This manual describes Viana Roofing and Sheet Metal Limited’s health and safety program. This program is based on the internal responsibility system. All employees at Viana Roofing and Sheet Metal Limited shall undertake ownership, accountability and responsibility for health and safety.

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Section 1: Health & Safety Postings

1.1 INTRODUCTION

Losses arising from occupational illness and injury impact our quality of life in a very profound way. The economic losses from an accident, illness or injury disrupt the effectiveness of business operations. Such disruptions can have a detrimental effect on the corporate culture within a business or industry and consequently affect the very fabric of our well-being. It is important that an effective occupational health and safety program be developed and implemented. In so doing, our quality of life and work environment will be enhanced.

This health and safety manual affirms Viana Roofing and Sheet Metal Limited’s dedication and commitment to achieving excellence in health and safety both on and off the job. This manual will be available to all employees at all times and updated as necessary, per government legislation and company requirements with the assistance of the Joint Health and Safety Committee (JHSC).

This health and safety manual contains various aspects from the Ontario Occupational Health and Safety Act, related regulations and related standards and guidelines. In cases of dispute, the current issue of the Occupational Health and Safety Act, related regulations and related standards and guidelines shall prevail.

Should any procedure outlined in this manual conflict with any federal, provincial, and/or municipal law or prescribed standard then the most stringent set of standards shall apply.
1.2 HEALTH AND SAFETY POLICY STATEMENT

Viana Roofing and Sheet Metal Limited is committed to the prevention of occupational illness and injury in the workplace. Viana Roofing and Sheet Metal Limited is responsible for implementing and maintaining a safe and healthy work environment for all employees. It shall be the responsibility of Viana Roofing and Sheet Metal Limited to comply with legislated and established safe work procedures and practices.

All supervisors are responsible to ensure that safe and healthy work conditions are maintained for workers under their supervision. Supervisors will ensure that machinery and equipment are safe and that workers work in compliance with legislated and established safe work procedures and practices.

It shall be the responsibility of all workers to work safely and follow legislated and established safe work procedures and practices. It is also the responsibility of all workers to report unsafe or unhealthy conditions.

Contractors and their workers are expected to meet or exceed Viana Roofing and Sheet Metal Limited’s health and safety requirements. It is in the best interest of everyone on our premises to consider health and safety in every activity.

At Viana Roofing and Sheet Metal Limited, an injury and accident free workplace is our goal. Through continuous commitment from all workplace parties, we can accomplish this.

Manuel DaCosta  
President

Date  
12/01/15
Section 1: Health & Safety Program

1.3 PROGRAM DESCRIPTION

The purpose of the health and safety program is to promote safety awareness and appropriate behaviour within our organizational environment. This can be accomplished by developing work ethics and management systems that encourage and reward, safe handling and fulfilling work practices with the highest value being placed on truth as well as the health and safety of workers, customers, communities and the environment.

The overall program includes documented policies, rules, procedures and practices encompassing various areas and aspects of health, safety and emergencies. Included within the program’s administration and management is a formal system of program evaluation encompassing various inspections, checks, audits and assessments as well as a systematic process of review, modification, approval, implementation and enforcement. In addition, a process of ongoing training and review (both program and behaviour performance) is a critical aspect of the effectiveness of a health and safety program and is incorporated into all areas of this program.

Viana Roofing and Sheet Metal Limited is committed to providing the necessary policies and procedures for a safe and healthy working environment. It is the responsibility of all workers to ensure that they work in a safe manner as outlined in the health and safety program, the Occupational Health and Safety Act, related regulations and related standards and guidelines. Senior management will provide continuous improvement of health and safety programs, with legislated standards and procedures used as a minimum.

The members of the Joint Health and Safety Committee will ensure that current legislation is being met by attending seminars and courses. The Joint Health and Safety Committee will continue to make recommendations, ensure a system of follow-up and provide complete documentation.

1.4 INTERNAL RESPONSIBILITY SYSTEM

The internal responsibility system at Viana Roofing and Sheet Metal Limited is organized according to the provisions, in the Occupational Health and Safety Act. The essence of the internal responsibility system recognizes that both workers and managers share a common goal of preventing work-related accidents, injury and illness and is also used to resolve all concerns of a health and safety nature.

Workers and employers must share the responsibility for occupational health and safety. This concept of the internal responsibility system is based on the principal that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions. Ideally, the internal responsibility system involves everyone, from the company director to the worker. How well the system works depends upon whether there is a complete, unbroken chain of responsibility and accountability for health and safety.
The internal responsibility system is established and acknowledged within the Occupational Health and Safety Act throughout the roles, responsibilities and duties of all parties as prescribed within Part III of the Act.

Several provisions of the Occupational Health and Safety Act are also aimed at fostering the internal responsibility system.

Three important provisions are:

- The requirement for employers to have a health and safety policy and program.
- The direct responsibility that officers of a corporation have for health and safety.
- The Joint Health and Safety Committee’s role in monitoring the internal responsibility system. The Occupational Health and Safety Act sets out the basic rules of operation for the Joint Health and Safety Committee.

The concept of the internal responsibility system will be reviewed with all employees during health and safety training to ensure an understanding that all workplace parties must share the responsibility for safety.
INTERNAL RESPONSIBILITY SYSTEM FLOW DIAGRAM

Occupational Health and Safety Concern

Report to Supervisor

Disagrees

Report to Manager

Disagrees

Agrees/Resolved

Agrees/Resolved

Report to Joint and Safety Committee or H&S Representative

Joint Health and Safety Committee Discusses

Recommendation

Unsatisfactory

Satisfactory

Resolved
Section 2: Responsibilities of Work Place Parties

2.1 INTRODUCTION

Workers and employers must share the responsibility for occupational health and safety. Ideally, an effective health and safety program involves everyone, from the company director to the worker. How well the system works depends upon whether there is a complete, unbroken chain of responsibility and accountability for health and safety.

The following is a description of the responsibilities and accountabilities for the workplace parties at Viana Roofing and Sheet Metal Limited

2.2 EMPLOYER

Viana Roofing and Sheet Metal Limited is committed to fulfilling its responsibilities as set out in Sections 25 and 26 of the Occupational Health and Safety Act. These duties include:

- To set the example and demonstrate a personal commitment to safety.
- Ensure that the equipment, materials and protective devices as prescribed are provided.
- Ensure that the equipment, materials and protective devices provided are maintained in good condition.
- Ensure that the measures and procedures prescribed are carried out in the workplace.
- Ensure that the equipment, materials and protective devices provided are used as prescribed.
- Ensure that a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the building code.
- Provide information, instruction, and supervision to a worker to protect the health or safety of the worker.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
- When appointing a supervisor, appoint a competent person.
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment, or a biological, chemical or physical agent:
• Afford assistance and co-operation to the Joint Health and Safety Committee in the carrying out of their functions.
• Only employ in or about a workplace a person over such age as may be prescribed.
• Not permit a person who is under such age as may be prescribed to be in or about a workplace.
• Take every precaution reasonable in the circumstances for the protection of a worker.
• Post in the workplace a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry of Labour, in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
• Review at least annually the occupational health and safety policy and program
• Post at a conspicuous location in the workplace a copy of the occupational health and safety policy
• Provide to the Joint Health and Safety Committee the results of a report respecting occupational health and safety that is in the employer’s possession and, if that report is in
• Writing, a copy of the portions of the report that concern occupational health and safety.
• Advise workers of the results of a health and safety report and if the report is in writing, make available to them on request copies of the portions of the reports that concern occupational health and safety.

In addition to the responsibilities outlined in sections 25 and 26 of the Occupational Health and Safety Act, senior management at Viana Roofing and Sheet Metal Limited will ensure the performance of the following:
• Workplace inspections
• Information sessions in the form of training sessions and toolbox talks.
• Injury/incident investigations.
• Employee training.
• Correcting of substandard acts or conditions.
• Commending employee and supervisor health and safety performance.
• Employee safety observation.

During inspections, senior management will make every effort to speak to as many employees as possible and document.

While on a project, an employer of five or more workers must appoint a supervisor for the workers. The supervisor must supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally.
2.3 SUPERVISORS

While the Viana Roofing and Sheet Metal Limited management team is responsible for assigning responsibility and accountability for health and safety to supervisory staff, the supervisory staff must be given the authority to fulfill their health and safety responsibilities.

As per Section 27 of the Occupational Health and Safety Act, all supervisors are responsible to:

- Ensure that workers work in a safe manner utilizing the protective devices, measures and procedures, as required by the Occupational Health and Safety Act.
- Advise workers of hazards in the workplace; educate them in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- Provide workers with written instructions regarding the measures and procedures required for the protection of the worker.
- Ensure that all workers are supervised in the use, or wear of equipment, protective devices or clothing as required by the employer.
- Promptly investigate any incidents resulting in personal injury or property damage in conjunction with a representative of the Joint Health and Safety Committee. Determine immediate and underlying causes, initiate corrective action, and report results of the investigation using the Viana Roofing and Sheet Metal Limited Injury/Incident Investigation Report.
- Enforce all company safety rules and regulations, and report hazardous conditions that require improvement.
- Review the health and safety manual with each new worker and instruct him or her in the safety requirements for their particular job. Ensure each new worker receives proper instructions on all assigned personal protective equipment.
- Ensure all workers use only the proper tools for the jobs performed.
- Investigate any work refusal situations immediately, following the refusing unsafe work guidelines in conjunction with a worker representative of the Joint Health and Safety Committee.
- Attend formal health and safety training course(s).

While on a project, the supervisor or a competent person appointed by the supervisor must inspect all machinery and equipment at least once a week or more frequently as the supervisor determines is necessary. This inspection includes fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project.

The purpose of this inspection is to ensure that the machinery and equipment referred to above does not endanger any worker. During inspections, supervisors will make every effort to speak to...
as many employees as possible and document. In addition, a competent person must perform tests and observations necessary for the detection of hazardous conditions on a project. While on a project, the supervisor must supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally.

2.4 WORKERS AND SUPPLIED LABOUR.

Throughout this manual, Viana Roofing and Sheet Metal Limited makes reference to “workers”, this term includes both regularly employed persons and supplied labour. It shall be the responsibility of all workers to work safely and follow legislated and established safe work procedures and practices. It is also the responsibility of all workers to report unsafe or unhealthy conditions. According to section 28 of the Occupational Health and Safety Act, there are several roles, responsibilities and duties that workers are required to fulfill.

All workers at Viana Roofing and Sheet Metal Limited must:

- Work in compliance with the provisions of our health and safety program and the Occupational Health and Safety Act.
- Report all unsafe acts, conditions and hazards to their supervisor immediately.
- Identify and report all absent or defective tools, equipment, structures or protective devices.
- Operate all equipment in a safe and proper manner.
- Handle hazardous substances according to the Workplace Hazardous Materials Information System regulations.
- Do not operate any machinery or equipment that you are not qualified or licensed to operate, and do not engage in any job with which you are not familiar.
- Report all accidents, illness, or “near miss” incidents to your supervisor immediately.
- Use or wear the protective clothing, equipment or devices required for protecting health and safety and ensure they are properly maintained.
- Never remove any safety guards or devices unless otherwise authorized.
- Refrain from jeopardizing the safety or well-being of others in the workplace.
- Refrain from engaging in any pranks, contests or rough and boisterous behaviour.
- A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

In addition to the responsibilities set out in section 28 of the Occupational Health and Safety Act, all workers who operate equipment or machinery are required to conduct a pre-use inspection of the equipment or machinery they are using to ensure that the equipment is in safe operating condition.
2.4.1 ACCOUNTABILITIES

Management is accountable for defining and setting acceptable standards in the workplace, including those for safe work practices and procedures. To ensure standards are routinely met, management has the responsibility to regularly communicate performance expectations with workers and to confirm that the consequences of non-compliance are understood.

At Viana Roofing and Sheet Metal Limited, management has implemented a formalized progressive disciplinary policy and procedure, which allows adequate opportunity for a worker to alter his/her non-conforming behaviour and to personally demonstrate a willingness to change.

All workers will be held accountable for their behaviour, actions and performance at all times, through a progressive disciplinary procedure.

2.4.2 DISCIPLINARY PROCEDURE

Management at Viana Roofing and Sheet Metal Limited is committed to ensuring a safe and healthy workplace. Workers will be held accountable for their performance and adherence to health and safety policies, procedures and rules that apply within the workplace. Attitude and performance are important standards used in evaluating job performance and violations will be documented and maintained.

Disciplinary action is necessary when a worker has not been performing at a level, which meets or exceeds the expectations of management. The purpose of this action is to help the worker focus on what is substandard and how to raise it to an acceptable level. It is important that any issue be addressed promptly and in a simple, straightforward manner.

Disciplinary action is a method for ensuring personal accountability for safety performance by correcting or eliminating any unsafe condition, practice or behaviour. At each step, the worker must understand the performance issue and unless there is an effort on the part of the worker to improve, further disciplinary action may be necessary. The full benefits of discipline will not be realized unless it is coupled with a review of job performance and training.

2.4.2.1 STEP ONE — VERBAL WARNING

When a supervisor identifies that a worker is not complying with company standards, the supervisor will initiate a verbal warning with the worker. If a worker notices another worker not complying with company standards, they must notify their supervisor. The supervisor must at the outset of the discussion, state that the worker is receiving a verbal warning. It is important to ensure that the worker understands the expected performance standard and is properly cautioned regarding failure to meet the standard. The supervisor will fill out the Employee Warning Notice form with appropriate signatures to be retained in the workers’ personnel file. During the discussion, the supervisor will advise the worker that continued substandard performance will result in further discipline.
2.4.2.2 **STEP TWO - WRITTEN WARNING**

If the supervisor observes the worker continually failing to comply with company standards, a written warning will be issued to the worker. The written warning will be administered by the supervisor and will explain the reason for further discipline. It will advise the worker to take immediate steps to correct their behaviour. The written warning will also advise the worker that continued failure to comply to acceptable company standards will result in a suspension from work duties for a period of one day. The written warning with appropriate signatures will be retained in the workers’ personnel file.

2.4.2.3 **STEP THREE — WORK SUSPENSION**

Following the written warning, continued non-compliance by the worker will result in suspension from work without pay for a period of one day. The supervisor will advise the worker that the company will no longer tolerate further non-compliance and any further non-compliance will result in termination. The notice of suspension with appropriate signatures will be retained in the workers’ personnel file.

2.4.2.4 **STEP FOUR — TERMINATION**

Continued non-compliance by the worker will result in termination of employment. The notice of termination with appropriate signatures will be retained in the workers’ personnel file.

2.4.3 **RECORD KEEPING**

Management will maintain accurate records of each safety violation/infraction caused by the worker in their individual personnel file. A violation/infraction will be cleared from the workers’ personnel file after one year. Written documentation will include the following information:

- Date and time of safety violation/infraction.
- Description of safety violation/infraction.
- Type and number of previous warnings issued to the worker.
- The disciplinary action taken.
- General comments.
- Signature of the worker being disciplined.

Viana Roofing and Sheet Metal Limited reserves the right to interpret and apply disciplinary procedures. If an offence is considered by the company to be severe, the company has the right to forego steps in the disciplinary procedure and administer an immediate suspension or termination.

A copy of the disciplinary procedure will be distributed and communicated to all workers so that they are aware and understand the policy and procedures regarding disciplinary action.
EMPLOYEE WARNING NOTICE

Employee: ____________________________________________
Job Title: ______________________________________________
Date of Infraction: ______________________________________
Description of Infraction:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Employee Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Disciplinary Action Taken:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Employee’s Signature: ______________________ Date: _________
Supervisor’s Signature: ______________________ Date: _________
Manager’s Signature: ______________________ Date: _________

ORIGINAL TO BE FILED IN EMPLOYEE’S PERSONAL FILE. A COPY OF THIS FORM IS TO BE GIVEN TO THE EMPLOYEE.
2.5 CONTRACTORS

The term contractors include all contractors, sub-contractors, independent operators and any other person or firm including their workers which Viana Roofing and Sheet Metal Limited contracts to provide services. All contractors working on site are expected to meet or exceed all health and safety requirements at Viana Roofing and Sheet Metal Limited. All contractors must provide qualified workers and adequate supervision for the work performed and must ensure the health and safety of all workers. The principle contractor is responsible for ensuring that all workers are aware of and in compliance with the following requirements:

- Viana Roofing and Sheet Metal Limited’s health and safety policies and procedures.
- The Occupational Health and Safety Act and any other applicable governing legislation, regulations and industry standards.
- Ministry of Labour (MOL) and Workplace Safety and Insurance Board (WSIB) reporting requirements.
- Training requirements required to conduct all work in a safe and timely manner as well as hazards associated with all work.
- No contractor will work for Viana Roofing & Sheet Metal Limited without a Health & Safety Manual in place.
- Prior to commencing work a contractor shall provide proof of WSIB coverage
- CAD7 performance rating shall be requested for review. Preference will be given to contractors with better than average safety ratings in their field.

Any violation of the above requirements will result in disciplinary action by Viana Roofing and Sheet Metal Limited against the contractor responsible. Contractors responsible for violations of the above requirements will compensate Viana Roofing and Sheet Metal Limited for any losses.

Prior to any work beginning, contractors will receive a copy of Viana Roofing and Sheet Metal Limited’s contractor safety program that outlines the specific requirements for contractors while on site and must sign the contractor safety agreement. For more detailed information, please refer to Viana Roofing and Sheet Metal Limited’s contractor safety program.
CONTRACTOR SAFETY AGREEMENT

COMPANY:  

CONTRACTOR:  

The term contractors include all contractors, sub-contractors, independent operators and any other person or firm including their workers which Viana Roofing and Sheet Metal Limited contracts to provide services. All contractors working on site are expected to meet or exceed all health and safety requirements at Viana Roofing and Sheet Metal Limited. All contractors must provide qualified workers and adequate supervision for the work performed and must ensure the health and safety of all workers. The principle contractor is responsible for ensuring that all workers are aware of and in compliance with the following requirements:

• Viana Roofing and Sheet Metal Limited’s health and safety policies and procedures.
• The Occupational Health and Safety Act and any other applicable governing legislation, regulations and industry standards.
• Ministry of Labour (MOL) and Workplace Safety and Insurance Board (WSIB) reporting requirements.

Training requirements required to conduct all work in a safe and timely manner as well as hazards associated with all work.

Any violation of the above requirements will result in disciplinary action by Viana Roofing and Sheet Metal Limited against the contractor responsible. Contractors responsible for violations of the above requirements will compensate Viana Roofing and Sheet Metal Limited for any losses.

Prior to any work beginning, contractors will receive a copy of Viana Roofing and Sheet Metal Limited’s contractor safety program that outlines the specific requirements for contractors while on site and must sign the contractor safety agreement. For more detailed information, please refer to Viana Roofing and Sheet Metal Limited’s contractor safety program.

Description of Project:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

A CLEARANCE CERTIFICATE ISSUED BY THE WSIB MUST BE ATTACHED TO THIS DOCUMENT

WSIB Firm #: ____________________________ WSIB Rate Group: ____________

WSIB CAD7  Rating ____________________________

Number of Workers: ____________________________ Duration of Work: ____________

Contractor’s Signature: ____________________________ Date: ____________

Company’s Signature: ____________________________ Date: ____________

THIS AGREEMENT WILL BE KEPT ON FILE AND IS VALID FOR THE DURATION OF WORK.

A COPY OF THIS AGREEMENT WILL BE GIVEN TO THE CONTRACTOR.
2.5.1 SAFE WORK PRACTICES

Viana Roofing and Sheet Metal Limited has established the following safe work practices, which must be strictly adhered:

- Contractors must have workers compensation coverage and must supply their number and verification of coverage (WSIB Clearance Certificate) to Viana Roofing and Sheet Metal Limited a contractor safety agreement and WSIB clearance certificate must be provided prior to the commencement of any work.

- Must attend pre-job and/or hazard assessment meeting prior to the commencement of any work on the premises.

- Contractors will not be allowed on Viana Roofing and Sheet Metal Limited’s premises while in the possession or under the influence of alcohol, incapacitating drugs or medications.

- Contractors are not permitted to use any equipment belonging to Viana Roofing and Sheet Metal Limited without prior approval by Viana Roofing and Sheet Metal Limited’s management team.

- Contractors must observe and obey all Viana Roofing and Sheet Metal Limited’s regulatory signs as well as any specific direction given by Viana Roofing and Sheet Metal Limited’s management team.

- Under no circumstances are contractors permitted to use designated substances as defined by the Ministry of Labour, without the prior written consent of Viana Roofing and Sheet Metal Limited.

- Contractors must provide a list of all products brought onto Viana Roofing and Sheet Metal Limited premises including copies of Material Safety Data Sheets for all WHMIS controlled products.

- Contractors must wear any personal protective equipment required by Viana Roofing and Sheet Metal Limited at all times and any equipment brought on to Viana Roofing and Sheet Metal Limited premises must meet all governing legislation/regulation/industry standards.

When acting as constructor, Viana Roofing and Sheet Metal Limited requires the following documentation from all contractors. These requirements are in addition to the safe work practices mentioned above.

- Identification of all supervisors on site.

- A copy of the corporate health and safety manual including job procedures and policies.

- Employer registration form.

- Engineered diagrams for any horizontal lifelines or swing stages that are going to be used.

- The manufacturer’s requirements for scaffold erection.
• Engineered drawings for any formwork that is being erected.
• Proof of inspection by a qualified person for all machinery arriving on site that is greater than 10 horsepower.

2.5.2 SELECTION CRITERIA

Viana Roofing and Sheet Metal Limited’s management team shall ensure that contract agreements made with contractors are made in accordance with the selection criteria outlined below:

• When deciding on contractors to perform any work, Viana Roofing and Sheet Metal Limited must consider the contractors safety record including their NEER or CAD-7 statements and the status of their workers compensation (WSIB clearance certificate) or insurance coverage.
• Determine contractor’s commitment to health and safety by reviewing their health and safety policies and programs. A complete listing of all health and safety related training and orientation including dates completed must be examined.
• Obtain a full and accurate disclosure of all work procedures from contractors including a list of personal protective equipment that will be utilized.
• Verify that contractors have reviewed Viana Roofing and Sheet Metal Limited’s contractor safety program and that contractors have workers compensation or insurance coverage in good standing before signing the contractor safety agreement or giving permission to start work.
• Attach a signed copy of the contractor safety agreement and WSIB clearance certificate to all purchase orders, work orders or contracts signed with contractors indicating the acceptance of Viana Roofing and Sheet Metal Limited policies and procedures and the verification of insurance coverage.
• Conduct post-job performance reviews of subcontractors. Performance review will consider, but not limited to, housekeeping, communication, safety meeting attendance, work environment improvements, work quality, schedules, etc.
• Inform contractors of the actual or potential hazards in the area where work will be performed, before work begins.
• Review fire and emergency procedures with contractors before work begins. For evacuation purposes, contractors must report to the appropriate Viana Roofing and Sheet Metal Limited supervisory personnel at the start and end of each workday.
• If contractors have an open agreement with Viana Roofing and Sheet Metal Limited to perform work on a regular basis, a new contractor Safety agreement must be signed each year and a new WSIB clearance certificate must be provided every 60 days.
• Viana Roofing and Sheet Metal Limited must keep a copy of all contractor safety agreements on file for the duration of the contract and for a minimum three years after the end of the contract.

2.5.3 ACCOUNTABILITIES

Management is accountable for defining and setting acceptable standards within the workplace, including those for safe work practices and procedures. To ensure standards are routinely met,
management has the responsibility to regularly communicate performance expectations with contractors and to confirm that the consequences of non-compliance are understood.

At Viana Roofing and Sheet Metal Limited, the management has implemented a formalized progressive discipline policy and procedure which allows adequate opportunity for a contractor to alter his/her non-conforming behaviour and to personally demonstrate a willingness to change. All contractors will be held accountable for their behaviour, actions and performance at all times.

Viana Roofing and Sheet Metal Limited reserves the right to interpret and apply disciplinary procedures. If an offence is considered by the company to be severe, the company has the right to forego steps in the disciplinary procedure and administer a suspension or termination.

A copy of the disciplinary procedure will be distributed and communicated to all contractors so that they are aware of and understand the policy and procedures regarding disciplinary action.

2.6 VISITORS AND THE GENERAL PUBLIC

Viana Roofing and Sheet Metal Limited welcomes all visitors and the general public onto the premises for business purposes.

The following rules apply at all times and are strictly enforced:

- All visitors and the general public must adhere to Viana Roofing and Sheet Metal Limited’s health and safety policies and procedures.
- All visitors and the general public must adhere to the Occupational Health and Safety Act and any other applicable governing legislation, regulations and industry standards.
- All visitors and the general public must sign in at reception and explain the purpose of their visit.
- All visitors and the general public must remain in the designated area assigned to them or be under Viana Roofing and Sheet Metal Limited’s escort when not in the designated area.
- Appropriate personal protective equipment must be worn in the designated area.
- In the event of an injury/incident or other emergency, all visitors and the general public must immediately notify Viana Roofing and Sheet Metal Limited.
- Smoking is not permitted in the building.
- The use of drugs or alcohol is strictly prohibited.
- No person younger than 16 years of age is permitted to be present in or about the project.

All visitors and the general public who do not comply with Viana Roofing and Sheet Metal Limited’s requirements will not be allowed to remain on the premises.
## Section 2: Responsibilities of Work Place Parties

<table>
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2.7 HEALTH AND SAFETY COORDINATOR

The health and safety coordinator is responsible for the development, implementation and maintenance of the health and safety program, including:

- Workplace inspections.
- Conducting information sessions.
- Conducting injury/incident investigations.
- Ensuring the required training is in place and current.
- Ensure follow-up and correction of substandard acts or conditions.
- Commending employee and supervisor health and safety performance.
- Employee safety observation.

2.7.1 QUALIFICATIONS

The health and safety coordinator, at a minimum, must have experience and knowledge in the following areas:

- Applicable safety legislation.
- Injury/incident investigation.
- Workplace inspections.

The health and safety coordinator may substitute the above with Joint Health and Safety Committee Basic Certification training.

2.8 CONSTRUCTOR

Viana Roofing and Sheet Metal Limited is committed to fulfilling its responsibilities as set out in Section 23 of the Occupational Health and Safety Act when acting as the constructor. These duties as directly referenced include:

23 (1) A constructor shall ensure, on a project undertaken by the constructor that,

(a) The measures and procedures prescribed by this Act and the regulations are carried out on the project;

(b) Every employer and every worker performing work on the project complies with this Act and the regulations; and

(c) The health and safety of workers on the project is protected.

(d) Report all incidents involving subcontractors and participate in the incident investigation.
(2) Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.

A constructor must appoint a supervisor for every project at which five or more workers will work at the same time. The supervisor must supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally.

A constructor must establish for a project written procedures to be followed in the event of an emergency and ensure that the procedures are followed. The constructor must review the emergency procedures with the health and safety representative or the joint health and safety committee.

The constructor must ensure that every worker at the project has ready access to a telephone, two-way radio or other system of two-way communication in the event of an emergency.

If under the Regulations for Construction Projects, a record is required, to be kept available of inspection at a project, the constructor or employer, as the case may be, must keep the record for at least one year after the project is finished.

2.8.1 ADDITIONAL RESPONSIBILITIES

When acting as constructor, Viana Roofing and Sheet Metal Limited will hold a review to determine the physical requirements on the site. In general, a constructor is normally responsible for an area of the site where two or more trades are working in proximity with each other (i.e. housekeeping on a main floor where many trades are working in proximity to each other would be a constructor concern). Where an area of the site is strictly under the control of one trade, the trade present will be responsible for safety in the area within their scope of work.

The following list represents the additional responsibilities of a constructor and the section of the Regulations for Construction Projects to reference. However Viana Roofing and Sheet Metal Limited may decide to contract out the responsibility of performing certain tasks to the general contractor or to one of the trades (i.e. contracting out the requirement to install guardrails around the site).

- Washrooms — section 29 of the Regulations.
- Public way protection — sections 64 and 65 of the Regulations.
- Traffic control — sections 67 to 69 of the Regulations.
- Guardrails — section 26.3 of the Regulations.
- Supply and maintenance of fire extinguishers — sections 52 to 57 of the Regulations.
- Ventilation — section 46 of the Regulations.
- Lighting — section 45 of the Regulations.
- Housekeeping — section 35 of the Regulations.
Section 2: Responsibilities of Work Place Parties

- Access/egress routes to work areas (including ladders to other areas) — section 70 to 74 of the Regulations.
- Stairs — section 75 of the Regulations.
- Lifelines — section 26.9(8) of the Regulations.
- Bump lines on a roof — section 207 of the Regulations.

Once Viana Roofing and Sheet Metal Limited decides which areas will be managed internally and externally on site, safe work procedures will be developed for the site supervisor when the initial setup of the site is underway.

2.9 PROJECT OWNER

Viana Roofing and Sheet Metal Limited is committed to fulfilling its responsibilities as set out in Section 30 of the Occupational Health and Safety Act when acting as the project owner. These duties as directly referenced include:

1. Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.

2. If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).

3. An owner shall ensure that a prospective constructor of a project on the owner’s property has received a copy of the list referred to in subsection (1) before entering into a binding contract with the constructor.

4. The constructor for a project shall ensure that each prospective contractor and subcontractor for the project has received a copy of the list referred to in subsection (1) before the prospective contractor or subcontractor enters into a binding contract for the supply of work on the project.

5. An owner who fails to comply with this section is liable to the constructor and every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of but that was not on the list prepared under subsection (1).

6. A constructor who fails to comply with this section is liable to every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that was on the list prepared under subsection (1).
Section 3: Health & Safety Postings

3.1 COMMUNICATION

Management and the Joint Health and Safety Committee, on a regular basis, will communicate all information concerning occupational health and safety. Health and safety information will be posted in a high traffic area on a bulletin board. Management and the Joint Health and Safety Committee will regularly monitor each health and safety bulletin board to ensure all health and safety information is posted and updated. All health and safety information will be accessible to all employees on and off-site.

3.1.1 WORKPLACE POSTINGS

Postings on each health and safety bulletin board shall be updated as necessary. Each health and safety bulletin board must be included in the Joint Health and Safety Committee monthly inspection to ensure all postings are current.

Postings may include:

- Viana Roofing and Sheet Metal Limited’s health and safety policy statement.
- Appropriate Industry Regulation.
- WHMIS Regulation (Reg. 860).
- Material Safety Data Sheets (MSDS).
- Appropriate Designated Substance Regulation.
- Ministry of Labour (MOL) health and safety explanatory material:
  - “A Guide for Joint Health and Safety Committees and Representatives in the Workplace”.
  - “Guideline for the Safe Operation and Maintenance of Powered Lift Trucks”.
  - “Lock-out Procedure for Machinery”.
  - “A Guide to Ontario’s Workplace Smoking Law”.
  - Appropriate MOL Alerts.
- First Aid:
# Section 3: Health & Safety Postings

- Form 82—In All Cases of Injury at Work Poster. (at all first aid stations)
- First Aid Regulation 1101. (at all first aid stations)
- Emergency services and numbers. (at all primary telephones)

- **Reports:**
  - Management workplace health and safety inspection.
  - Health and/or safety surveys/assessments.
  - MOL orders.
  - Workplace incident summaries.

- **Joint Health and Safety Committee:**
  - JHSC workplace health and safety inspection.
  - JHSC meeting minutes.
  - JHSC meeting schedule.
  - JHSC inspection schedule.
  - JHSC members’ names and work locations.

- **Other information applicable to workplace activities.**

## 3.1.2 Payroll Inserts

Throughout the year Viana Roofing and Sheet Metal Limited will include an informational insert with employee paychecks. The information contained in these inserts will be specific to the company and can include such topics as:

- Early and safe return to work.
- Off the job safety.
- Smoking in the workplace.
- Injury/incident reports.

Copies of these payroll inserts will be posted on each health and safety bulletin board.

## 3.1.3 Project Postings

When acting as constructor, Viana Roofing and Sheet Metal Limited must post in a conspicuous place at a project and keep posted while work is done at the project a notice selling out the following:

- The constructor’s name and if the constructor carries on business in a different name, the business name.
Section 3: Health & Safety Postings

- The address and telephone number of the constructor’s head office or principle place of business in Ontario.
- The address and telephone number of the nearest office of the Ministry.
- The name, trade and employer of the health and safety representative or each of the committee members (within 48 hours of selection).
- The completed approved notification form as filed with the Ministry of Labour.
- The written emergency procedures for the project.

These postings are in addition to the workplace posting requirements already mentioned. As well, health and safety manuals and employer registration forms for each and every contractor and sub-contractor must be obtained and kept on site.
Section 4: Hazard Identification & Control

4.1 INTRODUCTION

At Viana Roofing and Sheet Metal Limited, it is the responsibility of all employees to be knowledgeable of workplace hazards and to identify, report, correct and ideally eliminate any known hazards as well as to avoid the creation of new ones. If these problems are corrected immediately, we can prevent unnecessary injuries/incidents. We each have a responsibility for our own safety as well as the safety of co-workers.

4.2 HAZARD REPORTING

Hazard reporting is an integral element of an effective health and safety program that involves all workplace parties. Workers must report hazards immediately to their supervisor. Hazards include unsafe acts or unsafe conditions and can include:

- Operating machinery/equipment without authority.
- Failure to warn or secure.
- Operating equipment at improper speeds.
- Making safety devices inoperable.
- Using defective equipment.
- Using equipment improperly.
- Failing to use personal protective equipment.
- Improper loading.
- Improper lifting.
- Servicing equipment in motion.
- Failing to keep work area clean and floors free from debris.
- Obstructing fire exits or fire extinguishers.
- Failing to report and injury/incident.
- Not complying with hygiene policies.
- Obstructing eyewash/shower stations.
- Not reporting damages done to equipment/property.
4.2.1 WORKER RESPONSIBILITIES

Each worker will inspect his or her workplace and equipment to observe for any unsafe conditions prior to starting work.

Workers should look for the following:

- Inadequate guards or protection.
- Defective tools and equipment.
- Fire and explosion hazards.
- Substandard housekeeping.
- Excessive noise.
- Hazardous atmospheric conditions.
- Area congestion.

Workers have an obligation to report unsafe acts and conditions immediately to the supervisor in the area in which the unsafe act or condition exists. This can be done by filling out a Worker’s Hazard Report and handing it in to your supervisor or reporting the hazard verbally to your supervisor. When informing the supervisor of an unsafe act or condition, be sure to include the location of the hazard and the possibility of immediate danger to anyone or anything.
WORKER HAZARD REPORT

Date Hazard Reported:  

Hazard Reported by:  

Hazard:
____________________________________________________

____________________________________________________

____________________________________________________

Recommendation for Corrective Action:
____________________________________________________

____________________________________________________

____________________________________________________

Report Given to Supervisor  ____Yes  ____No

Signature of Person Reporting Hazard  _________________ Date:  ________________

This section to be filled out by Supervisor only:

Hazard Classification:  ____ A  ____ B  ____ C  ____ D

Class A – Condition or practice likely to cause permanent disability or damage

Class B – Condition or practice likely to cause serious injury (temporary disability)

Class A – Condition or practice likely to cause Minor non-disabling injury

Class A – Condition or practice not likely to cause injury or illness

Corrective action Taken

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Signature of supervisor  _______________________________ Date:  ________________
4.2.2 SUPERVISOR RESPONSIBILITIES

Upon receiving notification of a hazard (either written or verbal), the supervisor must take corrective action as soon as is practicable to prevent an unnecessary accident or injury. This will be done by either contacting maintenance personnel or an outside contractor when necessary.

The supervisor must fill out the shaded area of the Worker’s Hazard Report Form and include the classification of the hazard, and identify any corrective action that was taken.

Hazards can be classified in terms of loss potential, as this will help to prioritize items for corrective action. Hazards can be classified as follows:

- **Class A Hazard:**
  - A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

- **Class B Hazard:**
  - A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive but less severe than Class A.

- **Class C Hazard:**
  - A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

- **Class D Hazard:**
  - A substandard condition or practice that is not likely to cause an injury or illness under normal conditions (i.e. MSDS sheets are unavailable).

In the event that the hazard cannot be corrected immediately, a representative of the Joint Health and Safety Committee must be notified in order that the Joint Health and Safety Committee can propose possible solutions and make the necessary recommendations to eliminate the hazard.

4.3 REFUSAL TO WORK

One of the major rights workers have under the Occupational Health and Safety Act is the right to refuse unsafe work.

Under Section 43 of the Act, a worker may refuse to work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself or another worker;
• the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or

• any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Reason to believe is a gut feeling or fear. It does not require any other evidence. Therefore, the worker does not have to prove that a danger exists. No penalty can be applied if the worker is exercising this right in good faith and is proven wrong. The fact that someone genuinely fears for his or her health or safety is reason enough to refuse unsafe work.

Our company is committed to maintaining a safe and healthy work environment for all employees. We will take all reasonable measures and precautions to pursue this goal.

If the employee has reason to believe that the work or activity being performed or the equipment being used, is likely to endanger their health and safety or that of another employee, it is essential that the following procedure be followed.
REFUSAL TO WORK REPORT

STAGE I
Name and position of employee(s) who has refused to do the work (attach separate list as appropriate):

Date:

Time refusal reported:

Reasons reported for refusal (include full details of nature of alleged hazard and when first noticed; attach statements of supervisor and workers):

Name of supervisor receiving report:

Name of worker representative:

First-stage investigation results (include full details of conditions observed, concerns noted and steps taken to remedy):
REFUSAL TO WORK REPORT
STAGE 2

Time repeated: _______________________________________________________

Reasons reported for second-stage refusal (full details):
______________________________________________________________
______________________________________________________________
______________________________________________________________

Time ministry of labour inspector contacted (include office contacted and what advised):
______________________________________________________________
______________________________________________________________
______________________________________________________________

Alternative work or other directions given refusing employee (s) (include results):
______________________________________________________________
______________________________________________________________
______________________________________________________________

Ministry inspection details (full details of ministry findings — attach report or orders issued, and any remedial action taken):
______________________________________________________________
______________________________________________________________
______________________________________________________________

Other employee offered the same work (attach that worker’s signed statement of being advised of the refusal):
______________________________________________________________
______________________________________________________________
______________________________________________________________
4.3.1 REFUSAL TO WORK PROCEDURE

- The employee must stop performing the particular activity and report the situation immediately to his/her supervisor, stating that they are refusing to work and why.

- The supervisor must investigate immediately. The investigation should take place in the presence of the refusing employee and a worker representative from the Joint Health and Safety Committee. If the supervisor agrees that the situation is hazardous, corrective action is taken and normal work activities can be resumed.

- If an agreement cannot be reached, and the employee has reasonable grounds to believe that the work is still unsafe, then the Ministry of Labour shall be notified. The inspector shall investigate the work refusal in consultation with the employer, the employee and the worker representative of the Joint Health and Safety Committee and forward a written decision to the company.

- Until the investigation is complete, the employee may refuse to perform that specific task, although the employee will be expected to carry out other reasonable alternate job duties, without reprisal.

- Pending the inspector’s investigation, no other worker can be assigned the refused work without being advised of the refusal and the reasons for the refusal. This must take place in the presence of a worker representative of the Joint Health and Safety Committee, if possible a certified member, a health and safety representative or a worker selected by the union or by the workers if there is no union.

- The inspector will decide whether the machine, device, thing or the workplace or a part of the workplace, is likely to endanger the worker or another person. The inspector will give a decision in writing “as soon as is practicable” to each of the three parties who participated in the investigation. The decision is usually made at the time and site of the refusal. Sometimes the inspector may require more technical assistance in order to make a decision. If the decision is that no danger exists, the person refusing returns to work. If the inspector decides a danger exists, he or she will issue orders to resolve it.

A worker may not continue to refuse the work if the Ministry of Labour Inspector has decided the situation is ‘not likely to endanger”.

Any party can appeal an inspector’s decision to an adjudicator or the Ministry of Labour within thirty (30) days. The decision of the adjudicator is final and binding.

Refer to the refusal to work flow diagram for a further breakdown of the steps involved with both a stage one and stage two work refusal.
REFUSAL TO WORK REPORT

Details of any continuing refusal (include reason given):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Details of any discipline imposed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee name: ___________________________________________________________

Discipline imposed (attach any letters or notes):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reasons for discipline:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
STAGE I

A worker has reason to believe that:
- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Worker is to report to supervisor about the circumstances of the “Work Refusal”.

Supervisor is to investigate immediately in the presence of a worker JHSC member, or other competent worker (the refusing worker is to remain in a safe place nearby pending the decision).

Yes

Supervisor takes corrective action

Does supervisor agree with worker about the hazard?

Yes

No

Go to stage 2

Does worker still have reason to believe that his/her health and safety is endangered?

No

Worker Returns to Work
STAGE 2

Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker:
- The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Inspector investigates in consultation with worker, JHSC worker member (preferably certified) and employer.

Pending the investigation of the Inspector, another worker can be assigned the refused work if the worker is advised of the workers reason for refusal in the presence of the JHSC worker member.

Inspector to issue written decision

Worker, JHSC worker member or employer to notify the Ministry of Labour.

Refusing worker to remain in safe place and can be assigned reasonable alternative work.

Yes

Does inspector agree that a hazard likely to endanger worker exists?

No

Worker Returns to Work

Inspector issues work orders
4.4 WORK STOPPAGE

Certified members of the Joint Health and Safety Committee have additional responsibilities under the Occupational Health and Safety Act. If a certified member has reason to believe that dangerous circumstances exist at the workplace, the certified member can order a work stoppage. The Occupational Health and Safety Act defines dangerous circumstances as a situation in which:

- a provision of the Act or the regulations is being contravened;
- the contravention poses a danger or a hazard to the worker; and
- the danger or hazard is such that any delay in controlling it may seriously endanger a worker.

4.4.1 BILATERAL WORK STOPPAGE PROCEDURE

- A certified member of the Joint Health and Safety Committee who has reason to believe that dangerous circumstances exist at the workplace may request that a supervisor investigate the matter and the supervisor shall promptly do so in the presence of the certified member.
- The certified member may request that a second certified member representing the other workplace party investigate the matter if the first certified member has reason to believe that dangerous circumstances still exist after the supervisor’s investigation and remedial actions, if any.
- The second certified member shall promptly investigate the matter in the presence of the first certified member.
- If both certified members find that dangerous circumstances exist then both certified members together may direct the employer to stop work.
- The employer shall immediately comply with the direction and shall ensure that compliance is effected in a way that does not endanger a person.
- If the certified members do not agree that dangerous circumstances exist, either certified member may request that a Ministry of Labour inspector investigates the matter and the inspector shall do so and provide the certified members with a written decision.
- After taking steps to remedy the dangerous circumstances, the employer may request the certified members or the inspector to cancel the stop work order.
- The certified members who issued a direction may jointly cancel it or an inspector may cancel it.
- Refer to the work stoppage flow diagram for a further breakdown of the steps involved with a bilateral work stoppage.
A Certified Member believes that a “Dangerous Circumstance” exists in the workplace.

The Certified Member reports to the Supervisor, who shall promptly investigate the matter in the presence of a Certified Member.

- Supervisor takes corrective action.
  - Yes: "Dangerous Circumstance" Rectified
  - No: Does the Supervisor agree?
    - Yes: Certified Member continues to believe that a dangerous circumstance exists.
    - No: Certified Member continues to believe that a dangerous circumstance exists.

- Both Certified members issue a stop work direction.
  - Yes: Do both Certified Members agree that a “Dangerous Circumstance” Exists?
    - Yes: Employer must comply with stop work order and take corrective action.
    - No: Either Certified Member can request that a MOL inspector Investigate.
      - Yes: MOL inspector will investigate and issue a written decision.
      - No: Worker Returns to Work

Worker Returns to Work
4.5 REPRISALS BY THE EMPLOYER

As per Section 50 of the Occupational Health and Safety Act, it is the policy of Viana Roofing and Sheet Metal Limited to not discipline a worker in any way if the worker has:

- Acted in accordance with the provisions of the Act or the regulations;
- Sought enforcement of the Act or the regulations; or
- Given evidence in a proceeding respecting the enforcement of the Act, or in a Coroner’s Inquest.

Discipline means to dismiss, threaten to dismiss, suspend (or threaten to suspend), impose any penalty, intimidate or coerce a worker.

If disciplined, the worker may file a complaint with the Ontario Labour Relations Board (or the matter can be taken to arbitration under a collective agreement). In an inquiry by the Ontario Labour Relations Board, the burden of proof is on the employer to prove the reprisals were taken because of an improper refusal to work. For this reason, the proper procedure for refusing unsafe work must be followed.

4.6 EQUIPMENT/PROCESS PURCHASE/REPLACEMENT

Viana Roofing and Sheet Metal Limited is committed to providing all workers equipment that poses the most minimal risk to workers. In order to meet this commitment, the general purchase! Replacement/modification policy with the following objectives has been developed:

- All equipment purchased must meet CSA, ANSI, NIOSH, Ministry of Labour Standards, and safety regulations as required.
- Items requisitioned must comply with all applicable safety and health standards, provincial codes and regulations.
- To comply with the WHMIS Regulation, all supply purchasing orders must request an MSDS for all controlled products in current use and on all future purchases.
- Safety and health specifications must be included in purchasing orders for equipment/machinery.

All equipment that is modified must meet all applicable health and safety standards as required. Modified equipment must undergo a review prior to using the equipment and the Equipment Purchase/Modification Form must be completed.
4.6.1 RESPONSIBILITIES

Viana Roofing and Sheet Metal Limited is responsible to ensure that all equipment, both new and currently used, is in good working order and conforms to the applicable standards. The purchasing agent must contact the health and safety coordinator to notify them that a piece of equipment has been selected to be ordered. The health and safety coordinator will review and provide feedback to the purchasing agent prior to the equipment being purchased.

Any piece of equipment that must be installed at the facility must be installed according to manufacturer’s instructions. If a pre-start health and safety review is required, it will be the responsibility of management to ensure that a Professional Engineer has reviewed and prepared a report with their seal for the piece of equipment. Management and supervision is responsible to ensure that the piece of equipment has been reviewed to identify any potential health and safety hazards and that the appropriate control measures have been installed. Supervisors must ensure that a safe work procedure has been developed for any significant hazard identified with the new piece of equipment. Supervisors and workers must ensure that the machine is not operated until the proper engineering approvals have been received.

4.6.2 ADDITIONAL RESPONSIBILITIES

The Joint Health and Safety Committee will be responsible for designating a representative to review the plans of the equipment to identify potential hazards. The Joint Health and Safety Committee will also review, as a group, the piece of equipment prior to it going into service to determine any hazards and recommend potential control methods to the employer.

Prior to the piece of equipment going into operation, all potential operators will receive the necessary training to ensure that the equipment will operate safely. All operators will be required to demonstrate to management and supervision that he/she possesses the skills and knowledge to operate the equipment according to the safe work procedure.

Prior to the starting of a piece of equipment, management and supervision must ensure that all guards and safety devices are installed and functioning.
4.7 HYGIENE AND WORKPLACE PRACTICES

4.7.1 NOISE

Viana Roofing and Sheet Metal Limited shall take all reasonable measures to reduce or eliminate employee exposure to excessive workplace noise that may cause noise induced hearing loss and will:

- Ensure high noise level areas are identified with appropriate signage and or request a noise survey to identify high noise areas.
- Take appropriate engineered control measures to reduce noise levels.
- Require the use of appropriate hearing protection.

4.7.2 EATING AND DRINKING

No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed. At Viana Roofing and Sheet Metal Limited, controlled products are present in the workplace and WHMIS Regulations apply. After handling any controlled products, it is essential to follow good hygiene practices and wash hands thoroughly before eating/drinking. Failure to comply with the eating and drinking policy will result in disciplinary action by management.

4.7.3 SMOKING

Workplaces are now required by the Smoking in the Workplace Act to restrict smoking in the workplace. The purpose of this Act is to restrict workplace smoking by establishing minimum standards that limit exposure to tobacco smoke in the workplace. Smoking is not permitted around or near any flammable/combustible storage or inside buildings. Failure to comply with the smoking policy will result in disciplinary action by management.

4.7.4 DRUGS AND ALCOHOL

Alcoholic beverages are prohibited from being consumed by any employee or other personnel at any time while working for, or on company premises. Illegal drug use, or abuse of prescribed drugs are prohibited at any time while working for, or on company premises. All contractors/workers will be notified and failure to comply with the drugs and alcohol policy will result in disciplinary action by management.
4.7.5 EQUIPMENT AND PROPERTY

If any employee is found guilty of willful destruction or damage to Viana Roofing and Sheet Metal Limited equipment or property, they will be held liable for all costs of repair or replacement. Failure to comply with the equipment and property policy will result in disciplinary action by Management.

4.7.6 PROJECT HOUSEKEEPING

When acting as constructor, Viana Roofing and Sheet Metal Limited will ensure that project housekeeping is maintained as required. Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in an event, at least once daily. Rubbish, debris and other materials shall not be permitted to fall freely from one level to another but shall be lowered by a chute, in a container or by a crane or hoist. Rubbish, debris and other materials from demolition on a project may be permitted to fall or may be dropped into and enclosed designated area to which people do not have access.

4.8 MATERIAL HANDLING

Improper lifting and handling of materials is a significant factor in many occupational injuries, i.e. sprains, strains, fractures and bruises. Injuries can be avoided by minimizing the need to lift materials by hand and by training employees to lift properly.

The management of Viana Roofing and Sheet Metal Limited demonstrates an ongoing commitment to a safe and healthy work environment through the continual assessment of the work processes and the provision of lifting aids where feasible.

4.8.1 MANUAL LIFTING

- Size up the load and check overall condition prior to lifting. Do not attempt to lift alone if load appears too heavy or awkward. Check for adequate space for movement and good footing.
- It is important to maintain good balance during a lift. Place feet shoulder width apart, one foot should be beside the article to be lifted and the other foot should be placed behind the load.
- Bend the knees and do not stoop. Keep the back straight by tucking in the chin and using your stomach muscles.
• Grip the load with the palms of the hands and the fingers. The palm grip is much more secure than a finger grip. With grip in place, tuck in the chin to make certain the back remains straight.

• Use body weight to start the load moving and then lift by pushing up with the legs, making full use of the stronger set of leg muscles.

• Keep the arms and elbows close to the body when lifting. Make certain your vision is not obstructed and you can always see where you are going.

• Do not twist the body. To change direction, shift the foot position and then turn the whole body in the same direction.

• If the load is to be lowered, bend the knees and do not stoop. To place the load on a bench, shelf or table, place it on the edge and then push it into position to secure.

4.9 MACHINE GUARDING

All machinery and equipment at Viana Roofing and Sheet Metal Limited will be equipped with the required guarding mechanisms in compliance with the Occupational Health and Safety Act, related Regulations and related Standards and Guidelines. An on-site preventive maintenance program will ensure that these protective safety devices are maintained in good working condition.

Guards must be kept in place at all times when equipment is in use.

• Permission must be received from the supervisor prior to the removal of any guarding device.

• Guarding devices can only be removed for the repair, lubrication or cleaning of the machinery or equipment.

• Equipment shall be shut-off and proper tag-out procedures followed before being serviced.

• Guards must be properly replaced and adjusted before starting machinery/equipment following servicing.

• Any machine guard that appears to be defective must be immediately reported to the supervisor.

• Complete a safety check prior to starting your machine. Ensure that all tools, etc. have been removed and that the machine is secure. Report any concerns immediately to the supervisor.

• When required to perform work where it is necessary to place any part of your body in a hazardous location within the confines of the machine, you must personally tag-out the machine and all inter-connecting equipment.
• Do not wear ties, gloves or loose clothing when operating moving machinery, unless authorized to do so by the supervisor. A cap should also be worn to protect hair from becoming entangled in moving machinery. Long hair must be tied back when operating moving machinery.

• Never leave a machine running unless authorized to do so by the supervisor. As soon as a job is completed, the machine should be switched off.

• Any maintenance employee who is available to clean, repair or oil a piece of machinery or equipment must first notify the operator and the supervisor of their intent.

4.10 NON-ROUTINE WORK

A non-routine task can create hazards that have not been assessed or controlled, therefore placing workers at unnecessary risk. Although there may have been an initial orientation regarding a non-routine task, the infrequent nature of the work can result in workplace parties neglecting critical elements.

Gaining knowledge of the tasks through careful planning can eliminate the uncertainty of non-routine work.

Prior to starting any non-routine work, the following steps must be followed:

• A pre-work meeting must be held with the workers and supervisors involved.

• Review the activities of the work.

• Assess all potential hazards.

• Determine relevant legislation regarding the hazards identified.

• Implement necessary controls.

• Develop safe operating procedures.

• Ensure all workers and supervisors are orientated on the safe operating procedures. This Procedure must be followed every time a non-routine activity is to be conducted.

4.11 HOT WORK

Hot work includes welding, cutting, grinding, brazing, or soldering of metals or any other process that may create a potential ignition source for a flammable environment. All Viana Roofing and Sheet Metal Limited employees and subcontractors must adhere to the hot work procedure. Before any employee or subcontractor performs hot work at Viana Roofing and Sheet Metal Limited, they must be made familiar with Viana Roofing and Sheet Metal Limited’s hot work procedure and policy. All hot work occurring will fall into one of two different categories.
4.11.1 QUALIFIED WORKERS

Only competent workers may perform hot work at Viana Roofing and Sheet Metal Limited. Competent workers are those individuals who have successfully completed a hot work training program.

4.11.2 HOT WORK AREA

This must be an area that has been designated as a hot work area at Viana Roofing and Sheet Metal Limited. All hot work should be performed in the hot work area if possible. This area will be constantly kept clear of flammables, have the proper ventilation and proper work surfaces for any hot work being performed. Fire extinguishers will be present and housekeeping will be at its best within this area to ensure worker safety. The area will be examined at the beginning of each shift, to ensure worker safety. No flammable materials shall be stored or used in this area unless they are directly related to the hot work and are only present in the volume required for the task at hand.
Section 5: Joint Health & Safety Committee

5.1 INTRODUCTION

The Joint Health and Safety Committee (JHSC) is an advisory body that oversees the overall occupational health and safety program at Viana Roofing and Sheet Metal Limited. The Joint Health and Safety Committee shall be comprised of worker and management representatives working together to identify and resolve health and safety issues within the workplace.

The Joint Health and Safety Committee will assist in creating a safe place of work, recommend actions that will improve the effectiveness of the health and safety program and will promote compliance with the Occupational Health and Safety Act, related regulations and related standards and guidelines. Viana Roofing and Sheet Metal Limited is committed to maintaining and supporting an effective and efficient Joint Health and Safety Committee. The health and safety coordinator will be responsible to oversee the development and activities of the Joint Health and Safety Committee.

The health and safety coordinator will also ensure that the policies related to the activities of the Joint Health and Safety Committee are fully implemented and will consult with the Joint Health and Safety Committee regarding any revisions to policies or procedures affecting the health and safety of workers.

Due to the fact that Viana Roofing and Sheet Metal Limited has _____ employees regularly employed, the Joint Health and Safety Committee consists of _____ members. The following people are the members of the Joint Health and Safety Committee at Viana Roofing and Sheet Metal Limited

WORKER REPRESENTATIVE(S)

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

MANAGEMENT REPRESENTATIVE(S)

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
5.2 OBJECTIVES

The objectives of the Joint Health and Safety Committee are as follows:

- Hold regular scheduled meetings once a month, ensuring that the major changes to the health and safety program are being implemented and are running smoothly.
- Identify, evaluate and recommend to management, a resolution of all matters pertaining to health and safety in the workplace.
- Encourage education and training programs so workers can become more knowledgeable of their rights and duties under the Occupational Health and Safety Act.
- Recommend to the employer, and provide information to the workers, regarding the establishment, maintenance and monitoring of programs and procedures for health and safety.
- Participate in consultation to select a designated member representing workers, who shall be present at the beginning of any health and safety testing of the workplace. This is only necessary if the designated member believes his/her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
- Ensure monthly defective of the workplace are conducted.
- Assist in resolving matters when a worker refuses work on the grounds that it may endanger his/her health and safety.
- At least one worker representative must assist in all accident investigations, which result in fatalities or critical injuries.
- Develop and review on an annual basis a terms of reference for the Joint Health and Safety Committee.

5.3 STRUCTURE

The Occupational Health and Safety Act requires a Joint Health and Safety Committee to be formed:

- At a workplace where twenty or more workers are regularly employed;
- At a workplace where an order from a Ministry of Labour inspector to form a Joint Health and Safety Committee has been issued; or
- At a workplace where fewer than twenty workers are regularly employed, in which a regulation respecting a designated substance applies.
Viana Roofing and Sheet Metal Limited is required to have a Joint Health and Safety Committee because twenty (20) or more workers are regularly employed. The main goal of the Joint Health and Safety Committee is to provide benefits for the health and safety of the workers.

5.4 COMPOSITION

The Joint Health and Safety Committee at Viana Roofing and Sheet Metal Limited shall consist of:

- At least two persons, for a workplace where fewer than fifty workers are regularly employed; or
- At least four persons or such greater number of people as may be prescribed, for a workplace where fifty or more workers are regularly employed.

As required by the Occupational Health and Safety Act, at least half of the members must be workers who do not exercise managerial functions.

The Joint Health and Safety Committee at Viana Roofing and Sheet Metal Limited consists of ______ members. Currently, _____ member represents management and _____ member represents workers.

A member of the Joint Health and Safety Committee who ceases to be employed at the workplace ceases to be a member of the Joint Health and Safety Committee.

5.5 SELECTION

5.5.1 JOINT HEALTH AND SAFETY COMMITTEE MEMBERS

At Viana Roofing and Sheet Metal Limited the members of the Joint Health and Safety Committee who represent workers shall be selected by the workers they are to represent in the form of an election process.

The employer shall select the management members of the Joint Health and Safety Committee from among persons who exercise managerial functions for the employer and where possible, who do so at the workplace.

The workers who selected the members representing workers shall select from among them one or more who are to become certified.

5.5.2 CO-CHAIRS

The Joint Health and Safety Committee will be co-chaired by two of the members, one of whom shall be selected by the members who represent the workers and one of whom shall be selected by the members who exercise managerial functions. The co-chairs for the Joint Health and Safety Committee are as follows:
5.5.3 TERM OF OFFICE

At Viana Roofing and Sheet Metal Limited, a Joint Health and Safety Committee member can sit on the Joint Health and Safety Committee for a specified term of _____ years. At the end of this term, the Joint Health and Safety Committee member must be re-elected in order to continue with the Joint Health and Safety Committee.

5.6 CERTIFICATION

5.6.1 CERTIFIED MEMBERS

The employer will ensure that at least one member of the Joint Health and Safety Committee representing the employer and at least one member representing workers are certified members.

If there, is more than one certified member representing workers, the workers who selected the member shall designate one certified member who then becomes solely entitled to exercise the rights required to perform the duties under the Occupational Health and Safety Act of a certified member representing workers.

If there is more than one certified member representing the employer, the employer shall designate one of them who then becomes solely entitled to exercise the rights required to perform the duties under the Occupational Health and Safety Act of a certified member representing management.

If a certified member resigns or is unable to act, the employer shall, within a reasonable amount of time, take all the steps necessary to ensure that the requirement for certified members is met.

Note: The employer does not require any certified members with respect to a project where fewer than fifty (50) workers are regularly employed or with respect to a project that is expected to last less than three months.
5.6.2 CERTIFICATION PROCESS

The certification process involves two parts. Certification Part One is basic certification training. Certification Part One is generally a two or three-day training course, which involves, but is not limited to:

- Health and safety legislation.
- Hazard identification.
- Investigation techniques.

Certification Part Two is workplace hazard specific training, and is completed after the employer conducts a hazard assessment of the workplace and completes training on the significant hazards found in the workplace. Viana Roofing and Sheet Metal Limited will conduct a workplace hazard assessment, with the assistance of the Joint Health and Safety Committee, to determine significant hazards.

5.7 POSTING OF NAMES AND WORK LOCATIONS

Viana Roofing and Sheet Metal Limited as per the Occupational Health and Safety Act requires that the names and work locations of the Joint Health and Safety Committee members be posted in the workplace where the majority of workers will come in contact with it.

The names and work locations of all Joint Health and Safety Committee members at Viana Roofing and Sheet Metal Limited are posted on each health and safety bulletin board.
## JHSC MEMBER LISTING

**VIANA ROOFING AND SHEET METAL LIMITED’S JOINT HEALTH AND SAFETY COMMITTEE MEMBERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
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<td>(Worker Representatives)</td>
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**Worker Co-Chair**

| ______________________ | ______________________ |

**Management Co-Chair**

| ______________________ | ______________________ |

**H&S Coordinator**

| ______________________ |

**WSIB Coordinator**

| ______________________ |

**Secretary**

| ______________________ |
5.8 INSPECTIONS

The Joint Health and Safety Committee will establish, on an annual basis, a schedule for monthly inspections. During the inspections, the employer must provide the worker Joint Health and Safety Committee member with the necessary information to complete the inspection of the workplace.

The worker Joint Health and Safety Committee member will inspect the workplace using the Workplace Hazard Inspection Checklist, created specifically for Viana Roofing and Sheet Metal Limited as well as making individual observations. Identified and unresolved hazards will be brought to the attention of the entire Joint Health and Safety Committee at the monthly meeting. At this time, the Joint Health and Safety Committee will discuss the hazard, agree on a solution and make a recommendation to management. All recommendations must be documented using the JHSC Recommendation Report form. Recommendations that can be authorized by the management members of the Joint Health and Safety Committee can be completed at the Joint Health and Safety Committee level. Recommendations that require further authorization must be forwarded to the employer who then has twenty-one (21) days to respond in writing.

After the inspection, a copy of the checklist for each department will be given to the respective department supervisor for review and immediate corrective action.

A copy of the most recent Joint Health and Safety Committee monthly inspection report will be forwarded to senior management for review and an additional copy will be posted on each health and safety bulletin board.
# JHSC Inspection Schedule

## Schedule of Joint Health and Safety Committee Inspections

**Viana Roofing and Sheet Metal Limited**

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5.9 MEETINGS

The Occupational Health and Safety Act requires that the Joint Health and Safety Committee meet at least once every three (3) months. At Viana Roofing and Sheet Metal Limited, the Joint Health and Safety Committee meets monthly to ensure they remain up-to-date on health and safety issues in the workplace.

A Joint Health and Safety Committee meeting schedule will be developed on an annual basis and posted on each health and safety bulletin board. The purpose of regular meetings is to provide positive participation and cooperation by worker and management representative(s) regarding health and safety in the workplace.

Items that generate discussion at meetings are:

- Inspections of the facility.
- Injury/incident investigations.
- Workplace hazards.
- Investigation of worker complaints.
- Consultation with technical experts.

5.9.1 PLANNING

To be successful in meeting overall objectives, the Joint Health and Safety Committee must plan and organize their meetings and activities. This means that, in order to use meeting time effectively:

- Priority problems must be identified in advance.
- Agenda items must reflect both these problems in addition to on-going business.
- Meeting times and agendas must be prepared and distributed to all members one week prior to the meeting.
- All necessary information on each agenda item must be prepared and available prior to the meeting.
### SCHEDULE OF JOINT HEALTH AND SAFETY COMMITTEE MEETINGS

**VIANA ROOFING AND SHEET METAL LIMITED**

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5.10 MINUTES

The Joint Health and Safety Committee must maintain and keep minutes of its proceedings and make them available to workers and for examination and review by an inspector.

The minutes serve as a written report of the Joint Health and Safety Committee activities and the progress of previous recommendations. The minutes itemize the meeting, agreements reached and proposed future action.

Minutes should include at least the following:

- The date, time and location of the meeting.
- The names of all members and other persons present.
- An itemized record of all issues discussed, along with the outcome.
- Reports presented and by whom.
- Problems identified.
- Agreed-upon recommendations.
- Action required by individual members.
- Business that the Joint Health and Safety Committee has agreed to address in the next meeting.
- Response by management to the Joint Health and Safety Committee.
- Discussion with respect to the above.
- Date of next meeting.

The minutes will be sent to all members of the Joint Health and Safety Committee. Copies will also be posted on each health and safety bulletin board and one copy will go to the President for review and sign-off. Minutes for Joint Health and Safety Committee meetings will be recorded on the Joint Health and Safety Committee meeting minutes form.
JHSC MEETING AGENDA

DATE: ___________________________________ TIME: ________ AM PM
LOCATION: _______________________________________________________

ATTENDANCE

REVIEW OF PREVIOUS MINUTES
REVIEW OF PREVIOUS INSPECTION REPORT
REVIEW OF OLD BUSINESS

REVIEW OF CURRENT INSPECTION REPORT

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REVIEW OF NEW BUSINESS

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SCHEDULE NEXT MEETING
INVITE GUEST(S) INTERNAL/EXTERNAL (OPTIONAL)
MEETING ADJOURNMENT

Page: 1 of 1
JHSC MEETING MINUTES

DATE: ___________________________________________ TIME: _______ AM PM

LOCATION: ______________________________________________________________________________________

ATTENDANCE:
Worker Co-Chair ___________________________________________ __ __
Management Co-Chair ___________________________________________ __ __
Worker Representatives ___________________________________________ __ __
Management Representatives ___________________________________________ __ __
Guests ___________________________________________ __ __
(In Indicate name and company) ___________________________________________ __ __

REVIEW OF PREVIOUS MINUTES: The minutes were reviewed/read by everyone and accepted __ as written __ with changes

REVIEW OF PREVIOUS INSPECTION REPORT:

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JHSC MEETING MINUTES

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JHSC MEETING MINUTES

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Other Notes:

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Meeting Adjournment:

Date: ____________________________ Time ______AM/PM
Name: ____________________________

Meeting Adjournment:

Date: ____________________________ Time ______AM/PM
Name: ____________________________

Meeting Adjournment:

Date: ____________________________ Time ______AM/PM
Name: ____________________________
5.11 RECOMMENDATIONS

In making recommendations, two important issues must be considered:

- On what basis does the Joint Health and Safety Committee make recommendations?
- How is a recommendation made?

5.11.1 BASIS FOR RECOMMENDATIONS

While it is not necessary for every health and safety concern to be the subject of a Joint Health and Safety Committee recommendation, every health and safety concern must be dealt with. For example, matters discovered during a workplace inspection must be brought to the attention of the appropriate supervisor for consideration and action.

In general, concerns that do require a Joint Health and Safety Committee recommendation are:

- Concerns for which there is no established corrective procedure.
- Where a request for corrective action brings no results.
- The problem involves a number of different areas or departments and requires a change of procedure.

This could also include recognition of a hazard where appropriate corrective action has not yet been determined, or where correction may exceed the authority of the supervisor, for example:

- A mezzanine floor with no perimeter rail not previously thought of as a hazard.
- Excessive welding fumes tolerated in the past, but now being complained about.
- Recurrence of a housekeeping problem. The actual problem may be inadequate storage facilities, improper job procedures or faulty equipment.

5.11.2 MAKING A RECOMMENDATION

Recommendations that relate to well defined problems and which are logical, supported by facts, and practical, are the ones most likely to be acted upon by the employer.

The Joint Health and Safety Committee should include references to the Occupational Health and Safety Act, related regulations and related standards and guidelines as much as possible when making a recommendation.

Recommendations must be made in writing to the employer using the JHSC Recommendation Report form, based on consensus from the Joint Health and Safety Committee.

The employer must respond in writing within twenty-one (21) days. If the employer agrees, a Timetable for implementation must be included. If the employer does not accept a Recommendation, the reasons must be given.
5.12 INVESTIGATION OF A CRITICAL INJURY

The members of a Joint Health and Safety Committee who represent the workers shall designate one or more such members to investigate cases where a worker is killed or critically injured at a workplace.

The designated members shall inspect the place where the accident occurred and any machine, device or thing, and shall report his or her findings to the Ministry of Labour inspector and to the Joint Health and Safety Committee.

A critical injury is defined as an injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in a substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or a toe;
- Involves the amputation of a leg, arm, hand or foot, but not a finger or a toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

All critical injuries must be reported to the Ministry of Labour immediately. A written report must follow within 48 hours. If Viana Roofing and Sheet Metal Limited is unsure whether or not an injury falls within the definition of critical, management will err on the side of caution and treat the injury as critical.

The Ministry of Labour will advise if the injury is to be treated as critical upon being informed of the details. The Ministry of Labour has zero tolerance for non-reporting.
JHSC RECOMMENDATION REPORT

Date: ________________________________________________

Hazard/Concern:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Recommendation:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Discussed at last JHSC meeting?    Yes______  No______

Recommendation made:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

This section to be completed by Employer only:

___ YES, I the employer agree with the recommendation provided by the Joint Health and Safety Committee. A timetable to implement the recommendation follows:
_____________________________________________________________________________
_____________________________________________________________________________

___ NO, I the employer do not agree with the recommendation provided by the Joint Health and Safety Committee. The reasons are as follows:
_____________________________________________________________________________
_____________________________________________________________________________
5.13 WORKER TRADES COMMITTEE

If a Joint Health and Safety Committee is required at a project, other than a project where fewer than fifty workers are regularly employed or that is expected to last less than three months, the Joint Health and Safety Committee shall establish a worker trades committee for the project.

5.13.1 MEMBERSHIP

The members of a Worker Trades Committee shall represent workers employed in each of the trades at the workplace.

5.13.2 SELECTION

The members of a Worker Trades Committee shall be selected by the workers employed in the trades the members are to represent or, if a trade union represents the workers, by the trade union.

5.13.3 FUNCTION

It is the function of a Worker Trades Committee to inform the Joint Health and Safety Committee at the workplace of the health and safety concerns of the workers employed in the trades at the workplace.

5.13.4 ENTITLEMENT

A member of a Worker Trades Committee is entitled to such time from work as is necessary to attend meetings of the Worker Trades Committee and the time so spent shall be deemed to be work time for which the member shall be paid by the employer at the member’s regular or premium rate as may be proper.

The Joint Health and Safety Committee for a workplace shall determine the maximum amount of time for which members of a Worker Trades Committee for the workplace are entitled to be paid for each meeting of the Worker Trades Committee.
Section 6: Health & Safety Education/Training

6.1 INTRODUCTION

Worker training is an important element in achieving company objectives in a safe and effective manner. It is the policy of Viana Roofing and Sheet Metal Limited that all workers must be thoroughly trained so that they have the knowledge and skill base to work in a healthy and safe manner.

New workers, including transferred, re-hired, seasonal, temporary and part-time workers all have different training needs. These training needs are to be identified for each individual and group. The health and safety coordinator will perform all training if he or she is qualified to do so. If the health and safety coordinator is not qualified, the training will be outsourced to a qualified training agency.
## TRAINING NEEDS REVIEW RECORD

<table>
<thead>
<tr>
<th>Employee</th>
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6.2 TRAINING NEEDS REVIEW

A training needs review will be conducted, at a minimum, annually to ensure the training requirements at Viana Roofing and Sheet Metal Limited are current. The review will be based on the following:

- Review of legislative updates.
- Review of each occupation.
- Review of new or modified equipment and/or processes.
- Review of employee training records, including new hires, transferred or promoted employees.
- Establish training objectives.
- Determine training methods.
- Time table for completion of training.
- Evaluation of training.

The training needs review at Viana Roofing and Sheet Metal Limited is a fundamental element of the continuous improvement plan.

6.3 REQUIRED CERTIFICATIONS/COMPETENCIES

A training needs review and the health and safety record of training will indicate the renewal date/expiry date of all certifications and the timelines for achievement. It will be the responsibility of the health and safety coordinator to maintain the health and safety record of training and to review it annually for any required training up-dates/renewals. This review will take place during the annual review of the health and safety program.

As a part of this review, a list of positions requiring certifications/competencies will be developed that will identify acceptable standards. Training will be provided for all workers who perform specialized/specific work.

A formal record of training will be maintained to ensure that all training will be met.

6.4 EMPLOYEE ORIENTATION

The health and safety coordinator is responsible to organize the orientation prior to the deployment of any new workers to their assigned job task. It is imperative that all employees understand their specific job responsibilities and whom they are to report to.
This applies to the following:

- All newly hired employees.
- Employees returning from extended absences.
- Employees hired on a contract basis.
- Student employees.
- Part-time employees.
- Supplied labour.

Orientation will include the following:

- Viana Roofing and Sheet Metal Limited’s health and safety policies and procedures.
- Employee responsibilities and rules.
- Introduction to co-workers.
- Inform him/her of the Joint Health and Safety Committee.
- Identification of the location of the first aid kit or first aid station, fire extinguishers, telephone and washrooms.
- Reporting procedures for hazards and injury/illness.
- The requirements of applicable personal protective equipment.
- Explanation of emergency procedures.
- Early and safe return to work program.
- Site specific WHMIS requirements pairing off the new worker with a more experienced worker where possible.

A formal record of training will be maintained to ensure that all training has been met.
# Employee Health and Safety Orientation

**Employee:**


**Job Title:**


**Date of Orientation:**


**Supervisor:**


<table>
<thead>
<tr>
<th>No.</th>
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<td>Job Conduct</td>
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<td>3</td>
<td>Explanation of Safe Way For Specific Job</td>
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<td>Demonstration of Safe Way to do the Job</td>
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<td>Personal Protective Equipment (Glasses, Earplugs, etc.)</td>
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<td>8</td>
<td>Reporting Unsafe Equipment or Conditions</td>
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<td>9</td>
<td>General Discussion of Safety Devices</td>
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**Employee’s Signature:** ________________________________ **Date:** ____________

**Supervisor’s Signature:** ________________________________ **Date:** ____________

**Manager’s Signature:** ________________________________ **Date:** ____________

*Original to be filed in employee’s personal file. A copy of this form is to be given to the employee.*
6.5 INITIAL JOB INSTRUCTION

Each newly hired or promoted/transferred worker must participate in initial job instruction orientation-training program to ensure that the worker is properly trained in all aspects of health and safety necessary to ensure his/her safety on the job. This training will include safety and hazard training and the proper use of all protective equipment used on the job. All workers shall also receive proper training in their job activities. This training will include the specific critical knowledge and skill requirements needed to perform each job and as such shall be periodically tested and retrained.

The worker's supervisor will deliver the initial job instruction and will include, but not be limited to, the following:

- Review of operating instructions for equipment/processes.
- Identification of hazards and recommended controls.
- Review of safe operating procedures.

Upon completion of such training, the worker and supervisor will complete the training checklist(s) to ensure that all topics have been covered and understood by the worker. After a pre-determined time-period the worker shall participate in an individual follow-up session with his/her supervisor, to discuss any safety procedures and problems, and to allow for the worker to express any safety concerns etc.

A personal training record will be maintained within the worker’s personnel records. The worker’s supervisor and management will keep this record up to date. This record will document any additional formal training that the worker requires or undertakes.

6.6 APPLICABLE LEGISLATION

Training will involve responsibilities under the Occupational Health and Safety Act as well as internal safety responsibilities. All employees, including supervisors and management, will receive the above training, which are defined in the next section. A formal record of training will be maintained to demonstrate that all training requirements have been met.

6.6.1 MANAGERS AND SUPERVISORS

All managers/supervisors will receive training, which will include:

- Viana Roofing and Sheet Metal Limited’s health and safety policy statement.
- Responsibilities under the OH&S Act, including the requirement for “competent” supervisors, OH&S Act, s. 25 (2)(C).
Section 6: Health & Safety Education/Training

- All supervisors must complete Ontario’s Basic Health & Safety Awareness Training for Supervisors course within one week of performing work as a supervisor.
- Viana Roofing and Sheet Metal Limited’s health and safety program manual.
- Joint Health and Safety Committee roles and responsibilities.
- Hazard identification.
- Job safety analysis.
- Workplace inspections.
- Due diligence.
- Overview of accident investigation.
- How to handle a work refusal situation/work stoppage.
- Early and safe return to work.

After the initial training, an annual review will be conducted by Viana Roofing and Sheet Metal Limited to ensure that all managers and supervisors are aware of the current legislation and company policies.

6.6.2 WORKERS AND SUPPLIED LABOUR

All workers will receive training, which will include:

- Viana Roofing and Sheet Metal Limited’s health and safety policy statement
- Introduction to health and safety program.
- About the Occupational Health and Safety Act.
- Responsibilities (worker, supervisor, employer).
- Rights of workers.
- Reporting - hazards/non-conformance’s, injuries/incidents.
- Enforcement of the Act and penalties.
- Work refusals.
- What to do in case of work related injury/illness.
- Early and safe return to work.

An annual review will be conducted by Viana Roofing and Sheet Metal Limited to ensure that all workers are familiar with their responsibilities and the legal framework for health and safety in Ontario.
6.6.3 JOINT HEALTH AND SAFETY COMMITTEE

Management will ensure that there is a certified health and safety worker and management representative. Training will be provided on an ongoing basis for existing members including topics such as accident investigations, Joint Health and Safety Committee functions and inspections. Basic certification training will be completed when necessary to fill empty positions. All Joint Health and Safety Committee members will receive annual training including:

- Viana Roofing and Sheet Metal Limited’s health and safety policy statement.
- Legislative requirements.
- How to read the Occupational Health and Safety Act.
- Roles and responsibilities of Joint Health and Safety Committee members.
- How to conduct an injury/incident investigation and identify immediate and underlying causes of accidents.
- How to conduct proper workplace inspections and hazard identification including hazard classification.
- Work refusal situations and the role of the Joint Health and Safety Committee member.
- Work stoppages.
- Holding effective meetings including establishing an order of business, presenting new items and making recommendations to the employer.
- Enforcement.
- Recommendations and follow-up.
- Early and safe return to work.

6.7 HEALTH AND SAFETY INSPECTIONS

Health and safety inspection training is an important element in achieving company objectives in a safe and effective manner. It is the policy of Viana Roofing and Sheet Metal Limited that all managers, supervisors and members of the Joint Health and Safety Committee be thoroughly trained so that they have the knowledge and skill base to conduct effective health and safety inspections. Training will include the following:

- Legislative requirements.
6.8 INJURY/INCIDENT INVESTIGATION

Investigations are done to fulfill legal obligations and company requirements as well as, to determine the overall cost and effect of an accident or incident. This will also provide the opportunity to determine causes and take appropriate action to prevent a recurrence.

It is the policy of Viana Roofing and Sheet Metal Limited that all managers, supervisors and members of the Joint Health and Safety Committee be thoroughly trained so that they have the knowledge and skill base to conduct effective injury/incident investigation.

Investigations also help to determine the validity, degree and level of disability of the victim(s). This is essential to ensure the appropriate follow-up care of the victim within the early and safe return to work program. Training will include the following:

- Legislative requirements.
- Responsibilities.
- Conducting effective investigations.
- Interviewing techniques.
- Return to work program.
- Reports and follow-up.

A formal record of training will be maintained to demonstrate that all training requirements have been met. This topic will be reviewed annually during the respective workplace party review session.

6.9 MATERIAL HANDLING

Viana Roofing and Sheet Metal Limited will ensure workers receive knowledge in the proper methods and precautions to lift, move, carry, support and remove materials manually or with a material handling device. This training will include both theoretical and practical methods of conveying the information to workers.
6.9.1 MANUAL MATERIAL HANDLING

Training includes:

- Purpose of proper manual material handling.
- Hazards of improper manual material handling.
- Back belts/back supports.
- Assessing the load.
- Assessing the lift.
- Safe lifting techniques.

A formal record of training will be maintained to demonstrate that all training requirements have been met. This topic will be reviewed annually during the supervisor and worker review sessions.

6.9.2 LIFT TRUCK

Only trained and authorized operators are permitted to operate lift trucks. It is the responsibility of Viana Roofing and Sheet Metal Limited to ensure that all operators are trained. Training includes:

- Legislative requirements.
- Fundamentals of powered lift trucks.
- How environmental conditions can affect lift truck performance.
- Basic lift truck operating skills.
- Rules and practices for safe lift truck operation.
- Load handling, maneuvering and traveling.
- Stopping and starting.

Sufficient evaluation and remedial training shall be conducted so that the worker retains and uses the knowledge, skills and ability needed to operate the lift truck safely.
Section 6: Health & Safety Education/Training

6.9.3 ELEVATED WORK PLATFORM

Only trained and authorized operators are permitted to operate elevated work platforms. Training shall include both a theoretical and practical session. It is the responsibility of Viana Roofing and Sheet Metal Limited to ensure that all operators are trained.

A worker who operates 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. The instruction and training shall include:

- The manufacturer’s instruction.
- Inspection and logs of platforms prior to using them (red-tag and remove any platform from service with any deficiency).
- Instruction in the load limitations (load limits must not be exceeded).
- Instruction in and a hands-on demonstration of the proper use of all controls.
- Instruction in the limitations of the kinds of surfaces on which it is designed to be used.

Sufficient evaluation and remedial training shall be conducted so that the worker retains and uses the knowledge, skills and ability needed to operate the elevated work platform safely. Refresher courses shall be held at least every two years or in case of injury/incident attributed to operator error. Each operator shall be certified that they have received the training and has demonstrated competency in the performance of their duties.

6.9.4 HOISTING DEVICES

Only a competent worker shall operate a hoist used on a roof. O. Reg. 213/91s.209 (2).

Sufficient evaluation and remedial training shall be conducted so that the worker retains and uses the knowledge, skills and ability needed to operate hoisting devices and perform hoisting and rigging.

6.10 DESIGNATED SUBSTANCES

A training needs review will be conducted, at a minimum, annually to ensure the training requirements at Viana Roofing and Sheet Metal Limited are current. If it is found that there are designated substances in the workplace, a control program will be developed and a training program will be implemented for workers and supervisors and will include:

- The health effects associated with the specific designated substance.
- The measures and procedures required under the designated substances program.

Viana Roofing and Sheet Metal Limited will also ensure the training is evaluated and documented.
6.11  EMERGENCY RESPONSE

Viana Roofing and Sheet Metal Limited will provide training on the emergency response plan to all employees. This training will include, but not be limited to who to notify in the event of an emergency, the emergency evacuation plan, designated meeting area, and how to prevent emergency situations. All newly hired employees will receive this training as part of their employee orientation. Any changes to the emergency response plan will be communicated as required through a toolbox talk. Every worker who may be required to use fire extinguishing equipment shall be trained in its use.

A formal record of training will be maintained to demonstrate that all training requirements have been met.

6.12  TRAFFIC SIGNALER

A signaler shall be a competent worker and shall not perform other work while acting as a signaler. Viana Roofing and Sheet Metal Limited shall ensure that the signaler has received adequate oral training in his or her duties and has received adequate oral and written instructions in a language that he or she understands and keep the written instructions at the project.

6.13  EXPLOSIVE ACTUATED FASTENING TOOLS

No worker shall use an explosive actuated fastening tool unless he or she has been adequately trained in its use. When using an explosive actuated fastening tool, the worker shall carry proof of his or her training in its use. No worker shall use an explosive actuated fastening tool unless he or she is wearing adequate personal protective equipment and adequate eye protection.

6.14  PROPANE HANDLING

Any worker who may be required to handle propane must be properly trained as per the requirements set out by the Technical Standards and Safety Authority. A formal training program must be delivered to those required to connect and disconnect cylinders from various propane powered equipment, including lift trucks, elevated work platforms, salamanders, torches, construction heaters, up to 400,000 BTU, and propane equipment and appliances used at mass gatherings. A formal record of training will be maintained as part of the training. Construction propane service and maintenance workers and roofing equipment operators require additional training including certification from the TSSA.

6.15  PERSONAL PROTECTIVE EQUIPMENT

All employees will be informed of what personal protective equipment (PPE) requirements are associated with their jobs. A worker required to wear protective clothing or use personal
protective equipment or devices shall be adequately instructed and trained in the care and use of
the clothing, equipment or device before wearing or using it. This training will be provided by
the supervisor for the worker and documentation pertaining to the training will be maintained.
This information will be reviewed with employees upon their hire and annually thereafter.

6.15.1 FALL PROTECTION

A worker shall be adequately protected by a fall protection system that meets the requirements of
section 26 of the Regulations for Construction Projects where a worker is exposed to any of the
following hazards:

- Falling more than 3 metres.
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or
  similar equipment.
- Falling into operating machinery.
- Falling into water or another liquid.
- Falling into or onto a hazardous substance or object.
- Falling through an opening on a work surface.

Viana Roofing and Sheet Metal Limited shall ensure that a worker who may use a fall protection
system is adequately trained in its use and given adequate oral and written instructions by a
competent person. Viana Roofing and Sheet Metal Limited shall ensure that the person who
provides the training and instruction prepares a written training and instruction record for each
worker and signs the record. The training and instruction record shall include the worker’s name
and the dates on which training and instruction took place. Viana Roofing and Sheet Metal
Limited shall make the training and instruction record for each worker available to an inspector
on request.

6.15.2 RESCUE PROCEDURE

If a worker falls, and their fall is arrested by fall protection equipment, the following procedure
will be used to rescue the worker.

- An elevating work platform will be kept on site at all times that will be high enough to
  reach any worker who has fallen.
- Before workers attempt a rescue, they must ensure that they have all the required
  personal protective equipment for themselves and for the casualty (fall protection
  equipment for themselves, and at least a new lanyard for the victim).
• Depending on the lifting capabilities of the elevating work platform being used (if it can lift safely two people plus the casualty) two workers will maneuver the elevating work platform beneath the fallen worker.

• The workers will bring the lift up directly underneath the fallen worker until the injured worker touches the floor of the elevating work platform.

• Once the casualty is safely on the floor of the elevating work platform, only then can the rescue workers disconnect his/her fall protection device.

• The rescue workers must then connect the casualties harness to the elevating work platform for the trip down.

• If the elevating work platform cannot reach high enough for the casualty to touch the floor, the workers will abort the rescue and wait for the fire department to arrive.

• When the casualty reaches the ground, the first aid responder will attend to them, and they will be taken to the closest medical facility to be attended to by a doctor.

• If the casualty is unconscious or there is reason to suspect a back or a neck injury, emergency services must be called before any rescue attempt is made.
Section 7: First Aid

7.1 INTRODUCTION

In all cases of work related injury Viana Roofing and Sheet Metal Limited will ensure that first aid treatment is given immediately in accordance with Regulation 1101 First Aid Requirements under the Workplace Safety and Insurance Act.

7.2 FIRST AID

First aid stations will be made available and located within quick and easy access for all employees. The first aid kits contain the components required by Regulation 1101. The first aid kits at Viana Roofing and Sheet Metal Limited are located as follows:

- Inside each vehicle at job site

Viana Roofing and Sheet Metal Limited will ensure a first aid trained employee is available at all times on all shifts. Viana Roofing and Sheet Metal Limited will also ensure that the first aid station is at all times in the charge of a worker who is the holder of a valid Standard First Aid Certificate, and who works in the vicinity of the station.

All first aid treatments administered will be recorded in the first aid logbook by the certified first aider and shall include all the details surrounding the incident as described by the injured employee.

The first aid treatment logbook will contain the following information:

- Date of the injury.
- Time of injury.
- Names and work locations of witnesses.
- The nature and location of the treatment given.

The certificates of the first aid trained employees will be posted at the first aid stations.

The first aid kit inspections shall be conducted during the monthly Joint Health and Safety Committee workplace inspection. An inspection log at the first aid kit must include the date of the most recent inspection and the signature of the inspector.
7.3 COMPANY VEHICLES

Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box. The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first aid kit. Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit.

It will be the responsibility of the operator to ensure that the vehicle first aid kit is inspected monthly. All inspection forms are to be forwarded to the supervisor as soon as possible after the inspection at the beginning of the month. All injuries requiring first aid will be recorded in a first aid log, maintained within the kit, and reported to the supervisor as soon as possible.

7.4 TRANSPORTATION

In the event of critical injury the supervisor will ensure that emergency services are contacted. If emergency services are not required, immediate transportation to a hospital, doctor’s office, or the worker’s home shall be arranged by the supervisor for any worker who sustains a work related injury. This will be accomplished through a taxi voucher system. The supervisor will determine who will accompany the injured worker. The person accompanying the injured worker to the hospital, doctor’s office, or the worker’s home shall record all details of the trip.

Viana Roofing and Sheet Metal Limited will incur the costs of this transportation. Vouchers can be obtained from the worker’s supervisor. If the worker refuses transportation to the hospital, Viana Roofing and Sheet Metal Limited will immediately call emergency services. The supervisor must send a Functional Abilities Form (FAF) with a worker who will be seeking medical attention.

7.5 REPORTING

When the worker requires health care and/or is absent from work beyond the day of the injury as a result of the incident, a Form 7 (Employer’s Report of Injury/Disease) shall be completed by the health and safety coordinator. This form will be forwarded to the Workplace Safety and Insurance Board within three (3) days of the incident. If the legislated reporting period is not observed the employer may be fined a late filing charge.

7.6 CONSTRUCTION

Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project. Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site. Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required in respect of the workers in the same manner as if the general contractor were the employer of the workers.
ATTENTION ALL EMPLOYEES

Please be advised that Viana Roofing and Sheet Metal Limited requires that ALL Injuries/Incidents, no matter how minor, Must be reported to your Supervisor.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.
# FIRSTAID TREATMENT LOG

First Aid Kit Location: ______________________________________   From: ___/___to___/___

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Workers Name &amp; Title</th>
<th>Injury/Cause</th>
<th>Treatment/ Follow-up</th>
<th>First Aiders Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Use as many lines as required per divided section

**PLEASE COMPLETE IN DETAIL WHEN USING ANY ITEMS FROM THE FIRST AID KIT OR WHEN ANY FIRST AID IS INVOLVED**

Page 1 of 1
# FIRST AID INSPECTION TAG

**First Aid Kit Location:** ______________________________

**From:** ___/___ to ___/___

<table>
<thead>
<tr>
<th>Inspection Month</th>
<th>Inspection Date/Year</th>
<th>Quarterly/Monthly Stocked</th>
<th>Signature of Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>February</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>March</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>April</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>May</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>June</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>July</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>August</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>September</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>October</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>November</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
<tr>
<td>December</td>
<td>__________  __________</td>
<td>__________</td>
<td>______________________</td>
</tr>
</tbody>
</table>
# FIRST AID KIT INVENTORY CHECKLIST

(1 to 5 Employees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Actual Quantity</th>
<th>Restock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard St. John First Aid Manual</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>*CPR Non-Rebreathing Mask</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>*Surgical Non-Latex Gloves</td>
<td>4 Pairs</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>6</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Adhesive Bandages (individually wrapped)</td>
<td>12</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Sterile Gauze Pads (3” square)</td>
<td>4</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Gauze Bandages (2” roll)</td>
<td>2</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Sterile Bandage Compresses (4”)</td>
<td>2</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>*Scissors</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>*Tweezers</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>*Instant Cold Compress</td>
<td>2</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td><strong>First Aid Information</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg. 1101 Brochure</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Form 82 Poster and/or Sticker</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>First Aid Certificates (for all trained workers)</td>
<td>1 Copy</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Inspection Tag</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Treatment Log</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Inventory Checklist</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
<tr>
<td>Pen</td>
<td>1</td>
<td>_____________</td>
<td>_______</td>
</tr>
</tbody>
</table>

If any items are found missing or used, please record the missing quantity in the “Restock” column and restock immediately. Please replace this checklist with a blank one and fill in the “Date Last Stocked” column on the First Aid Kit Inspection Tag.

* Optional
### FIRST AID KIT INVENTORY CHECKLIST

(6 to 14 Employees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Actual Quantity</th>
<th>Restock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard St. John First Aid Manual</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>*CPR Non-Rebreathing Mask</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>*surgical Non-Latex Gloves</td>
<td>4 Pairs</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>12</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Adhesive Bandages (individually wrapped)</td>
<td>24</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Sterile Gauze Pads (3” square)</td>
<td>12</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Gauze Bandages (2” roll)</td>
<td>4</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Gauze Bandages (4” roll)</td>
<td>4</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Sterile Surgical Pads (individually wrapped)</td>
<td>4</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Triangular Bandages</td>
<td>6</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Splints</td>
<td>1 roll-up</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Splint Padding Rolls</td>
<td>2</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>*Scissors</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>*Tweezers</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>*Instant Cold Compress</td>
<td>2</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Compress Bandage (4”)</td>
<td>4</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>First Aid Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg. 1101 Brochure</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Form 82 Poster</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>First Aid Certificates</td>
<td>1 Copy</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Inspection Tag</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Treatment Log</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Inventory Checklist</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
<tr>
<td>Pen</td>
<td>1</td>
<td>__________</td>
<td>______</td>
</tr>
</tbody>
</table>

If any items are found missing or used, please record the missing quantity in the “Restock” column and restock immediately. Please replace this checklist with a blank one and fill in the “Date Last Stocked” column on the First Aid Kit Inspection Tag.

* Optional
8.1 INTRODUCTION

Inspection, which involves detection and corrective action, is one of the best tools available for assessing potential problems before a loss occurs.

Physical inspections and program audits are carried out to meet such goals as:

- Listening to concerns of others (through worker contact during inspections).
- Gain further understanding of jobs and tasks.
- Identify potential problems.
- Determining underlying causes of hazards.
- Identify equipment deficiencies.
- Identify improper worker actions.
- Identify effects of change.
- Identify inadequacies in remedial action.
- Recommending corrective action(s) both short term and long term.
- Demonstrate management commitment.

8.2 ROLE OF INSPECTIONS

The role of the workplace inspection is not solely to meet a legislated requirement. An effective inspection process allows a company to integrate other health and safety program objectives including the following:

- Identify hazards.
- Set standards and related procedures.
- Measure performance against established standards.
- Evaluate health and safety performance.
- Correct deficiencies and commend success.

To be effective, inspections must be conducted on a regular basis and be part of a system aimed at accident prevention.
8.3 CONDUCTING THE INSPECTION

In addition to identifying defective and non-conformance items, the inspections should be concerned with identifying and correcting the basic reasons or causes for the specific item, particularly when the same defective item(s)/non-conformance(s) occur repeatedly.

When conducting inspections, follow these basic principles:

- Use the appropriate checklist and add to each checklist as necessary.
- Familiarize yourself with the floor/site plan and the designated areas and departments for location descriptions of any specific hazards that are identified.
- Review any previous inspection reports and inspect any previous corrective measures for completeness and effectiveness.
- Draw attention to the presence of any immediate danger - other items can await the final report.
- Shut down and tag-out any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment/machinery. Ask the operator for a demonstration if it is necessary. If the operator of any piece of equipment/machinery does not know what dangers may be present, then it is cause for concern. Never ignore any item because you do not have knowledge to make an accurate judgment of safety.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a glance or once-over approach.
- Clearly describe each hazard and its exact location in your notes. Ensure all observations are recorded before they are forgotten. Record what you have or have not examined in case the inspection is interrupted. Draw sketches and take pictures where necessary for clarification and proof of hazards.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may create a potentially hazardous situation. Document any worker contact and concerns.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.
- Discuss as a group, “Can any problem, hazard or accident be generated from this situation when looking at the equipment, the process or the environment?” Determine what corrective action or controls are appropriate.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of
Section 8: Inspections

exposure to chemicals, noise, radiation or biological agents. Take photographs if you are unable to clearly describe a particular situation.

8.4 HAZARD CLASSIFICATION

Every inspection report will document worker contact during the inspection indicating any safety concerns accordingly. Specific names do not have to be mentioned. It is not up to the person or group conducting the inspection at the time to judge a concern. That is left up to the Joint Health and Safety Committee as a whole. Each concern must be classified as if it were a hazard. The results of the inspection must be discussed at the Joint Health and Safety Committee meetings as well as being communicated to the health and safety coordinator.

After each inspection, it is necessary to review the information and rank each issue in terms of loss potential. This is especially true of hazards, which may be classified as A, B, C or D depending on the severity of the consequence.

- **Class A Hazard:**
  - A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

- **Class B Hazard:**
  - A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive but less severe than Class A.

- **Class C Hazard:**
  - A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

- **Class D Hazard:**
  - A substandard condition or practice that is not likely to cause an injury or illness under normal conditions (i.e. MSDS sheets are unavailable).

In the event that the hazard cannot be corrected immediately, a representative of the Joint Health and Safety Committee must be notified in order that the Joint Health and Safety Committee can propose possible solutions and make the necessary recommendations to eliminate the hazard.

8.5 SENIOR MANAGEMENT INSPECTIONS

Senior management shall conduct a personal tour of the workplace, at a minimum, on a semi-annual basis to help identify substandard conditions and practices, as well as provide feedback on positive conditions and practices. Managers/supervisors and/or the Joint Health and Safety Committee may assist senior management in conducting the inspection. A schedule will be developed and senior management assigned on an annual basis.
All employee contacts and observations shall be documented, including names of employees and specific observations noted during the inspection, it is important that senior management communicate with employees as part of the planned inspection. Contact with employees can be recorded on the Workplace Inspection Employee Contacts form included at the end of this section.

Senior management may use the Senior Management Inspection Checklist form in addition to making individual observations. The inspection will only concentrate on major health and safety elements, and is not meant to be a comprehensive inspection.

The inspection checklist will include:

- Checklist identifying the areas/equipment/structures to be inspected.
- Employee contacts.
- Inspector signatures.
- Date of inspection.
- Work area inspected
- Reference to positive conditions and practices.
- Description of hazards.
- Location of hazards.
- Rating of hazard (A, B, C, D).
- Recommendations, assigned responsibility and time frames for corrective action.
- All action taken during inspection.

A written report along with recommendations for corrective action is to be completed following the planned inspection. The report will be reviewed in the regularly scheduled Joint Health and Safety Committee meeting, and corrective action taken as necessary.

Reporting of the inspection will include:

- A distribution list.
- A record of the distribution.
- Documented contact of all employees affected by the hazard of corrective action.

The follow-up of the inspection will include the following elements:

- A standard recording system.
- Assigned responsibility.
- Identified time frames.
**SENIOR MANAGEMENT INSPECTION CHECKLIST**

Senior Management: __________________ Location: ___________________________ Date: ____________

Mark items either V or X. Any items marked X must be reported on the Supervisor Hazard Report Form. Any corrective action must be taken immediately to eliminate hazards. Items requiring further attention must be forwarded to the Joint Health and Safety Committee.

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>OK</th>
<th>Hazard Classification (A, B, C, D)</th>
<th>Corrective Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers have conducted pre-use inspections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit routes clear and EXIT signs illuminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguisher accessible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postings - safety policy, OH&amp;S Act, Form 82, JHSC members, minutes, First Aid, Reg., MSDS, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combustible material removed, stored properly.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flammable material in designated areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stored items are 18” minimum from sprinkler heads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric power cords are not frayed or broken</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric panels free from obstruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage areas clean and neat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barrels properly stored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pallets stored properly (not Upping over with product or caught on racks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work areas clean and neat and tools and supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Properly stored</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuge areas clean and neat</td>
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</table>
## SENIOR MANAGEMENT HAZARD INSPECTION REPORT

<table>
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<tr>
<th>Item to be inspected</th>
<th>OK</th>
<th>Hazard Classification (A, B, C, D)</th>
<th>Corrective Action Taken</th>
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<tbody>
<tr>
<td>Walkways are clear of material, cords</td>
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<tr>
<td>Adequate lighting in all areas, including</td>
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<td>exterior night lighting</td>
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<td>Machine guards in place</td>
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<td>Emergency eye wash stations capped,</td>
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<td>functional, accessible and clean</td>
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<tr>
<td>First aid equipment/supplies checked, in order</td>
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<tr>
<td>First aid log being used</td>
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<tr>
<td>Personal Protective Equipment being used properly</td>
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<tr>
<td>Lockout/Tag out program properly used</td>
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<tr>
<td>All containers are properly labeled with</td>
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<tr>
<td>specific hazards and are closed/sealed</td>
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<tr>
<td>Only the minimum amount needed is in the work area, all others are property stored</td>
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<td>Other:</td>
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</table>

Positive work conditions observed:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Positive work practices observed:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Page 2 of 2
8.6 MANAGER AND SUPERVISOR INSPECTIONS

Managers are responsible for conducting a quarterly inspection of the department(s) they have authority over. The inspection is to be conducted separately from the Joint Health and Safety Committee scheduled inspection to ensure that workplace inspections are spaced out. Managers will use the same workplace inspection checklist that has been developed for the Joint Health and Safety Committee. Any deficiencies are to be recorded on the Manager Hazard Inspection Report form.

Supervisors are responsible for conducting planned inspections of the workplace on a weekly basis to help identify substandard conditions and practices, as well as provide feedback on positive conditions and practices. Supervisors will use the Supervisor Weekly Inspection Checklist form to record their inspections. Any deficiencies are to be recorded on the Supervisor Hazard Inspection Report form.

It is important that managers and supervisors communicate with employees as part of the planned inspection. All employee contacts and observations shall be documented, including names of employees and specific observations noted during the inspection using the Workplace Inspection Employee Contacts form.

Any hazards reported by workers shall be recorded. The inspection checklist includes:

- Checklist identifying the areas/equipment/structures to be inspected.
- Employee contacts.
- Inspector signatures.
- Date of inspection.
- Work area inspected
- Reference to positive conditions and practices.
- Description of hazards.
- Location of hazards.
- Rating of hazard (A, B, C, D).
- Recommendations, assigned responsibility and time frames for corrective action.
- All action taken during inspection.

A written report along with recommendations for corrective action is to be completed following the planned inspection. The report will be reviewed in the regularly scheduled Joint Health and Safety Committee meeting, and corrective action taken as necessary.

Reporting of the inspection will include:

- A distribution list.
• A record of the distribution.
• Documented contact of all employees affected by the hazard of corrective action.
• Instruct all workers affected by changes to safe operating procedures.

The follow-up of the inspection will include the following elements:

• A standard recording system.
• Assigned responsibility.
• Identified time frames.
• Determine if corrective action taken is adequate.
• Determine if corrective action created a new hazard.

If a new hazard has been created, the following must be addressed:

• Rating of hazard.
• Recommendations for corrective action.
• Assignment of responsibility for corrective action and time frames.
• All action taken.
• Follow-up (as indicated above).
# Manager Hazard Inspection Report

<table>
<thead>
<tr>
<th>Item#</th>
<th>Observed Hazard/Task</th>
<th>Hazard Classification (a, B, C, D)</th>
<th>Corrective Action Taken</th>
<th>Follow-up Date/Person Responsible</th>
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Use as many lines as required
Mark items either V or X. Any items marked X must be reported on the Supervisor Hazard Report Form. Any corrective action must be taken immediately to eliminate hazards. Items requiring further attention must be forwarded to the Joint Health and Safety Committee.

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>OK</th>
<th>Hazard Classification (A, B, C, D)</th>
<th>Corrective Action Taken</th>
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<tbody>
<tr>
<td>Workers have conducted pre-use inspections</td>
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<td>Exit routes clear and EXIT signs illuminated</td>
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<td>Fire extinguisher accessible</td>
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<td>Postings — safety policy, OH&amp;S Act, Form 82</td>
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<td>JHSC members, minutes, First Aid, Reg., MSDS, etc.</td>
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<tr>
<td>Combustible material removed, stored properly</td>
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<td>Flammable material in designated areas</td>
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<tr>
<td>Stored items are 18” minimum from sprinkler heads</td>
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<tr>
<td>Electric power cords are not frayed or broken</td>
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<tr>
<td>Electric panels free from obstruction.</td>
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<td>Storage areas clean and neat</td>
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<tr>
<td>Barrels properly stored</td>
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<td>Pallets stored properly (not tipping over with product or caught on racks)</td>
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<tr>
<td>Work areas clean and neat and tools and supplies properly stored</td>
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<tr>
<td>Refuge areas clean and neat</td>
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</table>
## SUPERVISOR HAZARD INSPECTION REPORT

<table>
<thead>
<tr>
<th>Item to be inspected</th>
<th>OK</th>
<th>Hazard Classification (A, B, C, D)</th>
<th>Corrective Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walkways are clear of material, cords</td>
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<tr>
<td>Adequate lighting in all areas, including exterior night lighting</td>
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<tr>
<td>Machine guards in place</td>
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<tr>
<td>Emergency eye wash stations capped, function2l, accessible and clean</td>
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<tr>
<td>First aid equipment/supplies checked, In order</td>
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<tr>
<td>First aid log being used</td>
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<tr>
<td>Personal Protective Equipment being used properly</td>
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<tr>
<td>Lockout/Tag out program properly used</td>
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<tr>
<td>All containers are properly labeled with specific hazards and are closed/sealed</td>
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<tr>
<td>Only the minimum amount needed is in the work area, all others are properly stored</td>
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<tr>
<td>Other:</td>
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Positive work conditions observed:
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______________________________________________________________________________
______________________________________________________________________________

Positive work practices observed:
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______________________________________________________________________________
______________________________________________________________________________
8.7 OPERATOR PRE-USE INSPECTIONS

Each worker who operates equipment, machinery or a vehicle is required to perform a pre-use inspection of his or her workstation, general work area and/or equipment, etc. prior to starting work at the beginning of each shift.

The appropriate checklist must be used to identify any hazards associated with equipment or machinery before it is used. The checklist will include:

- Equipment to be inspected.
- Inspector’s signature or initials.
- Date of inspection.
- List of components to be inspected.
- Description of hazards.
- Recommendations for corrective action.
- Action taken.

Each specific checklist must be maintained near the equipment or machinery it is intended for. The inspections are not to be limited to the items on the checklist alone. Other areas/aspects may be inspected as deemed necessary.

During the management and Joint Health and Safety Committee inspections, the checklists will be reviewed to ensure consistent implementation and accuracy.

When following-up on operator pre-use inspections, also review:

- Documentation.
- Checklists.
- Deficiencies.
- Action taken.
- The Joint Health, and Safety Committee inspections.
- Management inspections.
8.7.1 EQUIPMENT LIST

Pre-use checklists are to be used for the following equipment:

- Fall Protection Equipment.
- Elevated Work Platforms (where applicable).
- Hoisting Devices.

Any problem areas identified are to be corrected by the worker before starting work where practical or brought to the attention of the supervisor for corrections before the worker starts work. Corrective action must be documented.

8.8 JOINT HEALTH AND SAFETY COMMITTEE INSPECTIONS

The Joint Health and Safety Committee will conduct a monthly workplace inspection to help identify substandard conditions and practices. A schedule for these inspections will be developed on an annual basis and Joint Health and Safety Committee members assigned.

The Joint Health and Safety Committee will use the JHSC Inspection Checklist in addition to making individual observations. The inspection checklist will include:

- Checklist identifying the areas/equipment/structures to be inspected.
- Employee contacts.
- Inspector signatures.
- Date of inspection.
- Reference to positive conditions and practices.
- Description of hazards.
- Location of hazards.
- Rating of hazard (A, B, C, D).
- Recommendations, assigned responsibility and time frames for corrective action.
- All action taken during inspection.

All worker and supervisor contacts and observations shall be documented, including names and specific observations noted during the inspection.
A written report along with recommendations for corrective action is to be completed following the planned inspection. The report will be reviewed in the regularly scheduled Joint Health and Safety Committee meeting, and corrective action taken as necessary.

Reporting of the inspection will include:

- A distribution list.
- Management signs/initials inspection report.
- Management responses and recommendations are recorded and returned to the inspectors.

The follow-up of the inspection will include the following elements:

- Responses.
- Recommendations.
- Action taken.
- Identified time frames for action.

Any concerns related to corrective actions previously implemented must address the following:

- Rating of hazard. Recommendations for corrective action.
- Assignment of responsibility for corrective action and time frames.
- All action taken.
- Follow-up (as indicated above).
Section 8: Inspections

JHSC INSPECTION CHECKLIST

INSTRUCTIONS

The JHSC Inspection Checklist is to be used by the Joint Health and Safety Committee during the regular monthly inspection. The checklist will help to identify hazards in each department. Not all issues are identified on the checklist. You may encounter other hazards while doing the inspection. These hazards must be documented on the checklist as well.

1. Before conducting the monthly inspection, refer to the Joint Health and Safety Committee inspection checklist file to obtain the appropriate checklist for the month. At this time, review the previous month inspection to help identify outstanding issues.

2. Begin the inspection by using the appropriate part of the form for the relevant department(s). Be sure to fill in your name and the date (including time) of the inspection.

3. Observe the items identified and note whether the item is satisfactory (OK) or unsatisfactory (Not OK).

4. If the item is unsatisfactory, classify the hazard under the “Hazard Classification” column as either A, B, C or 0 using the following guide:

   Class A – condition or practice likely to cause permanent disability or damage
   Class B – condition or practice likely to cause serious injury (temporary disability)
   Class C – condition or practice likely to cause minor non-disabling injury
   Class D – condition or practice not likely to cause injury under normal conditions

5. Document the hazard and any corrective action taken to eliminate the hazard at the time of the inspection under the “Observed Hazard/Task” column.

6. Under the “Recommended Action” column, please identify the recommended action to prevent a recurrence in the future.

7. Use the JHSC Hazard Inspection Report to record any information that requires a follow up corrective action by the department manager/supervisor. Identify the observed hazard and suggested corrective action in the appropriate columns. The follow-up date and the person responsible for the corrective action must be noted.

8. Once you have completed the monthly inspection, corrective action must be initiated for those hazards that did not require immediate attention. All members of the Joint Health and Safety Committee must receive a copy of the checklist for review during the Joint Health and Safety Committee meeting. A copy of the monthly inspection must be

   1. forwarded to senior management for review.

9. At the Joint Health and Safety Committee meeting, items that are still outstanding where corrective action was not taken must be brought to the attention of the Joint Health and Safety Committee for recommendations to the employer.

10. Remember to document any contact with employees during the inspection.
JHSC INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>Item#</th>
<th>Observed Hazard/Task</th>
<th>Hazard Classification (A, B, C, D)</th>
<th>Corrective Action Taken</th>
<th>Follow-up Date/Person Responsible</th>
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Use as many lines as required
### WORKPLACE INSPECTION EMPLOYEE CONTACTS

<table>
<thead>
<tr>
<th>Name of Inspector(s):</th>
<th>________________________________</th>
<th>Date of Inspection:</th>
<th>__________</th>
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<tbody>
<tr>
<td>Type of Inspection:</td>
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<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>________________________________</th>
<th>Department:________</th>
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</table>

- **Was the worker observed wearing required Personal Protective Equipment?**
  - Glasses ___  Footwear ___  Gloves ___  Hearing ___  Respirator ___  Coveralls ___  Other __

- **If they have a health and safety concern, who can they talk to?**
  - ____________________________________________________________________________________

- **Does the worker have any safety concerns?**
  - ____________________________________________________________________________________
  - ____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>________________________________</th>
<th>Department:________</th>
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</table>

- **Was the worker observed wearing required Personal Protective Equipment?**
  - Glasses ___  Footwear ___  Gloves ___  Hearing ___  Respirator ___  Coveralls ___  Other __

- **If they have a health and safety concern, who can they talk to?**
  - ____________________________________________________________________________________

- **Does the worker have any safety concerns?**
  - ____________________________________________________________________________________
  - ____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>________________________________</th>
<th>Department:________</th>
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</table>

- **Was the worker observed wearing required Personal Protective Equipment?**
  - Glasses ___  Footwear ___  Gloves ___  Hearing ___  Respirator ___  Coveralls ___  Other __

- **If they have a health and safety concern, who can they talk to?**
  - ____________________________________________________________________________________

- **Does the worker have any safety concerns?**
  - ____________________________________________________________________________________
  - ____________________________________________________________________________________

Page 1 of 1
Section 9: Preventative Maintenance

9.1 INTRODUCTION

An effective tool in preventing injuries/incidents is the preventative maintenance program. Prevention is one of the key aspects of safety. One goal of Viana Roofing and Sheet Metal Limited is to become a pro-active company rather than reactive when it comes to maintenance. This means identifying possible hazardous situations and taking the appropriate steps to prevent injuries/incidents from actually occurring.

A preventative maintenance program for all vehicles, mobile equipment, machines, tools, equipment, structure, grounds, facilities, etc. is another method of achieving such a goal. A preventative maintenance program is not just primarily the responsibility of the maintenance personnel but that of the supervisor and the individual equipment operators. Facilities, equipment, machines, tools and vehicles must be maintained in a manner, which provides the lowest practicable level of hazards, which might result in personal injury, occupational illness, physical loss or environmental damage.

Viana Roofing and Sheet Metal Limited will maintain a program for the regular inspection and repair of tools, equipment, machinery and vehicles in accordance with the manufacturer recommendations and specifications as well as any related legislated standards or codes.

Any damage, deterioration or malfunction of any facility, equipment, machinery or vehicle which is hazardous to personnel or may create a loss, shall be effectively isolated and locked out until it is returned to a safe operating condition.

No work shall be done on any system or equipment/machinery, etc. unless it has been properly locked out of service and tagged with all power and energy sources shut off and made totally inoperable.

9.2 INVENTORY LIST

A preventive maintenance inventory list will be maintained for all current equipment and machinery, and will be updated when new or modified equipment or machinery is put into use. Items to be included are those that require scheduled servicing, adjusting or replacing of their components including:

- Mobile equipment
- Production equipment
- Industry specific equipment
- Structural or building maintenance equipment
- Other employer identified equipment
The attached equipment inventory list identifies all equipment at Viana Roofing and Sheet Metal Limited, which requires preventative maintenance.

9.3 STANDARDS

It will be our policy to assure that all equipment acquired, designed or modified, its setup and maintenance meets the following:

- Manufacturer’s recommendations.
- Industry standards (i.e. CSA, TSSA, ANSI, etc.).
- Legislated requirements.
- Employers best practices.

9.4 SCHEDULE

The schedule for preventative maintenance is identified on the preventative maintenance inventory.

9.5 RECORDS

Maintenance records will be maintained for the life of the equipment, and for six months after the equipment ceases to be the responsibility of Viana Roofing and Sheet Metal Limited. A standard checklist will be used to record the following:

- List of items to be inspected
- Inspector name and signature
- Date of inspection
- Description of work performed
- Reporting of any deficiencies
- Recommendations for correcting deficiencies
- Action taken
## PREVENTIVE MAINTENANCE INVENTORY

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Service Period</th>
<th>Standard to be Checked</th>
<th>Person Responsible</th>
<th>Service Date</th>
<th>Signature</th>
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## PREVENTIVE MAINTENANCE DEFICIENCY REPORT

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9.6 QUALIFICATIONS

All maintenance work shall be performed under the direction of competent maintenance personnel, familiar and appropriately trained with the equipment being maintained.

9.7 REVIEW OF PROGRAM

Supervisors are to review the preventative maintenance inventory on a monthly basis to ensure that the proper equipment maintenance has been completed. Any deficiencies that are reported will be recorded on the preventive maintenance deficiency report form. Supervisors are to take the appropriate corrective actions.

The preventive maintenance program at Viana Roofing and Sheet Metal Limited will remain the responsibility of the production manager. The program will be reviewed, at least annually, or as new or modified equipment/machinery is purchased.

All employees are encouraged to identify opportunities for improvement to the existing program. Recommendations for corrective action must be submitted to management. Follow-up on corrective action should include:

- Recommendations for corrective action.
- Assignment of responsibility.
- All action taken.

9.8 CONSTRUCTION

All mechanically powered vehicles, machines, tools and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions.

The inspection shall be performed before the, vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.
Section 10: Injury/Incident Investigation

10.1 INTRODUCTION

Viana Roofing and Sheet Metal Limited is sincerely concerned with injury/incident prevention. Our goal is to take a pro-active approach in preventing injuries/incidents at our workplace.

It is our policy to care for any victim(s) first, by providing immediate first aid and emergency transportation if necessary and to ensure that all other personnel are safe. In accordance with the Occupational Health and Safety Act, all workers are to be educated and instructed to report all injuries/incidents (which may or may not have resulted in any damage or loss). All such situations must be investigated to determine why the situation occurred and identify the hazards, which should be eliminated or minimized.

Injury/incident investigation is a vital part of the health and safety program. It provides the process in which to properly assess a situation and care for the people, property, processes and the physical environment. It also ensures that the appropriate remedial action has been taken and followed-up to ensure the possible prevention of a recurrence.

10.2 DEFINITIONS

10.2.1 INJURY

An event that results in physical harm to an employee. An injury is often directly referred to as an accident.

10.2.2 INCIDENT

An undesired event that could (or does) downgrade the efficiency of the organization. An incident does not cause physical harm to a person or damage to property. However, under slightly different circumstances it could have.

10.2.3 FIRST AID

The emergency care given immediately to an injured employee. Knowing appropriate first aid procedures saves lives, reduces the number and severity of injuries and promotes recovery.
10.2.4 HEALTH CARE

An injury that results in medical attention received from a recognized health care provider (i.e. family doctor or hospital) but does not result in time away from scheduled work or does not result in a wage loss.

10.2.5 LOST TIME

A work related injury that results in the inured employee missing scheduled time from work (i.e. time beyond the date of the injury) resulting in a wage loss.

10.2.6 PROPERTY DAMAGE

An event where contact is made between two objects resulting in alteration to one or both objects. Property damage is often directly referred to as an accident.

10.2.7 CRITICAL INJURY

The Occupational Health and Safety Act defines a critical injury as an injury of serious nature that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm (but not a finger or toe);
- involves the amputation of a leg, arm, hand, or foot (but not a finger or toe);
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

If there is any doubt, treat the injury as a critical injury until proven otherwise.

10.3 INVESTIGATION

The purpose of an injury/incident investigation is as follows:

- To prevent future injuries/incidents.
- To reduce needless pain and suffering.
- To identify actual and potential hazards.
Section 10: Injury/Incident Investigation

- To evaluate objectively and critically existing control mechanisms.
- To comply with the law.
- To improve the injuries/incident prevention program.
- To increase awareness of hazards.
- To protect staff and visitors.
- To conserve resources.
- To prevent delays in serving customers.

The intention is prevention, not to assign blame or discipline workers or supervisors. In all cases, the goal is to identify what needs to take place to eliminate or reduce the possibility of a similar injuries/incidents from occurring.

The following types of injuries/incidents require immediate investigation:

- Fatalities
- Critical Injuries
- Lost time injuries
- Occupational illness
- Property damage
- Fire/explosion
- Environmental release

The Joint Health and Safety Committee shall participate in the investigation of all critical injuries and be offered the opportunity to participate in all other injury/incident investigations as appropriate.

Any healthcare reports, first aid reports or incident reports will be reviewed quarterly to determine any investigation needs. Discretion will be used by the supervisor to determine which first aid injuries will be investigated; most importantly, the supervisor should consider whether or not the first aid could lead to a lost time injury. If so, an investigation must be completed.

It is important to note that during an investigation, no one is looking for fault or blame but to understand the true underlying and basic causes of the injury/incident.

Investigations are done to fulfill legal obligations and company requirements as well as, to determine the overall cost and effect of an injury/incident. This will also provide the opportunity to determine causes and take appropriate action to prevent a recurrence. Investigations also help to determine the validity, degree and level of disability of the victim(s). This is essential to ensure the appropriate follow-up care of the victim within the early and safe return to work program.
10.3.1 INCIDENTS AT A PROJECT

As outlined in section 11 of the Regulations for Construction Projects, the following incidents at a project require immediate investigation:

- A worker falling a vertical distance of three metres or more.
- A worker who falls and whose fall is arrested by a fall arrest system.
- A worker becomes unconscious for any reason.
- Accidental contact by a worker or by a worker’s tool or equipment with a live electrical conductor or live electrical equipment.
- Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts.
- Structural failure of all or part of false work designed by, or required by the Regulations for Construction Projects to be designed by, a professional engineer.
- Structural failure of a principle supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or parts of an earth-or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

10.4 RESPONSIBILITIES

The internal responsibility system at Viana Roofing and Sheet Metal Limited is organized according to the provisions in the Occupational Health and Safety Act. The essence of the internal responsibility system recognizes that both workers and managers share a common goal of preventing work-related injury/illness. The following is their responsibilities related to injury/incident investigation:
10.4.1 MANAGERS AND SUPERVISORS

- Ensure the required first aid is administered.
- If the worker requires medical attention, ensure the worker is transported to a medical facility or physician. You must send a Functional Abilities Form (FAF) with the worker seeking medical attention. This form can be found in the Supervisor Accident Investigation Package. This package contains:
  - Viana Roofing and Sheet Metal Limited Injury/Incident Investigation Report.
  - WSIB Form 7 (Employer’s Report of Injury or Illness).
  - Functional Abilities Form (FAF).
- Inform the worker that Viana Roofing and Sheet Metal Limited has a modified work program and that this must be communicated to the treating physician.
- Investigate the circumstances of the accident and the accident scene.
- Ensure the worker is provided with the Employee Accident Forms Package, which contains the following:
  - A Functional Abilities Evaluation Form.
  - A letter to the treating physician stating that Viana Roofing and Sheet Metal Limited has an early and safe return to work program.
- Complete all required forms including the Viana Roofing and Sheet Metal Limited injury/incident report and the WSIB Form 7 if any of the following circumstances exist:
  - The worker loses time from work;
  - The worker seeks medical attention; or
  - The worker earns less than regular pay
- The supervisor must forward a copy of the accident report to the Joint Health and Safety Committee and a copy of the Form 7 to the WSIB Coordinator.
- The Form 7 must be sent to the WSIB within 72 hours of learning of the above circumstances.

10.4.2 JOINT HEALTH AND SAFETY COMMITTEE

- The Joint Health and Safety Committee shall assist the supervisor conducting the investigation if a critical injury or fatality occurs or if requested to do so by the supervisor.
Section 10: Injury/Incident Investigation

- All accidents will be reviewed at each Joint Health and Safety Committee meeting unless it is of critical in nature (i.e. a process is shut down due to the investigation). In this case, an emergency meeting should be called.

- The Joint Health and Safety Committee will review recommendations for corrective action for each accident report.

- The Joint Health and Safety Committee will ensure that the appropriate remedial action is taken and that such action is effective.

- At all first aid stations and throughout the shop, the WSIB poster, In Case of Injury at Work, will be posted. This poster outlines the basic steps when an employee sustains an injury at work.

10.4.3 WORKERS AND SUPPLIED LABOUR

- Promptly obtain first aid. It is the responsibility of the person who administers first aid to record it in the injury logbook.

- Report any work related personal injury, illness or accident to your supervisor immediately either verbally or in writing.

- If you are required to seek medical attention (i.e. walk-in clinic, family doctor, hospital) you must take a Functional Abilities Form (FAF) with you. This form will be given to you by your supervisor. The treating physician is responsible to complete the form.

- If you seek medical attention after work hours because of a work-related injury or illness, you must tell your supervisor right away. If you will be at work the next day, notify your supervisor first thing. If you will not be at work, notify your supervisor that you sought medical attention when you call in.

- Provide and review all details of the accident with the supervisor.

- Cooperate with the supervisor when conducting the accident investigation.

10.5 CONDUCTING THE INVESTIGATION

The investigation can be broken down into several steps. These steps include: gathering information, interviewing witnesses, analyzing data and writing the report. When conducting an investigation there are many questions in which answers must be established. The basic questions that should be asked are described below.
10.5.1 WHO?

Who was involved in the accident? What is his/her job? What was he/she doing at the time? Was he/she sufficiently trained for this job? Who else was present when the accident occurred? Who are they? What were they doing at the time the accident occurred? Who witnessed the accident? Who heard it? Who reported it?

10.5 WHAT?

What equipment was involved in the accident? What was it being used for at the time the accident occurred? Is this how the equipment normally operates? What was the condition of the equipment? (use/abuse, maintenance, records?) Does the equipment have a guard? Was it being used? What materials were involved? What were they being used for? Was this the proper use for this material? What are the known hazards of this material? (toxicity, radiation, sharp, etc.) Were the materials being handled properly?

10.5.3 WHERE?

Where did the accident occur? What was the condition of the environment? (temperature, lighting, noise, etc.). What was the layout of the equipment/people involved? What was the condition of the worksite at the time of the accident? (housekeeping, traffic, distractions, etc.). Where in the line of production did the accident occur? Where were the people positioned relative to the accident?

10.5.4 WHEN?

When was the accident reported? When did it occur? On what shift?

10.5.5 HOW?

How did the accident happen? How can you be sure this is what happened? Can you provide a detailed description of what happened?
10.5.6 WHY?

Once all of the above questions have been answered, the reason(s) for the accident should become clear. If not, review the questions again being sure all answers to the questions are thorough and clear.

10.6 GATHER INFORMATION

It is important that the accident investigation is performed as soon as possible after the accident to ensure that all possible information is obtained. All supervisors should be familiar with this section and their duties. This could include first aid or emergency help, any corrective or preventive action, reassuring workers, securing the accident scene, identifying potential sources of information. After administering first aid and securing the scene, begin to gather information.

The process for gathering information may include any or all of the following:

- Inspection site/equipment/material involved in the accident.
- Survey the accident scene.
- Secure the scene with rope, pylons, or hazard tape.
- Notify all relevant parties.
- Write down the facts immediately.
- Take photographs to clarify and highlight the facts, make sketches of the scene if necessary.
- Draw a diagram indicating the angle and position from where the respective photographs were taken.
- Take measurements where necessary.
- Make note of physical evidence including equipment damage, breaks, rips, burned materials, skid marks and/or signs of impact.
- Make notes of the environment such as visibility, noise level or temperature.
- Make a list of people present at the accident scene for future reference.
- Gather information on such things as equipment maintenance schedules and safe work procedures.
10.7 INTERVIEW WITNESSES

A list of witnesses must be made at the injury/incident scene for future follow-up. In order to have a successful interview and obtain as much information as possible, a few guidelines should be followed. Basic steps for interviewing witnesses include:

- Determine who will conduct interviews. (supervisor, JHSC, health and safety coordinator)
- Interview all people involved (eye witnesses first) as soon as possible after the injury/incident.
- Remind the witness of the purpose of the interview and how the knowledge will help. Expect the most help if the purpose is to prevent accidents and the least help if the purpose is to place blame.
- Initially ask for a complete version. Try not to interrupt, other than to gently prod, keeping them on track. Request witness to repeat scenario, this time taking notes. Read back what has been written and request clarification. Do not ask leading questions and don’t supply answers to questions. Request a signature on the statement.
- Help witnesses feel they are an integral part of the investigation. Ask them what they believe contributed to the accident and how to prevent a recurrence, ask them to name the causes; primary or secondary. Ask if them if they can be contacted later if necessary.
- The purpose of the interview is to find out as much about what the witness knows as possible. Ask questions who, what, where, why, when and how to obtain as much information as possible.
- Interview other workers who may have performed the same task who can offer information related to work procedures
- Conduct the interviews as soon as possible after the injury/incident.
- Conduct interviews separately and privately to avoid influence from other persons.
- Ask questions that are simple and to the point but do not elicit a “yes” or “no” response.
- Ask the person to explain or describe what happened. Remember the tools, Who?, When?, Where?, What?, Why?, and How?
- Avoid asking leading questions or questions that require a yes or no answer.
- Do not interrupt while the person is recounting the events surrounding the injury/incident.
- Ask for clarification later if necessary.
- Ensure witness statements are recorded. Ask the person to verify by repeating. Review notes at the end of the interview to ensure accuracy and understanding.
• Repeat the information back to the person in your own way to confirm understanding of what was told you.
• Stay in contact with the person and ask them to contact you if they remember further details.
• To make the interview process easier for the person being interviewed:
  • Be courteous and try to put the person at ease. Do not put them on the defensive, as you are not trying to establish fault, only cause.
  • Explain that the purpose of the interview is to gather information to prevent a recurrence.
  • Do not rush their explanation.
  • Thank the person being interviewed.
• Let them know their help was appreciated and important for the investigation.

10.8 ANALYZE DATA

Once all information and evidence has been gathered, analyze the information/evidence to find out what the primary and secondary causes are. Analysis of all the information will help to determine all unsafe acts and unsafe conditions that contributed to the accident.

10.8.1 PRIMARY CAUSE

Primary cause is the obvious cause; the circumstances that immediately precede the contact which causes harm or damage for example, Water on the floor, machine not guarded, faulty equipment, chemical splash, etc. Primary causes need to be analyzed to find out why they exist. This analysis will provide the secondary cause.

10.8.2 SECONDARY CAUSE

Secondary cause is the underlying or basic cause; the cause that is not so obvious. The secondary cause can be found by asking “why”. Why is there water on the floor? Why is the machine not guarded? Secondary causes could be connected with training, supervision, policies, procedures, manager commitment, etc.

The “why” is the secondary cause that must have existed for the accident to occur. Accidents generally do not occur because of a single cause, but rather because of a combination of primary and secondary causes.
10.8.3 UNSAFE ACT

Departure from an accepted, normal or correct procedure or practice which has actually produced an injury or property damage or which has the potential for producing such loss; may be an act of commission or an act of omission. Any behaviour on the part of an employee which increases his/her chances of being injured.

10.8.4 UNSAFE CONDITION

Any physical state, which deviates from that which is acceptable, normal or correct in terms of it’s past production or potential future production of personal injury and/or property damage. Any physical state, which results in a reduction in the degree of safety normally, present and increases an employee’s chance of being injured.

Review all contributing factors that may have alone or interacted with another, such as:

- People.
- Equipment.
- Material.
- Environment.
- Process.

10.9 INVESTIGATION REPORT

The Viana Roofing and Sheet Metal Limited Injury/Incident Investigation Report must be used to report all of the information gathered, during the investigation.

This report goes to those people who need to know what happened, why it happened and what can be done to prevent a similar injury/incident from recurring. The investigation report shall be objective and descriptive. It shall clearly state who, what where, when and how so anyone without prior knowledge of the injury/incident will be able to understand what happened, identify the causes and understand the recommendations for corrective action. In all cases, the report shall be reviewed, signed and dated by the supervisor. A copy shall also be sent to the co-chairs of the Joint Health and Safety Committee. The co-chairs shall then review at the next Joint Health and Safety Committee meeting and sign the back of the form.

An injury/incident investigation report contains the details of the injury/incident, the analysis of the information gathered, recommendations for change or correction and a suggested compliance date. This report can be written only after a thorough investigation has been completed. The more clear and comprehensive the report is, the easier it is to understand and take corrective action to prevent future recurrence. The report should be clear, concise and well organized.
Remember to include only the facts in the report. Personal opinions must not be included in the report. Follow-up after an injury/incident investigation is necessary to ensure that all recommendations are in effect and corrective action has been taken.

10.9.1 CRITICAL INJURY OR FATALITY

A written report under subsection 51(1) of the Occupational Health and Safety Act respecting an occurrence in which a person is killed or critically must specify the following:

- The name and address of the constructor and the employer, if the person involved is a worker.
- The nature and the circumstances of the occurrence and the bodily injury sustained by the person.
- A description of the machinery or equipment involved.
- The time and place of the occurrence.
- The name and address of the person involved.
- The names and addresses of all witnesses to the occurrence.
- The name and address of the any qualified medical practitioner by whom the person was or is being attended for the injury.
- The steps taken to prevent a recurrence.

In the case of a critical injury or fatality, Viana Roofing and Sheet Metal Limited will inform the Ministry of Labour immediately by phone and send a written report within 48 hours.

10.9.2 ACCIDENT, EXPLOSION OR FIRE CAUSING INJURY

A notice under subsection 52(1) of the Occupational Health and Safety Act respecting an occurrence involving a worker shall set out:

- The name, address and type of business of the employer.
- The nature and the circumstances of the occurrence and the bodily injury or illness sustained by the worker.
- A description of the machinery or equipment involved.
- The time and place of the occurrence.
- The name and address of the worker involved.
- The names and addresses of all witnesses to the occurrence.
- The name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the injury or illness.
• The name and address of each medical facility, if any, where the worker was or is being attended for the injury or illness.

• The steps taken to prevent a recurrence.

• Viana Roofing and Sheet Metal Limited will give notice in writing, within four days to the Ministry of Labour (if requested), the Joint Health and Safety Committee and the trade union, if any.

10.9.3 OCCUPATIONAL ILLNESS

A notice under subsection 52(2) of the Occupational Health and Safety Act (information and particulars respecting a worker’s occupational illness) shall contain the following information:

• The employer’s name, address and type of business.

• The nature of the illness.

• The worker’s name and address.

• The name and address of any legally qualified medical practitioner by whom the worker was or is being attended for the illness.

• The name and address of each medical facility, if any, where the worker was or is being attended for the illness.

• A description of the steps taken to prevent a recurrence.

Viana Roofing and Sheet Metal Limited will give notice in writing, within four days to the Ministry of Labour, the Joint Health and Safety Committee and the trade union, if any.

10.9.4 INCIDENTS AT A PROJECT

Viana Roofing and Sheet Metal Limited will keep a permanent record of any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker from performing his or her usual work. Viana Roofing and Sheet Metal Limited will make the record available to the Ministry of Labour upon request. The record shall include particulars of:

The nature and circumstances of the occurrence and the injury sustained by the worker.

• The time and place of the occurrence.

• The name and address of the injured worker.

• The steps taken to prevent a recurrence.

As outlined in section 11 of the Regulations for Construction Projects, any of the incidents outlined require a notice in writing of the occurrence. A notice under section 53 of the Occupational Health and Safety Act shall set out the circumstances of the occurrence and the
steps taken to prevent a recurrence. When acting as constructor, Viana Roofing and Sheet Metal Limited will give the notice to the Joint Health and Safety Committee and the Ministry of Labour within two days of the occurrence.

10.9.5 FAILURE OF ALL OR PART OF

This policy applies with respect to an occurrence for which a report under subsection 51(1) of the Occupational Health and Safety Act or a notice under section 52 or 53 of the Occupational Health and Safety Act is given.

When acting as constructor, Viana Roofing and Sheet Metal Limited will provide, within 14 days after the occurrence, a professional engineer’s written opinion stating the cause of the occurrence if the occurrence involves a failure of all or part of:

- Temporary or permanent works.
- A structure.
- An excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- A crane or similar hoisting device.
### INJURY/INCIDENT REPORT

#### 5. WITNESS IDENTIFICATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Title</th>
<th>Status</th>
<th>Address</th>
<th>Tel. #</th>
<th>Loc.</th>
<th>Part time</th>
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</tbody>
</table>

#### 6. WITNESS DETAILS

<table>
<thead>
<tr>
<th>__ Incident</th>
<th>Date of occurrence</th>
<th>Date of statement</th>
<th>Statement provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Injury</td>
<td>__ / ___ / _____</td>
<td>__ / ___ / _____</td>
<td>__ Injured worker</td>
</tr>
<tr>
<td>__ Other</td>
<td>day / mth / year</td>
<td>day / mth / year</td>
<td>__ Witness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time: <em><strong>:</strong></em> AM PM</th>
<th>Time: <em><strong>:</strong></em> AM PM</th>
<th>__ Person having knowledge</th>
<th>__ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Side of body injured: __ Left __ Right</th>
<th>Nature of injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Front __ Back</td>
<td>__ Cut __ Concussion __ Heat Burn __ Other: _____</td>
</tr>
<tr>
<td>__ Scratch __ Dislocation __ Chemical Burn</td>
<td></td>
</tr>
<tr>
<td>__ Bruise __ Fracture __ Strain</td>
<td></td>
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<tr>
<td>__ Sprain __ Electrical Burn __ Eye</td>
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<thead>
<tr>
<th>Body Part injured:</th>
<th>__ Type of injury:</th>
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<tbody>
<tr>
<td>__ Head (vision, hearing, speech)</td>
<td>__ Struck against __ Struck by level</td>
</tr>
<tr>
<td>__ Neck</td>
<td>__ Contact with chemicals __ Repetitive body movement</td>
</tr>
<tr>
<td>__ Upper back, chest, abdomen</td>
<td>__ Fall from above __ Fall from the same level</td>
</tr>
<tr>
<td>__ Lower back, lower abdomen</td>
<td>__ Caught in __ Overexertion/Strain</td>
</tr>
<tr>
<td>__ Shoulder or upper arm</td>
<td>__ Caught Under __ Contact with electrical current</td>
</tr>
<tr>
<td>__ Elbow or forearm</td>
<td>__ Pulling __ Pushing __ Twisting</td>
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<tr>
<td>__ Wrist or hand</td>
<td>__ Carrying __ Reaching __ Lifting</td>
</tr>
<tr>
<td>__ Hip or thigh</td>
<td>__ Bending sideways</td>
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<tr>
<td>__ Knee or lower leg</td>
<td>__ Other: _____</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Was health care required? __ Yes __ No</th>
<th>If yes, please provide name and address of hospital/Doctor.</th>
</tr>
</thead>
</table>

| __ Ankle or footdfg | __ Systemic or internal organ |__ Other: _____ | |
|---------------------|-------------------------------|---------------||
| __ Ankle or foot | If yes, include details and indicate whether or not PPE was used. |
| __ Systemic or internal organ | | |
| __ Other: | |

#### Please describe what happened?

Describe the employee’s activity at the time of the injury/incident.

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</table>

#### Where there any witnesses? __ Yes __ No

If yes, please fill out separate witness form for each witness.
INJURY/INCIDENT REPORT

3. AREA INSPECTION AND SKETCH (attach photo or drawing if available)

4. WHAT CONDITIONS CONTRIBUTED TO THE INJURY/INCIDENT (please check the appropriate boxes)

<table>
<thead>
<tr>
<th>Equipment/Material</th>
<th>Work methods or procedures</th>
<th>Safety Policies</th>
<th>Use of material or equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>_Defective Material or equipment</td>
<td>_Unsafe action by an employee</td>
<td>_Not needed</td>
<td>_Improper use</td>
</tr>
<tr>
<td>_Wrong material or equipment chosen</td>
<td>_Unsafe action by a customer</td>
<td>_Not known</td>
<td>_Did not understand how to use</td>
</tr>
<tr>
<td>_Machine or equipment has missing safety components</td>
<td>_Distraction/teasing, willful misconduct</td>
<td>_Operating without authority</td>
<td>_Improperly labeled or identified</td>
</tr>
<tr>
<td>_Toxic products</td>
<td>_Hazardous personal attire</td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
<tr>
<td>_Equipment no guarded</td>
<td>_Pre-existing medical condition</td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
<tr>
<td>_Other: _______________________________</td>
<td>_Personal protective equipment not worn</td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
<tr>
<td>_Unsafe design or arrangement</td>
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<td>_Other: _________________________________</td>
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<tr>
<td>_Outside hazardous condition</td>
<td></td>
<td></td>
<td>_Other: _________________________________</td>
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<tr>
<td>_Other: _______________________________</td>
<td></td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
<tr>
<td>_Inadequate lighting</td>
<td></td>
<td></td>
<td>_Operating without authority</td>
</tr>
<tr>
<td>_Dirty, disorderly</td>
<td></td>
<td></td>
<td>_Hazardous method or procedure</td>
</tr>
<tr>
<td>_Fire, explosion, atmospheric hazard</td>
<td></td>
<td></td>
<td>_Working at unsafe speed</td>
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<tr>
<td>_Slippery surface</td>
<td></td>
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<td>_Other: _________________________________</td>
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<tr>
<td>_Uneven surface or slope</td>
<td></td>
<td></td>
<td>_Other: _________________________________</td>
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<tr>
<td>_Improper ventilation</td>
<td></td>
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<td>_Operating without authority</td>
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<td>_Improper use</td>
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<td>_Hazardous method or procedure</td>
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<td>_Other: _______________________________</td>
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<td>_Working at unsafe speed</td>
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<td>_Not needed</td>
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<td>_Other: _________________________________</td>
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<tr>
<td>_Not known</td>
<td></td>
<td></td>
<td>_Failure to secure or warn</td>
</tr>
<tr>
<td>_Failure to secure or warn</td>
<td></td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
<tr>
<td>_Inappropriate work methods or procedures</td>
<td></td>
<td></td>
<td>_Use of material or equipment</td>
</tr>
<tr>
<td>_Unsafe body posture or position</td>
<td></td>
<td></td>
<td>_Improper use</td>
</tr>
<tr>
<td>_Regular duty</td>
<td></td>
<td></td>
<td>_Did not understand how to use</td>
</tr>
<tr>
<td>_Repetitive movement</td>
<td></td>
<td></td>
<td>_Improperly labeled or identified</td>
</tr>
<tr>
<td>_Other: _______________________________</td>
<td></td>
<td></td>
<td>_Other: _________________________________</td>
</tr>
</tbody>
</table>

Page 2 of 4
5. WITNESS IDENTIFICATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Status:</th>
<th>Full time</th>
<th>Part time</th>
<th>Other</th>
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<th>Address</th>
<th>Tel. #</th>
<th>Loc.</th>
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</tbody>
</table>

6. WITNESS DETAILS

<table>
<thead>
<tr>
<th>Incident</th>
<th>Date of occurrence</th>
<th>Date of statement</th>
<th>Statement provided by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>__ / __ / _______</td>
<td>__ / __ / _______</td>
<td>__ Injured worker</td>
</tr>
<tr>
<td>Injury</td>
<td>day / mth / year</td>
<td>day / mth / year</td>
<td>__ Witness</td>
</tr>
<tr>
<td>__ other</td>
<td>Time: <em><strong>:</strong></em> AM PM</td>
<td>Time: <em><strong>:</strong></em> AM PM</td>
<td>__ Person having knowledge</td>
</tr>
</tbody>
</table>

7. WITNESS STATEMENT

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signature of Witness  Investigator’s Signature  Name of Translator (if required)
### 9. PREVENTIVE ACTION TAKEN

- [ ] Workplace inspection
- [ ] Re-assignment of person
- [ ] Installation of guard
- [ ] Disciplinary measure taken
- [ ] Repair or replacement
- [ ] Improve design/method
- [ ] Check with manufacturer
- [ ] Incident under investigation
- [ ] Re-training
- [ ] Review correct procedure
- [ ] Correction of congestion
- [ ] other: __________________
- [ ] Use safer materials
- [ ] Policy/procedure change
- [ ] Consult with JHSC

### 10. ADDITIONAL DETAILS

____________________________________________________________________________
____________________________________________________________________________
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<table>
<thead>
<tr>
<th>Investigators Name</th>
<th>Date</th>
<th>Time</th>
<th>Investigator’s Signature</th>
</tr>
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<tbody>
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<td><strong>/</strong>/____</td>
<td><strong>:</strong> AM PM</td>
<td>________________________</td>
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<tr>
<td>Day Month Year</td>
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Page 4 of 4
# MONTHLY INJURY LOG

<table>
<thead>
<tr>
<th>Month: Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>date of Incident</th>
<th>date Reported</th>
<th>Employee Name</th>
<th>Nature of Injury</th>
<th>Part of Body Injured</th>
<th>No Injury</th>
<th>First Aid</th>
<th>Health Care</th>
<th>Lost Time</th>
<th>Last day worker</th>
<th># of lost days</th>
<th>Year to Date</th>
<th>Comments</th>
</tr>
</thead>
</table>

## New Incidents or Claims

## Previous Ongoing Claims

## Total

| Same Period Last year | | | | | | | | | | | |

**Comments**
10.10 RECOMMENDATIONS

The person(s) or Joint Health and Safety Committee conducting the investigation shall consider what needs to be accomplished in order to eliminate or reduce the possibility of a similar injury/incident from occurring. The recommendations shall focus on, but are not limited to:

- Assign responsibility for corrective action.
- Policy/procedure revision or development.
- Training or re-training.
- Equipment repair, maintenance or replacement.
- Improved supervision/management.

The recommendations will focus on corrective actions to all the contributing factors that have been identified. Responsibilities will be assigned to the related workplace parties based on knowledge. Recommendations will be recorded and must specify the following:

- What the recommendation is.
- Why the recommendation was presented.
- How the corrective action is to be taken.

Once a recommendation is accepted, it is important to ensure the recommendation is acted upon. Actions must be documented, and include:

- What has been done:
- Who completed the actions?
- When the actions were completed.

10.11 NOTIFICATION REQUIREMENTS

In the event of an injury/incident, the following internal and external reporting requirements must be adhered to.

A prompt announcement following an injury/incident has several benefits including:

- Increases safety awareness.
- Actions can be taken before there are other incidents.
- Helps employee relations by providing facts rather than distortions.
10.11.1 INTERNAL REPORTING REQUIREMENTS

- Department supervisor immediately.
- The Joint Health and Safety Committee.
- Health and safety coordinator.
- Early and safe return to work coordinator. President.

10.11.2 EXTERNAL REPORTING REQUIREMENTS

- Critical injury or fatality - Ministry of Labour. Immediately, by phone and separate written report required within 48 hours.
- Fire or explosion - Ministry of Labour.
- Environmental release - Ministry of the Environment
- WSIB, within 72 hours, if worker loses time, seeks medical treatment or earns less than regular pay.
Section 11: Senior Management Team

11.1 INTRODUCTION

A key factor in the success of the health and safety program at Viana Roofing and Sheet Metal Limited is senior management commitment.

The senior management at Viana Roofing and Sheet Metal Limited is committed to the prevention of occupational illness and injury in the workplace. Viana Roofing and Sheet Metal Limited is responsible for implementing and maintaining a safe and healthy work environment for all employees and in compliance with legislated requirements.

11.2 CONTINUOUS IMPROVEMENT PLAN

The senior management at Viana Roofing and Sheet Metal Limited will initiate and maintain a plan for continuous improvement of the health and safety program. The continuous improvement plan will address:

- Relevant goals to be achieved according to Viana Roofing and Sheet Metal Limited’s needs.
- Target dates for progress review and completion of each goal.
- Resources required to accomplish each goal.
- The objectives of the health and safety program are as follows:
  - To provide a safe and healthy working environment for all employees.
  - To minimize or eliminate hazards associated with work processes.
  - To minimize or eliminate damage to property and equipment.
  - To ensure that the highest levels of health and safety are achieved through a comprehensive health and safety program and promotion of safety and wellbeing of all employees.
  - To reduce the number of unsafe acts and conditions, thereby reducing the number of accidents, before the annual review of the program.
  - To ensure a health and safety training needs review is conducted annually.

Additional specific goals and objectives relating to health and safety will be recorded using the Health and Safety Goals and Objectives Form.

Management of Viana Roofing and Sheet Metal Limited will prepare a written occupational health and safety program and review it annually with the Joint Health and Safety Committee. It is the responsibility of management to ensure that the program is implemented, maintained and communicated to ensure a safe working environment.

All improvements to Viana Roofing and Sheet Metal Limited’s health and safety program will be recorded, and the successes will be communicated to all employees by posting information on each health and safety bulletin board or where necessary, through a training or orientation session.
## HEALTH AND SAFETY GOALS AND OBJECTIVES

<table>
<thead>
<tr>
<th>Objective</th>
<th>Procedure</th>
<th>Assigned Responsibility</th>
<th>Target Date</th>
<th>Follow-up</th>
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Use as many lines as required
11.3 HEALTH AND SAFETY TRENDS

The continuous improvement plan will be based on current health and safety trends such as:

- Injury/illness cause.
- Workplace inspections.
- Injury/incident investigations.
- Hazard reports.
- Work refusal reports.
- The Joint Health and Safety Committee recommendations.
- All other health and safety information available.

Health and safety trends will be reviewed at the regularly scheduled Joint Health and Safety Committee meeting.

Improvement opportunities from the above list will be included as goals in the health and safety program’s continuous improvement plan.

11.4 RECOMMENDATIONS

Recommendations that relate to well defined problems and which are logical, supported by facts, and practical, are the ones most likely to be acted upon by the employer.

The Joint Health and Safety Committee should include references to the Occupational Health and Safety Act, related regulations and related standards and guidelines as much as possible when making a recommendation.

Recommendations must be made in writing to the employer using the JHSC Recommendation Form.

The employer will respond in writing within twenty-one (21) days. If the employer agrees, a timetable for implementation must be included. If the employer does not accept a recommendation, the reasons must be given.
# TOOLBOX TALK RECORD

**Topic:**

**Date:**

**Facilitator:**

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<tr>
<th>Print Name</th>
<th>Sign Name</th>
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Page: 1 of 1
11.5 COMMUNICATION

All information concerning occupational health and safety will be communicated by management and the Joint Health and Safety Committee on a regular basis. Management and the Joint Health and Safety Committee will regularly monitor each health and safety bulletin board to ensure all health and safety information is posted and updated.

Postings on each health and safety bulletin board shall be updated as necessary. Each health and safety bulletin board must be included in the Joint Health and Safety Committee monthly inspection to ensure all postings are current. All communication will be recorded.

The communication program addresses the following:

- Review of health and safety program components.
- Injury/incident trends.
- Investigation reports.
- Claims experience reports.
- Inspection reports.
- The Joint Health and Safety Committee minutes. Early and safe return to work participant summary.
- New health and safety legislation.
- MOL inspection reports.
- Continuous improvement plan progress.

11.6 OFF THE JOB SAFETY

Viana Roofing and Sheet Metal Limited will maintain a program for off the job safety. Off the job safety promotes health and safety as an overall cultural benefit not specifically related to the workplace. The program will communicate, on current issues, by one or more of the following methods:

- Poster program.
- Newsletters Or payroll inserts.
- Safety talks.
- Electronic messages
- Health and safety bulletin board(s).
11.7 INTEGRATION

The management at Viana Roofing and Sheet Metal Limited will ensure integration of the health and safety program to all aspects of the organization through the following methods:

- Inspections, including manager/supervisor, the Joint Health and Safety Committee, operator pre-use and senior management.
- Appropriate training.
- Thorough investigation of incidents.
- Company wide application of the health and safety program requirements.
- Employees’ participation.

11.8 PROGRAM REVIEW

The existing health and safety policy and program will be reviewed at least annually. This will be done to meet the requirements of Section 25 (2)(j) of the Occupational Health and Safety Act and to ensure all programs, policies and procedures are in line with current legislated requirements.

All managers and supervisors will be notified of the results of the review and will be orientated on the changes to the program. Included in this review will be an analysis of all senior management inspections, manager/supervisor inspections, the Joint Health and Safety Committee inspections, and operator pre-use inspections. The purpose of this review is to identify any ongoing or reoccurring problems as well as to determine if the incidence rate of unsafe acts or conditions are on the rise.

The health and safety program changes will be documented and will receive an identifier. There will be a controlled copy available.

Viana Roofing and Sheet Metal Limited will ensure all health and safety program changes are communicated.
Section 12: Early & Safe Return to Work

12.1 INTRODUCTION

The purpose of an early and safe return-to-work program is to adhere to legislated requirements and to re-employ the worker as soon as possible to ensure a minimum of claim costs.

Modified work is of utmost importance in ensuring the timeliest return to regular duties for the injured worker. Workers who are provided with modified duties are more likely to return to their pre-injury jobs in a shorter period of time and with fewer continuing compensable problems.

Modified work is any job, task or function that may be performed safely by a worker who suffers from diminished capacity resulting from a work-related injury/illness. The modified duties must not present the possibility of re-injury/aggravation to the worker and must not allow the possibility of any risk to other workers in the workplace. The work must also be productive and have value.

A modified work program is a strategy, which provides structure and organization to the return of injured workers to the workplace. This program should be part of the company policy, thereby recognizing the employer's responsibility and participation in the effective rehabilitation of all injured workers.

12.2 ROLES AND RESPONSIBILITIES

Following the implementation of Bill 99, both the employer and the injured worker have added responsibilities. While the employer is now expected to be self-reliant, the worker is expected to cooperate in all aspects concerning his/her return to work.

12.2.1 EMPLOYER

- The first responsibility of the employer is to ensure that the injured worker receives prompt medical attention in the event of an injury/illness occurring at the workplace. The employer is responsible for the cost of transporting an injured worker to a medical facility.

- An Employer’s Report of Injury/Disease - Form 7, must be completed for all injuries where the injured worker receives health care, has earned less than a regular days salary, has been performing modified work (at regular pay) for more than seven calendar days or loses time from work.

- An accident investigation must be conducted, if applicable, and any recommendations to prevent a reoccurrence must be documented.

- The injured worker shall be paid full wages for the entire shift that he/she was scheduled to work on the day of the accident.
• The employer should offer the injured worker modified work in writing as soon as possible.

12.2.2 PROGRAM COORDINATOR

• The program coordinator will ensure that the claims management program is monitored properly and that there is regular communication with all injured workers.

• It is the responsibility of the program coordinator to ensure that the doors of communication remain open. If an injured worker is off work or performing modified duties, the program coordinator must provide the worker with the appropriate forms to be completed by the worker’s treating physician. As well, it is the program coordinator’s responsibility to make sure that the worker understands what the forms are and why they are necessary.

12.2.3 INJURED WORKER

• Workers must report all work-related injuries/illnesses to their supervisor as soon as possible. If further medical attention is required, the worker must be taken to the first aid station or an appropriate health care facility if required.

• If the injured worker requires medical attention outside of company premises, he/she must take the Functional Abilities Form to the medical practitioner. The worker must also advise the medical practitioner that modified duties are available. It may be advisable to have a Job Task Analysis Form completed and available for each job within the firm.

• If a worker seeks medical help after leaving the workplace, as a result of a workplace injury/illness, he/she must inform the employer as soon as possible after seeing the physician.

• If a worker is advised by the doctor to remain off work, he/she must advise the employer as soon as possible. A Functional Abilities Form will be forwarded to the injured worker to be completed by the treating physician at the earliest opportunity (if not already completed).

• Workers are expected to cooperate with the employer in the completion of any company or WSIB forms regarding the workplace injury/illness.

12.2.4 HEALTH CARE PROVIDER

When an injured worker visits his/her health care provider, the worker must be accompanied by a Functional Abilities Form. It is the role of the health care provider to complete this and any other
WSIB form in order to help facilitate a return to work (either regular duties or modified/alternative duties). A copy of these forms will be returned to the WSIB, the worker and the employer.

As a fee is paid to the health care provider to complete these forms, the form must be completed thoroughly and legibly. The employer will use the information provided on these forms to bring the worker back to work safely and without further physical aggravation.

### 12.2.5 WSIB

It is important that once a worker is physically capable of returning to some form of work, that the employer makes a modified work offer in writing. A copy of the offer must be sent to the Claims Adjudicator.

If the employer makes a suitable offer of modified work, the injured employee is expected to accept this offer. If the employee refuses the offer, it is then the responsibility of the adjudicator to make a ruling on the suitability of the work offered. If the adjudicator finds that the offer was legitimate, any time lost after the date of the offer will not be paid for by the WSIB.

As well, it is the responsibility of the adjudicator to ensure that the worker’s health care provider is actually providing the documentation necessary to facilitate the worker’s return. As the employer cannot communicate with a health care provider without the worker’s permission, the adjudicator can speak with the health care provider and get any information necessary.

### 12.3 PROCEDURES

It is extremely important that when a work related injury occurs that the worker obtains and be given immediate first aid and care. The health and safety of the worker and all others is the foremost concern at this time. In the event of a workplace injury/illness, the following procedure must be followed:

- If able, the injured worker shall obtain all the necessary documents and forms, including a Functional Abilities Form, from their supervisor as per the Injury/Incident Reporting Policy.

- The injured worker and any witnesses must complete a written statement. It is advised that if possible, the worker complete the form personally. The balance of the documentation is to be turned over to the attending physician.

- All forms must be completed in their entirety and returned to the company in a timely manner. This will ensure prompt reporting to the Workplace Safety and Insurance Board. Any extra costs will be borne by the company.

Further medical assessments by specialists may be required by Viana Roofing and Sheet Metal Limited or the Workplace Safety and Insurance Board from time to time.

Each time a physician is seen or the injured worker’s condition changes, the Claim Consent Form and Functional Abilities Form, or the equivalent must be completed and immediately forwarded to management.
The worker’s full cooperation, participation and commitment at these times and throughout the program is essential and required by the Workplace Safety and Insurance Act (WSIA).

Early and safe return-to-work programs are individualized to meet the injured worker’s needs. The program coordinator will assist, when required, in establishing the necessary programs and plans. After changes to the work and/or workplace, a thorough analysis is done to assure worker/task compatibility and the health and safety of the worker and their co-workers. Placement in programs must not pose a health or safety hazard to the injured worker or co-workers.

A supervisor or an appropriate designate, is assigned to provide the worker with job instructions, training and evaluation. The worker and the program coordinator must agree to the performance standards by which the worker is to be evaluated.

The early and safe return-to-work program terms are negotiated and all involved parties including the physician reach a consensus. The plan sets out the objectives, programs, activities and time frames necessary to bring the worker back to work, or as close as possible, to the pre-injury earnings profile. Such a plan may be periodically changed depending on the worker’s progress and available work.

Modified work, which is a part of the early and safe return-to-work program, is specifically designed to help workers re-adjust to employment so they can gradually improve their physical capabilities, and increase their tolerance. Such a program will also give all parties involved an opportunity to observe how the worker prepares and copes with the assigned tasks.

### 12.4 CONTACT WITH INJURED WORKER

The employer must contact an injured worker as soon as possible after learning of a workplace injury/illness. It is the employer’s responsibility to maintain contact throughout the worker’s recovery period.

By maintaining contact with an injured employee, the employer will have an easier time getting the information needed from the worker in order to safely bring him/her back to the workplace.

It is suggested that a worker off with a serious injury should be contacted once a week. A log should be kept by the employer to track the following:

- Date of contact.
- General comments regarding worker’s present physical status.
- Date of next doctor’s appointment.

By staying in contact with the worker, the employer will always know when to follow up regarding the most recent doctor’s appointment. As a Functional Abilities Form should be given when the worker is scheduled to see his/her doctor, the employer will easily be able to offer modified work based on restrictions given, therefore cutting down the amount of lost time.
ESRTW PROGRESS REPORT

Name of Injured Worker: ____________________________________________
WSIB Claim Number: ______________________________________________

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12.5 MEDICAL MONITORING AND TREATMENT

An employer cannot directly contact a worker’s health care provider without the worker’s permission. In order to ensure that the worker’s injury is progressing, the employer can provide the worker with a new Functional Abilities Form for every doctor’s visit. Once this form is received, the health care provider is obligated to complete the form and give copies to the WSIB, the worker, and the employer.

On the Functional Abilities Form, there is a space for the treating physician to recommend the amount of hours that the worker is capable of performing job duties, and the estimated duration for restrictions given. Using the information from these two places, the employer may determine when a follow up Functional Abilities Form is needed.
ESRTW LETTER TO DOCTOR

Date: __________________________________________

Doctor’s Name and Address: __________________________________________

Dear Doctor’s Name: __________________________________________

Re: __________________________________________

(Worker’s Name and Injury Date)

Please be advised that at Viana Roofing and Sheet Metal Limited, we are very committed to providing suitable modified duties to assist our workers in their recovery from injury/illness. Our Modified Work Program has been developed in conjunction with guidelines established by the Workplace Safety and Insurance Board (WSIB).

In order to successfully implement this program, we respectfully request your assistance. Please complete the enclosed Functional Abilities Form to enable us to determine the work activities, which will be most suitable for Worker’s Name. We will accommodate any restrictions you feel are necessary during the recovery period. Our aim is to rehabilitate our injured workers to their pre-injury conditions in the shortest time possible and your prognosis for a return to full duties is greatly appreciated.

We thank you in advance for your cooperation in assisting us with the rehabilitation of our workers. Please fax this form directly to our office at: Fax Number, as soon as possible. This will ensure that any applicable restrictions are appropriately observed. Any billing for completion of this form can be forwarded to our offices for payment.

Sincerely,

______________________________  _________________________

(Name and Position)  

c.c.WSIB
12.6 PROVISIONS FOR MODIFIED WORK

Modified work is any job, task or function that may be performed safely by a worker who suffers from diminished capacity resulting from a work-related injury/illness. The modified duties must not present the possibility of re-injury/aggravation to the worker and must not allow the possibility of any risk to other workers in the workplace. The work must also be productive and have value.

The employer can illustrate their commitment to the Early and Safe Return to Work Program by agreeing to the worker participating in a work hardening or transitional work program. Work hardening refers to when an injured employee is partially performing some of their pre-injury activities until being able to completely perform their pre-injury activities. Transitional work refers to when an injured employee is temporarily performing activities other than their pre-injury activities during the recovery period of their work-related injury. The employer in consultation with the injured worker shall determine what form of modified work is most appropriate to the circumstances at hand.

A modified work program is a strategy, which provides structure and organization to the return of injured workers to the workplace. This program should be part of the company policy, thereby recognizing the employer’s responsibility and participation in the effective rehabilitation of all injured workers.

When a worker is physically capable of returning to some form of employment, it does not necessarily have to be modified work. If the worker’s pre-injury job does not conflict with any medical restrictions given, there is no reason to find alternative work. As well, a worker can return to the workplace in any capacity (any department within the business) as long as the worker is not at risk of further injury either to themselves or anyone else.

It is important to record what modified job the worker returned to and for what length of time. After two weeks of modified work, it is suggested that the worker return to his/her health care provider for completion of a follow up Functional Abilities Form. As the worker progresses, the employer should be able to see fewer and fewer restrictions.
ESRTW OFFER (IMMEDIATE)

Date: ____________________________________________________________

Worker’s Name and Address: __________________________________________

Dear ____________________________________________________________

(Worker’s Name)

It has come to our attention that you have injured your Name of Body Part at work today. We are able to offer you modified duties starting immediately while you recover from your injury.

We understand that you may need some time to recover. Therefore, the work we are offering you will have the following restrictions: (Use restrictions from Standard Restriction List)

1. ____________________________________________________________________
2. ____________________________________________________________________
3. ____________________________________________________________________

We have modified work available for you in our Department Name. You will not be expected to perform any duties that will conflict with any of the restrictions listed above. This work is available to you at no wage loss on a full time basis.

We look forward to assisting you with your Early and Safe Return to Work and please keep us advised of your progress. Should you require any additional modifications please do not hesitate to contact the undersigned and we will work with you to overcome any difficulties.

Sincerely,

Name and Position
__________________________________ __________________________

__ Accept   __ Decline (Please give reasons below)

 ____________________________________ __________________________
Worker’s Signature            Date

Reasons:
__________________________________________________________________
__________________________________________________________________
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__________________________________________________________________

c.c. WSIB
ESRTW OFFER (FAF RECEIVED)

Date: __________________________________________

Worker’s Name and Address: _______________________________________________________

Dear ___________________________________________________________________________

(Worker’s Name)

We are writing to offer you modified duties to assist in your rehabilitation from your work-
related injury. Your treating physician has advised us that you are capable of returning to
modified duties, effective immediately.

Your physical restrictions, as determined by your doctor are as follows: (Use restrictions from FAF)

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

We have modified work available for you in our Department Name. You will not be expected to
perform any duties that will conflict with any of the restrictions listed above. This work is
available to you at no wage loss on a full time basis.

Therefore, please report to Supervisor’s Name on Starting Date and Time. It is anticipated that
you will require modified duties for Number of Days and then you will be able to return to your
regular employment, barring any unforeseen circumstances.

We look forward to assisting you with your Early and Safe Return to Work and please keep us
advised of your progress. Should you require any additional modifications please do not hesitate
to contact the undersigned and we will work with you to overcome any difficulties.

Sincerely,

____________________________________________________
Name and Position

__ Accept  __ Decline (Please give reasons below)

____________________________________________________
Worker’s Signature Date

Reasons:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

C.c. WSIB
12.7 REINTEGRATION

When an injured worker returns to the workplace, there are benefits to both the worker and the employer. Reintegration into the workplace benefits the worker in the following ways:

- Speedier rehabilitation.
- Helping the worker maintain contact with the workplace.
- Reduction of time required for the worker’s successful return to full work capacity.
- Helping the worker maintain dignity and self-respect.
- Providing job security.

Reintegrating an injured worker into the workplace benefits the employer in the following ways:

- Maintains productivity through the use of qualified employees.
- Eliminates the non-recoverable costs of training new employees.
- Reduces the costs involved in hiring and training replacement workers.
- Reduces WSIB costs utilized for experience rating purposes.
- Improves company morale.

12.8 REPORTING REQUIREMENTS

When an injured worker returns to the Workplace in any capacity following an injury/illness, the return must be reported to the WSIB. If it is financially possible to return a worker to modified duties while maintaining the worker’s pre-injury wages, the WSIB will stop paying any temporary compensation benefits. This will cut the costs utilized for experience rating purposes.

12.8.1 EMPLOYER

An employer is obligated to report an injury/illness to the WSIB under the following circumstances:

- If there is lost time incurred (beyond the date of the injury).
- If the worker receives health care.
- If the worker is performing modified duties at less than pre-accident wages.
- If the worker is performing modified duties (at pre-injury wages) is excess of seven calendar days.
When a worker returns to modified/alternative duties, the WSIB must be informed of the following:

- Date of return.
- Hours scheduled (Full day? Half day? Graduated hours beginning with 2 hours per day?).
- Wages to be paid (Pre-injury pay? Pay only for hours worked? Reduced wages).
- Changes in the job tasks/duties.
- Worker’s failure to cooperate (unexplained absences).
- Inform the WSIB when the worker is able to return to pre-accident job with regular hours and wages.

Health care includes:

- Services requiring the professional skills of a health care practitioner (doctor, nurse, chiropractor or physiotherapist).
- Services provided at hospitals and health care facilities.
- Prescription drugs.

12.8.2 WORKER

A worker is required to report an injury/illness to their supervisor immediately upon realization of an injury/illness.

12.9 DOCUMENTATION

Once the Functional Abilities Form has been completed by the injured worker’s physician, it must be returned to the employer as soon as possible to ascertain the specific restrictions and determine if modified job duties are in order.

- A completed copy of the Job Task Analysis form should be attached to the Functional Abilities Form to ensure that the doctor is aware of the worker’s pre-injury job duties.
- A written offer of modified work should be made to the injured worker, noting that the applicable restrictions are being observed. The Modified Work Agreement form shall be used for this purpose and may be accompanied by a personalized letter.
- A selection of job duties, which observe the injured worker’s restrictions, should be identified and set out to establish a strategy for a progressive return to the worker’s usual job function.
- A tentative schedule of progression and medical re-evaluation should be arranged to assess the injured worker’s progress and to determine subsequent work assignments.
Section 12: Early & Safe Return to Work

- Once a worker is declared fit for his/her regular job duties, he/she should be removed from the program.
- All workers shall be made aware of the expected steps and results of this plan.
13.1 INTRODUCTION

The Workplace Hazardous Materials Information System (WHMIS) is a major response to Canadian worker’s right to know more about safety and health hazards of materials used in the workplace.

WHMIS legislation provides workers, employers and suppliers nationwide with specific vital information about hazardous materials (called controlled products in the legislation).

The key requirements of WHMIS are:

- Labels - alerts workers to the identity and dangers of products and to basic safety precautions.
- Material Safety Data Sheets (MSDS) - technical bulletins which provide detailed hazard and precautionary information.
- Worker education and training programs.

WHMIS was designed to inform anyone who is exposed to hazardous materials in their workplace as well as the health effects (long and short term) and the appropriate precautions to be used when handling, storing and disposing of such hazardous materials.

WHMIS is comprised of both federal and provincial legislation that is implemented in each province and territory.

The main purpose of the federal legislation is to ensure that all suppliers have available at all times health and safety information regarding the hazardous materials they produce and sell to employers.

The main purpose of the provincial legislation is to ensure that all employers obtain information about the hazardous materials they have purchased for the use in their workplace and that this information is passed on to the worker. The development of this legislation evolved with the joint co-operation of labour, industry and government.

13.2 LABELS

A label can be any sign, device, stamp, seal, sticker, ticket, tag or wrapper that appears on a hazardous material to provide the user with basic information on how to safely handle the product. The two different types of labels that can be found in the workplace are described below.

13.2.1 SUPPLIER LABEL

Has a distinctive cross hatched border. This label is placed on the product prior to it leaving the place in which it was manufactured.
13.2.2 WORKPLACE LABEL

This type of label is used when a controlled product has been received without a proper supplier label or when the product is being decanted to a smaller container (i.e. a 4 gallon container of window cleaner is received and then decanted to smaller bottles for easier handling).

Workplace labels are required for WHMIS controlled products whose original supplier label have been damaged or is missing.

13.3 MATERIAL SAFETY DATA SHEETS

The Material Safety Data Sheet provides detailed information on a hazardous material or chemical product. The Material Safety Data Sheet is required in addition to the label. The label first alerts the worker that the product they are about to use is hazardous, while the Material Safety Data Sheet provides the worker with additional specific information.

Nine categories of information are required on a Material Safety Data Sheet whether developed by the supplier, or the employer for the workplace produced products. No category of the Material Safety Data Sheet can be omitted. The categories are as follows and may not necessarily appear in this order:

- Product Information.
- Hazardous Ingredients.
- Physical Data.
- Fire or Explosion Hazard.
- Reactivity Data. a Toxicological Properties.
- Preventive Measures.
- First Aid Measures.
- Preparation Information.

Material Safety Data Sheets must be posted in a conspicuous place where all workers have access and must be no more than three years old. A hazardous material inventory will be maintained by Viana Roofing and Sheet Metal Limited The hazardous material inventory will be reviewed on an annual basis.
## HAZARDOUS MATERIAL INVENTORY

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13.4 WORKER EDUCATION

Viana Roofing and Sheet Metal Limited will provide WHMIS training for all workers where required by legislation. Trained workers recognize what hazardous products are in the workplace and know proper precautions to take when handling, using and storing these products.

Viana Roofing and Sheet Metal Limited has a general duty to educate workers who are exposed or likely to be exposed to a controlled product. In addition, Viana Roofing and Sheet Metal Limited is obligated to consult the Joint Health and Safety Committee if there is one, or a worker health and safety representative, about the content and delivery of the education program.

The worker education program must include the following topics:

- Labels - the information required, the purpose of the information and the significance of the information.
- Modes of identification when used at the workplace instead of labels.
- Material Safety Data Sheets - the information required, the purpose of the information and the significance of the information.
- Procedures for the safe use, storage, handling and disposal of a controlled product, including a controlled product in a piping system or vessel.
- Procedures to be followed where fugitive emissions are present.
- Procedures to be followed in case of an emergency involving a controlled product.
13.5 CLASSIFICATION

A hazardous material is any product, material or substance that falls into any of the six hazard classes described below as a controlled product (note: Class D has 3 divisions).

- Class A - Compressed Gas

- Class B - Flammable and Combustible Material

- Class C - Oxidizing Material

- Class D - Poisonous and Infectious Material
  - D1 - Materials Causing Immediate and Serious Toxic Effects
  - D2 - Materials Causing Other Toxic Effects
  - D3 - Biohazardous Infectious Material

- Class E - Corrosive Material

- Class F - Dangerously Reactive Material
Section 14: Emergency Preparedness

14.1 INTRODUCTION

An emergency can include any of the following circumstances that may require a halt to business or an evacuation of the premises:

- Fire or explosion.
- Chemical spills.
- Medical emergency.
- Power failure.
- Gas leak.
- Bomb threat.
- Natural disaster.
- Workplace violence.

The purpose of this section is to ensure the preparedness of Viana Roofing and Sheet Metal Limited in the event of an emergency. This section outlines an effective response plan that minimizes the potential risk to employees, contractors, visitors, the community, the building, equipment, property and the environment.

A formal record of training will be maintained to demonstrate that all training requirements have been met.

14.2 RESPONSIBILITIES

14.2.1 MANAGERS

Managers are responsible for ensuring that the building is equipped with all emergency protection equipment required under the relevant legislation. Viana Roofing and Sheet Metal Limited managers must:

- Purchase and make available in the workplace fire detection and/or suppression equipment (i.e. fire extinguishers/hoses, pull stations, etc.).
- Develop and implement an emergency evacuation plan.
- Ensure inspections of fire detection/suppression equipment are carried out as required.
- Review this procedure following each emergency situation to determine if changes are required.
- Coordinate maintenance requirements as described in the plan and conduct an annual fire evacuation drill.
• Delegate the responsibility and authority for this procedure appropriately during their absence.

14.2.2 SUPERVISORS

Supervisors are the initial representatives of the company in the event of an emergency. All supervisors must:

• Take appropriate preventative actions to minimize the risk of fire or emergency.
• Direct all communication (media inquiries) regarding an emergency situation to management.
• Ensure that this procedure is implemented and maintained and employees receive initial and on-going training.
• Ensure that emergency services have been contacted in the event of an emergency.
• Take a head count at their designated meeting area and report this management.
• Ensure that there is a person assigned to meet emergency services and direct them to the building.
• Authorize workplace re-entry in consultation with management and emergency services.
## EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBULANCE</td>
<td>911</td>
</tr>
<tr>
<td>POLICE</td>
<td>911</td>
</tr>
<tr>
<td>FIRE</td>
<td>911</td>
</tr>
<tr>
<td>LOCAL POLICE</td>
<td>416-808-1100</td>
</tr>
<tr>
<td>TRILLIUM HEALTH CENTRE</td>
<td>905-848-7800</td>
</tr>
<tr>
<td>POISON CONTROL</td>
<td>416-813-5900</td>
</tr>
<tr>
<td>ONTARIO PROVINCIAL POLICE (OPP)</td>
<td>1-888-310-1122</td>
</tr>
<tr>
<td>MINISTRY OF LABOUR</td>
<td>1-800-268-2966</td>
</tr>
<tr>
<td>MINISTRY OF ENVIRONMENT</td>
<td>1-800-265-7672</td>
</tr>
<tr>
<td>SPILLS ACTION CENTRE</td>
<td>1-800-268-6060</td>
</tr>
<tr>
<td>WORKPLACE SAFETY &amp; INSURANCE BOARD</td>
<td>416-344-1000</td>
</tr>
<tr>
<td>ENERSOURCE (HYDRO MISSISSAUGA)</td>
<td>905-273-9050</td>
</tr>
<tr>
<td>PEEL PUBLIC WORKS (EXT. 4410)</td>
<td>905-791-7800</td>
</tr>
<tr>
<td>ENBRIDGE GAS</td>
<td>1-888-447-4911</td>
</tr>
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### INTERNAL NUMBER

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>416-763-2664</td>
</tr>
<tr>
<td>Manuel DaCost</td>
<td>416-936-1664</td>
</tr>
<tr>
<td>Martin DaCost</td>
<td>416-936-1665</td>
</tr>
<tr>
<td>Manuel Bandeira</td>
<td>416-936-1666</td>
</tr>
</tbody>
</table>
14.2.3 WORKERS AND SUPPLIED LABOUR

All workers and supplied labour must:

- Follow the emergency procedures and avoid taking any unnecessary personal risks in the event of an emergency.
- Advise the supervisor of any special needs that they may have such as needing assistance with evacuation and medical conditions.
- Direct all communication (media inquiries) regarding the situation to management.
- Report directly to the designated meeting area for head count in the event of an emergency.

14.3 PREVENTIVE MEASURES

Viana Roofing and Sheet Metal Limited shall take reasonable fire safety and emergency prevention measures, including but not limited to:

- Compliance with federal and provincial fire prevention laws, insurance requirements and other requirements regarding the storage of flammable and combustible materials, electrical installations, building materials, and ventilation.
- Enforcement of Viana Roofing and Sheet Metal Limited no smoking policy.
- Monthly workplace inspections.
- Meeting health and safety training standards.
- Communication with local Fire, Police and Ambulance services.
- Installing and maintaining the appropriate number, type and size of portable fire extinguishers.
- Maintaining emergency lighting where required.
- Maintaining clear corridors, employee assembly points and emergency exits free from obstruction.
- Providing on-going training to all employees.
- Floor plan of facility.

Portable fire extinguishers and other equipment are checked, inspected and tested according to the maintenance requirements of the Fire Code. This is done as part of the monthly workplace inspection procedure.

The objective of this procedure is to provide emergency preparedness information sufficient to ensure that any emergencies are responded to in a manner that is accurate, timely, consistent, dependable, and adequate in situations that have the potential to affect life, and the health and
safety of any person. The process of hazard assessment will be ongoing to accommodate any changes in operations and personnel.

Any revisions to this procedure will be communicated to all employees through their supervisors and by posting on each health and safety bulletin board.

14.3.1 EMERGENCY. EQUIPMENT

A complete list of emergency equipment will be developed. A review will be conducted, at a minimum, annually, to determine if the current equipment is adequate and in the appropriate location. The review will also consider training requirements, as well as checks, inspections, replacement and calibration.

The list will include the following equipment:

- Fire extinguishers.
- Fire hoses.
- Fire alarm pull stations.
- Fire suppression systems.
- Eye wash stations.
- Deluge showers.
- First aid kits
- Emergency exits.
- Emergency lighting.
- Chemical spill kits.
- Electrical panels (circuit breakers).
- Gas shut off valves.
- Other emergency equipment specific to facility.

A formal record of training will be maintained to demonstrate that all training requirements have been met.
14.4  **FIRE DRILL**

The Ontario Fire Code requires that a fire drill be conducted every twelve (12) months for supervisory staff. Fire drills at Viana Roofing and Sheet Metal Limited will involve all employees, not just supervisors. It is essential that all employees are aware of their responsibilities during an emergency.

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures resulting in orderly evacuation with use of fire facilities. A formal record of training will be maintained to demonstrate that all training requirements have been met.

Advance notice will be posted, advising the date of these practice drills. The drills will be reported to the Fire Department. Fire drills will be conducted throughout the day to ensure that all shifts have participated in a drill. Following each drill, all persons of delegated responsibility, will attend a debriefing to report on their actions and the reactions of the occupants.

14.4.1  **FIRE EXTINGUISHER USE**

If the fire is small (and you are confident it can be easily controlled), use a fire extinguisher of suitable type. Always point the extinguisher at the base of the fire. Remember PASS:

- **P** Pull the safety pin at the top of the extinguisher.
- **A** Aim the nozzle, horn or hose at the base of the flames while holding extinguisher vertically.
- **S** Squeeze or press the handle to release the extinguisher agent.
- **S** Sweep from side to side at the base of the fire and at least six inches past the edges of the flames until completely extinguished.

Remember, fire spreads quickly! If you can’t find an extinguisher, or if you are unable to put out the fire for any reason, evacuate immediately. Your actions in the first few seconds are critically important. If the fire is out of control, leave the area immediately and initiate a fire emergency response.
## EMERGENCY EQUIPMENT RECORD

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher</td>
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<td>_____________</td>
</tr>
<tr>
<td></td>
<td>Other</td>
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</tr>
<tr>
<td>Fire Hoses</td>
<td>___________</td>
<td>______________</td>
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<tr>
<td>Fire Alarm Pull Stations</td>
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<td>______________</td>
</tr>
<tr>
<td>Fire Suppression Systems</td>
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<td>______________</td>
</tr>
<tr>
<td>Eye Wash Stations</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Deluge Showers</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>First Aid Kits</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Stretcher and Blankets</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Emergency Exits</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Chemical Spill Kits</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Self-Contained Breathing Apparatuses</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Electrical Panels (circuit breakers)</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Gas Shut Off Valves</td>
<td>___________</td>
<td>______________</td>
</tr>
<tr>
<td>Other:</td>
<td>___________</td>
<td>______________</td>
</tr>
</tbody>
</table>
FIRE DRILL RECORD

Person Conducting Drill: _______________________________________________________

Job Title: ________________________________________________________________

Date and Time of Drill: _____________________________________________________

Alarm Activated: __________________________________________________________

Description of Drill:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Event(s) Performed Well:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Event(s) Needing Improvement:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date and Time of Next Drill: ____________________________

Attendance: ________________________________________

Training: __________________________________________

Other: ____________________________________________
14.5 CHEMICAL SPILL

When a chemical spill occurs, action must be taken as quickly as possible to protect individuals in the area and to contain the spill. Small spills shall be dealt with immediately by the supervisor in charge according to the Material Safety Data Sheet (MSDS) for the product.

A chemical spill is defined as the following:

- Any hazardous substances that can compromise life safety, cause adverse health effects, cause property damage or cause environmental damage.

In the event of a chemical spill:

- Isolate the surroundings to prevent anyone from entering the area and remove anyone who may be in the vicinity.
- If toxic fumes are present, the supervisor will evacuate the building immediately.
- The supervisor will then do the following:
  - Contact 24 Hour - Canada Wide Emergency Response at 1 800 32 SPILL.
  - Place signs and caution tape to secure the area if necessary.
  - If it is safe to do so, place absorbent material near the area where the spill is moving.

Clean up the spill as per the requirements of the Material Safety Data Sheet.

14.6 MEDICAL EMERGENCY

In the event of a medical emergency the following will be adhered to:

- Evaluate the accident area to ensure that it is safe to render first aid.
- Do not move the victim unless greater danger exists.
- The first aid responder must provide first aid to the victim(s).
- Identify and evaluate the injury.
- Contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor’s office, hospital or home as required.
- At the time of the call, provide the following information:
  - Location of the injury scene.
  - Nature of the injury and the number of victims.
  - Stay on the phone until advised to hang up.
14.7 **POWER FAILURE**

In the event of power outage, the emergency lights will come on automatically throughout the facility. All employees shall use care and caution when exiting the building.

In the event of a power failure the following will be adhered to:

- Evaluate the area to ensure that it is safe.
- Do not move unless greater danger exists.
- Identify and evaluate the source of the power outage.
- If necessary, contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor’s office, hospital or home as required.
- At the time of the call, provide the following information:
  - Location of the power outage.
  - Nature of the injury and the number of victims, if any.
  - Stay on the phone until advised to hang up.
  - Send someone to notify management of the emergency.

After the emergency situation has subsided:

- Complete the Viana Roofing and Sheet Metal Limited Injury/Incident Investigation Report and conduct a thorough investigation including all details surrounding the accident. Included in the report will be recommendations to prevent a recurrence.

14.8 **GAS LEAK**

In the event of a gas leak the following will be adhered to:

- Evaluate the area to ensure that it is safe.
Section 14: Emergency Preparedness

- Identify and evaluate any injuries.
- If required, contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor’s office, hospital or home as required.
- At the time of the call, provide the following information:
  - Location of the gas leak.
  - Nature of any injuries and the number of victims.
  - Stay on the phone until advised to hang up.
  - Send someone to notify management of the emergency.

After the emergency situation has subsided:

- Complete the Viana Roofing and Sheet Metal Limited Injury/Incident Investigation Report and conduct a thorough investigation including all details surrounding the accident. Included in the report will be recommendations to prevent a recurrence.

14.9 BOMB THREAT

In the unlikely event of a bomb threat, which will normally be received over the telephone, the following procedures shall be followed:

- The receptionist shall immediately call 911 and when time permits, he/she will obtain as much information as possible regarding the situation talking to the caller.
- Once the caller has hung up, the receptionist shall notify:
  - Senior Vice-President
  - Supervisor.
  - Health and Safety Coordinator.
- Viana Roofing and Sheet Metal Limited management shall initiate an immediate building evacuation.
- The receptionist shall page the following announcement three (3) times:
  
  "ATTENTION!
  AN EMERGENCY CONDITION EXISTS!
  ALL PERSONNEL PLEASE EVACUATE TO THE EMPLOYEE PARKING LOT IMMEDIATELY."

- Employees and management shall follow the evacuation procedures upon hearing the announcement.
- Viana Roofing and Sheet Metal Limited management shall not permit re-entry until the building has been searched and declared safe by the bomb disposal unit.
If a bomb threat is received by any other means than the telephone, the person receiving the threat shall report it immediately to their supervisor. The supervisor shall then report it immediately to the president and health and safety coordinator.

14.10 NATURAL DISASTER

In case of a tornado or hurricane the facility management shall monitor the radio to determine if there is an extreme weather warning in place. All employees shall shut down any equipment/machinery they are using. Employees will then gather in the office area, trying to avoid rooms that have outside walls. Employees should also open all doors to help equalize pressure in the facility.

In case of an earthquake, employees in the shop should evacuate to the parking lot until the quake and aftershocks are over. Employees in the front office shall take cover under desks or in doorframes.

In the event of a flood, management must shut off the power to the building and turn off the supply lines to all the flammable gasses. Also, all compressed gas cylinders must be secured.

14.11.1 RISK ASSESSMENT

Viana Roofing and Sheet Metal Limited will conduct a Workplace Violence Risk Assessment to determine the level of risk in the workplace. This assessment should be conducted in cooperation with the employer, supervisors and employees. As well, the Joint Health and Safety Committee should be directly involved in the process.

A very useful method for assessing potential for workplace violence is through a risk assessment questionnaire. Organize and review the information you have collected. Look for trends and identify the occupations and locations that you believe are most at risk. Assess the results of the questionnaire and implement controls based on your findings.

14.11.2 WORKING ALONE

Workers working alone are at an increased risk of being the victim of workplace violence. Working alone includes employees who work by themselves or workers who work within a workplace with other employees but without regular contact with co-workers or supervisors. Working alone is increasing due to increase in technology, automation, sub-contracting and self-employment. Working alone involves special situations, which may include working outside of normal hours or late at night.

The Workplace Violence Risk Assessment will address the issue of working alone. If there are employees working alone within the organization, Viana Roofing and Sheet Metal Limited will
ensure measures are implemented to protect those working alone (i.e. two-way communications and routine status checks).

14.12 BUILDING EVACUATION PROCEDURE

In the case of an emergency that requires the evacuation of the building (i.e. fire, gas leak, etc.) an employee should be sent to the office area to notify the receptionist to make an evacuation page. The receptionist will also be responsible for calling 911 if it is safe for him or her to do so from the office. If it is not safe then they must make the call from the nearest safe location. Employees also have a duty to inform workers in their immediate area of the danger and the necessity to evacuate. If this situation occurs, employees are to do the following:

- The receptionist shall page the following announcement three (3) times:

  **ATTENTION!**

  AN EMERGENCY CONDITION EXISTS!

  ALL PERSONNEL PLEASE EVACUATE TO THE EMPLOYEE PARKING LOT IMMEDIATELY.”

- Shut off any equipment/machinery they are using.
- Leave the building through the closest emergency exit. All employees once outside are to assemble and remain at the front parking lot.
- If it is not safe for the employees to remain at the front parking lot, or if injured workers need shelter from the weather, then all employees will proceed to the nearest building.
- Once assembled, a member of Viana Roofing and Sheet Metal Limited’s office staff is to perform a roll call to ensure that all personnel have successfully evacuated the building.
- If an employee is missing from the roll call, emergency response personnel are to be informed immediately.
- Trained first aid personnel will attend to all injured employees while waiting for emergency services.
- A fire/emergency evacuation drill must be conducted each year.

The circumstances of each emergency situation must be recorded using the Viana Roofing and Sheet Metal Limited Incident or Accident Investigation Form.

- If an injury or illness is involved, please refer to First Aid Treatment for Work Related injuries.

Forward a copy of all completed reports to the health and safety coordinator and the Joint Health and Safety Committee.

The evacuation procedure shall be tested, and assessed, at a minimum, on an annual basis.
14.13 SITE EMERGENCY PREPAREDNESS

The objective of this procedure is to provide emergency preparedness information sufficient to ensure that any emergencies are responded to in a manner that is accurate, timely, consistent, dependable, and adequate in situations that have the potential to affect life, and the health and safety of any person. The process of hazard assessment will be ongoing to accommodate any changes in operations and personnel.

Any revisions to this procedure will be communicated to all employees through their supervisors and by posting on the health and safety bulletin board. Viana Roofing and Sheet Metal Limited shall take reasonable fire/emergency prevention measures while on site, including but not limited to:

- Compliance with federal and provincial fire prevention laws, insurance requirements and other requirements regarding the storage of flammable and combustible materials, electrical installations, building materials, and ventilation.
- Enforcement of Smoking Policy.
- Monthly workplace inspections.
- Meeting health and safety training standards.
- Communication with local Fire Department, Police and Ambulance services.
- Installing and maintaining the appropriate number, type and size of portable fire extinguishers.
- Providing on-going training to all employees.

Portable fire extinguishers and other equipment are checked, inspected and tested according to the maintenance requirements of the Fire Code. This is done as part of the monthly workplace inspection procedure.

When acting as constructor, Viana Roofing and Sheet Metal Limited will assign gathering points for an emergency when the project commences and convey this information to all trades. A notification system will be set up by using an air-horn on site to let all trades know that and evacuation is necessary. In addition, Viana Roofing and Sheet Metal Limited will provide access to a telephone at all times while trades are on site.
EVACUATION PROCEDURE SIGN

IF YOU DISCOVER A FIRE

1. Consider using a fire extinguisher if the fire is small and contained to a specific area. If the fire is large, do not attempt to extinguish it.

2. Leave the fire area and notify your supervisor immediately, closing all door behind you.

3. Exit the building through the nearest emergency exit, pulling the nearest fire pull station, and report directly to your designated meeting area.

4. The supervisor will be responsible for informing the receptionist of the emergency situation and alerting all staff to evacuate the building.

5. Do not re-enter the building for any reason, until the all clear signal has been given.

UPON HEARING THE ALARM

1. Leave the building by the nearest emergency exit, closing door behind you.

2. Do not re-enter the building for any reason, until the all clear signal has been given.

COMPANY ADDRESS

Viana Roofing & Sheet Metal Ltd.
74 Advance Road
Toronto, Ontario
M8Z 2T7

ADDITIONAL NOTES

If doors are encountered on the way to an exit, feel door knob and surface for heat before opening. If door is not hot, brace yourself against the door and open slightly. If air pressure is hot of draft is encountered, close door quickly and proceed to alternate exit. If smoke is encountered in stairway, re-enter floor and use alternate exit.

All building occupants are required to assemble in the front parking lot and immediately report to their supervisor. All superiors will do a head count for all individuals in their department. Any missing individuals are to be reported to the Fire Department. No one is to re-enter the building for any reason until declared safe by the Fire Department.
14.14 SITE EVACUATION PROCEDURE

In the case of an emergency that requires the evacuation of the site (i.e. fire, gas leak, etc.) an employee should be sent to the office area to notify the site supervisor to start an evacuation. If this situation occurs employees are to do the following:

- Shut off any equipment and tools that they are using.
- Leave the site through the closest exit. All employees once outside are to assemble at the sites designated rally point.
- Once assembled, a member of Viana Roofing and Sheet Metal Limited’s supervisory staff is to perform a roll call to ensure that all personnel have successfully evacuated the site.
- If an employee is missing from the roll call, emergency response personnel are to be informed immediately.
- Trained first aid personnel will attend to all injured employees while waiting for emergency services.
- A fire/emergency evacuation drill must be conducted each year.

The circumstances of each emergency situation must be recorded using the Viana Roofing and Sheet Metal Limited Incident or Accident Investigation Form.

- If an injury or illness is involved, please refer to First Aid Treatment for Work Related injuries.

Forward a copy of all completed reports to the health and safety coordinator and the Joint Health and Safety Committee.

The evacuation procedure shall be tested, and assessed, at a minimum, on an annual basis.

When acting as constructor, Viana Roofing and Sheet Metal Limited must establish for a project written procedures to be followed in the event of an emergency and ensure that the procedures are followed. The constructor must review the emergency procedures with the health and safety representative or the joint health and safety committee.

14.15 FALL RESCUE PROCEDURE

If a worker falls, and their fall is arrested by fall equipment, the following procedure will be used to rescue the worker.

- An elevating work platform will be kept on site at all times that will be high enough to reach any worker who has fallen.
Before workers attempt a rescue, they must ensure that they have all the required personal protective equipment for themselves and for the casualty (fall protection equipment for themselves, and at least a new lanyard for the victim).

Depending on the lifting capabilities of the elevating work platform being used (if it can lift safely two people plus the casualty) two workers will maneuver the elevating work platform beneath the fallen worker.

The workers will bring the lift up directly underneath the fallen worker until the injured worker touches the floor of the elevating work platform.

Once the casualty is safely on the floor of the elevating work platform, only then can the rescue workers disconnect his/her fall protection device.

The rescue workers must then connect the casualties harness to the elevating work platform for the trip down.

If the elevating work platform cannot reach high enough for the casualty to touch the floor, the workers will abort the rescue and wait for the fire department to arrive.

When the casualty reaches the ground, the first aid responder will attend to them, and they will be taken to the closest medical facility to be attended to by a doctor.

If the casualty is unconscious or there is reason to suspect a back or a neck injury, emergency services must be called before any rescue attempt is made.
Section 15: Personal Protective Equipment

15.1 INTRODUCTION

The use of personal protective equipment (PPE) is necessary to help prevent serious injury or illness by eliminating or minimizing exposure to a hazardous physical/chemical material.

Personal protective equipment must be worn where required. The maximum degree of protection offered by personal protective equipment will be achieved only if the equipment is right for the job, fitted properly, used properly and maintained properly.

The following list has been developed to ensure that all personnel at Viana Roofing and Sheet Metal Limited fully understand the personal protective equipment requirements.

- All personal protective equipment to be used at Viana Roofing and Sheet Metal Limited will be evaluated and analyzed by the supervisor prior to purchase. This will ensure that the equipment is the correct type and is appropriate for the circumstances.
- It is the responsibility of all employees to wear the appropriate personal protective equipment whenever there is potential risk of bodily injury and/or exposure to a hazardous agent (physical/chemical).
- It is the responsibility of the supervisor to ensure that all employees required to wear or use personal protective equipment, receive the proper equipment and are trained in the proper use, care, limitations and maintenance of this equipment. The supervisor must also ensure that the worker is properly fitted with protective equipment.
- Training will be documented by the supervisor, signed by the employee, and kept on file for acknowledgment and verification of training.
- Employees will inspect their personal protective equipment regularly to ensure that it is maintained in proper working condition. Check for cleanliness, missing or broken parts, etc. prior to wear or use.
- All personal protective equipment will be cleaned as required and stored according to manufacturer’s recommendations.
- Any violation of the personal protective equipment requirements will result in disciplinary action being taken.

15.2 PERSONAL PROTECTIVE EQUIPMENT

When a hazard exists, a strategy to remove or control the hazardous condition must be developed.

Several of these strategies include the following.

- Engineering controls.
Section 15: Personal Protective Equipment

- Material substitution.
- Process change.
- Revised work practices.
- Equipment change. Administrative controls.
- Use of personal protective equipment.

A comprehensive program considers the hazards, evaluates all possible control methods, integrates various approaches and re-examines them frequently to ensure a safe working operation. The evaluation of the program should include monitoring and/or auditing for a change in operations or for breakdown of existing control methods.

Pre-contact control is the primary strategy. This prevents the hazard from ever reaching the worker. This can include, substituting materials or processes that are less hazardous, isolating hazardous processes, retrofitting existing equipment or acquiring safer equipment.

The company shall take all reasonable measures to institute engineering techniques, systems, work practices or administrative controls that eliminate or reduce to a practical minimum those hazards for which personal protective equipment is or would otherwise be required.

If the measures do not eliminate or reduce a hazard to a point where there is no danger to the safety or health of the workers, then the following must apply.

- Viana Roofing and Sheet Metal Limited shall ensure that workers use the appropriate personal protective equipment as required within the specific job/task procedures.
- Workers shall and must use such equipment as so directed and with due care and caution.

Personal protective equipment should only be used:

- As an interim measure before controls are implemented.
- Where pre-contact control technology is not available.
- Where pre-contact controls are inadequate.
- During activities such as maintenance, clean-up and repair where pre-contact controls are neither feasible nor an effective means of protection.
- During emergency situations.

Personal protective equipment is categorized by the area of the body it protects. The following outlines the types of personal protective equipment and the requirements for use.

15.3 FOOT PROTECTION

Employees, visitors and delivery personnel must wear safety footwear at all times. Safety footwear must be CSA approved, Grade I Green Patch in good condition i.e. no steel showing,
Section 15: Personal Protective Equipment

15.4 EYE AND FACE PROTECTION

Employees and visitors must wear CSA standard eye protection with full side shields or approved wrap around style safety glasses when prescribed. Prescription glasses must have rigid, replaceable clip on side shields. Soft “flexi” style slips on side shields are not permitted. Specialized eye/face protection is required for cutting, grinding, handling chemicals, operating power machinery, etc. There are absolutely no exceptions to this rule.

15.5 HEAD PROTECTION

A worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances. The hard hat must meet CSA z04.1-1992 E&G requirements and be in good repair, not be painted and must be worn according to manufacturer’s recommendation. Every worker shall wear protective headgear at all times when on a project. There are absolutely no exceptions to this rule.

15.6 HEARING PROTECTION

Earplugs or muffs must be worn at all times when sound levels exceed 85 decibels or more. The “rule of thumb” is if you cannot speak in a normal speaking voice at a handshake distance from the person you are talking to then you should be wearing hearing protection. The protection must be sufficient to bring the noise level to an acceptable level. Employer must post clearly visible warning signs at the approaches to areas where the sound level regularly exceeds 85 dBA. There are absolutely no exceptions to this rule.

15.7 FALL PROTECTION

A worker shall be adequately protected by a fall protection system that meets the requirements of section 26 of the Regulations for Construction Projects where a worker is exposed to any of the following hazards:

- Falling more than 3 meters.
- Falling more than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment.
- Falling into operating machinery.
- Falling into water or another liquid.
Section 15: Personal Protective Equipment

- Falling into or onto a hazardous substance or object.
- Falling through an opening on a work surface.

Viana Roofing and Sheet Metal Limited shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. Viana Roofing and Sheet Metal Limited shall ensure that the person who provides the training and instruction prepares a written training and instruction record for each worker and signs the record. The training and instruction record shall include the worker’s name and the dates on which training and instruction took place. Viana Roofing and Sheet Metal Limited shall make the training and instruction record for each worker available to an inspector on request.

15.8 RESPIRATORY PROTECTION

If the dissemination of dust is a hazard to a worker, the dust shall be adequately controlled or each worker who may be exposed to the hazard shall be provided with adequate personal protective equipment.

Where a worker is likely to be exposed to an atmospheric pressure with an oxygen content of less than 18 percent, the worker shall be protected by mechanical ventilation so that the worker’s safety and health is not endangered.

Where the above measures are not practicable, the worker shall be protected by air supplied breathing equipment so that the worker’s safety and health is not endangered.

15.9 SKIN AND HAND PROTECTION

A worker exposed to the hazard of injury from contact of the worker’s skin with:

- A noxious gas.
- A sharp or jagged object which may puncture, cut or abrade the worker’s skin.
- A hot object, hot liquid or molten metal.
- Radiant heat.

Shall be protected by wearing apparel sufficient to protect the worker from injury or a shield, screen or similar barrier.

15.10 BODY PROTECTION

Workers exposed to potential injury through contact with a hazardous material shall be issued the necessary protective clothing suitable to the specific hazard(s).
Section 15: Personal Protective Equipment

This category covers chemical-protective clothing, heat-protective clothing, gloves, aprons and leggings as well as clothing designed to minimize exposure to injury or illness (i.e. arm guards, belly guards, shin and leg guards, chemical protection suit, etc.).

15.11 REFLECTIVE FLUORESCENT GARMENT

A worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:

- The garment shall be fluorescent blaze or international orange in colour.
- On the front and back, there shall be two yellow stripes that are 5 centimetres wide. The yellow area shall total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
- On the front, the stripes shall be arranged vertically and centered and shall be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal “X” pattern.
- The stripes shall retro-reflective and fluorescent
- If the garment is a vest, it shall have an adjustable fit.
- A nylon vest shall also have a side and front tear-away feature.
- In addition, a worker endangered by vehicular traffic during nighttime hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility enhancing stripes with a minimum area of 50 square centimetres per side.

A signaler shall be a competent worker and shall not perform other work while acting as a signaler. A signaler must wear a reflective fluorescent garment as described above at all times while performing their duties.
Section 16: Safe Operating Procedures

16.1 INTRODUCTION

Viana Roofing and Sheet Metal Limited will identify work environment health and safety hazards by identifying and listing all jobs, occupations and common hazards in the work environment. The main activities involved in each occupation, job or where common hazards exist will be identified.

The hazards identified will be rated for loss potential and controls will be developed and implemented to prevent the hazards from leading to injury/illness. A safe operating procedure for each main activity will be developed, and all workers who perform these activities will be informed and instructed on the safe operating procedures. Furthermore, these safe operating procedures should be reviewed, at a minimum, on an annual basis.

Viana Roofing and Sheet Metal Limited will ensure that copies of the safe operating procedures are available at each workplace.

16.2 Safe Operating Procedures

Equipment Safe Operating Procedures

At Viana Roofing and Sheet Metal Limited it is the responsibility of all employees to work in a safe manner and use all equipment, machinery and other devices safely. The following procedure has been developed to help ensure the safe operation of the name of equipment.

- The pre-use inspection checklist must be completed before using the machine for the first time during each shift. Any defects found must be reported immediately to the supervisor and corrected before operating the machine.
- No employee is to operate the machine unless they have received adequate training and have read and understood the manufacturer’s operating manual.
- The machine must be used solely for the intended purpose. Never allow unauthorized personnel to operate the machine.
- Never operate or work near the machine while under the influence of drugs or alcohol. Medication may decrease awareness and delay reactions.
- The operator must be wearing the required CSA approved personal protective equipment including head protection, foot protection, eye protection, hearing protection as well as any other personal protective equipment appropriate in the circumstances.
- The operator must not be wearing any jewelry, gloves or loose fitting clothing while operating the machine. Long hair must be suitably confined to prevent entanglement.
- Ensure the area surrounding the machine is unobstructed. Always be aware of any human movement around the machine. Maintain a clear view of the work area during operation.
- Ensure all emergency stop buttons/devices are accessible and functioning properly.
- The operator must be within arm’s reach of the emergency stop buttons/devices at all times while operating the machine.
Never operate the machine without all safety guards/devices fully intact. Always keep hands and other objects clear of moving parts.

- Specific notation(s) required.
- Never operate the machine with broken or damaged hydraulic lines, pneumatic lines or electrical conductors. Keep all electrical enclosures secured to prevent unauthorized entry.
- Before starting the machine, make sure no objects have been forgotten on or inside the machine. Follow proper start-up procedures for the machine.
- Never leave the machine running unattended. Ensure the machine is properly shut off when not in use.

Observe and obey all warning decals and all precautions mentioned in the manufacturer’s operating manual for the name of equipment. In addition, refer to the Viana Roofing and Sheet Metal Limited health and safety manual including general and specific safe operating procedures.

Safe operating procedures are to be made available for the following equipment:

- Equipment #1. Fall Protection PPE
- Equipment #2. Hoists.
- Equipment #3. Guardrails
- Equipment #4. Ladders
- Equipment #5. Propane Use.
- Equipment #6. Falls

16.2.1 Fall Protection PPE

All employees required to use personal fall protection equipment shall be trained in the proper setup and use of the equipment. Any employee who is unsure how to properly setup the equipment shall notify their supervisors immediately for proper instruction or training as necessary.
Section 16: Safe Operating Procedures

Setup Procedures for a Fall Arrest and Travel Restraint System:

1. Permanent Fixed Supports:
   a. Permanent fixed supports (anchors) are permanent anchors on the roof designed by a professional engineer. These systems have been designed for the purpose of fall arrest and generally have a log book associated with the system.
      i. Check the roof anchor log book for last inspection of the system and any deficiencies found.
      ii. If any deficiencies were found, ensure they have been corrected before commencing work.
   b. If no roof anchor logbook is available, have the owner test the anchors before use.
   c. Any damaged anchors are to be marked immediately and taken out of service. Notify the property manager immediately to have all roof anchors inspected.

2. Temporary Fixed Supports:
   a. Temporary roof anchor systems generally fall into one of the 2 categories indicated below.
   b. Select the appropriate system for your situation, if you are unsure of which system to use, consult your supervisor.
      i. Temporary fixed supports are installed temporarily for the duration of the work. These supports are to be connected to the existing structure using the support manufacturer’s instructions or designed by a professional engineer.
      ii. Existing structural features, such as Large HVAC units, masonry chimneys, stub columns, mechanical penthouse, large cooling pipes, and roof access rooms, may also be used as anchor points. Consult your supervisor to verify if a roof feature can be used as an adequate anchor point.
   c. Regardless of the temporary fixed supports used, the system must comply with the OHSA Reg. 26.7(2)(1) indicating any temporary support must be able to withstand a static force of 1800-lbs without exceeding the allowable stress of any material in the system.
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3. Lifelines:
   a. Lifelines shall be tied back to fixed supports indicated in item 1 above. The appropriate fixed support, ideally located perpendicular (but no more than 20 degrees to perpendicular) to the edge where the fall hazard exists, shall be selected. The lifeline shall be constructed of synthetic fibers and sized to match the rope grab.
      i. Inspect the lifeline before each use to ensure it is free from damage. Damaged lifelines are to be returned to supervisors immediately for replacement.
      ii. Ensure that lifeline placement will not interfere with other workers or work areas.
      iii. Ensure lifeline will not come in contact with any chemical or physical agents which may degrade or destroy the lifeline integrity.
   b. Lifelines shall not be spliced together as required by OHSA Reg. 26.9(5). If a lifeline is too short to perform the work, remove it from the fixed support and put it away. Use a lifeline that is long enough to perform work without splices. Knots are not allowed anywhere along a lifeline except at the connection to a fixed support.
   c. The free end of the lifeline shall be kept clear from any equipment or machinery.
   d. The end of the lifeline shall have a positive stop to prevent the rope grab from running off the end of the line.
   e. No more than one worker may attach themselves to a single lifeline.
   f. No more than one lifeline may be attached to a single fixed support.
   g. Horizontal lifeline systems must be designed by a professional engineer as required under the OHSA Reg. 26.9(8). A copy of the design must be kept on site as long as the system is in use.
      i. The system must be inspected by a competent person before each use.
      ii. The system must be setup as indicated by the design drawings.
      iii. The number of workers who may attach themselves to a horizontal lifeline system is clearly indicated on the design. Do not exceed the maximum allowable workers attached to the system indicated on the design.

4. Rope Grabs:
   a. A rope grab is designed to connect the lifeline to the lanyard. The appropriate lifeline diameter is essential for the proper function of the rope grab; information regarding appropriate lifeline diameter should be stamped on the rope grab housing; if you are unsure consult your supervisor for further instruction.
   b. All rope grabs have an arrow stamped on the housing, when installing the rope grab on the lifeline, the arrow should be pointing in the direction of the fixed support or roof anchor and never towards the loose end of the rope.
   c. Always inspect the rope grab for damage each time it is used. If the rope grab is damaged or not functioning properly return it immediately to your supervisor for replacement.
   d. Rope grab placement:
      i. On a fall arrest system, a rope grab shall be located on the lifeline so that a worker shall not free-fall more than 2-ft.
      ii. On a fall restricting or travel restraint system, the rope grab shall be located on the lifeline to prevent the worker from falling over the edge.

5. Lanyards:
   a. Lanyards and snap hooks shall be inspected for damage before each use. Return damaged equipment to your supervisor for replacement.
b. Never attempt to adjust a lanyard length by tying knots in it.
c. Never re-use a lanyard which has been exposed to a fall.

6. Full Body Harness:
   a. A full body harness shall always be used in a fall arrest or travel restricting system.
      i. The chest strap shall be adjusted so that it is snug in the middle of the chest,
      ii. The leg straps shall be adjusted so that a fist can fit between the strap and the leg.
      iii. The harness shall be fitted so that the D-ring is located between the shoulder blades. This will keep the worker in an upright position in the case of a fall.
b. Always inspect the harness for damage before each use. Return damaged harnesses to your supervisor for replacement.

16.2.2 Roof Hoist

1. OHSA Roof Hoist Requirements:
   a. As required under the OHSA reg. 209 the hoist shall have:
      i. reg 209.1.a- Shall have a guardrail installed on both sides of the frame at the edge of the roof.
      ii. 209.1.b. shall be positioned such that the hoist cable is vertical at all times when a load is being hoisted.
      iii. Reg 209.2- Only a competent worker shall operate a hoist used on a roof.
b. Reg 210- Counter weights:
      i. shall be suitable for this purpose.
      ii. shall not consist of roofing or other construction material
      iii. shall be securely attached to the hoist
      iv. shall provide a safety factor against overturning of not less than 3.

2. Prior to Setup:
   a. Prior to the setup of the hoist, a competent person should ensure the roof deck can support all anticipated loads; these loads shall include the weights of the hoist plus the weight of the material being hoisted.
      i. A crew foreman or general supervisor shall indicate where the hoist shall be setup; if unsure the foreman shall advise the office of any concerns for the setup; managers will hire appropriate personnel to determine if
   b. The area where the hoist is to be setup must have a clear vertical path to the roof.
   c. Hoists will not be setup within 15-ft of power lines.

3. Setup:
   a. All workers on the roof setting up the roof hoist shall be wearing appropriate fall protection and tied back to an appropriate anchor point- please refer to fall protection SOP.
   b. High rise buildings with internal elevators and roof access stair/ hatch:
      i. The power unit and weights are to be elevated to the roof using the buildings internal elevator.
      ii. the remaining hoist components which are too large to fit through the building are to be hoisted to the roof with a hand hoist.
      iii. Any worker using a hand hoist, or working near the roof edge must use fall protection (refer to fall protection SOP)
iv. alternatively, if the hoist power unit can be securely restrained to a large fixed object such as the mechanical penthouse, stairwell exit or chimney, the unit may be used to elevate the remaining components.
   - a min. 3/8-in wire rope will be used, wrapped around the fixed object and secured with the appropriate cable attachments.

c. Low Rise Building setup:
   i. The roof hoist components shall be elevated to the roof with a hand hoist, or by hand.
      - The roof hoist frame components shall be raised first and assembled.
      - Counter balance weights shall be lifted next, and inserted into the ballast tray.
      - The motor unit can then be raised under its own power.
   ii. Ideally a crane should be used to elevate the hoist and related components to the roof, if feasible.
   iii. All workers on the roof setting up the hoist shall be appropriately tied back – refer to fall protection SOP.

d. On the Roof:
   i. Once all the hoist frame and counterbalance weights are on the roof; the frame components shall be erected in the approved setup location.
   ii. The weights shall be installed in the hoist tray; these weights shall be designed for the use with the hoist.
      - As indicated above, no roofing material shall be used as a counter weight.
      - As required by the hoist manufacturer, a minimum of 1.5 times the weight of any anticipated material to be hoisted shall be placed in the counterbalance weight tray.
      - The weight tray shall be filled with the appropriate steel or concrete weights.
   iii. Three workers or more shall elevate the power unit in place while another worker pins the unit to the track with the appropriate pin.

4. Hoist Operation:
   a. Only qualified workers shall operate the roof hoist.
      i. A workers qualifications will be based on training, work experience and familiarity with the roof hoist.
   b. Prior to use each day and after initial setup, the roof hoist shall be inspected for damage. Damage to any of the following components shall be reported immediately and the hoist taken out of service until the unit is repaired. The inspection shall include the following:
      i. The frame shall be inspected for broken welds.
      ii. The frame shall be inspected for bent parts.
      iii. Hoist pins shall be inspected to ensure they are in place and in good condition.
      iv. Roof motor oil shall be inspected for proper level.
      v. Hoist power unit belt shall be inspected for damage or wear.
      vi. Hoist cable shall be inspected for damage, frayed, kinked or looped cable shall be reported and unit taken out of service.
      vii. Motor drum unit, shaft and bearings shall be inspected for cracks or wear.
      viii. Brake liner shall be inspected for wear or damage.
ix. Trolley track and attachment points.

c. Hoist operators shall wear their fall protection PPE and be tied back to an appropriate anchor as per the fall protection SOP. The hoist operator may not untie himself from his lifeline unless he is clear of the hoist and it is safe to do so (See fall protection SOP).

d. Ground workers shall remain clear of the material being hoisted (i.e. not in the vertical path of hoisted materials) except during loading or unloading. Ground worker shall communicate with hoist operator with hand signals or by radio.

e. Any incidents involving the hoist shall be reported immediately to the supervisor.

16.2.3 Guardrails

Guardrail requirement:
- As required under the OHSA (section 26.3) a guardrail system shall be used if a worker has access to the perimeter or open side of any of the following and is exposed to a fall of 2.4 metres or more:
  - A floor including the edge of a mezzanine or balcony.
  - A bridge
  - A roof
  - A scaffold platform, runway or ramp.

- If a guardrail system is not practical a travel restraint or fall protection system must be used. Note the guardrail is the preferred method of fall protection.

Guardrail construction:
- Guardrails shall have a top rail, intermediate rail and toe board secured to vertical supports:
  - **Top Rails:**
    - Shall be constructed with 2x4 dimensional lumber free from splinters and nails.
    - The top rail shall be nailed or screwed (when using wood vertical posts) to the vertical posts from the inside or working side of the roof.
    - Top rail will be mounted into the appropriate slot on prefabricated steel rail posts.
    - The top rail shall be a minimum of 3-ft and a maximum of 3’-7” above the surface on which it is installed.
    - Can withstand a lateral point load, applied anywhere along its length, of 150-lbs.
    - Can withstand a vertical downward point load of 100-lbs, applied anywhere along its length.

  - **Intermediate Rails:**
    - Shall be constructed with 2x4 dimensional lumber free from splinters and nails.
    - The intermediate rail shall be nailed (when using wood vertical posts) to the vertical posts from the inside or working side of the roof.
    - The intermediate rail shall be installed approximately midway between the top and bottom rails.
    - Shall be built to withstand a lateral or vertical point load, applied anywhere along its length, of 100-lbs.
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- **Toe Board:**
  - A toe board shall be installed if no cant or parapet wall is present along the perimeter of the roof.
  - The toe board shall consist of 2x4 dimensional lumber, nailed to the vertical posts, from the interior side of the roof.

- **Vertical posts:**
  - Vertical posts shall consist of 2x4 dimensional lumber, or manufactured guardrail steel posts designed for this specific purpose.
  - The vertical posts shall be spaced at maximum intervals of 8-ft.
  - Posts shall be secured to the existing building structure using the 4-in spiral nails or 3-in screws (3-in nails or 2-in screws shall be used with prefabricated steel posts).
    - Posts shall be secured to either the top of the perimeter parapet wall or to the exterior of the building so that it does not interfere with the roof installation.

**Roof Openings:**
- Roof openings smaller than 4’ x 8’ shall be covered with ½-in to ¾-in thick plywood, secured along the perimeter to prevent blow off.
- Coverings with plywood shall be suitable of supporting any load which it may be subjected to.
- Openings larger than 4’ wide will require either framing to support the plywood sheathing or a guardrail system to protect the workers.

**Notes:**
- When installing or dismantling guardrails and roof opening covers, worker shall wear fall protection equipment and be properly tied back.

**16.2.4 Ladders**

**Ladder Types:**
- Ladders are available in various sizes and types. The proper ladder (type & size) should be selected for the task to be performed.
  - An extension ladder or suitable jaws ladder is to be used for gaining access to roofs from the exterior of a building.

**Ladder Inspections:**
- Ladders shall be inspected for damage each time they are used. Damaged ladders are to be immediately taken out of service.
- Fiberglass ladders should be used if anywhere near electrical power lines. Fibreglass is non-conductive and will reduce the risk of electrocution should the ladder come in contact with the power lines.
- Damage may consist of any of the following:
  - Broken, missing or bent rungs.
  - Defects, or improperly repaired side rails.
  - Damaged or missing feet.
  - Worn, damaged, or unworkable extension ladder locks, pulleys.
  - Worn broken or frayed rope on extension ladders.
bent, worn, broken or ineffective spreader arms on step ladders.

**Ladder Setup:**
- Avoid setting up a ladder in high traffic areas or near entrances or exits to a building, if possible.
- Clear any debris, snow and ice where the ladder is to be set up and maintain the area; Both the top and bottom landings are to be clear of obstructions and debris.
- Set up the ladder on firm footings. If the base is on soft loose or wet material clear it away or set the ladder on a mud sill.
- Erect ladders with a 3:1 to 4:1 (one foot out for every 3 feet to 4 feet up) slope.
- Ensure the ladder extends a minimum of 3-ft above the landing.
- Block or otherwise secure the ladder base or have the ladder held by a second worker when in use.
- Tie off the ladder at the top to prevent it from moving.

**Climbing Ladders:**
- Only one person shall climb a ladder at any one time.
- Clean mud and snow off boots before climbing.
- Always face the ladder when climbing.
- Maintain 3 point contact with the ladder at all times.
- Do not carry tools or equipment or materials while climbing.
- Worker shall stay between the ladder rails, and shall not lean over.

**Working off Ladders:**
- Workers should only use a ladder to work off as a last resort, when there is no other means to access the work area.
- If a worker must work off a ladder and will be higher than 8-ft off the ground the worker must wear a safety harness and tie back to an appropriate anchor point (not the ladder).
- Step ladder shall be no more than 6 meters measured along its side rail.
- When a step ladder is used as a self-supporting unit, its legs shall be fully spread and its spreader shall be locked. No worker shall stand on the top of or the pail shelf of a step ladder.

**16.2.5 Propane Use**

**Cylinder Handling:**
- Propane cylinders shall be stored, secured, transported and used in an upright position.

**Propane Use:**
- Check all hoses and fittings to ensure they are in good condition and suitable for use. Do not use any equipment with damaged hoses or fittings.
- Check all connections for leaks using the soap method; inspect fittings and hoses regularly for damage and/ or leakage.
- Only authorized personnel, trained in propane handling, shall use, handle, or service propane equipment (as per TSSA standard).
- Always use suitable gloves when hooking up burners and handling propane cylinders.
- Do not leave operating burners unattended.
- Ensure the pressure release valve points away from the kettle.
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- All propane cylinders shall be fully open when being used and fully closed when not in use.
- Ensure that all hoses and cylinders are protected from vehicular traffic.
- A propane cylinder shall not be placed closer than 3 meters (10-ft) to a source of ignition.
- Ensure that all propane lines do not come in contact with hot bitumen.
- Only the proper tools shall be used when replacing cylinders.
- All portable large propane trailers must be kept at least 10 meters (30-ft) away from kettles.

16.2.6 Emergency Response - Falls

1) In the event of a worker falling (from a roof or ladder) to the ground:
   a) Remain calm.
   b) Check on the condition of the worker if fall was not severe and worker is conscious.
      i) If worker has not sustained any injury and not bumped their head allow them to relax to
         ensure no trauma.
         • Administer first aid if required.
         • If worker has bumped their head in a "minor fall" and is conscious and feeling well, take
           them to the nearest hospital for a check up.
         • If worker requests, take them to the nearest hospital.
   c) Call local emergency response immediately in the case of a severe fall where worker loses
      consciousness, breaks a limb, is bleeding or requests a help.
      i) Typical emergency response telephone number is 911, however this number should be
         verified prior to starting project- This telephone number should be posted in a conspicuous
         place at the jobsite.
      ii) Remain with worker until ambulance has arrived.
      iii) Administer first Aid as necessary until the ambulance/ emergency response services have
           arrived on site.
   d) Seal off the accident area to prevent others from getting injured, and notify the office of the
      accident so the MOL may be notified immediately.

2) In the event a worker falls from the building and is suspended with fall protection equipment:
   a) If an elevating work platform with sufficient reach and a trained operator is available:
      i) Ensure that rescue workers are protected against falling.
      ii) Ensure that the EWP has the load capacity for both the rescuer(s) and the victim.
      iii) If the victim is not conscious, 2 rescuer(s) will be probably be needed to safely handle the
           weight of the victim.
      iv) Position the EWP platform below the worker and disconnect his lanyard when it is safe to do
          so.
      v) Treat the victim for Suspension Trauma and any other injuries.
      vi) Arrange for transport to nearest hospital.
   b) If no elevating equipment is available:
     i) Where possible, use ladder(s) to reach the victim.
     ii) Rig separate lifelines for rescuer to use while carrying out the rescue from the ladder(s).
     iii) If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers
         may be needed.
     iv) If worker is suspended from a lifeline, where possible, move the suspended victim to an area
         that can be safely reached by the ladder(s).
v) If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim’s harness.

vi) Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder.

vii) Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries.

viii) Arrange for transport to nearest hospital.

c) If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:
   i) Ensure that rescuers are protected against falling.
   ii) If possible, securely attach a second line to the workers’ harnesses to assist in pulling them to a safe area. (Note: at least 2 strong workers will be needed to pull someone up.)
   iii) Ensure that any slack in the retrieving lines is taken up to avoid slippage.
   iv) Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries and arrange for transport to the nearest hospital.

d) If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):
   i) Specialized rescue techniques are needed for this type of situation. It may involve a rescuer rappelling or being lowered down to the victim, it may involve using the lifeline to retrieve the fallen worker, or the use of high-reach emergency equipment.
   ii) Due to the inherent risk to the rescuers and/or the victim, this type of rescue should not be undertaken by people without specialized training and experience.
16.2.7 (SOP) ASPHALT TANKER CLEANING

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:

To ensure employees are aware of the hazards associated with the cleaning of an asphalt tanker and are appropriately trained for the conditions to be encountered during the process to better protect themselves and others.

SCOPE:

This procedure applies to all employees, supervisors and subcontractors who are engaged in the cleaning of an asphalt tanker.

PROCEDURE:

1. Tanker Setup:
   a. The asphalt tanker is to be setup as outlined in Viana’s asphalt tanker operation procedure.
2. Removal of Excess Asphalt:
   a. During this operation, the tanker should be kept a minimum of 20-ft away from any flammable materials.
   b. Turn on the burners to heat up the asphalt (follow the tanker operation procedure).
   c. Draw off as much asphalt without exposing the heating pipes within the tanker as this will create a fire hazard.
      i. Place the asphalt into a roof kettle for reuse, care must be taken not to overfill the kettle. Use multiple kettles if necessary.
   d. Once the tanker asphalt level has been reduced to a point still above the burner pipes, turn off and remove the burner, following the tanker operation procedure and propane operating procedure.
   e. After the burners have been removed, draw off as much of the remaining asphalt out of the tanker as possible.
      i. Jack the dollies of the tanker up to remove as much asphalt out of the tanker.
3. Removal of heating unit:
   a. This process should take place while the burner unit is still hot.
      i. If asphalt within the kettle solidifies around the burner it may be difficult or impossible to remove and may cause damage to the burner tubes.
   b. During this procedure all workers working on the unit shall be wearing safety boots, hard hat, leather work gloves, and safety glasses.
   c. First the chimney flue is to be removed.
   d. The heating unit flange bolts will then be loosened and removed and saved for reuse.
   e. The heating unit can then be pulled out using the pull loop located on the tube assembly.
   f. A forklift will be used to support the pipes while being pulled out. Workers are not to place themselves under the tube assembly while the unit is being removed from the tanker.
   g. Once the tube assembly has been removed, the unit will be lowered onto scaffolding which can support the weight of the tubes and allow maintenance to be conducted.
4. Fire Safety:
   a. At the end of any shift after the tanker burners have been used, a minimum of a 4 hour fire watch shall be conducted.
b. If the burners have been removed from the tanker, the tanker cover located at the top of
the unit will be closed, and the burner assembly opening shall be covered with a steel
plate to prevent air circulation through the unit.
   i. Air circulation through the unit can provide sufficient oxygen to hot spots in
   asphalt within the tanker allowing a fire to start.

c. After the tubes have been removed and the opening has been capped it is recommended
that the tanker be cooled with water overnight to prevent spontaneous ignition of the
material inside.
   i. Water should only be added to the tanker after the asphalt has cooled sufficiently
to solidify. Adding water immediately after tube removal or while asphalt is still
liquid may cause a steam explosion hazard if water vapour cannot escape. The
top tanker cover shall be left unlocked for this procedure.

5. Cleaning of the tanker interior:
   a. The tank interior falls under the category of a confined space, due to the limited access
and egress to the workspace.
      i. Proper procedures must be followed while performing this work.
      ii. Only trained workers in confined spaces are to perform this task.
   b. Cleaning of the tanker is only to take place after the material inside has completely
cooled to ambient temperature - allow a minimum of 48-hours after tube removal.
   c. Remove the burner tank cover plate (if one was installed), and open the tanker hatch
located on top of the tanker.
   d. An atmospheric check should be performed prior to entering the space with the
appropriate gas detecting equipment.
      i. The gasses of concern will be hydrogen sulphide (H2S) content and oxygen
content.
         • Hydrogen sulphide is a byproduct of asphalt when heating or
         combustion. As no heating of the material will occur during the cleaning
         process, this should not be an issue.
   e. A properly equipped venting fan, capable of providing a minimum of 20 air changes per
hour, shall be used to ventilate and purge the tank prior to entry.
      i. The fan shall have a duct which can be placed into the workspace.
      ii. The fan air intake shall be located away from any source which may contaminate
the “fresh” air including:
         • Exhaust fumes from motorized equipment.
         • Exhaust gases from the air expelled from the tank.
      iii. The tank shall be purged before entry- run the ventilation fan for an hour prior to
entry.
      iv. Prior to entry an atmosphere check shall be performed for toxic gases, and
oxygen content.
      v. If the fan(s) stops working, workers within the tank shall be immediately notified
and told to leave the workspace.
   f. A ladder shall be setup at the tank hatch located at the top of the tanker.
   g. An attendant will be assigned at the workplace entrance; this worker is to watch the
workers inside the tank and alert them in the case of any emergency or danger.
      i. The attendant is not allowed to enter the work space under any circumstance.
      ii. In the event of an emergency, the attendant will call for help, but will not enter
the workspace, unless he is replaced by another attendant.
      iii. The attendant shall be trained in CPR.
iv. The attendant will always be in contact with the workers, either visually or verbally.

h. Workers shall wear appropriate PPE prior to entry. The PPE shall include:
   i. Fall protection harnesses with the lifelines attached; the lifeline ropes shall be left with the attendant at the tank entry location.
      - The rope shall be used to extricate the worker in the event of the worker becoming unconscious.
   ii. Shall wear NIOSH approved particulate respirators while inside the tanker.
   iii. Safety glasses shall be worn at all times while inside the tanker.

i. Work is to begin from the front of the tanker at the heat unit opening. As much debris as possible shall be removed while the worker(s) is at the exterior of the tanker prior to entry.

j. Halogen lighting will be put in place as work proceeds to the interior of the tanker.

k. The baffles within the tanker shall be removed as necessary to allow access within the unit.

6. Emergency Response:
   a. In the event a worker becomes unconscious, the attendant will notify the proper authorities- i.e. call 911.
      i. Call for backup personnel from the office to help extricate the injured worker.
      ii. The attendant and backup personnel shall remove the worker using the harnesses ropes pulling them to safety in the event a worker passes out.
         - Under no circumstance shall the attendant or any other worker enter the work area if someone within the tank has passed out.
         - A worker may enter the tank only if he/she has a self-contained breathing apparatus.

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16.2.8 (SOP) ASPHALT TANKER OPERATION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:

To ensure employees are aware of the hazards associated with the operation of an asphalt tanker and are appropriately trained for the conditions to be encountered during the operation of this equipment.

SCOPE:

This procedure applies to all employees, supervisors and subcontractors who are engaged in the use of an asphalt tanker.

PROCEDURE:

7. Tanker Setup:
   a. Tanker Location:
      i. Locate tanker where the ground is clear, level and firm.
         • Make sure tanker is level and stable.
         • Never setup tanker on unstable ground or mud.
      ii. Locate a minimum of 15-ft away from any flammable materials.
      iii. Locate away from electrical wires;
         • Ensure location has sufficient clearance for the trailer and pulling tractor can clear wiring when entering and leaving the jobsite.
   b. Locate tanker away from building openings and air intakes to reduce the effects of fumes on people within the building.
   c. Chock wheels front and back to prevent trailer movement when tanker is in operation.
   d. Setup on out of level surface:
      i. If the tanker must be setup on badly out of level ground, the tanker itself should be made as level as possible, consult your supervisor or the tanker manufacturer for further instruction.
         • If the tanker is left out of level, the heating tubes may become exposed (no asphalt covering) within the tanker which could create a fire hazard.
   e. A hoarding area shall be set up consisting of fencing to keep the public a minimum of 20-ft away from an operating tanker.
   f. Place plywood or roofing felt beneath the tanker valves to protect the ground from asphalt spillage.
   g. An asphalt kettle shall be setup along the front of the tanker where the asphalt draw valves are located (see kettle setup procedure).
      i. A pipe shall be setup from the tanker valve to the kettle vat.

8. Firing of Burner:
   a. Before Operation:
      i. Visually inspect the tanker for loose parts or damage. Report any damage found to your supervisor immediately for repair.
         • Do not operate a tanker which is in need of repair under any circumstance.
      ii. Ensure the access cover on the top of the tanker is unlocked and the vent pipe is clear.
         • The access cover acts as a relief port in the event of an explosion.
The vent pipe allows volatile gases to escape during heating process which equalizes internal tank pressure to the exterior tank pressure reducing and explosion hazard.

b. Ontario Health and Safety Act/ Regulations:
   i. As prescribed under the OHSA- 211(1)- only a competent worker shall operate a hot tar or bitumen road tanker or kettle.
      - Workers operating burners shall be trained in propane and its use as required under Viana’s propane handling procedure.
      - The worker shall hold a valid certificate of training as required by the TSSA for propane use.
      - If the bitumen road tanker is fitted with a propane fuelled heater,
         - the storage cylinder for propane shall not be placed closer than three metres (10 feet) to a source of fire or ignition;
         - the lines connecting the storage cylinder for propane to the heating device shall be located so that they do not come into contact with the hot tar or bitumen in the case of a spill or a failure of a component of the system; and
         - a fire extinguisher with an Underwriters’ Laboratories of Canada rating of at least 4A40BC shall be provided with the road tanker or kettle. O. Reg. 213/91, s. 211 (2).
            i. At least one fire extinguisher shall be located within 15-ft of the kettle/ tanker burners.
      - A propane burner used on a bitumen road tanker or kettle,
         - shall have a thermal rating no greater than that recommended by the manufacturer of the road tanker or kettle; and
         - shall consist of components that are adequate for their intended use. O. Reg. 213/91, s. 211 (3).
         - Hot tar or bitumen shall be transferred from a road tanker to a kettle through enclosed piping. O. Reg. 213/91, s. 211 (4).
   c. Firing of Burner:
      i. Never fire the burners unless the tubes are covered with asphalt.
      ii. Check all hoses and connections for leaks prior to firing the burner.
      iii. Open the chimney cover.
      iv. Erect/ secure a ladder or platform to reach the burner tube assembly of the tanker.
      v. Insert the burner and centre it into the burner base of the firing tube, and secure with the appropriate hardware.
      vi. Close the valve at the burner and the regulator; open the propane cylinder valve and slowly adjust the regulator to 20psi.
      vii. Open the burner valve slightly and immediately light the propane mixture by placing an igniter or long neck lighter in front of the burner.
         - If the propane does not ignite within 5 seconds, turn off the burner valve, wait 10-minutes for the propane to dissipate, and retry.
      viii. With the burner lit, open the burner valve fully and readjust the propane regulator to 20-psi.
         - Flame size can be regulated by adjusting the propane pressure at the regulator.
Section 16: Safe Operating Procedures

9. Heating of Asphalt:
   a. As described above, when heating asphalt the tanker access cover should be unlocked and the vent tube must be clear of obstruction.
   b. Make sure all water or moisture is removed from the tanker before heating.
   c. When melting from a cold start, extreme care should be taken as the asphalt may not heat evenly which may allow asphalt in some locations within the tanker to be heated above the material flash point creating a fire hazard.
      i. Do not exceed the manufacturer’s recommended maximum heating temperature for the asphalt.
         • Asphalt heated above the manufacturer’s recommended rating can result in a fire or explosion hazard.
   d. Monitor the thermometer closely and watch for smoke emitted; small white puffs of smoke indicate proper heating, thicker or yellowish smoke indicates the asphalt has been overheated and may result in a fire.
      i. Turn down or turn off the burner in the event of overheated asphalt.
   e. A tanker is never to be left unattended during operation.

10. Drawing Asphalt from Tanker:
    a. Asphalt is to be drawn from the tanker directly to an asphalt kettle.
       i. Asphalt shall never be drawn directly from the tanker to an asphalt carrier.
    b. A worker operating the tanker/ kettle shall wear all the appropriate PPE:
       i. A full face shield shall be covering the workers face when drawing asphalt from the tanker or kettle.
       ii. Long sleeve work gloves shall be worn when operating the tanker or kettle.
       iii. Hard hat and safety boots are to be worn at all times.
    c. Never draw asphalt to a level below the heating tubes as this will create a fire hazard.

11. Shutting down burners:
    a. Turning the burner off;
       i. At the end of the day, turn off the fuel supply at the propane cylinder valve to allow the propane within the hose to burn off.
       ii. Remove the burner from the burner tube and secure the burner access cover, if so equipped.
       iii. Close the tanker chimney, if equipped.
    b. Close off the chimney flue.
    c. Maintain a fire watch after the burners have been shut down for a minimum of 2-hours.
    d. Ensure all flammable debris has been removed from the vicinity.

12. Transporting the Tanker:
    a. When the tanker is to be refilled or moved, ensure the access cover on the top of the tanker is closed and locked.
    b. Close all valves.
    c. Close the exhaust flue cover and burner cover plate.
    d. The driver is to make a circle check of the trailer as required by the MTO to ensure it is in good condition and roadworthy.
## Section 16: Safe Operating Procedures

### ROLES & RESPONSIBILITIES:

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<td>Employees required to operate a tanker will be trained upon hire, if required; reviews to be conducted every 3 years for all applicable employees</td>
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### EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

### Reference Materials

- CSAO
- Ontario Health and Safety Act.
- Grizzly Equipment tanker instruction manual
16.2.9 (SOP) FALL PROTECTION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To ensure all employees are trained in fall protection to ensure they are aware of the dangers associated with falls. Training is intended to help workers identify fall hazards and implement proper procedures to protect themselves and others.

SCOPE:
This procedure applies to all employees, supervisors and subcontractors who work on a jobsite.

PROCEDURE:

1. Fall Protection Implementation:
   a. Fall protection must be implemented when a worker is exposed to any of the following hazards: (as required under the Ontario Health and Safety Act Regulation section 26)
      i. Falling more than 3 meters (10').
      ii. Falling more than 1.2 meters (4-ft) if the area is used as a path for a wheelbarrow or similar equipment.
      iii. Falling into operating machinery.
      iv. Falling into water or another liquid.
      v. Falling onto a hazardous substance or object.
      vi. Falling through an opening on a work surface.

2. Training:
   a. All Employees working on a jobsite and require the use of fall protection equipment shall be trained in its use and follow procedures, as required under the Occupational Health and Safety Act Regulation section 26.2.
   b. Written documentation on all worker’s who receive fall protection are to be kept with Viana Roofing’s Training files. The recorded information shall include the trainee’s signature, trainers name, and date of training (as required under the OHSA Reg. 26.2(3).
   c. All Employees requiring the use of fall protection shall be trained every 5 years or sooner.

3. Fall protection takes many forms, the appropriate procedure(s) and equipment, to suit the identified hazard and working conditions must be used.
   a. Guardrails:
      i. Temporary guardrail systems shall be erected, whenever a worker is exposed to a building perimeter, floor opening or any situation where they will be exposed to any of the fall conditions indicated in item 1 above. When a guardrail system is not feasible one of the procedures outlined below must be implemented.
   b. Fall Arrest Systems:
      i. Fall arrest systems or Travel restraint systems are to be used when a guardrail system is not practical or feasible. Fall arrest must also be used when erecting the guardrail system.
## Section 16: Safe Operating Procedures

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16.2.10 (SOP) KETTLE FILLING PAILS

**PURPOSE:**
To ensure employees are aware of the hazards associated with the process for withdrawing asphalt filled pails.

**SCOPE:**
This procedure applies to all employees, supervisors and subcontractors who are engaged in the use of an asphalt Kettle.

**PROCEDURE:**

1. **Kettle Startup:**
   a. **Kettle Location:**
      i. Locate Kettle where the ground is clear, level and firm, close to the work as possible.
      - As prescribed under the **OHSA- 211(1)** - only a competent worker shall operate a hot tar or bitumen road tanker or kettle.
      - Make sure Kettle is level and stable.
      - Ensure area is free of flammables and debris.
      - An approved fire extinguisher shall be readily available.
      - Ensure there is no moisture in the pail when filling.
      - Place the pail below the Kettle drain spout, open the drain valve with the attached valve lever slowly, filling the pail.
      - Upon completion of filling the pail close the valve and move the pail aside, only after that pick up the pail.
      - Make Shure that valve is completely closed.
   b. A hoarding area shall be set up consisting of fencing to keep the public a minimum of 20-ft away from an operating Kettle.

**ROLES & RESPONSIBILITIES:**

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**EVALUATION:**

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

**Reference Materials**

CSAO  
Ontario Health and Safety Act.  
Grizzly Equipment Kettle instruction manual
16.2.11 (SOP) FIRST AID

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To ensure that Viana Roofing & Sheet Metal Ltd is compliant with the Ministry of Labour and Workplace Safety & Insurance Board – Regulation 1101 for first aid training and supplies.

SCOPE:
This procedure applies to all Viana Roofing & Sheet Metal jobsites.

PROCEDURE:

1. Training:
   a. A minimum if 1-employee must be trained in first aid for each roofing crew and sheet metal crew as prescribed in regulation 1101 of the MOL and WSIB act.
   b. The trained first aid employee must be a holder of a valid first aid training certificate.
   c. All training is to be conducted by a qualified instructor or firm.
   d. First aid card holders will be retrained every three (3) years.

2. First Aid Kits:
   a. All work sites shall have a first aid kit available maintained in good condition. The first aid kit shall have the following:
      i. WSIB Poster Form 82
      ii. Valid first aid certificates of the trained workers on duty.
      iii. Inspection card for the first aid box
      iv. Items required by regulation 1101 maintained in good condition.

ROLES & RESPONSIBILITIES:
Owner: Responsible for Completeness and currency
Supervisors, Health and Safety Committee: Coordinate development of the Standard Operating Procedures
Employees: Will participate in the development of SOP’s if requested

COMMUNICATION:
Written: Procedure located in company health and safety manual. Copy of safety manual to be located at all sites. Procedures are to be reviewed annually or sooner if changes implemented.
Employees: Will be trained upon hire, if required; annual reviews conducted for all applicable employees

EVALUATION:
Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials
CSAO
Ontario Health and Safety Act
16.2.12 (SOP) HOUSEKEEPING

**PURPOSE:**

To ensure all worksites are maintained in a clean organized manner and that all operations comply with the Occupational Health and Safety Act regulations 35-48.

**SCOPE:**

This procedure applies to all employees and sub-contractors who are employed by Viana Roofing.

**PROCEDURE:**

Housekeeping is an important element in maintaining safe worksites. Viana’s standard for housekeeping is to meet or exceed the requirements outlined in the Occupational Health & Safety Act regulations 35-48.

1. **General Expectations:**
   - All work areas shall be kept clean.
   - Areas of debris created by other trades shall be reported to the site superintendent.
   - Areas of access and egress shall be well lit and kept clear at all times.
   - Materials shall be piled or stacked in a manner to prevent tipping or collapse.
   - Propane cylinders shall be properly stored in an upright position in a well ventilated area a minimum of 10-ft away from an ignition source.
   - Signs shall be posted advising workers of potential hazards.
   - Work areas shall be adequately ventilated to prevent the buildup of hazardous fumes or dust or to prevent the buildup of explosive vapours.

2. **Training:**
   - Employees will be instructed by management on the expectations of this policy via safety talks.
   - Site foremen are responsible for monitoring housekeeping on a daily basis.

**ROLES & RESPONSIBILITIES:**

Owner:
- Responsible for Completeness and currency

Supervisors, Health and Safety Committee:
- Coordinate development of the Standard Operating Procedures

Employees:
- Will participate in the development of SOP’s if requested

**COMMUNICATION:**

Written:
- Procedure located in company health and safety manual. Procedures are to be reviewed annually or sooner if changes implemented.

Employees:
- Will be given a copy of Viana’s Health & Safety Manual outlining the expectations of employees in regards to housekeeping.

**EVALUATION:**

This standard will be evaluated each year by management and employees through site inspections and/or employee feedback.

**Reference Materials**

Ontario Health and Safety Act Regulations 35 - 48
16.2.13  (SOP) JOB RISK ASSESSMENT

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
The purpose of the job risk assessment is to ensure all employees are protected against health and safety hazards, and work in a healthy and safe environment.

SCOPE:
Controls specific to identified high risk hazards will be implemented as a first priority. Job Risk Assessment reports are to be reviewed annually, or sooner, if findings from an accident or incident report or after a significant injury or property damage warrant changes to current processes.

PROCEDURE:
The following steps are required to conduct a Job Risk Assessment:

1. Identify activities and/ or processes that have a potential for injury/ illness. Identify the specific hazards that exist in these processes/ activities and assess the level of risk.
   a. Identify hazards through known hazardous processes, injury and illness reports accident reports, and workplace inspections.

2. Develop safe operating procedures to control identified hazards with class I risks as derived from the job risk assessment table (matrix). Train employees on the hazards and appropriate controls.

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EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO
Ontario Health and Safety Act
16.2.14 (SOP) KETTLE OPERATION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To ensure employees are aware of the hazards associated with the operation of an asphalt Kettle and are appropriately prepared for the conditions to be encountered during the operation of this equipment.

SCOPE:
This procedure applies to all employees, supervisors and subcontractors who are engaged in the use of an asphalt Kettle.

PROCEDURE:

4. Kettle Startup:
   a. Kettle Location:
      i. Locate Kettle where the ground is clear, level and firm, close to the work as possible.
         - Make sure Kettle is level and stable.
         - Ensure area is free of flammables and debris.
         - An approved fire extinguisher shall be readily available.
         - Ensure there is no moisture in the Kettle vat, prior to lighting burners, as this can result in overflow or spattering.
         - Ensure the Kettle is in good condition prior to use.
         - Always turn off the burner and engine before refueling.
         - Ensure that all the pipes and systems are properly mounted and secure.
         - Secure burner, lids and all fittings at the end of each shift.
         - If the Kettle is left out of level, the heating tubes may become exposed (No asphalt covering) within the Kettle which could create a fire hazard.
   b. Locate Kettle away from building openings and air intakes to reduce the effects of fumes on people within the building.
   c. A hoarding area shall be set up consisting of fencing to keep the public a minimum of 20-ft away from an operating Kettle.

5. Firing of Burner:
   a. Before Operation:
      i. Visually inspect the Kettle for loose parts or damage. Report any damage found to your supervisor immediately for repair.
         - Do not operate a Kettle which is in need of repair under any circumstance.
         - The vent pipe allows volatile gases to escape during heating process which equalizes internal tank pressure to the exterior tank pressure reducing and explosion hazard.
   b. Ontario Health and Safety Act/ Regulations:
      i. As prescribed under the OHSA- 211(1) - only a competent worker shall operate a hot tar or bitumen road tanker or kettle.
         - Workers operating burners shall be trained in propane and its use as required under Viana’s propane handling procedure.
The worker shall hold a valid certificate of training as required by the TSSA for propane use.
   - the storage cylinder for propane shall not be placed closer than three meters (10 feet) to a source of fire or ignition;
   - the lines connecting the storage cylinder for propane to the heating device shall be located so that they do not come into contact with the hot tar or bitumen in the case of a spill or a failure of a component of the system; and
   - A fire extinguisher with an Underwriters’ Laboratories of Canada rating of at least 4A40BC shall be provided with the kettle. O. Reg. 213/91, s. 211 (2).
      i. At least one fire extinguisher shall be located within 15-ft of the kettle burners.

A propane burner used on a bitumen kettle,
   - shall have a thermal rating no greater than that recommended by the manufacturer of the road tanker or kettle; and
   - Shall consist of components that are adequate for their intended use. O. Reg. 213/91, s. 211 (3).

Firing of Burner:
   i. Check all hoses and connections for leaks prior to firing the burner.
   ii. Open the chimney cover.
   iii. Insert the burner and center it into the burner base of the firing tube, and secure with the appropriate hardware.
   iv. Close the valve at the burner and the regulator; open the propane cylinder valve and slowly adjust the regulator to 20psi.
   v. Open the burner valve slightly and immediately light the propane mixture by placing an igniter or long neck lighter in front of the burner.
      • If the propane does not ignite within 5 seconds, turn off the burner valve, wait 10-minutes for the propane to dissipate, and retry.
   vi. With the burner lit, open the burner valve fully and readjust the propane regulator to 20-psi.
      • Flame size can be regulated by adjusting the propane pressure at the regulator.

6. Heating of Asphalt:
   a. Make sure all water or moisture is removed from the Kettle before heating.
   b. When melting from a cold start, extreme care should be taken as the asphalt may not heat evenly which may allow asphalt in some locations within the kettle to be heated above the material flash point creating a fire hazard.
      i. Do not exceed the manufacturer’s recommended maximum heating temperature for the asphalt.
         • Asphalt heated above the manufacturer’s recommended rating can result in a fire or explosion hazard.
   c. Monitor the thermometer closely and watch for smoke emitted; small white puffs of smoke indicate proper heating, thicker or yellowish smoke indicates the asphalt has been overheated and may result in a fire.
      i. Turn down or turn off the burner in the event of overheated asphalt.
   d. A tanker is never to be left unattended during operation.
Section 16: Safe Operating Procedures

7. Drawing Asphalt from Kettle
   a. A worker operating the kettle shall wear all the appropriate PPE:
      i. A full face shield shall be covering the workers face when drawing asphalt from
         the kettle.
      ii. Long sleeve work gloves shall be worn when operating the kettle.
      iii. Hard hat and safety boots are to be worn at all times.
      iv. When water is not available near hot work including Kettle work area, a pale
         with water should be available near hot work area and/or Kettle.

8. Shutting down burners:
   a. Turning the burner off;
      i. At the end of the day, turn off the fuel supply at the propane cylinder valve to
         allow the propane within the hose to burn off.
   b. Maintain a fire watch after the burners has been shut down for a minimum of 2-hours.
   c. Ensure all flammable debris has been removed from the vicinity.

9. Transporting the Tanker:
   a. When the Kettle are to be moved, ensure the access cover on the top of the tanker is
      closed and locked.
   b. Close all valves.
   c. The driver is to make a circle check of the Kettle as required by the MTO to ensure it is
      in good condition and roadworthy.

ROLES & RESPONSIBILITIES:

| Owner:       | Responsible for Completeness and currency |
| Supervisor:  | Coordinate development of the Standard Operating Procedures |
| Committee:   | Employees: Will participate in the development of SOP’s if requested |

COMMUNICATION:

| Written: | Procedure located in company health and safety manual. Copy of safety manual to be located at all sites. Procedures are to be reviewed annually or sooner if changes implemented. |
| Employees: | Employees required to operate a tanker will be trained upon hire, if required; reviews to be conducted every 3 years for all applicable employees |

EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO
Ontario Health and Safety Act.
Grizzly Equipment Kettle instruction manual
Section 16: Safe Operating Procedures

16.2.15 (SOP) EXISTING ROOF REMOVALS

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:

To ensure all employees are instructed in the proper technique for removing existing roofs, so that all workers may perform their work with maximum safety.

SCOPE:

This procedure applies to all employees, supervisors and subcontractors who work on a jobsite.

PROCEDURE:

1. A Temporary Guardrail System and Netting will be installed at the exterior roof perimeters to prevent falling debris or tools.
2. Workers erecting a temporary guardrail and nets systems shall use a fall arrest system whenever they are closer than (6') to the roof edge.
3. When working at the roof edge, tools shall be appropriately tied off to prevent accidental release which may cause the tool to fall over the roof/building edge.
4. Debris shall be removed away from the roof edge for later disposal.
5. No debris or tools shall be left on the edge of roof area at any time.
6. Protective netting will only be removed after the existing roof has been removed, to permit the installation of the new roof system.

ROLES & RESPONSIBILITIES:

Owner: Responsible for Completeness and currency
Supervisors, Health and Safety Committee: Coordinate development of the Standard Operating Procedures
Employees: Will participate in the development of SOP’s if requested

COMMUNICATION:

Written: Procedure located in the company health and safety manual. Copy of safety Manual to be located at all sites. Procedures are to be reviewed annually or sooner if changes implemented.
Employees: Will be trained upon hire, annual reviews to be conducted for all applicable employees.

EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO
Ontario Health and Safety Act.
16.2.16 (SOP) PROPANE HANDLING

PURPOSE:

To ensure all employees are trained in Propane to ensure they are aware of the dangers associated with the handling of propane fuel. Training is intended to help workers identify hazards associated with the use of propane so they may implement proper procedures to protect themselves and others.

SCOPE:

This procedure applies to all employees, supervisors and subcontractors who work on a jobsite and are required to handle propane.

PROCEDURE:

Propane is a dangerous substance and must be handled with care. Anyone required to use or handle propane shall be trained in the proper use and handling of this product.

1. Training:
   a. All Employees required to use or handle propane shall:
      i. be trained in the proper handling and storage of propane equipment and storage cylinders.
      ii. have a valid propane training certificate.
      iii. be recertified every 3 years.
   b. All propane training is to be conducted by a certified trainer.
   c. New employees required to use propane shall have a valid propane handling certificate, or shall be trained in its use by a certified trainer.

2. Documentation:
   a. Training Records shall be kept of all employees whom have received training.
      i. Records shall include employee name, location of instruction, instructor, and date of training.
      ii. This information is to be filed with Viana Roofing’s training records.

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COMMUNICATION:

Written: Procedure located in company health and safety manual. Copy of safety manual to be located at all sites. Procedures are to be reviewed annually or sooner if changes implemented.

Employees: Employees required to handle propane will be trained upon hire or as required.

EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO, Ontario Health and Safety Act
16.2.17  (SOP) ROOF HOIST OPERATION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To ensure employees are aware of the hazards associated with the Roof Hoist operation and are appropriately prepared for the conditions to be encountered during the process to better protect themselves and others.

SCOPE:
This procedure applies to all employees, supervisors and subcontractors who are engaged in the Roof Hoist operations.

PROCEDURE:

1. OHSA Roof Hoist Requirements:
   a. As required under the OHSA reg.209 the hoist shall have:
      i. Reg.209.1.a- Shall have a guardrail installed on both sides of the frame at the edge of the roof.
      ii. Reg.209.1.b- Shall be positioned such that the hoist cable is vertical at all times when a load is being hoisted
      iii. Reg.209.2- Only a competent worker shall operate a hoist used on a Roof.
   b. Reg 210-Counter weights:
      i. Shall be suitable for this purpose.
      ii. Shall not consist of roofing or other construction material.
      iii. Shall be securely attached to the hoist.
      iv. Shall provide a safety factor against overturning of not them less than 3.

2. Equipment Documents:
   a. Operating manual is on the device.
   b. Load capacity is clearly shown on the device in clear view of the operator.
   c. Equipment maintenance and repair log on site/device.
   d. Equipment inspection log on site/device (Section.5)

3. Prior Setup:
   a. Prior to the setup of the hoist, a competent person should ensure the roof deck can support all the anticipated loads; these loads shall include the weights of the hoist plus the weight of the material being hoisted.
   b. A crew foreman or general supervisor shall advise the office of any concerns for the setup; managers will hire appropriate personnel to determine if.
   c. The area where the hoist is to be setup must have a clear vertical path to the roof.
   d. Hoists will not be setup within 15 feet’s of power lines.
   e. Hoist load capacity is clearly marked on the device.

4. Setup:
   a. All workers on the roof setting up the roof hoist shall be wearing appropriate fall protection and tied back to an appropriate anchor point-please refer to fall protection SOP.
   b. High rise buildings with internal elevators and roof access stair/hatch:
Section 16: Safe Operating Procedures

i. The power unit and the weights are to be elevated to the roof using the building internal elevator.
ii. The remaining hoist components which are too large to fit through the building are to be hoisted to the roof with a hand hoist.
iii. Any worker using a hand hoist, or working near the roof edge must use fall protection (refer to fall protection SOP)
iv. Alternatively, if the hoist power unit can be securely restrained to a large fixed object such as the mechanical penthouse, stairwell exit or chimney, the unit may be used to elevate the remaining components.
v. A 3/8-in wire rope will be used, wrapped around the fixed object and secured with the appropriate cable attachments.

c. Low Rise Building setup:
i. The roof hoist components shall be elevated to the roof with a hand hoist, or by hand.
ii. The roof hoist frame components shall be raised first and assembled.
iii. Counter balance weights shall be lifted next, and inserted into the ballast tray.
iv. The motor unit can then be raised under its own power.
v. Ideally a crane should be used to elevate the hoist and related components to the roof, if feasible.
vi. All workers on the roof setting up the hoist shall be appropriately tied back (Refer to fall protection SOP.)
d. On the Roof:
i. Once the hoist frame and counterbalance weights are on the roof; the frame components shall be erected in the approved setup location.
ii. The weights shall be installed in the hoist tray; these weights shall be designed for the use with the hoist.
iii. As indicated above, no roofing material shall be used as a counter weight.
iv. As required by the hoist manufacturer, a minimum of 1.5 times the weight of any anticipated material to be hoisted shall be placed in the counterbalance weight tray.
v. The weight tray shall be filled with the appropriate steel or concrete weights.
vi. Three workers or more shall elevate the power unit in place while another worker pins the unit to the track with the appropriate pin.

5. Hoist Operation:

a. Only qualified workers shall operate the roof hoist.
b. Workers qualifications will be based on training, work experience and familiarity with the roof hoist.
c. Prior use each day and after initial setup, the roof hoist shall be inspected for damage. Damage to any of the following components shall be reported immediately and the hoist taken out of service until is repaired. The inspection shall include the following;
i. The frame shall be inspected for broken welds.
ii. The frame shall be inspected for bent parts.
iii. Hoist pins shall be inspected to ensure they are in place and in good condition.
iv. Roof motor oil shall be inspected for proper level.
v. Hoist power unit belt shall be inspected for damage or wear.
vi. Hoist cable shall be inspected for damage, frayed, kinked or looped cable shall be reported and unit taken out of service.
vii. Motor drum unit, shaft and bearings shall be inspected for cracks or wear.
viii. Brake liner shall be inspected for wear or damage.
ix. Trolley track and attachment points.
d. Hoist operators shall wear their fall protection PPE and be tied back to an appropriate anchor as per the fall protection SOP. The hoist operator may not untie himself from his lifeline unless is clear of the hoist and it is safe to do so (See fall protection SOP).
e. Ground workers shall remain clear of the material being hoisted (i.e. not in the vertical path of hoisted materials) except during loading or unloading. Ground worker shall communicate with hoist operator with hand signals or by radio.
f. Signal person will be utilized when the operator’s view is obstructed when using the lifting device.
g. Any incidents involving the hoist shall be immediately reported to the supervisor.

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16.2.18 (SOP) SAFETY TALKS

Date of Issue: Jan. 2015
Review Date: Jan. 2016

Objective:

The purpose of the safety talks is to promote a safe working environment by informing employees of potential workplace hazards. Employees are encouraged to participate in identifying potential hazards improving overall job safety.

Schedule:

Safety talks are to be conducted at the site by the foreman for roofing crews, or at the shop. The meetings will be approximately 10 to 15 minutes in duration held weekly.

Procedure:

The safety talks will be conducted by the crew foreman, however all employees will be encouraged to participate. The safety talks are to include the following:

1. General Safety Review: A topic from the safety talk guide (provided by management), relevant to the work being performed, will be selected and reviewed.
   a. Any questions arising from the talk are to be addressed immediately. Questions that cannot be answered on the site are to be submitted to management for instruction.

2. Workplace safety Concerns: Employees are encouraged to voice their concerns on safety.
   a. Worker recommendations shall be documented and submitted to management for review. Critical safety concerns are to be addressed immediately. The office should be informed for proper instruction when required.
      • All safety concerns are to be documented on appropriate forms and submitted to management.
   b. Incident and Accident Reviews: Workers are to report incidents or “close calls”.
      • All incidents reported are to be recorded, corrective actions are to be implemented immediately where possible.
      • Causes and corrective actions of previous incidents are to be reviewed. Incidents where no corrective actions are taken are to be submitted to management for instruction.

3. Documentation:
   a. All foreman are to submit the Safety Talk review forms provided on a weekly basis. These forms are to contain the following:
      • Date
      • Project Site
      • topic reviewed
      • Signatures of employees in attendance
      • Documented Employee Safety concerns
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### EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO

Ontario Health and Safety Act
16.2.19 (SOP) WHMIS TRAINING

Date of Issue: Jan. 2015  
Review Date: Jan. 2016

PURPOSE:

To ensure employees are trained in WHMIS and are familiar with the hazardous substances they are likely to encounter on a job site.

SCOPE:

This procedure applies to all employees who use or are likely to come in contact with a hazardous substance as defined by WHMIS.

PROCEDURE:

1. WHMIS (Workplace Hazardous Materials Information System) Training:
   a. All employees who use or will come in contact with hazardous materials, as defined by WHMIS, are to be trained in WHMIS by a knowledgeable person.
   b. An employee (previously trained) review of WHMIS is to be conducted annually as required under the Ontario Health and Safety Act (OHSA) 42(3). The annual reviews shall ensure the following:
      i. Workers remain familiar with basic concepts of WHMIS and of the MSDS’s of the products they use.
      ii. Workers remain familiar with the 3 main elements of WHMIS: Labels, MSDS and training.
      iii. MSDS based instructions on the handling, use and storage of new hazardous products to be encountered on a job site.

2. Materials Safety Data Sheets (MSDS):
   a. MSDS’s are to be made available at all job sites in a binder as required under the OHSA 38(1)(a). All MSDS’s for hazardous materials to be used on a project are to be contained within this binder.
   b. All MSDS’s provided are to be updated every 3 years (by manufacturer) as prescribed under the OHSA 37(5). These updated MSDS are to be provided to employees in the jobsite binder, expired MSDS are to be discarded.

3. Container Labels:
   a. All hazardous products are to have a supplier label indicating the hazard associated with the material before entering a jobsite.
   b. Hazardous materials entering the site without labels are to receive a workplace (written by employee) label. This label is to contain the following information:
      i. Product identity.
      ii. How to safely handle the material.
      iii. Indicate availability of an MSDS.
## Section 16: Safe Operating Procedures

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### EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

Reference Materials

CSAO
Ontario Health and Safety Act
16.2.20 (SOP) WORKERS ORIENTATION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To familiarize new employees with company policies, review of the Ontario Health and Safety Act and the company health and safety policy.

SCOPE:
This procedure applies to all new employees hired by Viana Roofing.

PROCEDURE:
All new employees are to have an orientation to familiarize them with company policies and review the safety policy. The orientation will explain personal protective equipment and determine any training requirements. A new employee unfamiliar with the work activity will be assigned with an experienced employee to become familiar with the job, equipment, procedures and processes.

Training:
- Orientation is to begin on the 1st working day of the new employee. The supervisor will explain the company health and safety policy and expectations of complying with the Ontario Health and safety Act.
- The employee will be provided with specific personal protective equipment and be told what he/she has to purchase.
- Specific training requirements are to be determined, such as WHMIS and Fall protection, and scheduled.
- Individual safety Talks for the new employee will be performed on weekly bases.

ROLES & RESPONSIBILITIES:

Owner: Responsible for Completeness and currency
Supervisors, Health and Safety Committee: Coordinate development of the Standard Operating Procedures
Employees: Will participate in the development of SOP’s if requested

COMMUNICATION:

Written: Procedure located in company health and safety manual. Copy of safety manual to be located at all sites. Procedures are to be reviewed annually or sooner if changes implemented.
Employees: Will be trained upon hire; annual reviews conducted for all applicable employees

EVALUATION:
This standard will be evaluated each year by management and employees through site inspections and employee feedback.

Reference Materials

WSIB web site
16.2.21 (SOP) LADDERS OPERATION

Date of Issue: Jan. 2015
Review Date: Jan. 2016

PURPOSE:
To ensure employees are aware of the hazards associated with the operation of Ladders and are appropriately prepared for the conditions to be encountered during the operation of this equipment.

SCOPE:
This procedure applies to all employees, supervisors and subcontractors who are engaged in the use of Ladders.

PROCEDURE:

10. Ladders Types:
   a. Ladders are available in various sizes and types. The proper ladder (type & size) should be selected for the task to be performed.
   b. An extension ladder or suitable jaws ladder is to be used for gaining access to roofs from the exterior of a building.

11. Ladder Inspections
   - Ladders shall be inspected for damage each time they are used. Damaged ladders are to be immediately taken out of service.
   - Fiberglass ladders should be used if anywhere near electrical power lines. Fiberglass is nonconductive and will reduce the risk of electrocution should the ladder come in contact with power lines.
   - Damage may consist of any of the following:
     - Broken, missing or bent rungs.
     - Defects, or improperly repaired side rails.
     - Damaged or missing feet.
     - Worn, damaged, or unworkable extension ladder locks, pulleys.
     - Worn broken or frayed rope on extension ladders.
     - Bent, worn, broken or ineffective spreader arms on step ladders.

2. Ladder Set up:
   - Avoid setting up a ladder in high traffic areas or near entrances or exits to a Building, if possible.
   - Clear any debris, snow and ice where the ladder is to be set up and maintain the area; both the top and bottom landings are to clear of obstructions and debris.
   - Set up the ladder on firm footings. If the base is on soft loose or wet material clear it away or set the ladder on a mud sill.
   - Erect ladders with a 3:1 to 4:1 (one foot out for every 3 feet to 4 feet up) slope.
   - Ensure the ladder a minimum of 3 feet above the landing but no more than 4 feet.
   - Block or otherwise secure the ladder base or have the ladder held by a second worker when in use.
   - Tie off the ladder at the top to prevent from moving.
12. Climbing Ladders:
   - Only one person shall climb a ladder at any one time.
   - Clean mud and snow off boots before climbing.
   - Always face the ladder when climbing.
   - Maintain 3 point with the ladder at all times.
   - Do not carry tools or equipment or materials while climbing.

13. Working off Ladders:
   - Workers should only use ladder to work off as a last resort, when there is no other means to access the work area.
   - If a worker must work off a ladder and will be higher than 8 feet’s off the ground the worker must wear safety harness and tie back to an appropriate anchor point.(NOT THE LADDER).

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### EVALUATION:

Current SOP’s will be available for all employees via orientation and through the company Health and Safety Manual.

### Reference Materials

- CSAO
- Ontario Health and Safety Act
16.2.22 (SOP) Company Vehicles

Drivers
- Only competent fully licensed drivers may operate a vehicle.
- No driver shall exceed 13 hours of driving in one day.

Logbooks
- Every driver shall keep a daily log each day that accounts for all of the driver’s on-duty time and off-duty time for that day. An operator shall require every driver to keep a daily log. A driver is not required to keep a daily log for a day if the driver, (a) on the operator’s instructions, drives a commercial motor vehicle solely within a radius of 160 kilometres of the location at which the driver starts the day; and (b) returns at the end of the day to the same location from which he or she started.

Fleet Vehicles – Maintenance

Standard:
Company Pick-up trucks and cars she be maintained in safe working order

Procedure:
Regular inspection of Company Vehicles shall be done by the operator or other qualified person as follows:
- Lights
- Tires
- Fluid leaks/levels
- Emergency brake
- Clean windows, good wipers/washer

1.0 It is the operators responsibility to arrange for preventative maintenance:
- Oil & filter changes
- Lubrication
- Engine tune
- Brake jobs
- Tire rotation/replacement
- Radiator maintenance
- Spring service for air conditioner

2.0 It is the operators responsibility to arrange for demand maintenance:
- Light bulbs
- Springs/suspension
- Window glass
- Wiper blades
Section 16: Safe Operating Procedures

- Wiring
- Gauges
- Tires
- Engine, transmission
- Battery
- Universal joints

3.0 If major repair costs are anticipated, discuss with your supervisor for direction.

Pick-up Trucks

Standard:

These practices involve the more common safe driving practices used during the operation of a motor vehicle.

Viana is responsible to ensure employees are provided adequate instruction in correct driving protocols when driving vehicles on rural, private or lease roads. The driver of the vehicle has the responsibility to adjust their driving habits to conform to the existing road conditions.

Employees operating a company vehicle must have care and control of the vehicle at all times and obey the highway traffic act in your various jurisdictions and follow Viana’s policy on "vehicle rules"

1. Check all fluid levels; cooling systems, oil, and gas to be sure, they are at acceptable levels for operation.
2. Do not fuel machine while it is running.
3. Do a walk around to check tires and condition of the truck.
4. Seat belts must be worn.
5. Put vehicle in park and apply parking brake when stopping the vehicle.
6. The operator is to ensure footwear is clear of mud, grease and snow before climbing into the cab. Keep any mud, grease or snow off of the clutch, brake and gas pedals.
7. No Smoking in company vehicles.
8. No use of hand held electronic devices (ex. Texting while driving).

Trucks – Daily Inspections

Standard:
Company trucks shall be maintained in safe working order

Procedure:
The truck driver shall conduct a daily circle check of his vehicle prior to initial use inspecting the following areas where applicable:
Section 16: Safe Operating Procedures

- All Lights and license plates
- Engine oil level
- Radiator coolant level
- Tires and lug nuts
- Any oil leaks
- Transmission oil level
- Fuel tank level & condition
- Ride cylinders (struts)
- Parking brake
- Drive line
- Steering cylinders
- Air tanks
- Windows & mirrors
- Fire extinguisher
- Hydraulic tank & levels
- Horn
- Windshield wipers/washer fluid
- Braking system

Management and operators are responsible to ensure operators of CVOR (commercial vehicle operator's registration) or equivalent commercial vehicles operate as per allowable hours of service referring to your areas transportation enforcement requirements.

Note: Report any unsafe condition to your supervisor for corrective action

Trucks — Loading and Unloading

Standard:
The driver of a truck shall ensure that the load is loaded, transported, and unloaded in a manner that will not cause harm to people, equipment, or materials.

Procedure:
1. All vehicles carrying loads shall have their load properly secured.
2. Loads, which project beyond the length of the vehicle, shall be marked with a red flag or light.
3. Workers shall leave the cab of a truck while it is being loaded or unloaded.
4. No person shall mount or dismount a moving vehicle or piece of heavy equipment.
5. No material or equipment to be moved by crane, forklift, or similar device shall be stored under or near energized electrical equipment.

Load Security
Section 16: Safe Operating Procedures

Loading and securing your cargo/equipment incorrectly could lead to fines, property damage, injury or even fatality(s).

Loading

Factors affecting arrangement of load:

- Type of vehicle
- Weight of load
- Height of load
- Width of load

Arranging and Distributing Loads

Weight distribution of load affects the handling characteristics of the vehicle. The life of the vehicle's tires, frame, springs and bearing can be greatly reduced by improper weight distribution.

Placemen of load

- Heavy concentrated loads should be placed
- Near the rear of the trailer
- On its long side if possible
- Over or just ahead of the rear axle
- Load should be securely blocked to prevent from sliding forward

An equal amount of weight is placed on all rear tires to prevent twisting and stress on the frame. Ensure that trailer is long enough for load.

Securing Load

The chosen load securement system must be appropriate for the loads:

- Size
- Shape
- Strength
- Characteristics

Securement Systems May include

- Vehicle structure
- Blocking and bracing
- Tiedowns (chains, straps, etc.)

General Requirements for Tiedowns
• Tiedowns must be designed and maintained to allow the driver to tighten them (excluding Steel Strapping).
• Edge protectors must be used where tiedowns could be cut or subject to abrasion where in contact with load.
• Tiedowns must be firm and must not slip, loosen, unfasten, open or release while the vehicle is in operation.
Section 17: Workplace Violence, Harassment & Discrimination

WORKPLACE VIOLENCE, HARASSMENT AND DISCRIMINATION
PREVENTION AND RESPONSE PROGRAM

PURPOSE:
To proactively assess the risks of workplace violence and harassment that may arise in the course of our work and to support our direct hired workers, supplied labour and subcontracted employees who raise issues of workplace harassment and/or violence at our workplaces.

DEFINITIONS:

Workplace Violence:
• “exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
• An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
• A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker”

Workplace Harassment:
“Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome” Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

SCOPE:
This policy applies to all employees, subcontractors and persons hired on a temporary basis or hired through a temporary help service. It applies not only to incidents which occur at work but may also apply to incidents of violence in the course of an employment relationship involving individuals away from the workplace or outside working hours or in any situation where this protocol can help an employee with a response or solution.
STANDARDS AND PROCEDURES:

Our policy statement on workplace violence and harassment:
Viana Roofing & Sheet Metal Ltd. is committed to providing a workplace that does not tolerate threats, or acts of violence of any sort, or harassment by or against its employees. The management team of Viana Roofing & Sheet Metal Ltd. will respond to every incident of actual or potential violence or harassment immediately, in a manner that is proportionate to the seriousness of the situation. Any violent behavior or actions as well as any verbal threat of violence or harassment, will be taken with the utmost seriousness and can be considered as grounds for dismissal.

CONFIDENTIALITY
Viana Roofing & Sheet Metal Ltd. management will ensure the confidentiality of the information collected and used in this Policy in accordance with the privacy principles (Freedom of Information and Protection of Privacy Act).

Employee Reporting Procedures:
In the case of a violent act resulting in serious injury - CALL 911 IMMEDIATELY, then contact your crew foreman.
The crew foreman of the work area shall immediately call our company health and safety coordinator and the project manager to notify them of the event.

Behavior You Should Report:
A. A threat or threatening behavior may consist of word or actions that create a perception that there may be an intent to harm persons or property, or actions or words that actually bring about harm, such as:

   ✓ A threat can be explicit or implied.
   ✓ A threat can be the result of verbal, written or non-verbal actions.
   ✓ Statements made in the guise of a joke may be considered threatening in the circumstances.

Examples of threats include but are not limited to:

   ✓ physical contact or force by a person against a worker that causes or could cause physical injury
   ✓ Verbal / written statements or behavior that is reasonable for a worker to interpret as a threat
to exercise physical force against the worker, in a workplace, that could cause physical injury.
✓ Gestures or comments implying that physical contact will be used, such as gestures of punching, choking, or stabbing.
✓ Stalking behavior.
✓ Possessing a weapon in the workplace or on company property.

B. Actual physical violence is the unwanted touching of a person or his/her possession with an intent to create fear or cause harm, or which does create fear or harm.

✓ An act may constitute physical violence even if no injury or harm occurs.
✓ The used of an object to cause unwanted touching may also constitute physical violence.

Note: These examples are not all-inclusive; they are merely to assist the reader in understanding what behavior is prohibited and what may be construed to be threatening.

PROCEDURE
Protocol for a Response to an Incident of Violence, Harassment or Discrimination

Step 1 – Call the local emergency number (911) or the police if a situation is deemed life threatening or a threat to individual safety.

Step 2 – Speak with your manager, foreman, or another member of the company management team immediately.

Step 3 – Manager, foreman, or management team representative gathers the facts of the incident.

Step 4 – The General Manager is contacted and the facts of the incident are reviewed.

Step 5 – General Manager identifies lead role, determines action plan, assigns responsibilities and follows up.

A file is created containing all of the information gathered regarding the incident.

RESTRAINING ORDER
All employees who apply for or obtain a protective or restraining order which lists company locations as being protected areas, must provide management a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.
RESPONSIBILITIES ROLES:

**Employer Responsibility:**
- Ensure workers are made aware of our workplace violence program and trained on how to recognize workplace violence through New Hire orientation and our workforce safety meetings.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement are identified.

**Project Manager Responsibility:**
- During PJO (planned job observation) routines or through employee conversations, establish whether workers have any issues regarding workplace violence.
- Investigate any report forwarded to you regarding any complaint/event of workplace violence and forward investigation results to the company health and safety coordinator.

**Supervisor Responsibility:**
- Respond appropriately to any compliant or observance of workplace violence on the project.
- Ensure the workplace violence event is properly investigated and reported to the project manager.

**Employee Responsibility:**
- Workers are expected to notify their foreman or a member of our management of any threats, which you have witnessed, received, or have been told that another person has witnessed or received. All investigations will be handled in as discreet and confidential a fashion as possible. No person will be adversely affected in employment as a result of bringing complaints or participating in an investigation under this policy.

- Employees are not to bring or be in possession of any types of weapons whatsoever while at work, or use (or threaten to use) any object as a weapon. Such behavior is subject to disciplinary action including termination.
Employees of are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.

COMMUNICATION:
Our workplace violence program will be communicated through the following methods:

- New Hire worker safety program orientation session will give mention of our program.
- Also to be communicated during our workforce safety meetings.
- Our Joint Health and Safety Committee will be kept informed of any workplace violence event.

This program will be reviewed each year and any changes will be communicated by the supervisor to workers immediately, or as soon as possible, after the changes are made.

TRAINING:
Viana Roofing & Sheet Metal Ltd. will ensure that the individual(s) responsible for this Policy has (have) training and understanding of the confidentiality and security of employee information as well as privacy principles.
Training in workplace violence identification and reporting procedures will be through our safety meetings and crew safety talks.

EVALUATION:
This program will be evaluated on an annual basis by our company management, with collaboration by the Joint Health and Safety Committee. The purpose of the evaluation is to determine if we are meeting the objectives of zero incidents. The program standards and its effectiveness shall be assessed and revisions made as required to address areas of deficiencies noted. We are committed to using the results of our evaluation to improve our Workplace Violence, Harassment and Discrimination Program.

REFERENCE: **LEGISLATED AUTHORITY**
- Health & Safety Act (OHSA), SECTION 25 as amended by Bill 168
- Freedom of Information and Protection of Privacy Act (FIPPA)

FORMS:
- Harassment / Violence Incident Form
- Workplace Violence Assessment Form
CODE OF ETHICS FOR VIANA ROOFING & SHEET METAL LIMITED

- Comply and demand compliance with the Code of Ethics of the company and, to that end, make the Code known and establish appropriate mechanisms to guarantee application.

- Treat employees with dignity, respect and justice, taking into consideration their different cultural sensitivities.

- Not discriminate against employees on the grounds of race, religion, age, nationality, sex or any other personal or social condition different from the conditions of merit and capacity.

- Not permit any form of violence, harassment or abuse at the workplace.

- Recognise the rights of association.

- Promote the professional development, training and promotion of employees.

- Link remuneration and the promotion of employees to their conditions of merit and capacity.

- Establish and communicate clear criteria and rules, which maintain a balance between the rights of the company and those of employees in hiring processes and in the separation thereof, even in the case of voluntary change in employee.

- Guarantee health and safety on the job, taking any such measures as are considered reasonable to maximise prevention of occupational risk.

- Look to reconcile work at the company with the personal and family life of employees.

- Look to achieve the occupational integration of persons with incapacities or handicaps, eliminating barriers of all kinds in the ambit of the company in order to achieve insertion.

- Facilitate the participation of employees in the social action programmes of the company.

- Conduct work in a professional manner at all times free from competitive abuses.

- Abusive language of any form shall not be permitted in the workplace.

- Non-compliance of the above may result in dismissal.

Dated: ____________________________

Signed by: _________________________

M. A. DaCosta, Area Tech.
President
REPORTING FORM

HARRASSMENT IN THE WORKPLACE □ VIOLENCE IN THE WORKPLACE □

Incident Report Form

Complainant Information

Last Name ____________________________________________

First Name _________________________________________

Phone Number ______________________________________

Date/Month/Year of Incident _________________________________________

Time of Day: ________________________________________________

Respondent Information

Name, if known: ____________________________________________

Relationship: ___ Co-worker ___ Client ___ Supervisor ___ Member of the Public

__________________________________________________________________________

Other (please specify)

Name of Witnesses and/or those providing assistance

___ Co-worker ___ Client ___ Supervisor ___ Member of the Public

__________________________________________________________________________

Other (please specify)

Description

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time, what impact the incident had on you).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Page 1 of 2
Medical Attention Required

_____ Yes  _____ No

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

________________________________________  __________________________
Signature of person reporting incident  Today's Date

Upon completion, please forward to: _________________________________________
Section 18: Musculoskeletal (MSD) Disorders

PURPOSE:
To increase awareness and take every reasonable precaution to protect workers from hazards that may result in MSD injuries.

SCOPE:
This policy applies to all employees, subcontractors and any persons hired on a temporary basis or hired through a temporary help service.

Definitions:
1. MSD Definitions:
   a. Musculoskeletal Disorders (MSDs) are injuries that affect muscles, tendons, ligaments, joints, and nerves.
   b. MSDs do not include musculoskeletal injuries or disorders that are the direct result of a traumatic event, such as a fall, being struck by or against an object, being caught in or on something, a vehicle collision, or workplace violence
2. MSD Risk Factors:
   a. Forceful Exertion - work requiring a lot of physical exertion.
   b. Repetitive Movements - work using the same muscles repetitively, or for a long time without adequate rest. The level of risk varies with frequency, speed of motion, amount of force and time for rest/recovery.
   c. Awkward or static postures - injuries which can result when work is performed where the workers body or joints are held or moved in an unnatural position. A neutral posture is when joints are not bent and the spine is aligned and not twisted.
      i. Example of awkward positions:
         - Twisting of trunk
         - Lateral bending
         - Leaning backward
         - Rotating forearm or resisting rotation of a tool
         - Kneeling
   d. Additional risk factors:
      i. Contact pressure - when pressure is applied to soft tissues of the body.
      ii. Vibration - when a worker uses vibratory tools or performs a task that jolts or jars the body.

Procedures
1. MSD Evaluation:
   a. Current and future work procedures will be reviewed, through site inspections by Viana’s safety supervisor, to identify MSD risk factors.
      i. Risk factors found will be documented for review by the JHSC.
   b. Injury reports will be reviewed for MSD factors-
i. Any processes found or which appear to have contributed to the injury will be investigated and brought to the JHSC for review and applicable work or control procedure implementation.

c. Workers will be encouraged to provide ergonomic issues to Viana’s safety supervisor for review.

2. MSD Controls:
   a. Once an MSD evaluation is complete, the JHSC is to propose control procedures to rectify the MSD hazard.
      i. Engineering Controls which modify the risk factors are preferable and take the form of modifying tools, materials and work methods to perform the task. When an engineered control is not feasible an administrative control will be reviewed.
         o New tools are to be reviewed for ergonomics.
      ii. Administrative Controls revise policies to reduce or prevent exposure to the risk factors.

3. Implementation:
   i. After a MSD risk has been identified and a control measure selected, Viana’s safety supervisor will review the new work method with workers on site through a toolbox talk.

RESPONSIBILITIES ROLES:

1. Employer Responsibility:
   a. Enforce policies and procedures.
   b. Provide necessary equipment resources and training
   c. Evaluate and update program annually.

2. Manager Responsibility:
   a. Enforce program through regular monitoring.
   b. Report all findings to senior management.
   c. Ensure workers are educated in MSD symptoms and proper equipment use.
   d. Implement MSD controls
   e. Conduct accident/ incident investigations associated with MSD reports
   f. take every reasonable precaution for the protection of the worker.

3. Worker Responsibility:
   a. Comply with policies and procedures
   b. Report any unsafe work conditions to the supervisor
   c. Report any accidents/ incidents to their supervisor
   d. Cooperate with the implementation of procedures.

4. JHSC:
   a. Review incident/ accident reports for MSDs.
   b. Report MSD findings to management.
   c. Propose controls for MSD hazards.
COMMUNICATION:
Our workplace MSD program will be communicated through the following methods:

- New Hire worker safety program orientation session will give mention of our program.
- Also to be communicated during our workforce safety meetings.

This program will be reviewed each year and any changes will be communicated by the supervisor to workers immediately, or as soon as possible, after the changes are made.

EVALUATION:
This program will be evaluated on an annual basis by our company management, with collaboration by the Joint Health and Safety Committee. The purpose of the evaluation is to determine if we are meeting the objectives of zero incidents. The program standards and its effectiveness shall be assessed and revisions made as required to address areas of deficiencies noted.

REFERENCE: LEGISLATED AUTHORITY

- Health & Safety Act (OHSA)
- IHSA
- Health & Safety Ontario
Section 19: Environment Health & Safety

19.1.1 Environmental Health & Safety Statement

Viana Roofing & Sheet Metal Ltd. is committed to conducting its business activities in an environmentally responsible manner. Viana Roofing & Sheet Metal Ltd. recognizes the value of sound environmental practices and the need to comply with all legislative requirements pertaining to the preservation of our environment.

Preventative measures and engineering controls are essential in preventing environmental incidents, and preparedness is essential in minimizing the impact on the environment in the event that an unforeseen event occurs.

The assessment and control of potential environmental concerns are essential to the maintenance and improvement of our natural world.

Manuel DaCosta
President

Date 12/01/15