourse, at the discretion of the Constructor, against the Contractor, his employees, Sub-Contractors, suppliers or other person for non-compliance.
 - a) termination of the contract where the Contractor refuses and/or fails to fulfill all duties and responsibilities
 - b) immediate ejection from the site of any offending employee, Contractor, supplier or other person, temporarily or permanently
- 3. The Contractor shall be responsible for and shall fully indemnify the owner, the Constructor and their officers, employees and agents for:
 - a) any and all costs incurred due to charges, fines and convictions resulting from the Contractor or their Sub-Contractor's, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities.
 - any and all costs incurred to defend any action resulting from the Contractor or their Sub-Contractors, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities
 - c) any and all costs incurred due to delays in the progress of work or their Contractors, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities.
- 4. Where the responsibilities of the Contractor or their Sub-Contractor or suppliers are not carried out in a timely manner, for any reason, others will perform the work and costs shall be back-charged to the Contractor.

1.22 Visitors

Contractors must ensure the health and safety of visitors to the project. The visitors must be made aware of basic health and safety requirements, as well as emergency procedures.

- 1. Upon arrival to the site, visitors must report to the Site Office. They will only be allowed on site if granted permission from the Site Management Team. Visitors must always be accompanied by a competent supervisor and must wear the required personal protective equipment. Visitors must wear the protective equipment required for the work area and as a minimum CSA approved hard hats and safety boots. Other equipment such as eye protection, reflective vest, fall arrest equipment, respiratory protection, hearing or other protection may be necessary depending on the stage of construction.
- 2. Visitors must be aware of our health and safety program (available in the site trailer) and adhere to the minimum requirements at all times. Visitors must not perform work while on the project and must remain in safe areas at all times.
- 3. Visitors must report any hazards observed on the project to the site management team immediately.

1.23 Hours of Work

The hours of work on the Project are from 7:00 am to 4:00 pm Monday through Friday, unless otherwise posted by the Site Superintendent. The Site Superintendent must grant permission for after hours, weekend or statutory holiday work.

1.24 Working After Regular Hours

Greystone Project Management requires notice from any Contractor that will be working on one of our projects after regular working hours. We will require every Contractor that expects be working on a job site after normal working hours, to complete a Greystone **"Work Permit"**, specifying the particulars of the job, or work to be conducted. Reference section 4.18.

Copies of these forms can be obtained through the Site Superintendent (from the H&S Coordinator). The form will be provided to the Site Supervisor before the scheduled work, and must be signed by the Site Supervisor or Program Manager, confirming authorization for the work to be conducted.

The Contractor working after regular hours must have a competent supervisor on site at all times during the course of the work.

At least one (1) person on site must be certified in First Aid, with valid proof of training provided to the Site Superintendent.

There must be a "communication device" on site at all times when workers are working beyond normal working hours, for contact purposes in the event of an emergency.

A first aid kit that meets the requirements of WSIB Regulation 1101 must be accessible at all times, as well as an A-B-C rated fire extinguisher.

The Work Permit will only be good for the date it is signed and for the company that is named on the form. The Work Permit must be signed by the Site Superintendent or the Project Manager, who will ensure that a copy is available in the site construction trailer and a copy sent to the H&S Coordinator, and a copy is held by the contractor at all times, before the scheduled work date.

If the Contractor that is conducting work beyond the normal working hours does not comply with the terms of the Work Permit, disciplinary action up to and including termination of the contract may result.

SECTION 2

SITE SPECIFIC SAFETY REQUIREMENTS

2.1 Site Specific Health and Safety Requirements Policy:

The safe physical condition of the Project and its surroundings is of prime importance. All workers, Contractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure that the standards included in our Health and Safety program are met or exceeded. All Contractors must have health and safety programs that contain specific health and safety systems to address hazards associated with the work they perform.

The following are some general health and safety requirements that apply to all Contractors working on our project, yet these requirements should not be considered all inclusive.

2.2 Guardrails

- 1. Guardrails must be provided where a worker is exposed to a fall of 8 feet (2.4 m) or more and has access to the open side of a:
 - Floor, including a mezzanine or balcony floor
 - Bridge surface
 - Roof while formwork is in place
 - Scaffold platform or other work platform, runway or ramp.

In addition, workers must be protected from a fall if they are exposed to any of these hazards:

- Falling more than 10 feet (3.0 m)
- Falling more than 4 feet (1.2 m) if the work area is used as a path for a wheelbarrow or similar equipment
- Falling into operating equipment, water or another liquid
- Falling into or onto a hazardous substance or object
- Falling through an opening on a work surface
- 2. Guardrails must meet the criteria for guardrail systems outlined in Reg. 213/91 Regulations for Construction Projects.
- 3. Guardrails may only be removed in order to perform work. During the removal process and when work is taking place, a travel restraint, fall restrictor or fall arrest system must be used. In addition, "DANGER" signs and a barrier must be used to prevent access to the area by other workers. Upon completion of the task or prior to leaving the area, the guardrails must be re-installed.
- 4. Always ensure that handrails are free of protruding objects such as nails and that the wood does not pose sliver hazards, furthermore, wood handrails should not protrude into the aisle.

2.3 Handrails

- 1. Securely fastened handrails must be installed on the open sides of all stairs and guardrails must be installed on any open side of stair landings.
- 2. Handrails must be constructed of the same materials required for guardrails and secured in place.
- 3. Always ensure that handrails are free of protruding objects such as nails and that the wood does not pose sliver hazards, furthermore, wood handrails should not protrude into the aisle.

2.4 Floor Coverings

- 1. Where it is not possible to provide guardrails around floor openings, they must be covered with securely fastened coverings capable of supporting all loads to which they may be subjected and clearly marked "DANGER, FLOOR OPENING".
- 2. Floor coverings must have a professional engineer's opinion if provided in an area where heavy materials (e.g. masonry blocks, mortar, etc.) or mobile equipment may be stored or used.
- 3. All floor openings 3 inches or greater in diameter must be protected immediately.

2.5 Access/ Egress

- 1. Overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out on a structure located within 4.5 metres of a public way, above a means of access/ egress or work area.
- 2. Access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.). Temporary stairs must be used where regular access/ egress is required from one floor level to another and/ or tools and materials are being handled manually. Only trained and authorized personnel are allowed to install or remove(stairs, ramps or ladders).
- 3. No means of access or egress to a unit or to the site in general shall be blocked or restricted without prior notification to the site superintendent (due to emergency access/ egress). This condition will only be permitted under strict supervision by the Contractor and in consultation with the site superintendent.
- 4. Access to roof areas is restricted to authorized workers only. The Contractor supervisor and workers must evaluate hazards (snow, wind, rain/sleet, etc.) prior to work and if necessary, work must be avoided on roofs until the conditions are safe for the workers.

2.6 Ladders

- 1. Portable, manufactured ladders must meet the design, performance, test and marking requirements of a Grade 1, Grade 1A or Grade 1AA ladder in the CSA Standard Z11-12, portable ladders.
- 2. Ladders must be set up on a firm level surface. If the base is to rest on soft uncompacted or rough soil, a mudsill must be used.
- 3. Ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing) and landing areas at both ends of the ladder must be clear of debris and materials.
- 4. 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.
- 5. All access ladders must be tied off or otherwise secured to prevent movement.
- 6. Ladders will only be allowed to be used to complete tasks when it is not feasible to use other equipment such as a scaffold, powered elevating work platform, etc.
- 7. Where a ladder is used to complete a task other than for access and egress, a fall arrest system, secured to the structure, must be used where a worker may fall 10 feet (3m) or more.
- 8. 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 one-quarter or greater than one-third the vertical distance between these points.
- 9. Always maintain three point contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands).

- 10. When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the third rung from the top and with his body between the side rails.
- 11. Ladders shall not be erected on boxes, carts, tables, scaffold platforms, elevated work platforms or on vehicles. Ladders must not be used horizontally as substitutes for scaffold planks, runways or other service for which they have not been designed.
- 12. Metal ladders, or ladders with metal reinforcing must not be used near energized electrical equipment or conductors.

2.7 Stilts

1. Stilts or other types of leg extension devices use, is <u>not</u> permitted on the project.

2.8 Scaffold

- 1. The erection, inspection and dismantling of scaffold must be carried out by trained, knowledgeable and competent persons.
- 2. Scaffold must be inspected prior to each use by a competent person.
- 3. Scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 2 inches x 10 inches (51mm x 25.4mm) in cross section; No.1 spruce.
- 4. Scaffolds must be erected with all braces, pins, screwjacks, baseplates, wheels and other fittings installed as required by the manufacturer.
- 5. Scaffold platforms and benches must be at least 18 inches (46 cm) wide and planked across their full width.
- 6. Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- 7. Where scaffolds cannot be tied into a building, they must be adequately braced to provide stability.
- 8. Scaffold planks must be securely fastened to prevent them from sliding.
- 9. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- 10. Where a vertical access ladder is used to access/ egress scaffold platforms, fall arrest equipment must be incorporated for heights of 10 feet (3m) or more.
- 11. Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface, where required.
- 12. Work on the scaffold is prohibited during windy conditions or inclement weather.
- 13. Ensure the scaffold is capable of supporting all loads (e.g. tools, materials, etc.) that it may be subjected.
- 14. Never overload the scaffold. If necessary, double plank decks and place materials over supports.
- 15. All tarps being used on scaffolding systems must be installed according to engineered drawings. These drawings must be maintained and made available on site.
- 16. Any heaters, such as propane, must only be handled by competent, authorized personnel with a record of training(ROT). See paragraphs 2.21 and 2.23 regarding safety requirements for use of propane and other flammable/combustible materials.

2.9 Scaffold on Wheels or Castors

- 1. All castors or wheels must be provided with a functioning braking device.
- 2. Brakes on the castors shall be engaged when working on the scaffold.
- 3. Ensure surface is firm and level prior to moving scaffold.
- 4. No worker shall mount scaffold unless the brakes are applied.
- 5. Where a rolling scaffold is being moved, with a worker on a platform that is 8 feet (2.4m) high or more, the worker must wear a fall arrest system secured to a fixed support.
- 6. A scaffold mounted on castors or wheels shall be equipped with guy wires or outriggers to prevent its overturning if the height of the scaffold platform exceeds three times the least lateral dimension of the scaffold measured at the base of the scaffold.
- 7. If outriggers are used, measured between the outriggers.

2.10 Surface Penetrations/ Excavations

- 1. Locates must be obtained prior to any surface penetration (walls, floors, etc) or soil disturbance (e.g. trenches, augering, fence holes, etc.) of any kind. They are valid for only 30 days, after which time new locates must be obtained.
- 2. Locate drawings must be reviewed by the supervisor and be in the possession of the equipment operator.
- 3. Any digging that occurs within 1 metre of locate marks must be conducted by hand (nonmechanical equipment). DO NOT dig outside the area located on the locate drawings.

2.11 Trenches and Excavations

- 1. Where workers are required to enter a trench or excavation, proper means of access/ egress must be provided.
- 2. Where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one gradient. Where it is not possible to slope the walls adequately, they must be supported as prescribed in the Regulations for Construction Projects (i.e. shoring or a trench box designed by a professional engineer).
- 3. When a worker is in a trench, a competent worker trained in first aid must be stationed above ground in close proximity to the trench, or to the means of access to it. Workers must stay within the protected area of the trench at all times. No one may enter an unprotected trench, no matter how short the period.
- 4. All loose material must be scaled or trimmed from the sides and surface of an excavation or trench. Materials, including soil spoils, equipment or machinery shall not be stored or used closer than 3 feet (1 m) from the top of the wall of an excavation.
- Soil conditions and/ or the shoring systems must be inspected by a competent person (designated by the professional engineer) before a worker enters the trench or excavation and then on a regular basis.

2.12 General Cleanliness

- 1. All major pathways shall be kept clean and free of obstructions at all times!
- 2. Scrap materials and general dunnage shall be placed in waste containers immediately and removed from the work area to the identified scrap containers on a daily basis. Each Contractor and all workers must plan to reduce waste, reuse and recycle materials.
- 3. Each Contractor is responsible for maintaining and cleaning their work area and materials on a daily basis. Pop cans, coffee cups and other garbage are to be put in waste containers.
- 4. Pieces of lumber with protruding nails are to be promptly piled out of the way and the nails withdrawn or bent over.
- 5. Other protruding objects, such as reinforcing steel (rebar) must be protected by a suitable means (capped) to prevent injury/ impalement.

6. Clean-up of materials/debris and/ or equipment generated by you is your responsibility unless alternative arrangements have been made with the Project Manager in writing. If housekeeping issues arise on site as a result of lack of housekeeping due to your trade, a Clean-Up Notice will be issued requiring action within 24hrs. Reference section 4.19.

2.13 Treatment of Ice and Snow

- 1. Accumulations of ice or snow which create slip hazards on access routes and/ or work areas will be cleared/ treated as soon as practicable. Always exercise caution when walking during inclement weather conditions.
- 2. Should you discover that access to your work area or the work area itself is slippery due to inclement weather conditions, please see the site superintendent for site approved materials to be used for treatment of ice/snow (e.g. sand, calcium chloride, etc.)
- 3. 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.

2.14 Bracing and Securing

 During the course of work, all Contractors must ensure that they use appropriate wall/floor/structure/component bracing/securing techniques to prevent any part of the structure under construction, temporarily/permanently installed components (e.g. stairs or windows) or equipment in use, from toppling over or collapse. Braces or supports should only be removed progressively when components or structural members no longer pose the danger of collapse or toppling over.

2.15 Utilities

- Underground utilities prior to excavating, locates must be performed and identified accordingly for all underground utilities. In the event that during the excavating of soil, the operator begins to encroach on an identified utility, the operator shall cease use of the powered equipment and digging shall only be performed by a worker using a hand held shovel (if safe to do so) otherwise hydro vacs must be used.
- 2. Overhead utilities whenever there is a danger of equipment, persons and/or materials encroaching on the minimal allowable distances (O. Reg. 213/91) See chart below) or making contact with any energized electrical conductors, safety precautions (e.g. de-energizing of power source, insulating electrical conductors, use of spotters, having power lines moved, utilization of warning signs for operators of equipment, written and communicated procedures, etc.) must be taken in accordance with Sections 188 to 191 Reg. 213/91.

Column 1	Column 2
Nominal phase-to-phase voltage rating	Minimum distance
750 to 150,000 volts	3 metres
150,000 to 250,000 volts	4.5 metres
more than 250,000 volts	6 metres

Minimal Distances

- 2. When unsure, always treat electrical conductors as if they are energized (verify with site management) and take precautions accordingly. Should any utility appear to be damaged, immediately notify the Site Superintendent.
- 3. Energized overhead conductors must be identified with the appropriate signage and/or warning devices in the vicinity of the conductor and visible to the operator a crane, vehicle or any equipment that may be operated near an energized overhead conductor where it is possible for the part of the vehicle/equipment or its load to encroach on the minimum distances. Operators of equipment/machinery and/or others required to work in the vicinity of energized overhead conductors must be provided with written notification of the hazard and procedures to work safely prior to beginning work. Furthermore a legible sign visible to the operator and warning of the potential electrical hazard must be posted at the operator's station.
- 4. For overhead powerlines rated at less than 750, Contractors must ensure that workers and equipment do not come in contact with the powerlines.

2.16 Electrical Safety

Note:

- 1. No worker shall connect, maintain or modify electrical equipment or installations unless the worker is a certified electrician under the Trades Qualification and Apprenticeship Act or the worker is otherwise permitted to connect maintain or modify electrical equipment or installations under the Trades Qualifications and Apprenticeship Act.
- 1. NO LIVE WORK on or near electrical equipment installations or conductors (Live Work may only be acceptable in extreme cases if written procedures are in place for the protection of the workers and the conditions of the all safety regulations pertaining to live work have been met and furthermore, permission has been granted by the Site Superintendent).
- 2. Devices used in the lockout/tagout process must meet or exceed the health and safety legislative requirements and be used in accordance with the requirements.
- 3. **No worker** (other than the worker who installed the lock or tag) shall tamper with or remove a lock (lockout device) or tag.
- 4. When repairs, testing (testing may have to be done live), installation or decommissioning of machinery or equipment must take place, all energy sources (electrical, gravity, pneumatics, hydraulics and stored energy) must be de-energized for the protection of a worker.

Lockout/Tagout Requirements (ref. Reg. 213/91 s.188/189)

- A. It is the responsibility of the Contractor and their supervisor to identify when and where the work may require the de-energization and isolation of an energy source. The supervisor must also identify how the sources of energy will be de-energized, brought to a zero energy state, locked out of service and tested.
- **B.** Written procedures for lock-out and energy control shall be submitted to the Site Superintendent and implemented prior to performing work in accordance with legislative requirements.
- **C.** When a job requiring potential exposure to an energy source such as hot tapping, work on live electrical conductors or circuits, x-ray testing of pipes, etc. procedures must be prepared/ reviewed by the Site Superintendent prior to work.

- D. The supervisor must ensure the workers have received project orientation on the hazards and the Energy Control Procedures to be followed. Proof of training must be kept available for review.
- **E.** Where the procedures are affected by the facilities or workers of the client, procedures will follow the requirements of and be approved by the client.
- F. Padlocks and Danger Tags Where there is a danger of equipment being inadvertently energized, the motor switch on all individual motor drives shall be locked in the open position. It shall be the responsibility of each Contractor to maintain an adequate supply of safety locks. Each Contractor employee affected shall affix his/her own lock and, in addition, a danger tag shall also be applied to the switch handle bearing: a brief description of the work being done; the Contractor's name, worker's name, supervisor's name, date and emergency phone numbers. The tag and locks shall remain in place until the work has been completed. In the case where air, steam or liquid is the motivating power, the valves shall be locked in the closed position after the system has been bled and then tested to assure it is de-energized.
- **G.** Where a lock has been abandoned or must be removed due to an emergency, the Site Superintendent shall be notified and the Contractor must follow an approved lock abandonment procedure.

General Site Electrical Safety

- 1. Jewelry, tools, ladders, scaffolding and other equipment or materials capable of conducting electricity must not be worn or used in close proximity to energized electrical equipment installations or conductors that they could make electrical contact with.
- 2. Report defective electrical equipment to your supervisor immediately. Defective electrical equipment must be tagged and taken out of service and repaired or decommissioned.
- 3. Electrical panels and disconnects must not be covered or hidden by articles of clothing, materials or machinery.
- 4. Only authorized personnel are allowed to access electrical rooms.
- 5. All energized electrical panels must be adequately covered.
- 6. All electrical extension cords must have a grounding conductor and at least two other conductors.
- 7. Do not use conductive materials to tie off connections between electrical extension cords and power tool cords.
- 8. All cords and equipment must be effectively grounded.
- 9. Extension cords must be inspected and maintained in proper working order.
- 10. Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations. Tripping of GFCI's shall be reported and investigated immediately.
- 11. Report any loose, unprotected electrical wires/cables or other damaged electrical equipment to your supervisor and the Site Superintendent immediately.

2.17 West Nile Virus Prevention Plan

1. A West Nile Virus prevention plan will be implemented, communicated and posted at the project when applicable. Contractors will be required to actively participate in the plan and help prevent creating potential breeding grounds for mosquitoes. (See section 4.13)

2.18 Heat Stress Prevention Plan
- 1. A Heat Stress prevention plan will be implemented, communicated and posted at the project. Contractors will be required to actively participate in the plan and ensure that they have implemented measures to prevent workers for the harmful effects of heat stress.
- 2. The project specific plan will warn workers when heat levels are excessive and what precautions should be taken for the prevention of heat stress. (See section 4.14)

2.19 Severe Weather

- 1. During inclement weather it may be necessary for workers to refrain from working and remain in a safe area until the weather has passed.
- 2. High winds and thunderstorms can be extremely dangerous, workers must seek shelter away from the elements. If you can **hear thunder**, it is time to seek shelter in a safe location as lightning may travel around the thunderstorm cells far away from them. Lightning strikes are very common in Ontario and can be fatal, be smart and seek appropriate shelter. Standing in front of an unprotected opening, such as an open garage will not provide adequate protection for the workers.
- 3. Severe weather includes:
 - **Wind** working on scaffolds and at heights is not permitted during windy conditions. Any materials that can be blown or moved by the wind must be secured.
 - Extreme high Heat/Humidity the appropriate safety precautions should be taken while working in sunny conditions, including applying sunscreen, drinking plenty of water and taking breaks on a more frequent basis.
 - Snow/Rain/Sleet(Stormy Conditions) the appropriate safety precautions should be taken during snowy or rainy conditions, including wearing the appropriate PPE and possibly, ceasing any work activities that are being conducted outside. All outdoor workers should seek out appropriate shelter (e.g. building). In addition, all materials that can be damaged by the elements should be protected.
 - **Frost** the presence of frost in the workplace can cause very slippery conditions. Refrain from accessing any areas where frost may exist. Only access these areas once the frost conditions have subsided.
 - **Cold Weather** when cold weather work is required, the worker should wear the appropriate clothing, including: gloves, boots, etc. Also, the worker should take frequent breaks in a warm area.

2.20 Compressed Gas Cylinders:

- 1. Only competent authorized workers are to handle compressed gas cylinders.
- 2. Handle compressed gases with extreme caution. Compressed gas cylinders may only be transported or hoisted on site where a suitable crib, secured from movement, is used.
- 3. Use/ store and transport all compressed gas cylinders adequately secured in an upright position. Storage cages or racks must be made available in a safe location away from work areas, 15 metres (50 feet) from the outside of the building.
- 4. After using a compressed gas cylinder, ensure the valve has been closed. Cylinder valves must also be covered with their appropriate screw on caps.
- 5. Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use, remove from work area (if safe) and report immediately. Under no circumstances, is a leaking compressed gas cylinder to be used! Cylinders and hose connections should be tested with soapy water.
- 6. Empty containers of compressed gases should be stored separately from full or partial containers. Flammable materials should be stored separately from oxygen. Only one day's supply or less of compressed gas is to be stored indoors, at any time
- 7. Store cylinders in cages identified with the company name when not in use.

8. Welding/ cutting torches, hoses, regulators and flash-back arrestors must be inspected prior to each use.

2.21 Propane

- 1. Only competent, authorized personnel with a record of training (ROT) may handle/ connect compressed gas cylinders.
- 2. The use of propane is common in construction. When working with any equipment which is fueled by propane, the following safety precautions must be observed:
- 3. Ensure proper ventilation in order to prevent the build up of potentially lethal carbon monoxide gas
- 4. Keep sources of ignition a minimum of 3 metres (10 feet) from a propane cylinder.
- 5. An approved 4A4 0BC fire extinguisher must be readily available.
- 6. Always handle compressed gas cylinders and their contents with extreme caution.
- 7. After using a compressed gas cylinder, ensure the valve has been closed.
- 8. Unless designed for horizontal use, store all propane cylinders in an upright position, adequately secured in an approved, identified storage crib
- 9. Empty propane cylinders must be stored separately from full or partially full containers at the site compound or designated storage area.
- 10. Upon discovery of a propane leak from a cylinder, hose, valve or other connection, close valve if possible and if safe to do so, warn others, leave the area and notify your supervisor immediately.

2.22 Welding/Cutting

Any contractors or Sub-Contractors involved in a Hot Work operation are required to adhere to the following requirements.

- 1. A Hot Work Permit must be obtained from the Site Supervisor.
- 2. The individual taking out the hot work permit, along with his/ her supervisor, must examine the work area and ensure that all requirements on the "required precautions checklist" section of the hot work permit can be met.
- 3. The hot work permit, once completed, shall be submitted to the Site Supervisor for approval.
- 4. The hot work permit (once approved) will be issued to the person responsible for the work to be conducted, for the time period as stated on the permit. Sub-Contractor's hot work permits may be issued for the duration of the contract or specific job, depending on the circumstances.
- 5. The hot work permit must be posted in the work area, preferably attached to or near the welding or cutting equipment.

Notes:

- 1. All cutting, welding and grinding equipment must conform to CSA and Fire Code requirements.
- 2. Where cutting or welding is to be performed above an area where workers or the general public have access or combustible materials are stored, the Contractor shall arrange for a fire-watch to be stationed below. The fire-watch should be equipped with an approved fire extinguisher and utilize warning signs to divert people from the area.

- 3. The Contractor shall provide fireproof tarpaulins where it is necessary to cover equipment or combustible materials.
- 4. Welding in the vicinity of containers of flammable liquids is not permitted.
- 5. Use welding screens when others may be endangered by arc flash or sparks
- 6. Utilize proper ventilation where required and/or wear the appropriate respiratory protection

2.23 Flammable/ Combustible Materials

- 1. Flammable liquids must be stored in approved containers with flash arresting caps in place. Containers must be grounded and bonded during decanting.
- 2. Where tanks are stored on site for refueling of equipment, they must be stored away from moving equipment or vehicular traffic. All tanks must meet and be stored in compliance with TSSA requirements.
- 3. Flammable materials must be stored outside, at the site compound or designated storage area in an isolated or fenced area at least 15 metres (50 feet) from the outside of the building, with "NO SMOKING" signs posted.
- 4. Flammable or combustible materials must not be stored, used or situated in areas where welding, cutting or open flames are present.
- 5. All flammable or combustible materials must be clearly labeled as to their contents, hazards (i.e. WHMIS Regulations) and have company identification.
- 6. Draining of gasoline, fuel oil, motor oil or other flammable liquids onto the ground or into an open sewer, or watershed is strictly prohibited.

2.24 Hazardous Materials

- 1. Hazardous materials must be stored in areas designated by the site superintendent. The Contractor must notify the site superintendent of special storage requirements for particularly hazardous or designated substances.
- All hazardous materials brought on site must be equipped with appropriate labeling and Safety Safety Data Sheets. SDS must be provided to the site superintendent and be available on site.
- 3. All workers must have received WHMIS training or the appropriate upgrading within the last year. This should include specific training to ensure they are fully aware of use, storage, emergency and disposal requirements for the hazardous materials they may use. Proof of training must be available on the worker.
- 4. Improper use handling, storage and disposal of hazardous materials may create imminent hazards which could result in a serious accident. To ensure proper storage of hazardous materials, refer to Safety Data Sheets.
- 5. Designated substances (e.g. asbestos, lead, etc.). When applicable, Contractors who may be required to remove or work with designated substances must as a minimum follow all safety measures defined in the regulations specific to the designated substance.
- 6. Spills or discharges of any hazardous material must be safely contained and reported to the site superintendent immediately.

2.25 General Material Storage

- 1. Large shipments must be pre-arranged with the Site Superintendent.
- 2. All materials are to be stored in an organized manner in the designated storage areas.

- 3. Materials must be stored in such a manner that they will not tip, collapse, fall or protrude from a load in a dangerous manner. Care must be taken while unloading/ unpacking trucks and crates.
- 4. Doorways, aisles, roadways and work areas are to remain unobstructed, by materials and other objects.
- 5. Materials must not be stored within 6 feet (1.8 m) from the edge of a roof, floor, excavation or other openings.
- 6. Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.
- 7. Approval must be obtained from the Site Superintendent for receiving of materials from the roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

2.26 Fire Protection

- 1. Where sparks or open flames may be present, fire extinguishers must be readily accessible in an adequately marked location and properly maintained, regularly inspected and promptly refilled after use.
- 2. Workers must be trained by their employer in the use of fire extinguishers.
- 3. Fire extinguishers must be supplied by the Contractor for use at all times where Hot Work is conducted.
- 4. Portable extinguishers must be secured to all moving vehicles and machines (i.e. backhoes, crane cabins, etc.).
- 5. Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada <u>4A40BC</u> rating are the minimum

Class "A" Extinguishers

For fires of ordinary combustion materials such as wood, paper textiles where a quenching, cooling effect is required.

Class "B" Extinguishers

For flammable liquid and gas lines, such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

Class "C" Extinguishers

For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

2.27 Personal Protective Equipment

2.27.1 Foot Protection

CSA certified Grade 1 boots (Green Patch) must be worn at all times by construction workers.

Note: Work boots should be fully laced and tied and deteriorated boots replaced.

2.27.2 Head Protection:

Approved Hard Hats must be worn at all times by construction workers.

Note: Hard hats must be replaced when the interior (cage) or exterior shell is damaged.

2.27.3 Skin Protection/ Protective Clothing

- 1. Proper protective clothing must be worn at all times, i.e. full length pants and at least, short sleeve shirts (no cut-off). Sun-block is recommended on exposed skin for outdoor work.
- 2. Other protective clothing must be worn when required to prevent exposure to a noxious gas, liquid, dust, fume, or objects which may cut, puncture, abrade or burn skin, or as required by Safety Data Sheets.
- 3. High visibility reflective vests (tear-away) or shirts must be worn when a worker may be endangered by vehicular traffic. This is applicable when working around heavy machinery, backing up vehicles, signaling cranes or traffic or at all times depending on the stage of construction on site.

2.27.4 Eye and Face Protection

- 1. CSA approved glasses with side shields must be worn where the hazard of eye injuries may exist.
- 2. Suitable CSA approved goggles and/or welding shields with the appropriate UV protection shall be worn when welding or cutting.
- 3. Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face. (grinding, chipping, handling hazardous substances, etc..., and while working in designated locations)

2.27.5 Fall Prevention

- 1. Every Contractor must develop a fall prevention plan to eliminate and/ or control the potential for their workers to fall.
- 2. The fall prevention plan must address the prevention of falls through the use of guardrails or travel restraint. If the hazard of falling may not be eliminated then a fall arrest plan must be implemented. The fall arrest plan must include procedures to inspect equipment and to rescue a worker that has fallen.
- Workers must receive working at heights training approved by the Chief Prevention Office before they can work at heights. This documentation must be provided to the site superintendent.
- 4. Workers must use a fall arrest system where guardrails do not exist and workers are;
 - in danger of falling 3 metres or more(10 feet) or more,
 - falling more than 1.2 metres if the work area is used as a path for a wheelbarrow or similar equipment
 - falling into operating equipment or into water or another liquid
 - falling into or onto a hazardous substance or object
 - falling through an opening on a work surface
- 5. A fall arrest system may consist of any of the following components so long as it will not cause an arrest force of greater than 1800 lbs. (8kN) and all CSA standards are met.
 - CSA approved full body safety harness

- CSA approved shock absorbing lanyards (to achieve 100% tie-off a "Y" lanyard may be required) equipped with double locking anti roll-out clips
- CSA approved connecting devices (ie. chokers, rope grabs, etc.)
- approved anchorage points
- CSA approved vertical or retractable lifeline
- horizontal lifeline (where designed by a professional engineer and drawings are submitted to site superintendent)
- safety nets
- 6. These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum. Procedures must be submitted to the site superintendent.
- 7. All components of a fall prevention system must be inspected by a competent person prior to its first use on site and by the worker daily thereafter. Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.

2.27.6 Hearing Protection

1. Each worker must have hearing protection available for use at their work area (to be worn at all times in designated areas where noise levels exceed 85 dBA. (i.e. chipping, using explosive actuated tools, grinding, etc.).

2.27.7 Respiratory Protection/ Air Quality

- 1. The Contractor must take all actions necessary to ensure the quality of air on the project and in their work areas is not affected by fugitive emissions caused by their work processes or by materials used.
- 2. Where the quality of air is or may be affected through work activities or by pre-existing conditions the Contractor must take measures to ensure the hazards that may be present are identified and controlled. (e.g. air quality tests, ventilation, etc.)
- 3. All air quality tests must be conducted in the presence of a worker safety representative, appointed by the JHSC, and reports must be copied to the site superintendent and the JHSC.
- 4. If there is a likelihood of harmful levels of contaminants or poor air quality, mechanical means (i.e. fans, blowers) of ventilation will be used to reduce the hazard to workers.
- 5. Where required NIOSH approved respiratory protection must be used to ensure workers do not exceed legislated or recommended exposure criteria as identified by the appropriate air quality tests, on the Material Safety Data Sheet or Regulations for Exposure due to Biological or Chemical Agents or Occupational Exposure Limits.
- 6. Workers must be trained regarding the fit testing requirements, maintenance and limitations of respirators.
- 7. Work areas or processes (i.e. welding) should be ventilated to decrease the potential for worker exposure.
- 8. Confined Space Entry procedures with criteria for testing, entry, ventilation, rescue, etc. must be provided to the site superintendent and are required prior to entering a confined space.

2.28 General Equipment/ Elevated Work platforms

- 1. Equipment is to be operated and maintained by competent trained and authorized personnel. Proof of training must be kept in the operator's possession and provided to the site superintendent, upon request. Pre-operation checks must be made daily.
- 2. An operator must never leave the equipment running while unattended. Hoisting equipment must not be left unattended while any part is in a raised position.
- 3. In the event that the view of an operator is obstructed or where working near a roadway, electrical conductor or public/ pedestrian way, the operator shall be assisted by a competent, trained signal person.
- 4. Excavating equipment, roller compactors, tractors, skid steers, etc, shall be equipped with rollover protection as required by the Regulations for Roll Over Protective Structures.
- 5. Prior to use on site all equipment over 10 horsepower must have
 - a pre-job inspection by a competent worker.
 - have a letter bearing the seal of a professional engineer stating the equipment is in compliance with applicable legislation and CSA/ CAN standards.
 - the operators manual

This information must be readily available for review on the equipment.

2.29 Hoisting Equipment

- 1. Hoisting equipment is to be operated by certified or trained personnel only, as required for the capacity and type of equipment.
- 2. Daily hoist/crane inspection logs must be filled out by the operator and be maintained at the site for review by Governing authorities.
- 3. The Contractor must have a procedure in place for the inspection of rigging equipment.
- 4. All persons rigging loads must have proof of rigging training available for review
- 5. Loads being hoisted must not pass over workers or the general public, or be handled in a manner which might endanger a worker. Permission must be obtained and precautionary measures in place to fly loads over public ways. Flying loads over adjacent buildings is only acceptable if permission has been granted and procedures developed to ensure that the occupants are not in the building during the flying of materials over the building.
- 6. Full visibility of the load and the intended path must be maintained by the operator of the hoisting equipment at all times. In the event that his view is obstructed or work is conducted near equipment, machinery, electrical conductors or other hazards, a competent trained signalperson must be used.
- 7. The operator and the signal person must utilize voice communication if available or prearranged industry standard hand signals
- 8. At no time shall the operator of the hoisting equipment attempt to lift an object or load which is in excess of the maximum load rated capacity.
- 9. The capacity of the equipment and any attachments must be readily available.
- 10. The operator must always ensure that full control of the load is maintained.
- 11. Loads must not be left suspended, unless an operator is at the controls of the equipment.

2.30 Fork-Lift Trucks

- Fork- Lift trucks must be in good condition and equipped with an overhead guard and all necessary safety devices, i.e. safety belt. The truck shall be large enough for the work involved. Persons operating lift trucks must be qualified and the Operator must have documented proof of training available for review.
- 2. Contractors shall check load capacities of any floor, platform or roof with the Site Superintendent before loading with any material or equipment.
- 3. When traveling without a load the forks of a lift truck must be tilted back and raised at least 4 inches off the ground to avoid any obstructions. When not in use the forks of a lift truck must be lowered and left resting on the floor. Powered equipment must not be left unattended with the engine running.
- 4. All operators of mobile equipment must be properly trained.
- 5. The raising of personnel on the forks or a platform of a lift truck is prohibited.
- 6. No person other than the operator shall ride on mobile equipment.
- 7. Lift trucks, are required to slow and proceed with caution, through intersections or when approaching congested work areas.
- 8. Where it is required to control vehicle traffic, required provisions must be in place including barriers, signs, properly instructed flag people and reflective fluorescent vests for the flag people.
- 9. Loads that may shift or roll when being transported must be blocked to prevent any movement.
- 10. Loads shall be lowered as close to the ground as possible while being moved by a forklift.

2.31 Log Books and Operators Manuals

- 1. A log book should be kept for each piece of machinery or equipment. The log book should identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). All Log books must be maintained as prescribed in the Construction Regulations if applicable, and be available for review.
- 2. Operations Manuals must be as supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operators or the Site Superintendent. An inspection tag or sticker should be supplied on all equipment new to the site.

2.32 Signal Persons

- 1. Contractors must provide signal persons who are "Competent Workers" and therefore have received the appropriate training to meet the criteria required in the Occupational Health and Safety Act and Regulations for Construction Projects.
- 2. Signal Persons must wear appropriate traffic vests at all times
- 3. Every vehicle backing up must have a signal person present. Proof of training must be provided to the site superintendent.
- 4. Signal persons must ensure their own safety at all times and only perform the task of signaling.

2.33 Equipment and Tool Use

1. All equipment/ tools must be inspected for defects prior to each use. Tools must be effectively guarded and used in a safe manner. Workers ensure that the guarding is fully functional and used at all times.

- 2. Ensure electrical tools are grounded. If the cord is cut/frayed, or the motor casing is defective, they must be tagged out of commission, repaired and/ or removed from the site.
- 3. Do not operate electrical power tools or run electrical cords in damp or wet areas. Ground Fault Circuit Interrupters (GFCI) must be used for all electrical tools used outdoors.
- 4. Do not leave power tools/ equipment on or running when unattended.
- 5. All tools and equipment must be stored so they do not create a hazard for other workers on the project.

2.34 Explosive Actuated Fastening Tools

- 1. Workers using these tools must be adequately trained prior to its use.
- 2. Eye protection, hard hats and hearing protection must be worn.
- 3. The tool must be inspected prior to use to ensure it is clean, operating freely, the barrel is obstruction free and there are no defects.
- 4. This tool must always be stored in a locked container when not in use and must never be left unattended when out of its case.
- 5. This tool shall never be pointed at anyone, whether it is loaded or not.
- 6. Only shells/ loads suitable for the application and manufacturer of the tool shall be used.
- 7. Misfired loads shall be placed in a water filled container and removed daily from site.

2.35 Vehicle Operation

- 1. The Contractor shall ensure that his employees park in areas and in a manner that will not impede access in case of an emergency. Vehicles parked on-site that are obstructing traffic, emergency routes or materials flow will be removed at the owner's expense.
- Overnight parking of equipment or vehicles must be done with the permission of the site superintendent. The security of equipment or vehicles must be ensured by the Contractor. Vehicles are to be left with appropriate brakes applied or blocking, and locked and with the keys removed.
- 3. Licensed Operators must always work cautiously and ensure that at no time is the operation of their vehicle/ machine/ equipment placing themselves or others in danger and/ or likely to cause damage to the structure, equipment or machinery.
- 4. Posted "speed limits" must be observed at all times on the site. Where there are no limits posted, the maximum speed is walking speed.
- 5. Special attention must be given when driving on the site during inclement weather; mud, ice and snow create slippery surfaces proceed with caution.
- 6. Parking on-site is only allowed in designated areas. Vehicles parked on-site that are obstructing traffic, emergency routes or materials flow will be removed at the owner's expense.

2.36 Public and Occupant Safety

2.36.1 Signage

1. Appropriate signage will be provided by the Constructor and the Contractor, as required, to ensure the appropriate identification of construction areas, access routes, overhead dangers,

electrical conductors and the boundaries of the project. Please note that in the absence of signage the "ORANGE" snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.

2. Signage must also be supplied by the Contractor to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

2.36.2 Fencing, Hoarding and Other Precautions

- 1. Appropriate fencing, hoarding, covered ways and other precautions (e.g. fire routes/ escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.
- 2. Fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the constructor and/or governing authorities (i.e. Ministry of Labour, Fire Marshall, etc.)
- Additional precautions must be taken by the Contractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds the safety factor provided by existing precautions. (e.g. removal of windows, work performed outside project boundaries, etc.)

2.36.3 Traffic Control and Equipment on Public Ways

- 1. Contractors must ensure that appropriate flagpersons, signalpersons, barricades or signage is installed on public or private ways on the project to protect workers, the general public, occupants and vehicles on that way. Flagpersons or signalpersons must be provided with written instructions by their supervisor.
- 2. Priority must be given to ensuring that public or private ways are accessible to emergency service vehicles at all times. Where the public or private way is to be blocked, an alternative route must be provided and clearly marked.
- 3. Equipment to be used on public or private ways must be barricaded where practical and equipped with a flashing amber light working, at all times.
- 4. Where roadwork has been performed the appropriate barricades and flashing light standards must be installed to prevent hazards to traffic or pedestrians.
- 5. Good housekeeping practices must be followed, at all times, to prevent, general public or occupant contact with waste, scrap or other unsafe conditions on public or private ways.

2.37 General Conduct

The following is a guideline to be followed by all workers or Contractors employed on the project;

- 1. Ensure that you are familiar with and abide by our Health and Safety Program and your Company health and safety program;
- 2. Always work in compliance with the Occupational Health and Safety Act and pertinent Regulations.

- 3. Co-operate with Ministry of Labour Inspectors, site safety personnel, worker health and safety representatives, supervisors and others who are attempting to achieve and maintain a healthy and safe workplace;
- 4. Report hazards, incident and injuries to the site management team immediately
- 5. Attend all tool box safety talks held by your supervisor.
- 6. Always wear the personal protective equipment required for the site;
- 7. Do not engage in horseplay or fighting;
- 8. Use discretion, if it does not look or feel safe, ask for your supervisors assistance;
- 9. Read and follow all posted notices and warnings;
- 10. Portable/ personal radios (e.g. I-PODS) are not permitted on the project;
- 11. Rings, jewelry and loose clothing must not be worn during work activities;
- 12. If you are not familiar with the use of any equipment, machinery, or tools, ask your supervisor for assistance;
- 13. Do not disturb fellow workers while they are setting up or operating any equipment or machinery;
- 14. A clean work area is also a safe work area. Always keep work areas and access-ways clean and free of spills, scrap, debris, and congestion.

2.38 Incidents Involving Occupants or General Public

 Contact by construction workers with the general public and/ or occupants of existing buildings must be limited and must not be confrontational. Report any adverse contact with general public or occupants to your supervisor.

SECTION 3

SITE EVACUATION AND EMERGENCY PLAN

GUIDE TO EMERGENCIES FOR SITE SUPERINTENDENT, CONTRACTOR SUPERVISORS AND EMERGENCY RESPONSE TEAM

EMERGENC	EMERGENCY					
COMMUNICATIO	COMMUNICATIONS					
In case of Emergency call	911					
Site Location : As per project						
Site Phone # : Site Superintendent Cell Phone						
Local Non Emergency Numbers:						
POLICE DEPARTMENT-	888 310 1122					
FIRE DEPARTMENT-	705 789 5201					
MINISTRY OF LABOUR	888 299 3138					
Muskoka Algonquin Health Care	705 789 2311					
Other Emergency Contact Numbers:						
Greystone Project Management Inc.	(705) 789-1418					
Utilities:						
Hydro 888 434 1235 or as per spe	ecific project					

EVACUATION PLAN ALL WORKERS

When You Hear the Evacuation Alarm:

- Remain calm
- Turn off the power to your equipment/ machine/ other power sources
 if safe to do so
- Leave the area by the nearest, safe exit notify others to leave immediately. Where applicable, close doors behind you while leaving areas.
- If smoke is present, stay as low to the ground as possible to minimize the inhalation of smoke (where applicable)
- Do not attempt to use elevators or hoists during an evacuation, rather, use appropriate stairs, ladders or ramps
- Proceed directly to designated Staging Area for "head count"
- Advise supervisor/ foreman of observations, location and status of the situation
- Remain calm at the staging area and await further instructions

Never re-enter the area or structure

until clearance is given by the Person in Charge - (Fire Department, Supervisor/ Foreman, etc.)

FIRE

SUPERVISORS

- initiate evacuation of your area through the nearest or alternate emergency exit, close doors (where applicable) behind you
- notify Site Superintendent (ERC)
- obtain list of workers and report to Grouping Area
- take roll call
- identify to ERC/ ERT member "ALL PRESENT" or names and number of workers missing. If the fire was in your area, provide any other information
- await further instruction from ERC or Emergency Services

ERC and ERT

- Sound Emergency Horn(s)
- call 9-1-1 (or appropriate number for fire) and report fire. Give your name, the company name, address, major intersections, entrance to building, area of building and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- ERC to designate ERT member to take head count from supervisors at Grouping Area and report back immediately
- ERC to designate ERT member to notify adjacent business and to shut down natural gas service. Note: natural gas must not be shut down if leaking and burning
- ERC to designate ERT member to shut down electrical service (if safe)
- ERC to designate ERT member to meet and direct Emergency Services
- ERC to meet Emergency Services and provide status of situation
- Emergency Services to provide ERC with status of building and safe return to building or alternative requirements

MEDICAL EMERGENCIES

FIRST AIDER

- stop and take a deep breath
- assess the scene to determine hazards
- assess the victim, don barrier devices (gloves, mask)
- administer first aid if safe to so
- take control of the scene, send worker to notify Site Superintendent ERC
- direct workers/ ERT to direct ambulance

ERC; For Serious Injury/Illness:

- have ERT call 9-1-1 (or appropriate number for ambulance) and report injury. Give your name, the company name, address, major intersections, entrance to building, area of building and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- respond to scene and assess hazards
- assign ERT member to clear immediate area and direct coworkers to safe place and direct ambulance to nearest door

CHEMICAL SPILLS

SUPERVISORS

- alert workers in area to evacuate
- notify the Site Superintendent

ERC/ERT

- ERC to assess hazards at the scene and establish a Hazard Zone
- ERC to ensure that First Aid is provided, if required
- ERC/ERT to identify hazard (review MSDS, containers, etc.)
- ERT to initiate measures to ensure hazard is contained, if safe to do so. If hazard cannot be contained, evacuate and call Emergency Services (9-1-1)
- ERC to ensure that personal protective equipment, spill recovery materials and level of expertise is appropriate for responding to the incident

NATURAL GAS LEAKS

Natural gas is highly flammable, toxic and tends to pool because it is heavier than air. Extreme caution must be exercised to eliminate all potential ignition sources. Natural gas will cause frostbite upon contact with exposed skin. To make it easy to detect leaks, gas utilities add odourizing chemicals that give the natural gas a pronounced disagreeable odour. Gas utilities treat all reported "gas leaks" or "unknown odour" calls as potential hazards. They actively encourage the public to call anytime regarding an unfamiliar odour, which might be natural gas.

SUPERVISOR/ ERT

- assess scene to determine hazards
- evacuate hazard zone (workers should evacuate by nearest or alternate exit and proceed to designated Grouping Area)
- notify the Site Superintendent (ERC)
- shut down open flame equipment

ERC

- contact gas utility and identify problem arrange shut down and lock/block off of gas service, if recommended by gas utility. Follow other recommendations
- arrange complete evacuation and notification of adjacent plant (depending on risk)

POWER FAILURE

SUPERVISOR/ ERT/ ERC

- supervisors and ERT should obtain flashlights, gather workers and accompany to grouping area (if natural light is not adequate i.e. after hours)
- ERC should initiate investigation to determine extent and cause of power failure
- ERC to update and advise workers of power failure and procedures for powering up (i.e. turning disconnects for major equipment and disconnects off, etc.)

CONTACT WITH ENERGIZED CONDUCTORS

(e.g. overhead/underground electrical conductors or high pressured water mains)

SUPERVISOR and ERC and ERT

- Supervisor and the ERC must assess the scene hazards. If a conductor is damaged and in contact with the ground another surface or the worker, the area must not be entered or worker touched – CALL 911. Proceed to de-energize the conductor if trained to do so, work back to the isolation point furthest from the scene.
- If injury has occurred, emergency services must be called immediately (injury may not be obvious).
- the ERC must assess the situation and determine if energized conductor can be de-energized by trained and qualified personnel on site or if emergency services or the Owner of the energized conductor must be contacted to de-energize the system. Until the system is deenergized, spotters must be designate to prevent anyone from accessing hazardous areas.
- contact with electrical conductors by equipment (no injuries to workers) ensure operators of equipment/vehicles remain in the equipment/vehicle until the conductor has been de-energized and it is deemed by the ERC as safe to leave the equipment/vehicle.
- If necessary (only in extreme cases should the operator attempt to leave the equipment/vehicle

 e.g. if the equipment is on fire and the worker's life is in danger) for the operator to leave the equipment/vehicle, the operator must leap away from the vehicle (ensuring that at no time that he/she is touching the vehicle/equipment and the ground at the same time). Upon landing, the worker must shuffle his/her feet in order to safely move away from the hazard zone. Failure to follow such procedure may result in serious injury to the worker.
- contact with energized water main ensure that workers aren't in a life threatening situation. If
 necessary and it is safe to do so, the ERT shall perform rescue if trained. If injury has occurred,
 emergency services must be called immediately.
- The ERC must assess the situation and determine if the water supply can be de-energized by trained and qualified personnel on the site. Where required emergency services must be contacted immediately and summoned to the site in order to de-energize the system.

In all cases the ERC must ensure that all emergency procedures taken are inclusive of public or occupant protection where applicable.

Additional "Site-Specific" requirements:

•

HOSPITAL MAP AND DIRECTIONS

As per project

SITE MAP DETAILING EMERGENCY ACCESS/EGRESS ROUTES AND EQUIPMENT

As per project

SECTION 4

FORMS AND PLANS

4.0 Forms and Plans

The following section of our Health and Safety Program contains support forms and plans used mainly by the site management. These documents are necessary to execute our health and safety program, and may be referenced / or required to be used with Contractors on site.

Contractors are also welcome to utilize the forms or plans to conduct activities related to their health and safety plan on our project.

Form /Plan	Use
4.1 Registration of Constructors and Employers	Completed / submitted by all Contractors, made
Engaged in Construction	available in site trailer
4.2 Contractor Orientation Checklist	Prior to the commencement of work, review onsite with
	the Site Supervisor or delegate
4.3 Near Miss Report Form	Complete to document any near miss or potential hazard
4.4 Daily 5 for Safety	Daily Job Hazard Analysis
4.5 Weekly Jobsite Inspection Report	Workplace inspections – conducted weekly by Site
	Management and monthly by JHSC Worker
	Representative.
4.6 Safety Violation Report	Documents Contractors workers violations, and is sent
	to Contractors for follow-up
4.7 Safety Talks Form	Regular documented brief safety meetings
4.8 JHSC Members posting	Completed and posted on the site (in trailer)
4.9 JHSC Meeting Minutes	Document minutes, posted and distributed
4.10 First Aid Treatment Log	Completed when applicable
4.11 Incident Investigation Report Form	Compile facts obtained during incident investigations
4.12 Incident Witness Statement Form	Used to gather person's account of occurrence
4.13 West Nile Prevention Plan	Prepare, post in site trailer when required
4.14 Heat Stress Prevention Plan	Prepare, post in site trailer when required
4.15 Traffic Management Plan	Prepare, post in site trailer when required
4.16 Working at Heights Plan	Prepare, post in site trailer when required
4.17 Hot Work Permit	required for any operation involving open flames or
	producing heat and/ or sparks
4.18 Work Permit	Required when contractor is working after normal site operating hours
4.19 Clean-Up Notice	Issued when clean-up of material/debris/equipment has been verbally requested by no action has been taken by the Contractor



Registration of Constructors and Employers Engaged in Construction

Pursuant to section 5 of the Regulation for Construction Projects made under the *Occupational Health and Safety Act*, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form; and a copy of the employer's completed form is kept at the project while the employer is working there."

Fields mark	ed with an asteris	sk (*) are mandate	ory.							
Nature of B	usiness (check	one) *								
Individual	Sole F	Proprietor	Corporation		Partners	nip		Joint Ve	nture	
Sole Propri	etor or Corporat	ion Name *								
Operating Na	ime*								Busines	s Number
Legal Name									Corpora	tion Number
Business A	ddress									
Unit Number	Street Number *	Street Name *						Street	Туре	Street Direction
PO Box	Rural Route	City/Town *				Province *				Postal Code *
Telephone N	umber *	Fax Number		Email	Address (if a	vailable)				ŀ
Business R	egistration Infor	mation		-						
Harmonized	Sales Tax Number	WSIB Account Nu	imber	WSIB	Rate Group	Number				
Do you have	a clearance certific	ate? 🗌 Yes	No	Certific	ate Number					
Project Info	ormation			•						
Average num	ber of employees e	employed by your fi	rm on the project '	• 🗆 1	- 5	6 - 19		20 - 49	5	0+
Project Loca	ation									
Does the pro	ject have a street a	ddress?	es 🗌 N	lo						
Location - st	treet address	Otre et Nerre					1	0		Otre et Dire etiere
	Street Number	Street Name						Street	уре	Street Direction
City/Town			Province		Postal Code	9	Work	place Te	lephone	Number
Acknowled	gement *		•							
I confirm	that I am authorized certify that the inform	d to complete this t mation provided is t	form. true and correct to	the bes	t of my know	vledge.				
Last name of	person completing	this form *			First name	of the perso	on com	npleting	this form	1*
Title *								I	Date (yy	yy/mm/dd) *
Email Addres	SS *									
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Subcontractor Orientation Checklist OFFICE PORTION

Subcontractor Name:	Project:
Office Phone:	Location:
Supervisor(s) Name:	Site Phone Number:

Have they provided the following? (copies should be onsite or readily accessible by Site Supervisor)

O Company Contact Information (Name of Supervisor, Phone Number(s), etc.

O FORM 1000

WSIB Clearance

○ SDS (for chemicals they bring on-site)

SIGNED Acknowledgement of Project Health & Safety Program

O Proof of Training (if applicable) for all workers that will be on site:

- MOL Working at Heights
- Elevated Lift Training
- Specific Certifications/Tickets Applicable to Trade
- _____

SITE PORTION

(To be completed with subcontractor first day onsite & completed copy returned to the office)

Jobsite Specific Orientation:

Facility Walkthrough	O Supervisor Contact Info	O Discipline/ Subtrade Violation Policy				
O Incident Reporting	O Bulletin Board	🔿 Tool Area				
Smoking/Vaping	O SDS Binder Location	O Visitor Policy				
○ First Aid	○ Safety Committee/Site Rep.	C Emergency Procedures				
C Emergency Exits	O Fire Extinguishers	○ Housekeeping				
○ Personal Protective Equipment ○ Equipment/Vehicle Inspections ○ Toolbox Talks (Meetings)						
O Near Miss Reporting	O COVID -19 Site Information	0				
O Additional site-specific details or hazards:						
I will ensure that this information is also communicated to all of my workers on this site.						
Subcontractor Representative Signature:						
Witness Signature:						

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A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples: unsafe conditions, improper use of equipment, not following proper procedures. It is <u>everyone's</u> responsibility to report and/or correct any of these potential hazards immediately. Please use this form to report near-misses and assist us in preventing future incidents and making Greystone a safer workplace.

Site/location of near miss:	Date:		Time:	
Mark all appropriate conditions: Near-Miss Safety Concern Safety Suggestion Other (describe): Describe the potential incident/bazar		Type of concern: Unsafe Act Unsafe Condition of Area Unsafe condition of Equipment Other (describe):		
Describe the potential incident/hazard/concern:				
Explain: Name (Optional):		Date Submi	tted:	

NEAR MISS REPORT FORM

Submit this form to a Supervisor or Health and Safety Coordinator

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DAILY 5 FOR SAFETY

To be done with all crew members, before work starts on site EVERY morning. April 2020, Rev.4

Date:	Weather	
Job Site:		
Supervisor:		

What tasks are happening on site today?

What PPE is required?

□ Safety Glasses □ Face Shield □ Hearing Protection ☑ CSA Work Boots ☑ High Vis Clothing ☑ Hard Hat □ Dust Mask □ Harness & Lanyard □ Hand Protection □ Everyone inspected their PPE (COR 6.8) □ Other_____

What hazards are present?

Slip/Trips/Falls Weather/Climate Hand/Power Tool Use Poor Lighting

Moving Parts / Machinery
 Dehydration
 Elevated Work

□ Overhead Obstacles □ Sharp Objects □ Pinch Points ☑ Risks associated with COVID-19 □ Other_____

How are we going to MANAGE the hazards?

□ Good Housekeeping □ Periodic Rest Breaks □ Drink Fluids □ 3 Point Contact
 □ Improve Lighting □ Effective Communication □ "Danger" Signage As Required
 ☑ Workers Immediately Alert Supervisor if feeling un-well/symptomatic ☑ Follow COVID-19
 Safety Guidelines (distancing, handwashing, don't share tools, or regularly clean surfaces/tools..
 □ Other______

PROCEED SAFELY

Workers Name(s):					

Element 2 | Hazard Assessment

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Weekly Jobsite Inspection Form

April 2020, Rev. 3

Site Supervisor:	Date:
Project:	No of
Conducted By:	Employees:
Current Site Activities:	

S – Satisfactory

NS – Not Satisfactory All items noted "NS" must be moved to the Actions Items table to be addressed

PPE	S	NS	On Site Safety	S	NS
1. Head Protection			 Communication System (cell phone, radio-in the event of an emergency) 		
3. Foot Protection			4. Traffic Control personnel (as required)		
5. Eye Protection (as required)			6. Safe use of tools		
7. Hearing Protection (as required)			8. Safe Electrical cords		
9. Clothing Suitable to Tasks			10. Overhead power lines identified		
11. Hi-Vis Clothing			12. Edge Protection (guardrails)		
13. Gloves (as required)			14. Openings – identified / signage		
15. Other			 CO detectors functioning, equipment properly exhausted 		
17. Other			18. Eye Wash/Spill Kit Station		
General Site			Site Documentation		
19. Adequate Lighting			20. All Policies Posted		
 Housekeeping (Clear walkways/work areas) 			22. SDS Binder Available		
23. Site perimeter fencing			24. Locates (30 days)		
25. Toilets available on site			26. WSIB-Form 82 Poster, Posted		
27. First Aid Kits			 Other site documents posted as required (N.O.P.) 		
29. Work Area Access			30. Toolbox Talks up to date		
31. Drinking Water on site			32. Site ERP Poster Posted		
33. Fire Extinguishers			34. Daily 5's up to date		
35. Trenches / Excavation			36. Weekly Inspections up to date		
37. Other			38. Near Miss Tags Posted		
39. Other			40. Form 1000's On Site For All Trades		
41. Other			42. Logbook Being Filled Out		

COVID-19 Pandemic					
43. Hand Washing/Sanitizing Available			44. Cleaning/sanitizing products available		
45. No gatherings of more than 5 workers			46. Site trailer - minimal use		
47. Postings of Policy/COVID-19 Information			48. Social distancing compliance		
49. Other			50. Other		

Element 9 | Workplace Inspections

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1 of 2

Toolbox Safety Talk Form

December 2018, Rev. 1

PROJECT:	DATE:
CONDUCTED BY:	SUB TRADE (if applicable)

TOPIC (S) DISCUSSED:

L		

ATTENDANCE (Please Print)

PRINT NAME	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

RECOMMENDATIONS / COMMENTS:

SUPERVISORS SIGNATURE:

Distribution: H & S Coordinator Retain Copy on Site

Element 8 | Training & Communications © 2018 GREYSTONE PROJECT MANAGEMENT INC.

Sub Trade Safety Violation Report Sept. 2018, Rev. 1 draft

CONTRACTOR:	
ATTENTION:	
FROM:	
DATE:	

Please respond in writing within one working day!

We are informing you that on _____(date) the following unsafe conditions and or work practices were either created and/or performed by a worker(s), supplier or Sub trade contractor working on your behalf;

	Location			
	Nature of Circumstar	nces:		
				_
Contracto	ors Response: (please	list the corrective actions planne	d and/or taken)	
				_
	Completed By;	Signature	Date	
Distributi	on			
cc.	□ Project Manager □ Health and Safety Co □ Other:	oordinator		

Element 5 | Company Rules © 2018 GREYSTONE PROJECT MANAGEMENT INC. Page | 1

Joint Health and Safety Committee

March 2019, Rev. 01

YOUR JOINT HEALTH & SAFETY COMMITTEE MEMBERS

Site:	Date:	
Re : El	: ELECTED JOINT HEALTH and SAFETY COMMITTEE MEMBERS	
To: ALL EMPLOYEES (to be posted in the site trailer)		

Function	Name	Company
Worker Co-chairperson		
Management Co-chairperson		
Secretary		
Worker Members		
Management Members		

Element 16 | H&S Rep. & JHSC © 2019 GREYSTONE PROJECT MANAGEMENT INC. 1 of 2

Joint Health and Safety Committee | MEETING MINUTES

November 2018, Rev. 01

MEETING # 049			
SITE : Greystone Project Management Office Date : January 10, 2019 Time: 4:00 pm			
Name	Company	Committee Title	
•			
	1	I	

ltem	Action By	Resolved
•		

(New Business)

1.		

Element 16	H&S Rep. & JHSC
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1 of 2

First Aid Log May 2019, Rev. 1

Month _	Year		(to be kept in first aid kit)	page	_of
Date & Time of Report	Injured Person's Name	Date & Time of Injury	Injured Person's Description of Injury (body part, nature, location, etc.)	First Aid Rendered/ Advice Given	First Aider

At the end of each month, this First Aid Report Card(s) should be forwarded to the Head Office and a new card(s) utilized. Any injury of a "serious" nature (or when outside medical care is necessary) must be fully investigated by the worker's supervisor, using an Investigation Report Form.

Element 15 | First Aid © 2019 GREYSTONE PROJECT MANAGEMENT INC.

Investigation Report Form page 1 of 2

Project:		Site Location				
Workers Name: (&	employer / supervisor if sub	-trade)	Job Title			
Site Supervisor		Date of Occur	rence	Time		
Occurrence Typ	e:					
Incident	First Aid	Medical Aid	Lost T	me	Critical Injury	
Violence	Harassment	Near Miss	;			
Describe what hap appropriate.	ppened and, if applicable,	describe injury. Atta	ich an accident/in	cident dia	igram, and photos if	
Part of Body Inju	ured (Indicate "R", "L" when	e applicable)				
Head Eye Neck Shoulder Other	Lower back Upper Arm Elbow Lower Arm	Right Hand Left Hand Upper leg Knee		Ipper back nkle/foot ower leg Vrist		
Type of Acciden	t/Incident					
Check off (✓) sta	atements that best desc	ribe the accident/i	ncident:			
Repetitive Strain Image: Caught in/under/between Image: Caught in/under/between Struck, contacted by/with/against Image: Caught in/under/between Image: Caught in/under/between		Slip/fall Vehicle Client/employ Cut/bruise	yee action	Exposure to Other (explain) tion		
Witnesses (if an	y)					
Name:			Telephor	ie:		
Name:			Telephor	ie:		
Name:			Telephor	Telephone:		
If worker received n	nedical attention, indicate na	ame of Physician/Ho	spital and date wo	rker sough	nt medical attention:	

Definitions - Occurrence Type:

Workplace Violence, Workplace, Racial or Sexual Harassment

Reference the Workplace Violence and Harassment Element 17 procedure.

Lost Time Injury: refers to any injury that prevents a worker from coming to work on the day following the day of the injury.

Medical Aid: refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.

First Aid: refers only to injuries that can be treated on the job without any days lost.

Incident: is defined as property damage but with no injury to workers.

Near Miss: is a situation in which no injury or damage occurred but might have if conditions had been slightly different.

Critical: MOL reportable instances. Reference the Workplace Violence and Harassment Element 17 procedure.

Investigation - Voluntary Statement Form

Name of Witness:								
Positon / Title:								
Name of Employer:								
Date / Time of Incident:								
STATEMENT GIVEN BY:	🗌 Injured Worker 🗌 Witness 🛛 Other							
Account of Incident (be spe	Account of Incident (be specific and descriptive, provide where and what you were doing at the time of the incident)							

Print/complete as many copies of this page as required

Witness/Worker Signature

Investigators Signature

Date
West Nile Virus Plan

Step 1

Identify High Risk Locations on site	Examples:
1.	Puddles after rain (buckets/barrels)
2.	Stagnant water
3.	Tire tracks
4.	Grade depressions
5.	Clogged drains, roof drains
	Catch basins

Step 2

Circle the following activities that apply to reduce the risk

- 1. Remove standing water at location
- 2. Create drainage (advised activity)
- 3. Agitate or circulate with pump
- **4.** Use a larvicide or adulticide (note: trained personnel only. Permit from MOE is required for application)

Step 3

Identify worker controls

- 1. Review with designated H&S Committee
- 2. Send information to subtrade
- **3.** Hold meeting with workers
 - a. Advise workers to assess the risk at work area(s)
 - b. Advise workers to wear long sleeves and paints (preferably light in colour)
- 4. Report dead Crows and Blue Jays
- **5.** Post information and notices

Meeting

Attendees Date Time Location

Heat Stress Plan

The following Heat Stress Prevention Plan is based on the premise that the potential for heat stress may be present in the workplace.

This plan will be implemented on site by the site management team with all workers and subcontractors

- **Step 1 -- Evaluate** the workplace to determine the potential varying levels of heat exposure to workers and subcontractors, consider as a minimum the following:
 - is the work performed indoors or outdoors
 - are there sources of radiant or reflective heat
 - is the work to be performed heavy and physical in nature
 - what special garments or safety equipment are to be worn while performing the work
- **Step 2 -- Communicate** the hazards associated with heat stress and the specific prevention measures with all workers and subcontractors. This will be accomplished through:
 - health and safety orientation meetings with subcontractors and workers
 - health and safety meetings and toolbox talks
 - postings in the site trailer, and distribution of literature on the prevention of heat stress.
- **Step 3 -- Provide** potable drinking water for all workers and ensure that First Aid trained personnel is available to render assistance if required.
- **Step 4 -- Monitor** the weather conditions in the workplace (i.e. using a thermal hydrometer) on a daily basis and regularly record results.
- **Step 5 -- Post Notices** regarding heat stress alerts or heat stress warnings, referencing the Humidex Heat Stress Response Plan and Heat Humidex Calculator.
- **Step 6 -- Monitor** workers and subcontractors when humidex levels exceed 30 Celsius and ensure that they are following prudent practices during heat stress alerts or warnings. Take corrective actions when necessary.

Site Name:	Site Location:	
Completed By:	Date of Issue:	
Site Traffic Management Information	Details	
Normal hours of operation	Start:	Finish:
Normal days of operation		
Main entrance(s) to the site	Street Name:	
Main exit(s) from the site	Street Name:	
Trade Contractor and Supplier Parking		
Delivery Areas		

F1 Form - Traffic Management Plan

Public-way Traffic Control Requirements	Y/N/NA	Details
Traffic control duties conducted by Trade Contractor or GREYSTONE PROJECT MANAGEMENT INC.		
Trained signal person(s) available (proof required)		
Number of Traffic Control Persons Required		
Considerations for public pedestrian traffic		
Considerations for adjoining properties		
Local Police Required to Conduct Traffic Control		
Traffic Control Signs Available		
Tear Away Traffic Control Vests Available		
Warning Signs, Traffic Control Devices, Longitudinal buffer area, Flashing Lights/Arrow Board, Barrels, etc.		
Additional Details:		

Traffic Management Plan and Site Layout was provided to:

○ All Trade Contractors and Suppliers ○ Selected Trade Contractors & Suppliers ○ Posted in Trailer

Material Lay-down areas

Signalpersons required for reversing vehicles

Site Speed Limit

Fall Protection Work Plan and Hazard Analysis

December 2018, Rev. 0

Project & Site Address:	
Site Supervisor:	Date:
Description of WAH:	
Description of WAH hazard:	
Start Date of WAH:	

Try to eliminate the hazard

Can the work be relocated to a place where a fall hazard does not exist?		
Can the work be delayed until permanent safety features are installed?	Yes	No No
Can a guardrail system be used? If Yes, consider the following: Does it meet the strength requirements of O. Reg. 213/91, s. 26.3? Is it no more than 30 cm (12 in) from the edge being protected? Has it been installed according to the manufacturer's recommendations? If it is made of wood, can it resist all loads that a worker may subject it to? 	Yes	□ No
Can floor or roof openings be covered? If Yes, consider the following: Does the cover meet the strength requirements of O. Reg. 213/91, s. 26.3(2)? Is it securely fastened? Is it adequately identified as a cover? 	☐ Yes	□ No
 Can an elevated work platform be used? If Yes, consider the following: Is the elevated work platform on a level surface? Is the surface capable of supporting its load? Has the worker received fall protection training and been trained in the use of this specific elevated work platform? 	Yes	□ No
 Can a travel-restraint system be used? If Yes, consider the following: Is the system set up to prevent the worker from reaching the fall hazard? Does the system meet the requirements of O. Reg. 213/91, s. 26.4? Does the anchor point meet the requirements of O. Reg. 213/91, s. 26.7? Have other fall hazards in the work area been considered? If not, you may need to use a fall arrest system. Has the equipment been certified by CSA? Has the equipment and system been inspected before use, as per the manufacturer's instructions and CSA requirements? 	Yes	□ No
Can scaffolding be used?	Yes	No No

Take steps to control the hazard

If this option is chosen, there must be a completed Fall Rescue Plan in place, all workers on site trained on its execution and a copy posted at site before work begins. O. Reg. 26.1 (4)

Can a fa	Il arrest system be used? If Yes, consider the following:	Yes	No No	
	Is the Fall Rescue Plan in place? (If no, create one using the Fall Rescue Plan			
	form)			
	Has the worker been trained in Working At Heights and the specific fall arrest			
	system being used?			
	Is the system set up to prevent the worker from hitting an object below?			
	Have other fall hazards in the work area been considered?			
	Does the fall arrest system meet the requirements of O. Reg. 213/91, s. 26.6?			
	Does the anchor point meet the requirements of O. Reg. 213/91, s. 26.7?			
	Is the anchor point located so that the lifeline is at a 90 $^{\circ}$ angle from the edge?			
Fall Pro	tection – Working at Heights	1	of 3	

Fall Protection – Working at Heights

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HOT WORK PERMIT

REQUIRED PRECAUTIONS CHECKLIST	No danger exists by conduction of heat into another
 Available sprinklers, hose streams, and extinguishers are in service/ operable. Hot work equipment is in good repair. Breast shielding and eve protection to provent 	 room or area. Enclosed equipment cleaned of all combustibles. Containers purged of flammable liquids and vapours.
exposure from hot work hazards are available.	Fire watch/ hot work area monitoring
Requirements within 35 feet of work area	Fire watch will be provided during and continuously for 30 minutes after work, including during any work breaks
 Flammable liquids, dust, lint and oil deposits are removed. Explosive atmosphere in area is eliminated. Floors are swept free of combustibles. Combustible floors are wet down and covered with damp sand or fire-resistant sheets. Remove other combustibles where possible. 	 Fire watch is supplied with suitable extinguishers. Fire watch is trained in use of this equipment and in sounding alarm. Fire watch may be required for adjoining areas, above and below. Hot work area inspected 30 minutes after job is complete and 2 hours after that
Otherwise protect with fire-resistant tarpaulins, screens or shields.	Other Precautions to be taken
Fire-resistant tarpaulins suspended beneath elevated hot work.	 Confined Space/ Lockout Procedures required. Area is protected with smoke or heat detection. Ample ventilation to remove smoke/ vapour from work
Work on walls or ceilings/ enclosed equipment	area.
Construction is non-combustible and without combustible covering or insulation.	

This Hot Work Permit is required for any operation involving open flames or producing heat and/ or sparks and must be completed by the contractor/ worker and submitted to the Site Superintendent for approval prior to conducting the work. This permit must be posted in the work area. Hot work includes, but is not limited to: brazing, torch cutting, grinding, soldering and welding, etc.

Note: hot work cannot be conducted unless the required precautions checklist can be met.

Combustibles on other side of walls moved away.



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WORK PERMIT

This permit is for a trade who will be working after regular working hours. The trade must provide adequate supervision and have a competent supervisor on site at all times. The trade must have a communication device accessible at all times for emergency purposes. The Site Superintendent must sign this work permit and maintain a copy on site, and provide a copy to the Corporate Office before the scheduled work date.

<u>PLEASE NOTE:</u> A First Aid Kit that meets the requirements of WSIB Regulation 1101 must be accessible at all times, as well as an A-B-C rated fire extinguisher.

PROJECT:		
DATE OF WORK:		
SUB TRADE:		
TRADE SUPERVISOR:	Print	Signature
CELL NUMBER		
HOURS REQUIRED		
HOW MANY WORKERS ON SITE?		
FIRST AID PERSONS		
COMMUNICATION (cell or radio)		
DATE ISSUED		
	Print	Signature

THIS WORK PERMIT IS GOOD ONLY FOR ABOVE NOTED TRADE, AND FOR THE PARTICULAR DATE(S) ASSIGNED. IF THE TRADE DOES NOT ABIDE BY THE CONDITIONS OF THIS WORK PERMIT, DISCIPLINARY ACTION AND/OR TERMINATION OF CONTRACT MAY RESULT. A COPY OF THIS WORK PERMIT MUST BE ON SITE WITH THE TRADE AT ALL TIMES.

GREYSTONE PROJECT MANAGEMENT, 8 CRESCENT ROAD, UNIT A-1, HUNTSVILLE, ON., P1H 0B3 705.789.1418

GREYSTONE

Memo: Clean-Up Notice

Project:	From:
То:	Attention:
Date Given:	Time:
Completion Required By:	Time:

Be advised that a trade specific clean-up of material and/or equipment and/or debris is required:

Your forces will be expected to correct the situation within 24 hours (or by the time and date indicated). If this clean-up is not complete as described, Greystone will arrange to correct this condition on overtime hours, as necessary, at your company's expense. A minimum of 2 hours will be charged for this additional work.

Confirmed Completed:

Greystone Representative

Date & Time

Subcontractor / Supplier

Date & Time

8 Crescent Road, Unit A-1. Huntsville, Ontario. P1H 0B3 • Phone: (705) 789-1418 • Fax: (705) 789-8543 E-mail: greystone@greystoneconstruction.ca • web: www.greystoneconstruction.ca

SECTION 5

ACKNOWLEDGEMENT AND DECLARATION

One Kids Place | PM876

I have read and received a copy of the Greystone Project Management Inc. "Health and Safety

(Name of Company)

Acknowledgement and Declaration

as an officer of the aforementioned corporation to comply with the requirements of this document and all requirements of the Occupational Health and Safety Act and Regulations for Construction Projects. I will also take all necessary precautions to ensure the health and safety of our employees, suppliers and Sub-Contractors while on the project and ensure that they are aware of the Project Safety Program requirements.

Contractor officer or signing authority

signature

date

Greystone Project Management Inc. Representative

signature

date