



HEALTH & SAFETY POLICY AND PROCEDURES

Published: December 2002

Last Reviewed: June 2018



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STATEMENT OF POLICY

It is the policy of C&M Electric to perform work in the safest possible manner consistent with the Occupational Health & Safety Act and Regulations for Construct on Projects.

It is our belief that every employee in the construction industry is entitled to work in a safe and healthy construction environment. Every reasonable precaution shall be taken to provide such an environment.

Our goal is to eliminate the hazards, which cause accidents and injuries. Any accident in this company will be viewed as a serious matter and will be thoroughly investigated.

POLICY COMMITMENT

Copies of this policy will be posted, distributed and explained to all workers. Compliance with this policy will be regularly reviewed at all employee levels and violations will be recorded. Disregard or willful violations of this policy by any subcontractors or employee at any level may be considered cause for discipline in accordance with the Occupational Health and Safety Act and existing laws.

Ken Crawford, President

May 29, 2017

Date

FITNESS FOR DUTY POLICY

C&M Electric is committed to promoting the health, safety and security of its workers, contractors, subcontractors and the public. C&M Electric recognizes and accepts the responsibility to provide workers with a safe, healthy and productive work environment.

Workers have the responsibility to report to work capable of performing their tasks productively and safely (i.e., mentally and physically fit to perform assigned tasks). Being under the influence of alcohol and/or prescription and non-prescription medications may have serious, adverse impacts on the workplace. The use and/or abuse of drugs and alcohol adversely affect the safety of workers, co-workers, contractors, customers, suppliers and the public. It may place the integrity and safety of C&M Electric's property and operations at risk. It potentially may have a negative impact on the reputation of C&M Electric as a professional organization.

C&M Electric has a zero-tolerance policy for the use and/or abuse of alcohol and drugs at any C&M Electric workplace, at any client workplace or when operating a company vehicle at any time or a personal vehicle for work purposes. C&M Electric has established this Policy in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

WARNING POLICY

C&M Electric employees working in an unsafe manner are a threat to themselves and those working with them. Safety offenders will be dealt with in the following manner:

1. First warning will be issued verbally and by memo and recorded in the foreman's daily report.
2. Second warning will be issued by memo. A copy will be given to Senior Management and the IBEW will be notified and offence will be considered grounds for immediate dismissal.

C&M Electric is committed to helping create a safer work environment. Everyone must work together and take an active part in our safety program.

LIVE WIRE WORK

C&M Electric's policy is that we will not work on live electrical circuits.

Project Foremen will complete a Request for Power ON/OFF form and submit it to their Project Supervisor for submission to the Owner. Once received back from the Owner the Project Foremen will be given a copy on how the work is to proceed.

If the Owner deems that it is not practicable to shut down the power, the Foreman will follow C&M Electric's Procedure for Live Wire Work.

The Occupational Health and Safety Act and Regulations for Construction for Ontario Section 188 states; "The power supply to electrical installations, equipment or conductors shall be disconnected, locked out of service and tagged before any work is done, on or near live exposed parts of the installations, equipment or conductors".

Section 189 allows live work only if it is not "practicable" to shut of the power. The Ministry of Labour has told others that "practicable does not mean "convenient". It means where life, limb or property damage may occur if the power is turned off.

Section 189 of the regulations does allow some work to be done live but under very limited circumstances and with specific safety precautions and with a documented procedure.

In such situations where the power cannot be disconnected, locked out of service and tagged, C&M Electric requires that work be performed in strict accordance with the procedure outlined below.

C&M Electric Management's Responsibilities

- To communicate the Live Wire Work procedure to all personnel who may be required to work on live wire and to those who may be called upon to assist workers working on live wire.
- To train all foremen on controlling electrical hazards and on emergency procedures should an emergency occur.
- To provide the necessary safety equipment for working on live wire and to ensure that all employees are trained on the proper use and maintenance of the equipment.
- To monitor foremen and workers to ensure this policy is strictly adhered to.
- To discipline any and all workers who are not in compliance with this policy.
- Review any investigation reports and ensure preventive measures are implemented.

Supervisor's / Foremen's Responsibilities

- Ensure that workers only work on live wire when absolutely necessary. (***Request for Power ON/OFF form***)
- Determine what hazards exist at each electrical installation and/or equipment and develop controls. (***Live Wire Electrical Work Permit***)
- Ensure that only qualified electricians work on live wire. (***Live Wire Work Checklist***)
- Ensure that safety equipment is being used. (***CSA 2462***)
- Train all personnel who may be required to work on live wire and to those who may be called upon to assist workers working on live wire, on the Live Work Procedure.
- Train all necessary personnel on the use and maintenance of all safety equipment including Personal Protective Equipment (PPE) and Live Wire Logbook.
- Ensure that the electrician, if exposed to voltages of 300 volts or more, is accompanied by a competent worker* who is qualified to perform rescue procedures operations including CPR.
- Ensure that all assistants are equipped with a telephone or two-way radio.
- Ensure that all safety equipment is monitored to ensure proper functioning.
- Ensure that all equipment is properly locked out. See Lockout Procedure for details.

Employee's Responsibilities

- No worker, unless authorized, may enter a room or other enclosure containing exposed energized electrical parts.

- Workers will work in compliance with the C&M Electric Live Work Procedure. (***Live Wire Work Checklist***)
- To inspect all safety equipment including PPE for defectives.
- Workers will use rubber gloves, mats, shields and other protective equipment adequate to ensure protection in accordance with Regulation Section 189 under the Occupational Health and Safety Act (OHSA).
- When working with voltages of 300 or more, work with an assistant.

The assistant will ensure that:

- No unauthorized individuals enter the area where live work is being performed.
- Should an emergency occur, that medical assistance and/or CPR is administered and that help is summons immediately.
- He is about to see the worker who is performing the work.

*'competent worker' when referring to an assistant means someone who:

- Is qualified because of knowledge, training and experience to recognize electrical hazards and to respond in such a way as to ensure the safety of the electrician.
- Is familiar with the company Live Work Procedure
- Has knowledge of potential electrical hazards.
- Able to perform rescue operation including artificial respiration.

WORK REFUSAL

A worker has the obligation to refuse unsafe work when they believe that:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger themselves or any other person,
- The physical condition of the workplace or the part of in which they are working is likely to endanger themselves or any other person,
- Any equipment, machine, device or thing used or operated or the physical condition of the workplace or the part in which they are working is in contravention of the Occupational Health and Safety Act and applicable Regulations and such contravention is likely to endanger themselves or any other person, or

- Where “workplace violence is likely to endanger” the work.

Work Refusal Procedures

In the event that a worker invokes the Right to Refuse Unsafe Work the following procedures will be followed:

- The employee must notify the supervisor immediately that they are refusing to perform work. They must offer an explanation as to why they believe the work to be unsafe.
- Upon notification of the Work Refusal, the supervisor will immediately stop the work.
- Management will convene an Investigation Team which may include but is not limited to: the supervisor, the H&S Representative and/or JHSC Member, and may also include a representative of management and, if requested, the employee refusing to work.
- If the worker chooses not to participate in the investigation then they are to remain in a safe place near the workstation.
- The Investigation Team will investigate the circumstance.
- Once corrective measures to resolve the Work Refusal are implemented, and only if all parties accept the situation to be safe, will the work resume.

In the event that an agreement cannot be reached the following procedures must be applied:

- If the worker still believes the threat remains, the supervisor must contact the Ministry of Labour (MOL).
- The worker is to remain in a safe place near the workstation or can be assigned alternate meaningful work.
- The MOL inspector will present a written report when they have completed their investigation.

Only when all conditions, required by the MOL inspector, are implemented may should it be considered safe for the worker to return to the work task in question.

RESPONSIBILITIES

Management's Responsibilities

1. Consider safety as well as production in all planning.
2. Take every reasonable precaution to prevent personal injury.

3. Provide and maintain a safe, healthy work environment
4. Ensure any accident or incident occurring in the workplace is thoroughly investigated and that remedial steps are taken to prevent a recurrence.
5. Ensure compliance with W.H.M.I.S. regulations.
6. Provide competent supervision.
7. Assist and co-operate with Health & Safety Representatives as well as members of Joint Health & Safety Committees.

Supervisor's Responsibilities

1. Be responsible for the safety of the entire project under their charge including accident investigation and reporting.
2. Actively enforce all aspects of the Occupational Health & Safety Act as well as those of C&M Electric's Safety Policy.
3. Train and explain safety procedures and policies to the workers, particularly to new workers.
4. Advise the workers of potential or actual dangers including hazardous materials specific to the workplace.
5. Ensure personal protective equipment is used by workers as needed to perform their work in a safe manner.
6. Ensure that all equipment including safety and protective equipment is in good operating condition and that any defective equipment is immediately tagged and removed for repair.
7. Co-operate fully with the Safety Coordinator, employees' Health & Safety Representative and project Joint Health & Safety Committee members, where applicable.
8. Report **all** accidents and incidents **immediately** to management.
9. Investigate thoroughly any accident or incident occurring in the workplace and implement the remedial steps necessary to prevent a recurrence.
10. Promptly submit to management an Accident/Injury Report for every medical aid and/or lost time injury.

Employees' Responsibilities

1. Perform their work with a safety first attitude.
2. Comply with the Occupational Health & Safety Act as well as C&M Electric's Safety Policy.
3. **Immediately** report any injury or accident, no matter how minor, to their supervisor.
4. **Immediately** report to their supervisor any condition, practice or hazard which may cause injury to a worker or damage to equipment
5. Wear, use and properly maintain personal protective equipment wherever required by their supervisor.
6. Be accountable for his/her own safety and work in a manner so as not to endanger fellow workers.

HEALTH & SAFETY REPRESENTATIVE

On projects where the number of employees regularly exceeds five but is not more than 20, the constructor shall cause a Health & Safety Representative to be selected by the workers or appointed by the trade union. The employees' Health & Safety Representative shall not hold managerial functions.

The Health & Safety Representative

1. Should have a current first aid certificate.
2. Shall be familiar with the requirements of the Occupational Health & Safety Act and Regulations for Construction Projects as well as C&M Electric's Health & Safety Policy.
3. Should follow the published guidelines for Health & Safety Representatives.
4. Shall perform site inspections at least once a month or as required by the Occupational Health & Safety Act
5. May assist in investigating serious accidents and confer with supervisors, employees and Ministry of Labour inspectors whenever necessary.
6. Will receive the full co-operation and respect of both management and the workers.

JOINT HEALTH & SAFETY COMMITTEES AND WORKERS TRADES COMMITTEES

Where a project lasts three months or more and where twenty or more people are regularly employed, the general constructor or employer shall cause a Joint Health & Safety Committee to be established and maintained.

For Construction projects that are expected to last three months or longer and employ fifty or more workers the Joint Health and Safety Committee must establish a Worker Trades Committee.

To further assist in promoting job safety, the management of C&M Electric and the employees will provide their full co-operation to any members of the Joint Health & Safety Committees or Worker Trade Committees on projects where they may be established.

Where a project regularly employs 50 or more workers, the Health & Safety Committee on the project must have at least one member representing workers and one member representing the constructor who is certified by the Workplace Health and Safety Agency.

SUBCONTRACTORS

Subcontractors must:

- Ensure their workers work safely in compliance with the Occupational Health and Safety Act and applicable regulations, industry standards and C&M Electric's Health and Safety Policy and Procedures.
- Ensure that machinery and equipment are safe and that workers work in compliance with safe work procedures.
- Ensure that their workers receive adequate training in their specific work tasks to protect their own health and safety.
- Ensure that their workers are instructed in the application and use of C&M Electric's Health and Safety Policy and Procedures.
- Report immediately any and all accidents to C&M Electric immediately.
- Clean up their respective debris on a regular basis.
- Keep all access/egress emergency exits clear of any debris, material(s) and or equipment at all times.

ACCIDENT PREVENTION

Safety Policy - All employees must be familiar with and understand, to the best of their ability, the contents of this Safety Policy and Reference Manual.

New Employee - A workplace safety orientation must be conducted with all new employees to ensure compliance and understanding of this Safety Policy and Reference Manual.

Hazards - All unsafe conditions or practices must be reported immediately. All reported hazards must be investigated and corrective action taken to avoid injury, damage or recurrence.

Personal Protective Equipment - Approved hard hats and safety boots must be worn on all construction projects. Personal protective equipment provided by C&M Electric must be worn wherever and as directed by the supervisor.

Materials Handling - workers should know their own physical limitations and the approximate weight of materials they are trying to lift. Use correct lifting techniques and get help to lift or move objects not safely handled alone.

Housekeeping - No object shall be placed or left where it is likely to endanger a worker. Waste material and debris must be disposed of as necessary.

Conduct and Behaviour - Horseplay or dangerous behaviour will not be permitted. No person under the influence of intoxicating alcoholic beverages or drugs will be permitted to work.

Safety Training – all employees must have a current WHMIS certificate and a Basic of Fall Protection certificate.

Tools and Equipment - Unsafe tools or equipment are not to be used and must be reported immediately to a supervisor.

Maintenance of Equipment - Supervisors are each personally responsible for ensuring that all equipment is in top working order. Any defective equipment is to be immediately tagged and removed for repair.

SAFETY / TOOLBOX TALKS

Each job site will conduct weekly safety/toolbox talks which will be documented in duplicate and a copy forwarded to the office.

WORKPLACE INSPECTION

To ensure that all of C&M Electric's job sites are kept in such a manner as to be able to identify, access and control on site hazards for the purpose of minimizing accidents and incidents leading to personal injury and property damage.

To assist with workplace inspections, the following workplace parties are to follow these procedures:

General Foreman/Foreman

1. Enforce C&M Electric's safety program and applicable legislation.
2. Identify unsafe acts or conditions and rectify on a priority basis.
3. Advise or instruct workers on safe working procedures or practices.
4. If not inspected by third party – foreman shall inspect the workplace monthly; inspections performed by use of C&M Electric's checklist; results of inspections and any action taken documented on C&M Electric's report form.
5. Discuss particulars of report findings with workers through Toolbox Talks and document on Toolbox Talk form.
6. Forward inspection reports to the Office for review and comment.

Health & Safety Representatives

1. Identify workplace hazards on a continuous basis to foreman or to the Office.
2. Inspect the workplace monthly.
3. Inspections performed by use of C&M Electric's checklist.
4. Report serious or life threatening acts or conditions immediately to foreman or to the Office.
5. Results of inspections, any action taken and recommendations are to be submitted to the foreman to be forwarded onto the Office.

Workers

1. Report unsafe acts or conditions to foreman.
2. Work in compliance with existing legislation and C&M Electric's Health and Safety Policy.
3. Assist foremen, H&S Reps and JHSC with their duties regarding inspections.
4. Inspect all equipment before each use.

Management/Consultant

1. Ensure competent foremen and H&S Reps are selected.
2. Provide assistance to foremen and H&S Rep with their duties regarding inspections.
3. Conduct monthly workplace inspections or more often as is necessary to ensure quality and consistency of workplace.
4. Review all inspection reports to ensure deficiencies observed were acted upon and tracked.
5. Review all inspection reports monthly at C&M Electric's Health and Safety Meetings.

VEHICLE OPERATION

Company vehicles are to be operated lawfully and safely at all times. The use of vehicles is prohibited when the driver is fatigued or has consumed alcoholic beverages or drugs causing impairment.

1. Vehicle operator authorization may be denied by our insurance carrier because of a previous poor driving record;
2. Vehicles and equipment checks will be made daily (prior to use) for any fluid leaks;
3. Fluid leaks will be repaired in a timely manner to minimize negative environmental effects;
4. All refueling operations will be conducted in a manner to prevent spillage;
5. Safety is a major concern. Operators shall drive defensively. Operators shall know the various speed limits and other motor vehicle laws in the area.

GENERAL PERSONAL PROTECTION

For personal protection on the jobsite, workers should avoid wearing loose, greasy or oily clothing, gloves or boots; torn or ragged clothing; rings, neck chains and other jewelry that may become entangled with equipment. Shirts and long pants shall be worn at all times. Gloves, respirators and specially designed protective clothing shall also be worn under certain hazardous conditions. Butane lighters should not be carried on the jobsite.

Cellulars/Pagers

Unless authorized by Management, C&M Electric restricts cellular phones and pagers on its' job sites. All use of handheld devices is prohibited while operating a vehicle.

Head Protection

Workers shall wear, at all times on the jobsite, a CSA certified Class E or class B safety hat. Workers shall not paint or drill holes in the safety hat and shall replace damaged or cracked hats immediately.

Foot Protection

Workers shall wear CSA-certified Grade 1 footwear or CSA certified footwear with heavy-duty toe and sole protection at all times on the jobsite. Work boots should be laced to the top, tied and replaced when badly worn or deteriorated.

Eye Protection

C&M Electric requires the use of eye protection at all times to reduce the possibility of eye injury. Protection should be industrial quality glasses with side shields.

Hearing Protection

It is recommended that each worker have hearing protection available at the workplace since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.

Hearing protection is available in three general types:

- Disposable Ear Plugs
- Reusable Ear Plugs
- Earmuffs

Respiratory Protection

Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.

Where Ventilation is not practical, workers must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly.

FALL PROTECTION SYSTEMS AND DEVICES

Guardrails

The provision of guardrails must be the first method of protection considered where workers may be exposed to fall hazards. Where it is not possible to install guardrails, other methods may be used, (i.e. travel restraint, fall arrest or safety nets).

Guardrails, consisting of a top rail, mid-rail and toeboard, must be provided around work platforms on all scaffolds, floor openings ramps and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, signs must be posted warning of the hazard and workers in the area must be protected by a fall protection system. Barricades, guardrails and covers must

be replaced in a proper manner immediately after work is completed. All barricades, guardrails and covers must be of adequate strength and be properly secured to withstand all potential loads likely to be applied to them. (Refer to the Regulation for Construction projects section 26.3(5) or the CSAO publication on Guardrails for information concerning load design).

Safety Belts, Harnesses and Lanyards

All safety lanyards, full body harnesses, fall arresting devices and vertical lifelines, self-retracting devices, descent control devices and shock absorbers must be CSA-certified. All should carry a CSA label. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened.

The lanyard of the safety harness should be positioned, preferably higher than waist level, and be kept as short as possible (no more than 1.5 metres 5 feet) to reduce fall distance. All lanyards must have a shock absorber and be attached to a fixed support or to a lifeline attached to a fixed support. The system must be arranged so that the worker cannot bottom out in the event of a fall. Fall arrest systems must be inspected by a competent worker before each use and be removed from service if found to be defective.

All components of a system must be removed from service if used to arrest a fall until certified for reuse by the manufacturer. For fall arrest systems, a full body harness is required to be used for travel restraint to prevent access to a fall hazard. A permanent anchor that meets the Building Code should be the primary consideration when selecting a fixed support to tie off fall protection systems. Temporary fixed supports can be used providing they have been subjected to a dynamic test conducted in accordance with good engineering practice to ensure it has the capacity to arrest a workers fall or be manufactured or designed for that purpose and be used according to that design.

All C&M Electric employees must be adequately trained to use fall protection systems by a competent person. The training must include both oral and written instruction. A record must be kept that includes dates of training, workers names and signatures. The employer must keep a copy available for review by an inspector).

Lanyards and Lifelines

All lanyards and lifelines must:

1. Be free from any danger of charring, cutting or abrasion.
2. Not be subjected to any hazards that may damage it i.e.; (flame, corrosives, extreme temperature)
3. Be only used by one person at a time unless they are horizontal and designed by a Professional Engineer for more than one worker.
4. Be kept clear of equipment and machinery.

5. Have manufactured connecting ends (protective thimble, swaged fitting or eye splice).
6. Horizontal and vertical lifelines must be free of knots other than those used to connect it to a fixed support.
7. Be long enough to reach the ground and knotted at the end cable-clipped or otherwise provided with a positive stop to prevent the lanyard from running off the vertical lifeline.

If safety nets are used, they must be designed, tested and installed under the direction of a Professional Engineer and in accordance with ANSI standard 10.1 1.1989.

Unprotected Openings and Edges

A worker must wear a safety harness with the lanyard tied off to a fixed support whenever the worker is more than 3 metres (10 feet) above the next level or above operating machinery, hazardous substances or objects, regardless of the possible fall height.

LIGHTING

Work areas, including exits and entrances, must be adequately lit. Lighting level of 5-foot candles is recommended. 150-watt light bulbs should be used as follows; suspended 2.4 metres or 8 feet high and 7.5 metres or 25 feet apart; or suspended 3 metres or 10 feet high and 6 metres or 20 feet apart. Bulbs should be installed so that they light as large an area as possible. They should as be protected by cages to guard against accidental damage.

Branch lighting circuits that feed temporary lighting should be kept entirely separate from power circuits except for a common supply. Branch lighting circuits should be protected by a breaker or fuse with a 15 amp rating.

Through site inspections performed by site foremen, C&M Electric is able to ensure that adequate lighting is available.

PROPER USE OF LADDERS

1. Ladders shall be set up on firm level surface. If the base is to rest on soft, uncompacted or rough soil, a mudsill should be used. Portable ladders shall be equipped with non-slip bases.
2. Ladders shall be tied off or otherwise secured to prevent movement.
3. When a task must be performed with the worker standing on a stepladder, the length of the ladder shall be such that the worker stands on a rung no higher than the second from the top and shall have its legs fully-spread and its spreader shall be locked.

4. When climbing up or down, workers should always face the ladder.
5. Ladders shall not be erected on boxes, carts, tables, scaffold platforms, elevated platforms or on vehicles.
6. Ladders shall be set up on one foot out for every three or four feet up.
7. Ladders capable of conducting electricity shall not be stored or used so close to an energized electrical installation that they can make electrical contact with an energized conductor.
Fiberglass ladders are to be used in an energized electrical closet/room.
8. All ladders erected between levels must be securely fastened, extend 90 centimetres (3 feet) above the top landing and afford clear access at top and bottom.
9. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and should be tagged and removed from the site.
10. Ladders shall not be used horizontally as substitutes for scaffold planks, runways or any other device for which they have not been designed.
11. Workers on a ladder shall not straddle the space between the ladder and another object.
12. Three points of contact shall always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands.)

Working from Ladders

A worker must wear a safety harness with the lanyard tied off to either a fixed support or a life line whenever the work is:

- 3 meters (10 feet) or more above the floor, or
- above operating machinery, or
- above hazardous substances or objects.

SCAFFOLDS

1. The erection and dismantling of scaffolds must be carried out by personnel knowledgeable and experienced in such operations.
2. Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed as required by the manufacturer.
3. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board.

4. Scaffold platforms must be at least 46 centimetres (18") wide and if they are over 2.5 meters (8') high they must be planked across their full width.
5. 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.
6. Where scaffolds cannot be tied in to a building, guy lines adequately secured shall be used to provide stability.
7. Scaffold planks must be installed in a manner that prevents them from sliding.
8. Wooden scaffold planks must be of good quality, free of defects such as loose knots, splits or rot, rough sawn, measuring 51 mm x 25.4 cm (2" x 10") in cross section and No. 1 grade spruce or better, and shall have a legible grade identification stamp.
9. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
10. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimetre (6") standoff brackets and a ladder-climbing fall protection device or safety cage when they are more than 5 meters (16') high.
11. Scaffolds over 15 meters (50') in height must be designed by a professional engineer and constructed in accordance with the design. These design documents must remain on site for the duration of the scaffold work.
12. Remove ice, snow, oil, grease and other slippery material from the platform.
13. Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.
14. Workers who erect and dismantle scaffolding are required to use a fall protection system while doing so.

LIFTING DEVICES

It is the responsibility of each site foreman to determine if a lifting device will be required on site. If so, training will be scheduled with a reputable company. Any worker operating an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevating work platform. This training can be done as part of a tool box safety talk. Training is not limited to the operation of the lifting device but also to the inspection of the equipment. Elevating work platforms shall be inspected each day before use, and recorded in the logbook.

POWER ELEVATING WORK PLATFORMS

In addition to the specific manufacturer's requirements for operating power elevating work platforms such as scissor lifts and boom-supported platforms and buckets, all operators must inspect such equipment each day and:

1. An operators' manual must be kept with the elevating work platform while it is on a project.
2. Be thoroughly familiar with all operating instructions and safe load limitations.
3. Use three-point contact in mounting and dismounting the equipment.
4. Keep the equipment free of slippery substances at all times.
5. Ensure no obstructions or workers are in the direct path of the equipment's operation.
6. Keep all guardrails and gates secured during operation.
7. Maintain proper distance from live electrical conductors or equipment at all times.
8. Ensure proper PPE-fall protection is worn at all times.
9. Ensure the equipment rests on a firm level surface.
10. Ensure that the operator's manual and maintenance record are kept with it while on a project.

ACCESS TO WORK AREAS

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the Regulations under the Act. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition. Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards.

CONFINED SPACES

“Confined space,” means a fully or partially enclosed space,

- That is not both designed and constructed for continuous human occupancy, and
- In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

No worker shall enter a confined space unless there is a means of egress from the parts of the confined space that are accessible to workers. All mechanical equipment in the confined space shall be

disconnected from its power source and locked out. All pipes and other supply lines in the confined space whose contents are likely to create a hazard are blanked off and the confined space is certified in accordance with the Safety Regulations is safe for the workers.

Confined Space Entry Procedure

If a worker is to enter a confined space he shall advise the project supervisor who will arrange for a gas test. Health and safety plan shall be prepared by the project supervisor. The project supervisor will be required to provide a written hazard assessment, an emergency rescue plan, a safety watch during the work and personal protection equipment for the worker. There shall be a form of communication between the worker in the confined space and the stand-by person. The stand-by person needs to be trained in artificial respiration and equipped to perform any rescue operation.

All equipment to be used in a confined space operation shall be inspected by a competent worker. This worker shall sign a record of inspection, which shall be available for inspection by the Ministry of Labour Inspectors or Joint Health and Safety Committee.

Stand-by Person

Any worker required to use a respirator in a confined space shall be trained and the senior management shall be informed of this training.

In accordance with regulations any time a worker enters a confined space another worker shall be stationed outside. At no time shall the standby worker leave this location as long as there is a worker inside the confined space.

A stand-by person shall be trained in rescue operations and artificial respiration. If a worker in a confined space is overcome, the stand-by person shall not make a rescue attempt without first getting help.

Confined Space Worker

No worker shall enter a confined space unless they have been trained in confined space entry. All workers trained in confined space entry shall have a card indicating the date of training on them at all times. The employer shall keep a record of all workers trained in confined space entry.

Supervisor/Competent Worker

Anytime a worker is to enter a confined space a Supervisor/Competent Worker shall be present who has been trained in confined space entry procedures. The Supervisor/Competent Worker will ensure a competent worker has inspected all equipment that shall be used during confined space work. The Supervisor/Competent Worker shall sign a confined space inspection checklist indicating all safety devices are in good working condition and that all workers are aware and understand the procedures for working in a confined space.

The Supervisor/Competent Worker will ensure all proper notifications and procedures have been **submitted** for approval prior to entering a confined space. The Supervisor/Competent Worker will also inform the Project Manager when work has been completed in the confined space.

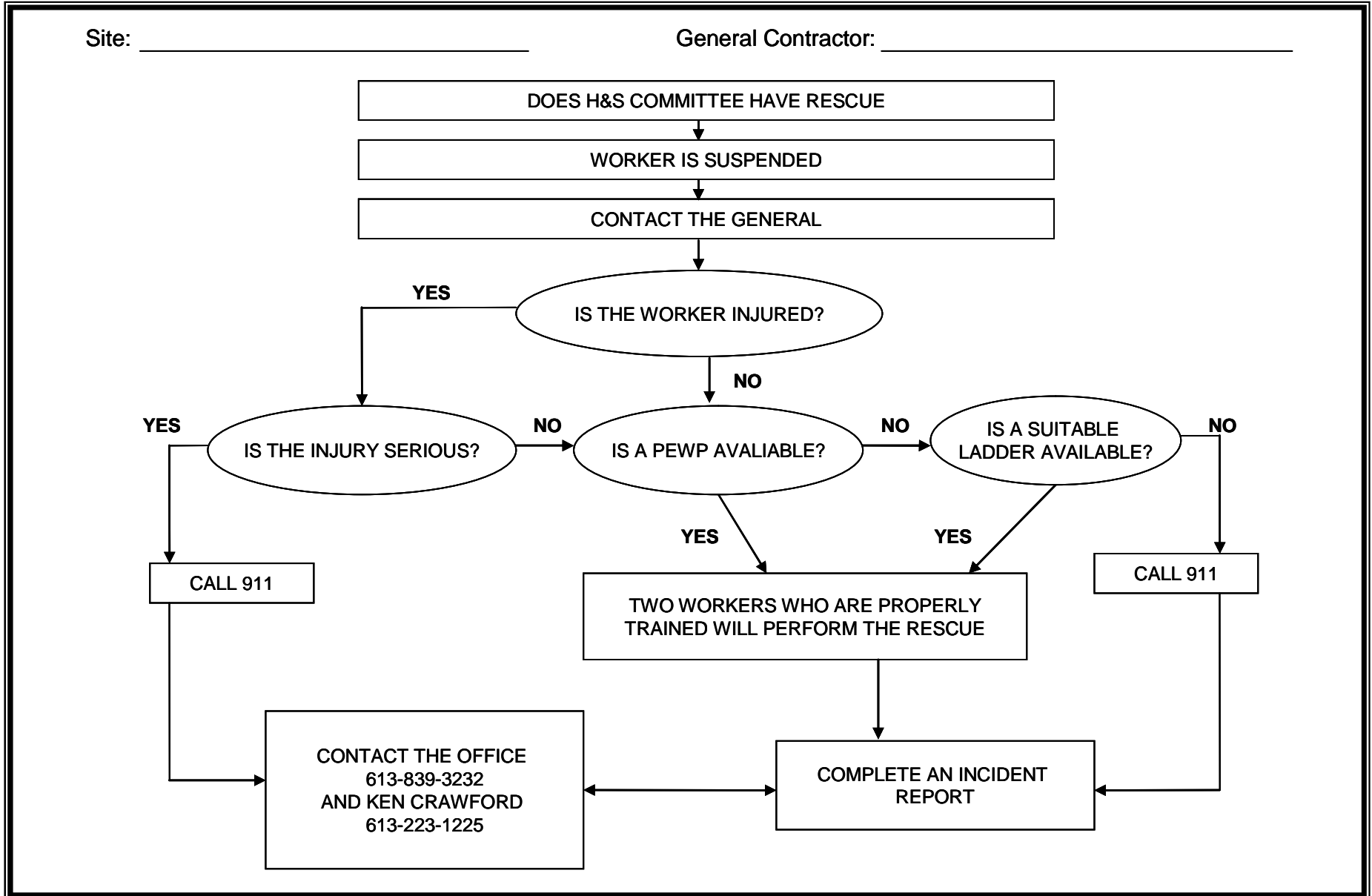
Emergency Procedure for Injured Confined Space Worker

If a worker working in a confined space requires to be rescued the following procedure shall be followed:

1. Stand-by worker shall notify his Supervisor immediately who shall notify the Project Manager;
2. All work in the vicinity of the confined space shall immediately be stopped; 911 will be called;
3. A worker shall be identified to meet the ambulance and direct to the location; the stand-by worker shall not enter the confined space if he is the only person there, they shall wait until there are others to help;
4. A worker trained in confined space entry shall enter the confined space with appropriate safety equipment;
5. If more than one worker can enter the space then only if needed and properly fitted with safety equipment;
6. Designated workers at the entrance of the confined space shall assist with the removal of the injured worker;
7. Once safely out of the confined space first aid shall be administered by a trained first aid attendant;
8. All non-essential workers shall be kept out of the way during the rescue operation;
9. The supervisor shall be notified once the worker has been removed and on the condition of the worker; and

The supervisor shall investigate what went wrong and to notify the required authorities as required by Regulations.

RESCUE PROCEDURES FOR SUSPENDED WORKER



HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE

All tools and equipment used by C&M Electric will be kept in proper working order. Any employee that feels a tool or piece of equipment requires repair, or is not in good working condition, should follow these steps:

1. Report tool or equipment needing repair to foreman.
 2. Foreman to report to office staff the following - tool or equipment number, type of tool or equipment, and problem with tool or equipment.
 3. Foreman to immediately tag tool with repair tag and take out of service.
 4. Office staff will have tool or equipment repaired and advise foreman when ready.
 5. Office staff will document all tool and equipment repairs.
- Materials and equipment shall be stored, moved, piled and transported in a manner that will not endanger workers.
 - Waste material and debris shall not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute.
 - Material to be lifted by a crane or other hoisting device shall not be stored under overhead power lines.
 - It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out.

MATERIALS HANDLING, LIFTING

1. Where practical, heavy lifts shall be done with mechanical lifting devices.
2. When manual handling is required, dollies, trucks and similar devices shall be used where practical.
3. Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when lifting task may be more than they can safely handle.
4. The right way to lift is the easiest and safest. Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles.
5. Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.

6. Never carry a load so large that it obstructs vision or too heavy to be safely lifted without assistance.

TAG AND LOCK-OUT

The purpose of this procedure is to establish the requirements for the isolation of electrical energy sources. Isolation shall be used to ensure the health and safety of workers where the unexpected start up or release of stored or residual energy could cause injury.

- The Electrical Supervisor and Journeyman involved in the electrical work shall determine where isolation of electrical sources is required.
- Notify personnel of systems requiring electrical isolation.
- The Electrical Supervisor shall tag and lock-out the disconnect device with a scissor-type device (if required), to allow for the multiple installation of locks for other trades.
- The Electrical Supervisor and Journeyman shall test and try to engage the equipment to confirm the isolation.
- **Supervisors** of Trade contractors working on the isolated electrical system shall ensure that each of their workers install locks and tags for their protection. If the same work continues into the next shift the incoming crew shall follow the same procedure after the first crew has removed their locks.
- Locks used for isolation **shall be individually keyed, numbered and shall not be used for any other purpose.**
- The locks and keys shall be stored in a lock box or other suitable arrangement with the lock out log.
- Access to the locks shall be controlled by the **most Senior Electrical Supervisor** in the workplace
- Electrical department locks shall not be removed or power resorted to a service until **all other trade locks** are removed and the Supervisor who requested the isolation signs off in the log.
- All locks and disconnects must have a "**DANGER - DO NOT ENERGIZE OR OPERATE**" tag securely attached.

Delinquent Locks

Removal of lockout device by C&M Electric where workers fail to remove their lock from the disconnecting device, they may be required to return to the site and remove the lock. If it is not possible for the worker to return, the C&M Electric Supervisor may remove it provided:

1. The worker whose lock remains on the disconnect advises the C&M Electric Supervisor that the padlock can be removed with no danger to any person. In such instance the C&M Electrical Supervisor must ensure through a personal inspection that all the isolating switches are in the OFF position and no hazard

exists.

2. An incident report shall be completed by the C&M Electric Supervisor describing the complete occurrence including the name and company to who the lock was issued, the date and time of removal and the name and signature of the C&M Electric Supervisor removing the lock.

EXPLOSIVE ACTUATED FASTENING TOOLS

1. Explosive actuated tools must be used only by workers who have been instructed to operate the tools properly and safely.
2. Workers must carry proof of training with them when using explosive actuated tools.
3. Workers using explosive actuated tools must wear impact-resistant eye-protection.
4. Hearing protection should be worn by workers using explosive actuated tools to fire into steel or in a confined space.

FIRE PROTECTION

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace.

Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

In addition to being familiar with the operation and location of all fire fighting equipment, all employees should be aware of various categories of fire extinguishing equipment according to their capacity for handling specific types of fires.

Following are the three main classes of fire extinguishers, with their applications and symbols:

A	Class "A" Extinguishers - are for fires in ordinary combustion material such as wood, paper and textiles where a quenching, cool effect is required.
B	Class "B" Extinguishers - are for flammable liquid and gas fires such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.
C	Class "C" Extinguishers - are for fires involving electrical wiring and equipment where non-conductivity of the extinguishing agent is crucial.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.)

Labels

All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (W.H.M.I.S.) requirements of the Occupational Health & Safety Act.

Material Safety Data Sheets

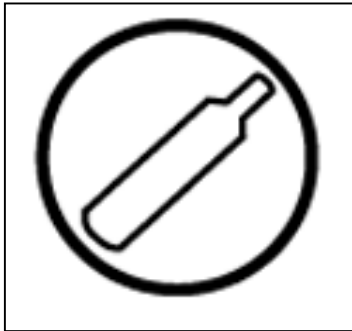
Material Safety Data Sheets (MSDS) provide more in depth information than is given on supplier labels. MSDS sheets are available from your foreman or project superintendent.

Employee Training

All employees shall be trained in and know how to recognize hazardous materials; read & understand labels and MSDS sheets; know how to work with hazardous materials in a safe manner.

Workplace specific training will be provided to new employees by their foreman.

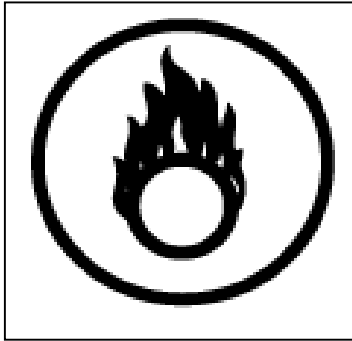
W.H.M.I.S HAZARD SYMBOLS



Class A - Compressed Gas



Class B - Flammable and Combustible Material



Class C - Oxidizing Materials



Class D1 - Poisonous and Infectious Materials: Materials causing immediate and serious toxic effects



Class D2 - Materials Causing Other Toxic Effects



Class D3 - Biohazardous Infectious Materials



Class E - Corrosive Material



Class F - Dangerously Reactive Materials

EMERGENCY PROCEDURE

1. **TAKE COMMAND** – assign the following duties to specific personnel.
2. **PROVIDE PROTECTION** – Protect the accident scene from continuing or further hazards - for instance, traffic, operating machinery, fire or live wires.
3. **GIVE FIRST AID** – give first aid to the injured as soon as possible.
4. **CALL AN AMBULANCE-911** – call an ambulance and any other emergency services required. 911
5. **GUIDE THE AMBULANCE** – meet and direct the ambulance to the accident scene.
6. **GET NAME OF HOSPITAL** – for the follow-up, find out where the injured person is being taken
7. **ISOLATE THE ACCIDENT SCENE** – barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.
8. **ADVISE MANAGEMENT** – inform senior management. They can then contact relatives, notify authorities and start procedures for reporting and investigating the accident.

PROCEDURES IN CASE OF INJURY/DISEASE/EMERGENCY

Management Responsibilities

The supervisor must:

1. Make sure first aid is given immediately.
2. Record the first aid treatment/advice given to the worker.
3. If the worker needs more than first aid treatment/advice, take the Medical Aid Kit and complete the Medical Treatment Memorandum with the worker and provide immediate transportation to a hospital, or doctor's office.

4. Supply a “Functional Abilities Form for Timely Return to Work” to the worker for the health professional to complete.
5. Advise your Project Supervisor and Office Manager as soon as possible.
6. Complete and immediately forward to the Office an “Accident Investigation Report”.
7. C&M’s safety rep will complete and submit to the Workplace Safety and Insurance Board, within three working days of the injury/disease, the Employers Report of Injury/Disease Form 7.

Note: full wages and benefits will be paid for the day the injury occurred.

Employee Responsibilities

The employee must:

1. Promptly obtain first aid.
2. Notify your foreman immediately of any injury or the possible onset of a work-related disease/condition.
3. Ensure management accompanies you to a hospital or medical clinic.
4. Obtain a WSIB Functional Abilities Form for Timely Return to Work from your foreman when medical attention is required. Ensure the first doctor to treat you completes this form, as well as all follow up appointments. These forms should be returned to your foreman without delay.
5. Cooperate in health care treatment.
6. Cooperate in safe return to work.
7. Complete and return all WSIB forms promptly.
8. Constantly up date Management on your medical condition.

Accident Investigation Report

1. All injuries that require a visit to a doctor require the completion of an accident investigation report.
2. If a doctor’s care is necessary, the worker must be accompanied to the clinic. There is always a chance of a worker fainting or going into shock after an injury. A supervisor going with the injured worker can verify that the worker got there and ensure that the worker and doctor properly fill out the forms. The supervisor can also clarify if the doctor feels there should be limitations to the workers job. The supervisor is to ensure that the doctor and worker are aware of C&M Electric’s modified work plan.
3. The information on this form is required by the Office so that the Workman’s Compensation “Form 7” may be completed. This form is required to be sent to WSIB within 3 working days of the injury. **It is**

critical that the form is complete and legible.

Functional Abilities Form

The “Functional Abilities Form for Timely Return to Work” will help C&M Electric identify the workers physical capabilities and limitations when planning the workers safe return to work. The health professional must complete the form and provide the employer, the work and the Board with copies. When providing this form to the treating health professional, you must attach the workers’ signed consent to release of the functional ability information.

Modified Work

It is C&M Electric’s policy to provide a worker (who is injured at work) with modified duties to allow the worker to continue to work without lost time or enable the worker to return to work early. The modified work responsibilities will be determined in consultation with the worker, his foreman and management. The physician must be informed that modified duties are available and should be asked to complete the “Functional Abilities Form for Timely Return to Work”.

WORKERS ARE STRONGLY ENCOURAGED TO ACCEPT MODIFIED DUTIES AS FAILURE TO DO SO MAY RESULT IN A CLAIM BEING DENIED UNLESS A VALID REASON FOR REFUSING MODIFIED DUTIES IS PROVIDED.

FIRST AID

SHOULD AN ACCIDENT OCCUR, IT IS ESSENTIAL THAT FIRST AID BE ADMINISTERED IMMEDIATELY, FOLLOWED BY PROPER MEDICAL TREATMENT IF NECESSARY

Basic First Aid

1. A first aid kit with required contents will be available at each workplace.
2. There will be a certified first aider on each shift.
3. All new employees will be advised of the location of the first aid kit, the person holding a first aid certificate.
4. Each first aid kit will contain an Injury Treatment Record, form RF1. Any use of the first aid kit will be recorded, including details of the injury, the injured person's name, the date and time of first aid treatment, the nature of the treatment and the name of the person rendering treatment.
5. This record is required legally and compliance will be strictly enforced.

ACCIDENT INVESTIGATION

In the event of a fatality, critical injury or lost time injury management must conduct an investigation into the accident to identify the contributing factors, which led to the accident.

Management Responsibilities:

- Review, on a regular basis, all incident reports and near-miss incident reports.
- Develop new procedures to control or eliminate the chances of the incident or accident being repeated.
- Conduct an immediate investigation concerning fatalities, critical injuries, hazardous occurrences and close calls, lost-time injuries, occupational illnesses, property damages, fires and environmental releases.
- Investigation results will be recorded.
- In the event of an accident involving a critical injury or fatality, the supervisor will notify head office who will contact the Ministry of Labour to conduct an investigation.
- Investigate all accidents within twenty four hours of its occurrence

Supervisor Responsibilities:

- Ensure injured workers receive adequate medical care.
- Take immediate action to ensure the protection of other workers and to notify management.
- Communicate any changes in policy and/or procedures in a timely manner.
- Changes in procedures will be carefully monitored by to ensure that the new procedures are effective in adequately controlling the hazard and to ensure that they do not create new hazards.

Employee Responsibilities:

- All accidents, regardless of severity, must be reported immediately to the supervisor.
- Will not disturb the scene of an accident, unless to do so would endanger others or cause damage to equipment.
- All employees will cooperate with the inspector(s). See Scene Preservation below.

JHSC Responsibilities:

- Review all Accident Reports and make recommendations

Subcontractors Responsibilities:

- All accidents, regardless of severity, must be reported to the supervisor immediately.
- All employees will cooperate with the inspector(s).

Investigation Process

Investigations will consist of four steps:

1. Collecting of Information - This will be achieved by conducting interviews. Supervisors will document all interviews using the company *Witness Statement* form and will ensure the confidentiality of the workers.
2. Assessing the Scene – Photographs and/or sketches may be taken to provide a visual description of the scene
3. Identification of the Contributing Factors– Investigators will consider the people, equipment, materials, environment and policies and procedures (PEMEP) which may have contributed to the accident.
4. Write a Report – All reports will be written using the company Accident Report form. Reports will be filed in Head Office and will be available to workers on request

Notice of Death or Injury

Where a person is killed or critically injured from any cause at the workplace, the employer shall notify immediately a Ministry of Labour (MOL) inspector, the JHSC, the Health and Safety Representative, and, when necessary, the trade union.

Within forty eight hours of the occurrence, a written report of the circumstances of the occurrence must be sent to the MOL Director.

Notices must be made using the company MOL Occurrence report form and contain all prescribed information.

Scene Preservation

Whenever possible the accident scene must be maintained until the MOL gives notice that it may be disturbed.

This will not apply when the following conditions are present requiring disturbance of the scene:

- To save a life or to relieving human suffering.
- To maintain an essential public utility service or public transportation system.
- To prevent unnecessary damage to equipment or other property.

Notice of accident, explosion or fire causing injury

In the event of an accident involving fire or an explosion, the MOL must be notified within four days.

In the event of an accident, where a worker is not critically injured, but requires medical treatment or is unable to

perform their usual work, the MOL must be notified within four days.

Notices must be made using the company MOL Occurrence report form and contain all prescribed information.

Copies of the report must be submitted to the JHSC, Health and Safety Representatives, and when necessary, the trade union within four days.

GENERAL OFFICE SAFETY ISSUES

Good housekeeping is every bit as important in an office environment as it is on a construction site. Every office worker should ensure that among other things:

1. Hallways, exits, and accesses to fire alarm pull boxes and fire extinguishing equipment are not obstructed by furniture, boxes and other material;
2. Extension cords are well maintained and are not left in such place or condition that someone could trip;
3. Shelves and filing cabinets are not overloaded to ensure that it will not fall over;
4. Filing cabinets are filled from the bottom up so that they will not fall over when the upper drawers are pulled open;
5. Materials placed on shelves and other surfaces are secure and will not fall onto someone;
6. When necessary, a ladder is used to reach material or objects stored on high shelves;
7. Chairs and furniture are appropriate to the task, properly adjusted, well maintained and in safe condition;
8. Lighting appropriate to the task is used;
9. Proper WHMIS procedures are used to handle and dispose of such materials as printer toners and blueprint ammonia bottles;
10. Smoking is done only in the areas designated for smoking.

BRIEFING NEW EMPLOYEES

All new employees shall be assigned to a supervisor or foreman for their initial job orientation. All foremen are required to complete a New Employee/Worker Orientation Checklist with new employees or employees transferred to their job site. Prior to beginning work, a new employee shall be briefed on the following:

1. The contents of and the need to be familiar with the contents of this safety policy.
2. C&M Electric's commitment to safety and emphasis on working with a safety first attitude.

3. Location of workplace facilities such as the first aid station, fire extinguishers, emergency exits and toilets.
4. Workplace specific hazardous materials or substances and proper handling procedures, (see W.H.M.I.S.)
5. The name of the health & safety representative on the project.
6. Special emphasis on accident prevention, procedures in case of accident and C&M Electric's modified work policy.

EMPLOYEES CONFIRMATION OF RECEIPT AND UNDERSTANDING

I, _____ understand and agree to work in compliance with **C&M Electric's** Health & Safety Policy as well as the requirements of the Occupational Health & Safety Act.

Date: _____

Employee's Signature

Date: _____

Supervisor's Signature

SUPERVISOR'S ACKNOWLEDGEMENT

I acknowledge that I, _____ have reviewed the Safety Policy of **C&M Electric** with _____ and in my opinion this employee has an understanding thereof.

Date: _____

Supervisor's Signature