




All Company H&S Meeting Minutes			Approved by	
Meeting Date	Identifier	Prepared by	Name:	Ken Crawford
			Position:	President
			Date:	May 14, 2022
May 13, 2022	COM2 A SA10	Kassandra Crawford		

## C&M Electric

### All Company H&S Meeting Minutes

*Ken Crawford*  
President



## All Company Health and Safety Meeting Minutes

Topic: Annual Safety Meeting and WHMIS

Date: May 13, 2022

Time: 7:30am

Company: C&M Electric

Location: 3790 Carp Road

Facilitator: Kassandra Crawford

### 1. COR Certification

Certificate of Recognition (COR) is an accreditation program. It verifies that a construction-related company's health and safety program has reached a national standard. In Ontario, Infrastructure Health and Safety Association (IHSA) offers the Certificate of Recognition. COR™ certified companies demonstrate that they have done more than what law deems as necessary to be sufficient work, reasonable in the given circumstances, to ensure the health and safety of their workers.

COR™ certification in Ontario provides you with the vital competitive edge in the project bidding process. Moreover, IHSA COR™ accreditation helps ensure that you comply with the requirements of the Occupational Health and Safety Act. Further, COR™ certification encourages higher participation of your workers in the occupational health and safety process. Therefore, it enhances your organizational safety culture. COR™ certification boosts your corporate image as a company that is highly committed towards creating a strong safety culture.

In order for this process to be a success, everyone must take accountability and perform their duties and responsibilities as it relates to H&S. Duties and responsibilities may include:

- Enforcing company safe work policies.
- Completing required documents, safety talks and weekly site inspections.
- Conducting JHSC Meetings when required and documenting the attendees.
- Ensuring site is in full compliance with the Occupational Health and Safety Act and applicable Regulations.
- Conducting Site Orientations
- Documenting and investigating any incidents or accidents.
- Participating in training.
- Others...

### 2. Health and Safety Policy and Program

An organization's occupational health and safety policy is a statement of principles and general rules that guides action. Senior management is committed to ensuring that the policy is carried out with no exceptions. The health and safety program set out the plan to meet the stated H&S Policy. C&M Health and Safety Policy is updated annually and the program is updated as often as required to meet legislative, procedural, operational or other changes.

### 3. Internal Responsibility System

The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the



organization, they achieve health and safety in a way that suits the kind of work they do.

#### Keys to a Successful IRS

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

#### 4. Worker Rights

The Occupational Health and Safety Act entitles all workers to three rights:

- The right to know about health and safety matters.
  - The right to know means that as a worker, you have the right to be informed by the employer of known or likely hazards in the workplace, and to be provided with the information, instructions, education, training, and supervision necessary to protect your health and safety. This information should be provided before the work begins.
- The right to participate in decisions that could affect their health and safety.
  - This right allows workers to have input on the steps taken by the employer to ensure health and safety (i.e., participating in the health and safety committee, becoming a health and safety representative, reporting any concerns, etc.)
- The right to refuse work that could affect their health and safety and that of others.
  - The right to refuse is normally used when the first two rights fail to ensure your health and safety. Exercising this right is serious and should not be done lightly or as a routine method of solving workplace problems. Workers should not be afraid to exercise their right to refuse when they believe that the work will endanger their health or safety, or that of others. The right to refuse process involves several steps.

**NEVER, EVER, EVER**, let someone talk you into doing something that you feel is unsafe.

#### 5. Company Rules

The company Health and Safety Policy and Program must be always followed, this includes but is not limited to:

- Company and site-specific safety rules will be strictly adhered to at all times. Site Specific rules and procedures, as defined by the supervisor or Constructor, will be strictly adhered to.
- Use any protective equipment, devices or tools required for the job.



- Operators of company vehicles/equipment shall have a valid and relevant drivers/operator's license.
- Consumption of alcohol, marijuana and/or any mind-altering substances during working hours, breaks, and at lunchtime is not permitted. Likewise, reporting to work while under the influence is not permitted.
- Appropriate personal protective equipment/apparel must be always worn as directed.
- Use proper lifting techniques when manual material handling is required.
- Obey all rules, signs and instructions.
- Report immediately any condition or practice which may pose a risk to people, equipment, property, materials or the facility to a C&M Electric supervisor.
- Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
- Do not operate any piece of equipment, forklift truck unless assigned by your immediate supervisor and with the appropriate training or certification.
- Do not remove "danger" or "lock out" tags placed on machinery or equipment.
- Safety devices on equipment must not be removed or made inoperative.
- Lockout tagout procedures must be followed.
- Any incidents, accidents or near misses must be immediately reported to a C&M Electric supervisor.
- All defective tools or equipment are to be reported directly to the supervisor. Do not attempt to repair any machinery, electrical equipment or wiring requiring a qualified and authorized person.
- Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air toward your own body or that of another person.
- Machine tools must be attended while they are in operation. An operator should not be distracted while his machine is running.
- "Rough House" or "Horse Play" will not be tolerated.
- Check equipment prior to use for unsafe conditions; always follow manufacturer operating manual.
- All flammable liquids and acids must be kept in safe containers and properly identified.
- Materials, parts, tools, oil, grease or other articles must not be left wherever they may cause a tripping or slipping hazard to any person.
- Protect yourself and fellow employees through proper housekeeping onsite.
- Do not operate machinery unless all guards are in place.
- Stay clear of overhead loads.
- Prior to digging, the locates must be reviewed and a copy must be onsite and available.
- A signaler is required for all reversing vehicles or when working near overhead power lines.
- If in doubt, stop and ask questions.

## 6. Progressive Disciplinary Policy

The company uses a progressive disciplinary policy. A worker found in a position of non-compliance will be disciplined in a manner as outlined below.

- Verbal Warning will be given when the safety infraction is minor in nature and does not endanger the welfare of the worker or others.
- Written warning will be given for a serious infraction that directly endangered the worker and/or others or when contravention is minor but the worker failed to respond to verbal warnings.
- Written Warning and Instruction to Leave Worksite will be given when the infraction is serious in nature and would likely endanger the worker or another person(s) or when in contravention of a minor infraction but has not responded to previous written warnings.

C&M Electric Senior Management reserves the right to issue any level of disciplinary action that the company feels is appropriate for any infraction of any legislated requirement or the company health and safety program. Refer to H&S Program for further information.

## 7. Reporting Requirements

- Report to the employer or supervisor any known missing or defective equipment or protective device

that may endanger the employee or another employee.

- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Report incidents, injuries, near-misses, occupational disease, etc. to the employer or supervisor.

## 8. Hazard Assessment

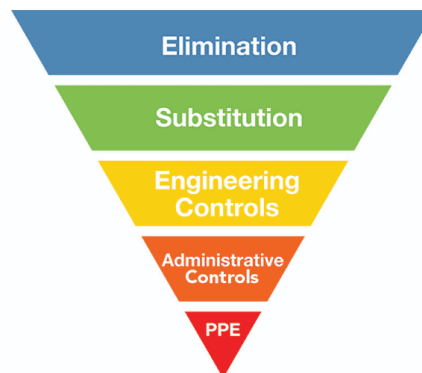
A Hazard Assessment involves identifying the potential dangers of our jobs, and how we are protected from them. Hazard or risk assessment is a term used to describe the overall process or method where you:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Analyze and evaluate the risk associated with that hazard (risk analysis and risk evaluation).
- Determine appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated (risk control).

Hazard assessment tools at C&M Electric include:

- Work Task Manual
- Job Hazard Analysis
- Site Specific Safety Plans (SSSP)
- Pre-Site Inspections / Job Hazard Analysis
- Regular site inspections
- Worker orientation and training

## 9. Hierarchy of Controls



The main ways to control a hazard include:

- **Elimination:** remove the hazard from the workplace.
- **Substitution:** substitute (replace) hazardous materials or machines with less hazardous ones.
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.
- **Administrative Controls:** controls that alter the way the work is done, including timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- **Personal Protective Equipment (PPE):** equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

## 10. Subcontractor Management

When selecting a subcontractor, the subcontractor must be able to demonstrate that they will comply with the Occupational Health and Safety Act and applicable regulations through submission of a H&S Policy and Procedure as well as other required documentation as outlined above. The forms used for the Procurement and Contractor Management policy include:

- Subcontractor Management Package
- Subcontractor Agreement



### 11. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) includes items such as respirators, protective clothing such as gloves, face shields, eye protection, and footwear that serve to provide a barrier between the wearer and the chemical or material.

#### Supervisor Duties:

- Ensure damaged or defective PPE is removed from service and repaired or replaced, as required, by a qualified individual.
- Maintain inspection and service logs for specialty PPE, such as rubber insulated gloves.
- Ensure that PPE is not modified or changed contrary to manufacturer's instructions, standards or laws.
- Reference job hazard assessments, work task manual and SSSP to review and assign the required PPE for a specific task.
- Ensure workers receive adequate training for the safe use, selection and care of PPE.
- Provide additional training, as required.

#### Worker Duties:

- Wear and use any safety devices as directed by C&M Electric, site and/or regulation.
- Inspect PPE prior to use and report any defective or damaged items.
- Follow manufacturer guidelines for PPE selection, use and storage.
- Ask questions when in doubt.
- Attend and participate in any training provided by C&M Electric regarding PPE.

### 12. Lockout Tagout (From Work Task Manual)

## Lock Out/Tag Out (LOTO)

**Critical Task**

Lock Out/Tag Out (LOTO)					2 Pages		Approved by	
Identifier	Revision	Original Date	Revision Date	Effective Date	Name:	Ken Crawford	Position:	President
					Date:	August 6, 2020		
WT16	A	January 9, 2019	January 31, 2022	August 6, 2020				

#### Policy:

It is the goal of C&M Electric is the protection of our workers by ensuring that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work.

#### Hazard Assessment

Hazard	Rank	Control	PPE	Training
All	B→C	<ul style="list-style-type: none"> <li>• Perform a hazard assessment</li> <li>• Workers will be adequately trained in LOTO</li> <li>• Work in accordance with the company SJP</li> <li>• Follow manufacture's instructions</li> </ul>	Hard Hat CSA approved footwear Locks and tags	Lock Out/Tag Out (LOTO) Work Task Policy and Procedures
Electrocution	A→C	<ul style="list-style-type: none"> <li>• Supervisors will be in control of locks and will dispense as required.</li> <li>• All sources of energy will be identified prior to work commencing</li> <li>• An authorized worker will notify affected workers/persons what is going to be locked out, at what time and for how long.</li> </ul>		
Unauthorized removal of locks	A→C	<ul style="list-style-type: none"> <li>• The worker who has locked out the system will be in control of the key until which time the system is safe for re-energizing.</li> <li>• In the event that multiple locks on a lock out tag. Each lock will have its own key which is to remain with the worker who attached.</li> <li>• Only when all locks are removed is the system to be reenergized.</li> </ul>		



Lockout is generally viewed as the most reliable way to protect an individual from hazardous energy because you are bringing the system to a zero energy state. When a system is in a zero energy state the hazard has been eliminated.

There are many types of potentially hazardous energy including, electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. All such forms of energy must be locked out, blocked or released to ensure that machinery or equipment does not turn on or move during installation, repair or maintenance.

An energy isolating device can be a disconnect switch, circuit breaker, manually operated valve, blind flange, or other device used to ensure that power or energy cannot flow to a piece of machinery or equipment.

### *Safe Work Practices (SWP):*

- The employer will provide information, instruction and supervision to workers on proper lockout procedures for each piece
- An initial review should be made to determine which switches, valves, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational) may be involved.
- The employer should ensure that workers know which energy sources may need to be controlled. Workers should check with a supervisor or other knowledgeable person if in doubt about which energy sources may need to be controlled.
- When equipment is to be locked out, follow accepted lockout principles, including:
  - Pre-planning for the lockout by identifying all energy sources, switches, etc.
    - Where lockout is complex, a written sequence in checklist form should be prepared for equipment access, lockout/tagout, clearance, release and start-up.
    - All workers affected by the lockout should be notified.
    - Equipment should be shut down by normal means by turning of switches and closing valves etc.
    - Equipment should be isolated from energy sources by disconnecting or blocking the sources of energy.
    - Lockout and tag the energy isolating devices by padlock or some other locking device that the worker has control over as well as a tag indicating that the equipment has been shut down.
    - When work is completed, release equipment from lockout.
    - Verify that all energy sources have been isolated by attempting to cycle the equipment prior to working on it.
    - Test equipment.

When more than one worker is involved in managing, administering or completing work on energized equipment, devices and systems -then each worker will apply a lock and tag to the locking device and only when all tags are removed will the equipment, device or system be re-energized. This procedure will afford the group of employees a level of protection equal to that provided by a personal lockout or tagout device. i.e. multiple groups of workers, shift changes, other contractors within the area, etc.

### *Safe Job Procedures (SJP): Shutting Down*

- 1 Notify all affected workers that a lockout is required and the reason for the lockout.
- 2 If equipment is operating, shut it down by the normal stopping procedure. Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.
- 3 Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected

or isolated from the equipment.

- 4 Electrical disconnect switches should never be pulled while under load, due to the possibility of arcing or even explosion.
- 5 Stored energy, such as that in capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.



- 6 Pulling fuses is not a substitute for locking out.
- 7 Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it.

### *Locking and Tagging*

- 1 Lock out and tag the energy-isolating device with an assigned, individual lock. A worker will not be protected unless he/she uses his/her own padlock.
- 2 If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment, by placing a personal lock and tag on the group lockout device when beginning work, and should remove those devices when you stop working on the machine or equipment.
- 3 Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tagout situation, it will also identify any worker(s) who may not have finished working.
- 4 Information on the locks and tags should remain legible.
- 5 Locks must be substantial enough to prevent removal without the use of excessive force. Tags must be substantial enough to prevent accidental or inadvertent removal.
- 6 For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags must be attached to the energy isolating device(s) and to the normal operating control in such a manner as to prevent operation during the lockout.

### *Verification of Isolation*

- 1 After ensuring that no workers can be injured, operate the push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.
- 2 If there is a possibility of re-accumulation of stored energy, such as an increase in pressure to a hazardous level, isolation of the equipment must be periodically verified until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.
- 3 Return operating controls to neutral position after the test. A check of system activation (e.g. use of voltmeter for electrical circuits) should be performed to ensure isolation.
- 4 The equipment is now locked out.

### *LOTO Interruption*

If a machine is locked/tagged and there is a need for testing or positioning of the equipment/process, the following steps should be followed:

- Clear the equipment/process of tools and materials.
- Ensure workers are a safe distance from any potential hazard.
- Remove locks/tags according to established procedure.
- Proceed with test.
- De-energize all systems and re-lock/re-tag the controls before resuming work.

### *Release from LOTO*

- 1 Before locks and tags are removed and energy is restored to the machine or equipment, inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are operationally intact.
- 2 Ensure workers are a safe distance from any potential hazard.
- 3 Each lock and tag should be removed from each energy-isolating device by the worker who applied the lock and tag.
- 4 Notify affected workers that locks and tags have been removed.

## **13. Incident investigation**

Immediately report all work-related incidents including near misses, injuries, illnesses, property damage, environmental incidents, and motor vehicle incidents to the Supervisor. Complete any and all paperwork required by employer, WSIB, etc. Forms that may be completed include:

- Incident Investigation Package
- Vehicle Accident Report
- Incident Report





- WSIB Paperwork (Form 6, 8, 8, FAF)

C&M Electric will investigate all incidents that occur to our employees while at work.

#### 14. WSIB Claims Management

C&M Electric will make every reasonable effort to help an injured employee to stay at work (SAW) or to return to work (RTW) following a work-related injury or illness. The return-to-work program will ensure that as a company we are committed and able to supply modified duties to all employees, where possible, without undue hardship. The purpose of the policy and program is:

- To provide for the early rehabilitation and return to work of injured employees.
- To provide gainful employment for employees who are permanently disabled due to an injury in the workplace.
- To ensure that all reasonable steps are taken to restore at least the employee's ability to perform the essential duties of their pre-injury job.

#### 15. Emergency Preparedness

##### General

- Knowing who to contact in the case of an emergency is fundamental to ensuring quick and effective action is taken.
- Without exception, Report all accidents, injuries and near-misses to the supervisor immediately.
- Supervisors will arrange for transportation to medical facilities when required by an injured worker.

##### Communication

- Knowing who to contact in the case of an emergency is fundamental to ensuring quick and effective action is taken.
- Contact numbers can be found
  - In your H&S WorkerManual
  - Posted on bulletin boards
  - In the on-site safety binder
- In the event of an emergency the following list covers basic actions to be taken. They apply to almost any emergency and should be followed in sequence.
  - Stay calm
  - Take command
  - Provide assistance (first aid or assist the first aider)

#### 16. WSIB Statistics

Review the WSIB statistics from the current and previous year.

#### 17. CPR Refresher

Cardiopulmonary resuscitation (CPR) can help save a life during a cardiac or breathing emergency. This is a step-by-step guide that provides an overview of CPR steps however additional first aid training is required to become a certified first aider.











1. Check the scene, ensure it is safe for you to enter.
2. Use personal protective equipment (PPE).
3. If the person appears unresponsive, CHECK for responsiveness, breathing, life-threatening bleeding or other life-threatening conditions using shout-tap-shout.
4. If the person does not respond and is not breathing or only gasping, CALL 9-1-1 and get equipment (AED), or tell someone to do so.
5. Place the person on their back on a firm, flat surface.
6. Give 30 chest compressions
  - a. Hand position: Two hands centered on the chest

- b. Body position: Shoulders directly over hands; elbows locked
  - c. Depth: At least 2 inches
  - d. Rate: 100 to 120 per minute
  - e. Allow chest to return to normal position after each compression
7. Give 2 rescue breaths
- a. Open the airway to a past-neutral position using the head-tilt/chin-lift technique.
  - b. Ensure each breath lasts about 1 second and makes the chest rise; allow air to exit before giving the next breath.
- Note:** If the 1st breath does not cause the chest to rise, retilt the head and ensure a proper seal before giving the 2nd breath. If the 2nd breath does not make the chest rise, an object may be blocking the airway
8. Continue giving sets of 30 chest compressions and 2 breaths. Use an AED as soon as one is available.

### 18. Fire Extinguisher

When operating a fire extinguisher, tell residents to remember the word **PASS**:

- Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side-to-side.

		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

### 19. First Aid Kits

A first aid kit is a collection of supplies and equipment that is used to give medical treatment. All employers covered by the Workplace Safety and Insurance Act are required to have first aid equipment, facilities and trained personnel in all workplaces. Regulation 1101 is the guideline that employers must follow under the Workplace Safety and Insurance Act. This includes requirements such as first aid, a first aid room, specific items inside a first aid kit, an employee/employee who are trained to provide first aid and more. The necessary requirements differ from workplace to workplace depending on the number of employees on site.

### 20. Emergency Eye Wash

Emergency eyewash rinses contaminants from the eyes and body to help prevent injuries or permanent



damage. A job hazard analysis can provide an evaluation of the potential hazards of the job and the work areas. The selection of protection should match the hazard.

### **21. Hearing Protection Devices (HPD)**

Employers have a duty to take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels. No worker shall be exposed to a sound level greater than a time-weighted average limit of 85dBA measured over an 8-hour workday. Controls are required if level exceed 85 dBA. Employers who provide workers with HPDs must provide them with adequate training and instruction on their care and use.

- The training and instruction must address:
  - limitations of the device(s),
  - proper fit,
  - inspection and maintenance, and, if applicable,
  - cleaning and disinfection.

### **22. Questions and Answers Period**

### **23. Emergency Evacuation Drill**



## Attendance Sheet

Topic: Annual Safety Meeting  
Date: \_\_\_\_\_  
Company: \_\_\_\_\_  
Location: \_\_\_\_\_  
Facilitator: \_\_\_\_\_

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