



All Company Health and Safety Meeting

Date: December 7, 2020

Due to covid restrictions, this report is being delivered to all employees either in person where possible, or electronically where not possible.

Policy Statements

Item 1.1.11

- A Health and Safety Policy Statement communicates the company's commitment to the health and safety of all its employees.
- We want to get you home at the end of the day with all your fingers, toes, eyesight, life etc.
- Many workers are still working for companies who do not care about worker safety – You are not one of them!!

Internal Responsibility System (IRS) requires three things to be working as intended.

1 Roles and Responsibilities - Workers

- Work in compliance with the OSHA and Regs.
- Wear or use PPE & protective devices
- Report to the supervisor
 - Defective equipment
 - Hazards
 - Violations of the Act
 - Accidents and Injuries
- Work in a manner that does not endanger the worker or others

2 Worker Rights

Workers share three legal rights.

- 1 The Right to Know – what hazards are present in the workplace.
- 2 The Right to Participate – in keeping your workplace healthy and safe.
- 3 The Right to Refuse Unsafe Work - that you believe to be dangerous to yourself or your co-workers.

Work Refusal Process

- 1 Report to your supervisor – why you consider the work unsafe.
- 2 Remain in a safe place until the supervisor/management arranges to have the situation remedied.
- 3 It is against the law for an employer to punish or fire a worker for refusing work that the worker thinks is unsafe.

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

3 Company Rules

- Obey mandatory and work task specific PPE requirements.
- No Horseplay.
- No drugs or alcohol to include vaping and marijuana.
- Do not remove “danger” or “lock out” tags i.e. on machinery or equipment.
- **Never** perform work on live electrical conductors unless authorized and trained.
- Obey all rules, signs and instructions.
- Report defective tools/equipment to the supervisor.
- Drivers of company vehicles/equipment must have valid DL.
- Report all hazardous situations, accidents, injuries etc. to the supervisor.

For a complete list of rules, refer to your worker manual, bulletin boards and/or on-site safety binder.

Know the Rules!

Follow the Rules!

Well established Roles & Responsibilities
+
Policies and procedures to ensure Worker Rights
+
Clear Company Rules
=
A strong Internal Responsibility System

PPE

- PPE is your last line of defense for your protection.
- Wear PPE as required by the company.
- Select the PPE that offers the highest level of protection. Ensure a good fit.
- Visually inspect PPE prior to use unless you have been made aware that documented inspections are required. If they are – DO IT!!
- Maintain and use PPE in compliance with the manufacturer’s instructions.

Emergency Preparedness

- 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.

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
 - Posted on bulletin boards or in supervisor's blue H&S Cabinet.
 - In the on-site safety binder

The universal signal for emergencies is always 3 long, loud blasts of noise i.e. honking a car horn, using a foghorn, sounding an alarm, blowing a whistle etc. The General may have different signals – know what they are!!!

Emergency Response Procedures

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.

- 1 Stay calm – your example will influence others.
- 2 Assess the situation – what happened and what can happen.
- 3 Take command – Call 911 & use your bystanders to help.
- 4 Provide protection – Safeguard the victim(s) and scene.
- 5 Aid & Manage – Provide first aid or help the first aider.

First Aid

- First aid kits are available, adequately stocked and inspected.
- First Aider will always be available .
- Certificate will be posted.
- If you use something from the first aid kit, you must document action taken. The form can be found in the supervisors binder in the safety box.
- The supervisor will arrange for transportation to a medical facility.
- Fill out the Injured Worker Package and return to the supervisor/management.
- CPR refresher Item 11.10
 - Ensure 911 is called
 - If available, send for an AED
 - Casualty must be on a firm surface
 - Place hands in the middle of the chest.
 - Depress the chest at least 2 inches.
 - Push hard, push fast
 - Ensure full recoil
 - Continue until an AED or Emergency Medical Services arrive.

Fire Protection

- The main purpose of a fire extinguisher is to clear a path for you to get out!!!
- Only attempt to extinguish small fires
- Fire extinguisher use Item 11.10
 - P** Pull the pin
 - A** Aim at the base of the fire
 - S** Squeeze the trigger
 - S** Sweep the base of the fire.

Eye Wash Station/Bottle/Canister

- Eye wash stations/bottles/canisters is provided as required.
- Eye wash will be in the vicinity of the first aid kit.
- Supervisor will ensure eye wash is inspected regularly.
- All workers will immediately flush the eye as directed.

Spills

- If the spill is relatively minor, clean it up immediately.
 - Use spill kit and follow manufacturer's instructions
 - Wear PPE as required by the manufacturer
- If the spill is complex, activate the fire alarm, evacuate the premises and call immediately to have the spill professionally cleaned up.
- Have anyone who is injured or contaminated come away from the spill, administer first aid, and if necessary, use the eye wash station. If necessary, the worker should take a shower as soon as possible.
- Limit access to the hazardous area

H&S Representative/JHSC Members:

- The company has a worker Health and Safety Representative - Bruce Wilson
- The company has a management Health and Safety Representative - Ken Crawford
- On our projects, where there are more than 5 workers, a Health and Safety Representative is to be chosen by the workers.
- If you have concerns or ideas to improve our health and safety program and performance, contact your Health and Safety Representative to have your issue raised at the next Joint Health and Safety Committee Meeting.

JHSC Meeting Schedule
January 7, 2021
April 1, 2021
July 8, 2021
October 7, 2021

Hazard Management

- Hazard Reporting - Without exception, all Hazards must be reported to the supervisor.
- Our Work Task Manual, which is found in TAB 1 of all On-site Safety Binders contains pertinent information on routine work tasks performed by our workers. This information is provided for your reference.

Be wise - consult the manual

- Focus Work Tasks

The company will focus on two work tasks this year - Asbestos Awareness and Lock Out/Tag Out. We will use one or more of the following means to do this:

- Safety Talks
- Awareness Training
- Memos
- Newsletter

Preventative Maintenance

- Inspect all tools, equipment and vehicles prior to use.
- Where required, i.e. lifts and fall arrest equipment, complete pre-use inspection forms.
- If they are overdue for service, or found to be defective, immediately remove them from service.

Workplace Inspections

- Workplace inspections provide a systematic visual review of the worksite, tools, and equipment with the sole intent of identifying hazards that may hurt a worker.
- Once identified, measures can be taken to either eliminate or control the hazards.
- Supervisor Workplace Inspection forms have been revised to include a Safety Talk to ensure you are informed as to the inspection results.

Accident Investigations

- Accident investigation is the process of determining the root causes of accidents, on-the-job injuries, property damage, and close calls in order to prevent them from occurring again.
- Accident Investigation forms have been revised to include a Safety Talk to ensure you are informed as to the investigation results.

Violence and Harassment

- Report all incidents of violence and/or harassment to your supervisor, Health and Safety Representative, SPSS or to any one you feel comfortable reporting to.
- Complete the Violence and Harassment form as provided by your supervisor.
- All reported incidents will be investigated.
- NO acts of violence and/or harassment will be tolerated.
- Each year the company assesses the risk of incidents involving violence and/or harassment and have determined the risk rank to be:

“C” - LOW

Return to Work

- The company is committed to the successful recovery of injured and ill employees. Often an injured worker will be capable of performing duties that will not aggravate the injury.
- In most cases, if injured, you will return to work, the next working day.
- As required by law, injured workers will be offered modified work. It is the workers responsibility to participate in the modified work program.
- All reported incidents will be investigated.

Management Review

Item 14.1.7

- Each year the company reviews all aspects of the company concerning health and safety.
- It is our goal to continually improve our policies and programs. The objective of the review is to identify areas where improvement would enhance our H&S Program.
- The following is a list of just some things we look at:
 - Work task procedures
 - Disciplinary Reports
 - Inspection Results
 - Emergency Plans
 - PPE Requirements
 - Accident and incidents

Statistic Review

Item 12.8

Item	Current Year
Audit score	97.65%
Average inspection score	99.46%
Disciplinary action taken	5
Accidents	2
First aid incidents	2
Violence & harassment incidents	1
Training Courses Delivered	0

Item 14.1.7

Policy and procedure changes implemented/revised as a result of our statistics review:

- Hand protection required at all times.

Goals and Objective for the up-coming year:

Item 14.1.7

Goals are the long-term outcomes we want to achieve i.e. to increase workers input into our H&S program. Often these goals can be broken into “chunks” or objectives i.e. involve workers in the inspection process by implementing an inspection safety talk to encourage feedback.

Goal	Objective
Zero injuries & accidents	1) Analyze injury history 2) Implement procedural changes
Achieve COR status	1) Establish COR elements 2) Complete annual audit requirements
Increase worker involvement	1) Include Q&A session at annual meeting 2) Include Safety Talks with inspections & Accident Investigation

13 Q & A Session

Item 8.2.5

This is your time to be heard
We value your opinion

The company recognizes that this is not the most effective way of holding a health and safety meeting. However, due to covid restrictions, management has determined this to be the most effective way at this time.

The company is very proud of it's health and safety performance, as evidences by our Audit results. We take your health and safety very seriously at C&M Electric.

If you have any concerns and/or ideas on how to improve our health and safety performance, contact your Health and Safety Representative and/or Management to ensure your opinions will be included on the Agenda for our next Joint Health and Safety Committee meeting.