



VIANA ROOFING & SHEET METAL LTD
74 Advance Road
Etobicoke, Ontario
M8Z 2T7
416.763.2664



Project Health & Safety Program for Qualified Sub Contractors 2020



SUB-CONTRACTOR/SUPERVISOR APPRAISAL

The follow appraisal form shall be used or a variation of this form, to assess the performances of our foremen on an annual basis as a minimum.

Performance Appraisal Form

LEGEND:

1 • Unacceptable, 2 • Requires Improvement, 3 - Meets standard, 4. Performs above standard

Name:	1	2	3	4
Position Title:				
Performing workplace Inspections				
Conducting Information sessions (safety talks, staff meetings)				
Conducting incident investigations				
Conducting employee training				
Correcting substandard acts or conditions				
Commending employee health and safety performance				
Performing employee safety observations				
Duties of supervisor 27. (1) A supervisor shall ensure that a worker, (a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations: and (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.				
Additional Duties of Supervisor (2) Without limiting the duty imposed by subsection (1), a supervisor shall, (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor Is aware; (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker, and (c) Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. 0.1, s. 27.				
Overall Assessment:				

Sub-contractor Management:

Date:

Signature:

**Viana Roofing & Sheet Metal Ltd
Management review:**

Date:

Signature:





Confidentiality Agreement/ Conflict of Interest Disclosure

Viana Roofing & Sheet Metal Ltd representative doing the evaluation agrees that any and all information received or obtained during the company’s evaluation is and will remain confidential information.

The evaluator will use reasonable efforts to keep in confidence and not disclose any of the company's confidential information, and to protect that information from disclosure.

The evaluator acknowledges that once the evaluation has been completed, all confidential information arising from the evaluation will be returned.

The evaluator must declare any conflict of interest that could lead to a biased evaluation. Any such conflict must be disclosed prior to this agreement.

Example:

If the evaluator had been hired previously (within six months) by the company to help develop their safety program.

If the evaluator has any financial ties or investments with the company.

Company Representative:

NAME (Print):

SIGNATURE:

Viana Roofing & Sheet Metal Ltd Representative:

NAME (Print):

SIGNATURE:

Date:





Contractor's Company Profile

Legal Name:	
Business/Operating Name (if different from Legal Name):	
Type of Work:	
Address:	
Phone: #	Fax:#
Owner:	
Contact Person:	Position:
Number of Employees:	

Evaluator's Information	
Name:	
Address:	
Phone: #	Fax:#
E-mail:	
Contractor Company Representative's Signature:	





Evaluation Document Overview

This evaluation document was designed to comply with Workplace Safety & Health Act.

Reevaluation will be done yearly when using same approved Sub-contractor.

The evaluation scoring is based on “yes” or “no” answers to questions in the evaluation document. In the event some questions may not be applicable to your situation, these points will be removed from the total possible points on the evaluation summary sheet. The evaluation process is based on three methods of verification;

1. Documentation Required (Doc. Req.)

The documentation review determines whether the documentation on file or in the company’s possession satisfies the requirements of each section.

The review is usually performed at the company’s place of business.

2. Worksite Observation (Obs. Req.)

Worksite observation confirms the presence of the documented materials in the workplace. In the event any unsafe acts or conditions are noticed, they will be noted and reported to the onsite supervisor. If employees are observed in a situation where they are in imminent danger, the employees will be advised that the work being performed is dangerous and the work should cease until the supervisor arrives to correct the situation. The supervisor will be notified.

3. Interviews (management/supervisors, workers) (Int. Req.)

Interviews serve to determine the level of knowledge workplace stakeholders have with respect to the safety and health program, safety training and communication efforts.

An “X” is placed in the method of verification square to be applied for points earned. All squares with an “X” must be satisfied to receive a point.

Example of Scoring Technique

Item #		POSSIBLE POINTS	POINTS EARNED	DOC. REQ.	OBS. REQ.	INT. REQ.
1.1	Does the company have a written safety policy?	1	1	X		
1.5	Is the safety policy posted and accessible to all workers?	1	1		X	
1.6	Is policy discussed during employee orientation?	1	0			X

1.1 Item verified by document - points earned = 1

1.5 Item verified by observation - points earned = 1

1.6 Item not verified by interview - points earned = 0

Supporting Documentation

Some areas where the evaluator may find documentation to answer the evaluation questions:

- a) Safety and Health policy
- b) Job Hazard Analysis documentation
- c) Safe Work Practices documentation
- d) Safe Work Procedures documentation
- e) Safety and Health Manual(s)
- f) Safety Committee meeting minutes
- g) Forms for hazard identification and risk assessment (blank template and completed)
- h) Any written information that indicates pro-active hazard identification.
- i) Inspection records including policy/procedures; checklists; corrective action follow-up records; maintenance records.
- j) Training records including general and specific safety training, e.g. employee safety orientation; use of specific personal protective equipment; WHMIS/GHS, accident investigation, etc.
- k) Accident investigation policy/procedures, report forms (blank template and completed)
- l) Emergency response plans and procedures
- m) Injury statistics, incident statistics, claim costs, WSIB assessments, incident/accident records
- n) First aid certificates, first aiders list, first aid logbooks
- o) Company safety reports, previous evaluations, audits, etc



Section 1 – Safety and Health Policy – Responsibilities

A statement of the employer’s Safety & Health Policy with respect to the protection of the safety & health of all workers at the workplace.

#		POSSIBLE POINTS	POINTS EARNED	DOC. REQ.	OBS. REQ.	INT. REQ.
1.1	Does the company have a written safety policy?	2		X		X
1.2	Signed and dated by current senior management?	1		X		
Minimum points required: 3		3				

Section 2 – Hazard Identification – Emergency Preparedness

The identification of existing and potential dangers to the workers at the workplace and the measures that will be taken to eliminate, reduce, or control of those dangers, including procedures to be followed in an emergency.

#		POSSIBLE POINTS	POINTS EARNED	DOC. REQ.	OBS. REQ.	INT. REQ.
2.1	Is there a standard Job Hazard Analysis format?	1		X		
2.2	Are Job-Site Hazards Assessments being completed?	2				X
2.3	Does the hazards identification process include the supervisor / worker / committee?	2				X
2.4	Hazards identified for a project site or workplace are dealt with? Documented?	2			X	X
2.5	Are the hazards identified for a project site discussed with workers?	1				X
2.4	Have supervisors received formal training in hazard identification?	1				X
2.5	Does the number of first aiders available meet Part 5 of Workplace Safety and Health Regulation?	1		X		
2.5	Do the first aid supplies available meet Workplace Safety and Health Regulation?	1		X		
2.6	Are employees trained in WHMIS/GHS?	1		X		
2.7	Are MSDS available for controlled products on a jobsite?	1			X	
Minimum points required: 5		13				

Section 3 - Workplace Safety Inspections

A schedule for regular inspection of the workplace and of work processes and procedures at the workplace.

#		POSSIBLE POINTS	POINTS EARNED	DOC. REQ.	OBS. REQ.	INT. REQ.
3.1	Are safety inspections conducted at the workplace?	1			X	
3.1	Are workers involved with inspections?	1				X
3.2	Are the items identified in the inspection addressed in a timely manner?	1				X
3.3	Does management /owner review and sign off on inspection reports?	1				X
Minimum points required: 2		4				

Section 4 – Training – Safety Meetings – Personal Protective Equipment

A plan for training supervisors and workers in safe work practices and procedures

#		POSSIBLE POINTS	POINTS EARNED	DOC. REQ.	OBS. REQ.	INT. REQ.
5.1	Are records kept of employee training?	1			X	
5.2	Is there job safety training for all workers?	1			X	
5.3	Is ongoing training encouraged?	1				X
5.4	Does the company have a new worker safety orientation checklist?	2			X	
5.5	Are safe work practices/procedures available at the workplace?	1			X	X
5.6	Are the workers aware of them?	2			X	
5.7	Is there a discipline procedure in place?	2			X	X
Minimum points required: 5		10				



Interview Questions

Manager and/or Representative		Positive	Negative
#			
1	Is your Safety & Health Policy reviewed during new hire orientations?		
2	Are hazards identified at a job site dealt with?		
3	Are jobsite hazards assessments being completed?		
4	During orientation will subcontractors be told to follow safe work practices/procedures?		
5	Do jobsite hazard assessments involve supervisors, workers and safety committees/safety reps?		
6	When hazards have been dealt with, are the resolutions discussed with workers?		
7	Are the items identified during safety inspections at the work site addressed in a timely fashion?		
8	Are workers, safety committees/safety reps involved in inspections?		
9	Are all incidents reported?		
10	Are all incidents investigated as soon as possible?		
11	Are incidents reviewed with workers?		
12	Does a safety orientation take place before work commences?		
13	Are workers encouraged to participate in incident investigations?		
14	Does this company encourage ongoing training?		
15	Is the company COR certified?		
16	Is the company in pursue of COR certification in the near future?		

Contractors Evaluation Summary

SECTIONS	MINIMUM POINTS *	POSSIBLE POINTS	POINTS EARNED
Section 1-Safety & Health Policy – Responsibilities	3	3	
Section 2-Hazard Identification – Emergency Preparedness	5	13	
Section 3-Workplace Safety Inspections	2	4	
Section 4-Training –Safety Meetings – P. P. E	5	10	
EVALUATION SCORE		30	
Total score possible 30 - Points not applicable = N/A			
Total points scored = Divided by Total Points			
A TOTAL SCORE OF 70% OR BETTER INDICATES PROGRAM (assuming that minimum points were obtained)			

* The minimum number of points required to pass each section. A failure in any section indicates an unacceptable safety program regardless of the total score.

Company Representative:
Name (Print)

Signature

Viana Roofing & Sheet Metal Ltd Management
Name (Print)

Signature



**THE PRESIDENT'S MESSAGE:
SAFETY TAKES PRIORITY
Policy Statement**

It is the policy Viana Roofing & Sheet Metal Ltd to perform the work of roofing and related construction work activities in the safest possible manner consistent with the Occupational Health and Safety Act and its Regulations for Construction Projects.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment with an objective to eliminate or minimize the hazards that cause illnesses and injuries.

All management levels are committed to providing a safe and healthy work environment. It is our belief that every employee in the construction industry has a right to work in a safe and healthy work environment. The importance of safety awareness in our corporate philosophy cannot be understated. We will implement the necessary measures to provide such an environment.

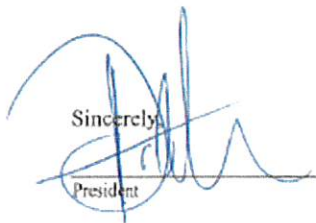
Viana Roofing & Sheet Metal Ltd senior management, project managers, foremen, workers, subcontractors and all other under Viana Roofing control, are expected to know their individual obligations, perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training and experience to perform their job tasks in the safest manner possible .

All foremen must ensure their workers are familiar with the *actual and potential* hazards of the job and have a clear understanding of the safe work procedures and regulations that apply to their work.

This policy will be communicated to every employee, including subcontractor employees under our employ and must be adopted without reservation.


This policy statement shall be posted on our central communication board.

Everyone has a responsibility for loss prevention. Our fundamental approach to this is good management together with active employee involvement. Maintaining an effective health and safety program will require a commitment from all levels of our organization. We welcome any suggestions on how we might improve our safety program in a spirit of consultation and co-operation for all. Safety is everyone's business.

Sincerely,

President


Co-chair Employee


Vice-President

Reviewed & Approved by Mr. Martin DaCosta (V.P) 	Date of Issue: Jan 2018 (COR Rev.1.0)
Title: President's Policy Statement	Review/ Revised Date: Jan 1, 2020
Location: all facilities	Document to be post: YES

WORKPLACE ANTI -VIOLENCE, HARASSMENT AND SEXUAL HARASSMENT PROGRAM

PURPOSE:

VIANA ROOFING & SHEET METAL LIMITED is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect. In pursuit of this goal, VIANA ROOFING & SHEET METAL LIMITED does not condone and will not tolerate acts of violence, harassment, or bullying against or by any VIANA ROOFING & SHEET METAL LIMITED employee. Our Workplace Anti-violence, Harassment, and Sexual Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds inoffensive, others may not.

Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not, be it spoken, gestural, pictorial, or some other form of communication, which may be deemed objectionable or unwelcome.

DEFINITIONS:

Workplace violence:

workplace violence is the exercise, statement, or behavior of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment such as a forklift);
- Any threat, behavior, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- Disruptive behavior that is not appropriate to the work environment (e.g., yelling or swearing).

Domestic violence:

A person who has a personal relationship with a worker—such as a spouse or former spouse, current or former intimate partner or a family member—may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

Personal harassment:

Any unsolicited, unwelcome, disrespectful, or offensive behavior that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- Behavior that is hostile in nature or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;

Sexual assault:

- For the most part, victims of sexual harassment are female; however, conduct directed by female employees towards males or between persons of the same sex can also be held to constitute sexual harassment;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means; and
- Any threats of physical violence that endanger the health and safety of the employee.

Racial/ethnic harassment:

Any conduct or comment, which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship, or ancestry. Examples of conduct, which may be racial or ethnic harassment, include:

- Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin;
- Colour, place of birth, citizenship, or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

The following definitions are taken from the [Occupational Health and Safety Act](#):

Workplace Harassment:

- (a) 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; or
- (b) Workplace sexual harassment.



Workplace Sexual Harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

GUIDELINES:

VIANA ROOFING & SHEET METAL LIMITED is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and any other misconduct. Similarly, weapons are strictly prohibited from the company’s premises; violators will be subject to disciplinary action, and the incident will be reported to the police.

It is also a violation of the Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and corrective action, up to and including termination of employment.

This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

VIANA ROOFING & SHEET METAL LIMITED will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as this policy, the corresponding program, and all workplace procedures. In addition, a copy of this policy will be made available to all employees.

VIANA ROOFING & SHEET METAL LIMITED will, in consultation with the (Joint Health and Safety Committee or Health and Safety Representative) develop a written program to implement this policy.

Application of this Policy

This policy applies to all individuals working for the organization, including front-line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers, and directors. The organization will not tolerate violence or harassment, whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

VIANA ROOFING & SHEET METAL LIMITED will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds listed in the definitions for violence and harassment, whether during the hiring process or during employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All VIANA ROOFING & SHEET METAL LIMITED employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behavior and to intervene immediately if they observe a problem or if a problem is reported to them.

For the purposes of this policy, harassment and bullying can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Violence Risk Assessment

VIANA ROOFING & SHEET METAL LIMITED will conduct a risk assessment of the work environment to identify any issues related to potential violence that may affect the operation and will institute measures to control any identified risks to employee safety. This information will be provided to the joint health and safety committee or safety representative.

The risk assessment may include review of records and reports: e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Specific areas that may contribute to risk of violence may include, but are not limited to, contact with the public, exchange of money, receiving doors, and working alone or at night. Research may also include a review of similar workplaces with respect to their history of violence.

VIANA ROOFING & SHEET METAL LIMITED will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.
- The company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Reporting Violence or Bullying:

If you are either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all VIANA ROOFING & SHEET METAL LIMITED employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to management, or the Human Resources department.

Investigating Reports of Violence or Bullying:

The company shall:

- Investigate all reported acts and incidents of violence, and consult with other parties (e.g., legal counsel, health and safety consultants, JHSCs, employee assistance provider, human rights office, local police services).
- Take all reasonable measures to eliminate or mitigate risks identified by the incident.
- Document the incident, its investigation, and corrective action taken.





- Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace.
- Review this policy and hazard assessment annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of the hazard assessment, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The joint health and safety committees/safety representative will:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- Review all reports forwarded to the JHSC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm.)
- Recommend corrective measures for the improvement of the health and safety of workers.
- Respond to employee concerns related to workplace violence and communicate these to management.
- In addition, JHSCs may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

Reporting Discrimination or Harassment

Informal Procedure:

If you believe you have been personally harassed, you may:

- Confront the harasser personally or in writing pointing out the unwelcome behavior and requesting that it stop; or
 - Discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.
- Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report **the facts directly to your supervisor or manager, or to another member of management if the complaint relates to your supervisor or manager.**

Formal Procedure:

If you believe you have been personally harassed, you may make a written complaint. The written complaint must be delivered to (Company Representative/Job Title). Your complaint should include:

- The approximate date and time of each incident you wish to report;
- The name of the person or persons involved in each incident;
- The name of any person or persons who witnessed each incident; and
- A full description of what occurred in each incident.

Investigating Reports of Discrimination or Harassment:

Once a written complaint has been received, VIANA ROOFING & SHEET METAL LIMITED will complete a thorough investigation. The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed. Harassment should not be ignored, as silence can and often is interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

VIANA ROOFING & SHEET METAL LIMITED will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action or is otherwise required by law.

For the purposes of this section, the following definitions apply:

Complainant – The person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.

Respondent – The person whom another individual has accused of committing an act of violence, discrimination, or harassment.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses; and
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.
- The respondent is invited to reply in writing to the complainant's allegations, and the reply will be made known to the complainant before the investigation proceeds further.
- The company will protect from unnecessary disclosure the details of the incident being investigated and the identities of the complainant and the respondent.
- During the investigation, the complainant and the respondent will be interviewed, as will any possible witnesses. Statements from all parties involved will be taken and documented, and a decision will be made.
- If necessary, the company may employ outside assistance or request the use of legal counsel.
- Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.





- Upon completion of the investigation, VIANA ROOFING & SHEET METAL LIMITED will inform both the complainant and respondent in writing of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.
- Where practicable, the complainant and respondent will receive notification of the results of the investigation within 10 days of the investigation being completed.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent.

If the complainant decides not to lay a formal complaint, senior management may decide that a formal complaint is required (based on the investigation of the incident) and will file such documents with the person against whom the complaint is laid (the respondent).

If it is determined that harassment in any form has occurred, appropriate disciplinary measures will be taken as soon as possible.

Seeking Immediate Assistance

Canada's *Criminal Code* addresses violent acts, threats, and behaviors, such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor, client, or customer, an immediate call to "911" is required.

The Right to Refuse Unsafe Work

- The right to refuse unsafe work is a legal right of every worker provided by the *Occupational Health and Safety Act*. VIANA ROOFING & SHEET METAL LIMITED is committed to ensuring a safe workplace.
- If you wish to pursue this right, please refer to the Work Refusal Policy.
- **Special Circumstances**

Should an employee have a legal court order (e.g., a restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the Human Resources department. This will be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at VIANA ROOFING & SHEET METAL LIMITED, in direct violation of the court order, so that VIANA ROOFING & SHEET METAL LIMITED may take all reasonable actions to protect the employee. Such information shall be kept confidential and protected in accordance with all applicable legislation.

If any visitor to the VIANA ROOFING & SHEET METAL LIMITED workplace is seen with a weapon (or is known to possess one), or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and the Human Resources department.

All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, VIANA ROOFING & SHEET METAL LIMITED will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Fraudulent or Malicious Complaints

This Anti-violence, Harassment, and Sexual Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken.

Disciplinary Measures

If it is determined by the company that any employee has been involved in a violent behavior, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, or dismissal.

Record Keeping

VIANA ROOFING & SHEET METAL LIMITED will ensure that appropriate records of complaints and investigations relating to workplace harassment and sexual harassment are kept, including:

- A copy of the complaint or details about the incident;
- A record of the investigation including notes;
- A copy of the investigation report (if any);
- A summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if the alleged harasser is a worker of the employer; and
- A copy of any corrective action taken to address the complaint or incident of workplace harassment.

Confidentiality

VIANA ROOFING & SHEET METAL LIMITED will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. VIANA ROOFING & SHEET METAL LIMITED will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the company and will be proportional to the seriousness of the behavior concerned.



VIANA ROOFING & SHEET METAL LIMITED will also provide appropriate assistance to any employee who is the victim of violence, discrimination, or harassment.

Managing and Coaching

Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a manager's or supervisor's responsibilities in these areas.

Policy Review

As required by the *Occupational Health and Safety Act*, VIANA ROOFING & SHEET METAL LIMITED will review this policy annually and will post the policy in a conspicuous place in the workplace.

Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED.

I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

ROLES AND RESPONSIBILITIES:

Employer Responsibility:

- Post a policy statement on our central communicate board regarding Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED.
- 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 is identified.

Project Manager Responsibility:

- During PJO (planned job observation) routines, project managers will evaluate the foreman's JSA's.
- 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:

- Perform a Harassment Violence JSA evaluation along with initial JSA on new jobsites.
- Respond appropriately to any compliant or observance of workplace violence on the project.
- Ensure the violence event /complaint is properly investigated and reported to the project manager.

Employee Responsibility:

- Workers are expected to notify their foreman or another 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
- Employees of are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- 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

COMMUNICATION:

Our workplace violence program will be communicated through the following methods:

- Workplace Violence Policy programme shall be posted on our central communicate board at headquarter facility.
- New Hire worker safety program orientation session will give mention of our program.
- Our Joint Health and Safety Committee will be kept informed of any workplace violence event.

The Policy will be reviewed as needed and any changes will be communicated by the supervisor to workers immediate! , or as soon as possible, after the changes are made

EVALUATION:

Our workplace violence program will be evaluated on an as needed basis by our company health and safety coordinator, with collaboration by the Joint Health and Safety Committee. The program standards and effectiveness of implementation shall be assessed, and revisions made as required to address areas of deficiencies noted.





RECREATIONAL MARIJUANA USE

PURPOSE:

The employees of Viana Roofing & Sheet Metal Ltd are our most valuable resource, and for that reason, their health and safety is of paramount concern.

Marijuana will be treated the same as all other recreational substances. Viana Roofing & Sheet Metal Ltd has adopted this policy to communicate its expectations and guidelines surrounding marijuana use, misuse, and abuse.

SCOPE:

This procedure applies to all employees, supervisors and subcontractors who work on a jobsite or any operation under Company responsibility.

GUIDELINES:

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, Viana Roofing & Sheet Metal Ltd reserves the right to prohibit certain items and substances from being brought on to or be present on company premises.

EXPECTATIONS:

Expectations

The following expectations apply to employee's sub trades and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited. (Non-adherence to this rule will result in immediate dismissal).
- Employees are prohibited from reporting to work while under the influence of recreational marijuana and any other non-prescribed substances;
- Employees on medically approved medication or medicinal marijuana must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of marijuana, including all Viana Roofing & Sheet Metal Ltd workplace policies.

ROLES AND RESPONSIBILITIES:

Viana Roofing & Sheet Metal Limited will clearly communicate all expectations surrounding marijuana use, misuse, and abuse. To help enforce this policy, management and employees are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with company-established safe work practices;
- The consumption, possession, sale, or distribution of marijuana, other drugs, or alcohol on company property, and during working hours even if off company property it's completely prohibited.
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved marijuana use because Viana works mostly at Heights, the use of any type of Marijuana is prohibited.
- Report unfit co-workers to management;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of marijuana.

Medical Marijuana

Where an employee uses medical marijuana, it is expected they provide a copy of their medical license to use marijuana to Viana Roofing & Sheet Metal Ltd.

Accommodation program will be implemented following Viana safety Policy and Employment Standards.

Disciplinary Action

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Where applicable, Viana Roofing & Sheet Metal Ltd may also take legal action in accordance with the law.

COMMUNICATION:

Our Recreational Marijuana Use program will be communicated through the following methods:

- Workplace Violence Policy shall be posted on our central communicate board at headquarter facility.
- New Hire worker safety program orientation session will give mention of our program.
- Our Joint Health and Safety Committee will be kept informed of any Recreational Marijuana Use event.

The Policy will be reviewed as needed and any changes will be communicated by the supervisor to workers immediate! or as soon as possible, after the changes are made.

TRAINING:

The Viana Roofing & Sheet Metal Limited will ensure that the individual(s) responsible for this Policy have training and understanding of the confidentiality and security of employee information as well as privacy principles. All training records shall be kept on file b the health & safety coordinator.

EVALUATION:

Our Recreational Marijuana Use Policy will be evaluated on an as needed basis by our company health and safety coordinator, with collaboration by the Joint Health and Safety Committee. The policy standards and effectiveness of implementation shall be assessed, and revisions made as required to address areas of deficiencies noted.

Training Requirements	Legislation
1. Employers must appoint "Competent Supervisors" as defined in the act	OHSA-Sec. 25(2)(c)
2. Workplace Hazardous Material Information System Training (All workers)	GHS Regs.
3. Fire Extinguishers— all workers must be trained	Reg. 213/91-Sec.52
4. Propane and natural gas- those who handle, store, connect or operate propane or natural gas fueled devices must be trained and carry a record of training (ROT class RE-O; CH-02)	Propane and Natural Gas Storage and utilization code
5. Elevating Work Platforms — workers must be trained to use the specific type of equipment (Oral and written instruction)	Reg.213/91-Sec.147
6. Fall protection- Workers exposed to or in close proximity to or using fall protection systems must be trained by a competent person under the new MOL standards. (Training records must be maintained)	Reg.213/91-sec.26.2
7. Supervision of Scaffold erection /Alteration/Dismantling competent person	Reg.213/91-Sec.131
8. Certification for training for committee members where required	OSHA Section 9 (12)
9. Hazard Training for fall Prevention for specific tasks when applicable	Hazard specific
10. Hazard Training for Hot Work	Hazard Specific
11. Workers 4 steps training	OSHA 297/13 s.2(2)
Note: Other workplace specific training may be required to conduct work activities safely.	

1. A record of training/certification must be maintained on the worker and provided to the Project Manager or Safety coordinator, where requested.
2. Project health and safety "Toolbox" meetings shall be held by trade Contractors supervisors for their workers at least once/month, with records of these meetings available for review by the constructor (as requested). The documentation must include as a minimum:
 - Subject matter,
 - attendance (signatures),
 - company and presenters name,
 - date, time and location of the following meeting
 (Toolbox talks may be required more frequently at the request of the Management Team).
 The Trade Contractor's supervisor roust attend site production and/or safety meetings, as required.
3. The trade Contractor must ensure that all workers, Trade Contractors, visitors and suppliers employed by their company on the project receive instruction regarding the trade contractors' health and safety policy, and the project specific program.

1.4. Trade Contractor's Worker Safety Representative

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

1.5. Trade Contractor's Representative to the Joint Health & Safety Committee (JHSC)

- 1) Were required, a Joint Health and Safety Committee (JHSC) will be established. At least half of the members shall be workers employed on the project who do not perform managerial functions. Worker representatives to the JHSC will be selected by the trade union, which represents those workers or elected on the site.
- 2) A Trade Contractor's employee working on site may be selected/elected as a worker representative to the JHSC. Where prescribed training is **required** for committee members, the Trade Contractor is obliged to arrange and provide for any such training required for its employee to achieve compliance with the minimum legislative requirements.
- 3) The Trade Contractor or supplier shall ensure that the powers and duties of JSHC members, as required by Legislation and /or site policy are not obstructed or hindered by the Trade Contractor's activities personnel.
- 4) The trade Contractor shall ensure that the worker representative in its employment is familiar with Health and Safety program and allow the JSHC member such time as required to perform site safety duties as required by legislation and/or requested by the project Manager.
- 5) JSHC Members are to be paid by their respective employers for the time to prepare for and attend meetings and carry out duties required by the JSHC.

1.6. Provision of Documents

- 1) The Trade Contractor shall provide an Ontario Ministry of Labour "Registration of Constructors and employers engaged in Construction"(Registration) form for their company and all their subcontracted employers that will be performing work on the project.
- 2) The Trade Contractor shall provide a current Workplace Safety and Insurance Board "Certificate of Clearance" and ensure that all their Sub-trade Contractors, independent operators and suppliers providing work for the Project have appropriate Workplace Safety and Insurance Board coverage.
- 3) The Trade Contractor and their Sub-trade Contractors shall submit a copy of their Health & Safety Program, site specific procedures and any drawing, specification, license, document, material safety data sheet, record or report pertaining to the Health & Safety of workers on the Project. These must be submitted to the Project manager prior to commencement of the work.
- 4) While on the Project, the Trade Contractor shall maintain a copy of all documentation required in accordance with the applicable legislation, prior to the work commencing and/or equipment/material arriving on the Project. This includes but is not limited to trade Contractor and/or Sub-trade Contractor's health & safety policies, equipment operators manuals, log books, safety data sheets(SDS), services locates, engineers drawings and applicable authorizations, permits, specific procedures for hazardous work, certificates for man lifts/cranes/hoists and other services, etc. All information must be readily available to workers on the Project.
- 5) The Trade Contractor must follow Ministry of Environment and Energy regulations for generation and disposal of municipal and subject waste. Where required, provide project Manager Information related to waste Audit and Waste Reduction work plans.
- 6) The Trade Contractor must ensure each worker's trade certification (Where required) and records of training are always available on the worker or on the Project.

1.7. First Aid and Emergency Equipment

- 1) The Trade contractor must provide first aid kits, fire extinguishers, and emergency communications in an area immediately available to their workers and suitable for the work activity and/or number of workers (Including Sub-trade Contractors) performing work.
- 2) The Trade Contractor must ensure that they have a properly qualified First Aid Attendant whereby WSIB Regulation 1101.

1.8. Notification of Near Misses/incidents/Accidents and Unsafe Conditions

The Trade Contractor or Trade Contractors, workers, visitors or suppliers must immediately Report all near misses, incidents, accidents or unsafe conditions to the site Superintendent.

1.9 Investigation and Reporting Forms

- 1) In the event of an incident or accident on site, the Trade Contractor as a minimum must ensure the following:
 - First Aid is provided if required and safe to do so.
 - The site Management team and project Manager are notified immediate
 - The scene is not disturbed and access to the area is secured to prevent others from entering the area.

The site-specific emergency procedures are followed:

- 1) The Trade Contractor shall conduct a full investigation for any loss-causing situation. Identify events and causes: provide information pertaining to the occurrence, recommendations and steps to be taken to prevent a recurrence.
- 2) The Trade Contractor shall provide all reports and written notices, in accordance with the occupational Health and Safety act and pertinent regulations, the workplace safety and Insurance Act and this health and safety program.
- 3) All reporting must be done within the notification period stipulated by the respective Authority and subsequently all reports and supporting information must be copied to the Management and/or Project Manager.
- 4) If a claim is made by a Trade Contractor or its Sub-trade Contractors, workers, visitors or suppliers against another Trade Contractor, Viana Roofing & Sheet Metal Ltd, must receive notice of such a claim in writing, within one (1) day (24hours) of the alleged occurrence on which the claim is based.

1.10 Incident/Accident Follow-Up Procedure

- 1) The Trade Contractor shall ensure that preventive measures have been implemented to prevent a recurrence, and verify that respective Authorities and Viana Roofing & Sheet Metal Ltd, have received the appropriate notification.
- 2) The Trade Contractor must establish an Early Safe Return to Work (NEER) and take all necessary Measures to accommodate injured workers. The Trade Contractor must also ensure that their Sub-contractors have implemented an Early Safe Return to Work Program.

1.11. Workplace Inspections

- 1) The Trade Contractor shall ensure that the documented inspections of their work activities are conducted weekly by their supervisor or appointed competent person. These inspections are in addition to the monthly inspections conducted by the MSC. Where hazards are observed, they must be rectified, and actions taken documented on a report form. Such report forms must be available for review at the request of the Management or project Manager.
- 2) Viana Roofing & Sheet Metal Ltd, will conduct regular documented workplace inspections where hazards are observed, the responsible trade Contractor and/or individual will be notified and required to comply with Health & Safety program and/or the legislative requirements.

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

1.12. Equipment Inspections

- 1) The Trade Contractor shall ensure that all equipment brought to the Project site is maintained in a condition that doesn't endanger a worker. Equipment shall not be used if defective or hazardous or weather conditions are such that it would be dangerous to operate the equipment.
- 2) All equipment greater than 10 horsepower must be inspected by a competent person prior to being used on the Project site and thereafter at least once per year or more frequently as recommended by the manufacturer.

1.13. Alcohol and Drug Procedure

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

1.14. Cellular Telephone Use

- 1) Unless exceptional circumstances exist, avoid using wireless devices while on site unless permission has been granted and the user is in a safe area away from potential hazards.
- 2) Turn the cellular telephones off while on potentially explosive atmospheres.

1.15. Smoking

- 1) In accordance with provincial (Ontario's Smoke Free Act), and municipal bylaws, smoking is prohibited in enclosed workplaces in order to protect workers from exposure to secondhand smoke.

1.16. Enforcement

- 1) The Contractor shall ensure that the Project Health and Safety program and all statutory requirements or requests/ orders by Governing authorities are enforced with all employees, Sub-trade Contractors, suppliers or visitors. Where necessary, take immediate corrective action to eliminate any hazardous conditions, violations, or other non-compliance.

1.17 Progressive Discipline

- 1) Every Trade Contractor (employer) on the Project must have progressive disciplinary policy addresses the collective agreement for the Trade and meets the requirements for this project.

The following issues will require the trade Contractor (Employer) to immediately remove a worker from this Project:

- Horseplay or fighting.
- Any act of threat of violence or harassment.
- Possession or use of alcohol, firearms or illicit drugs.
- Being under the influence of alcohol or illicit drugs.
- Failure to use /wear fall prevention equipment.
- Inadequate isolation/ lock-out/ tagging of electrical or mechanical systems. Failure to obey "danger" signage or barriers.
- Failure to adhere to requests of an Authority having jurisdiction and/or demonstrating disrespect to such a person.
- Entering areas or using equipment for which you are not qualified or authorized.
- Repeated violations of any policy contained in the Project Health & Safety program.

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

1.17 . Non-compliance Penalties

- 1) The trade Contractor shall hold harmless Owner, Constructor (Viana Roofing & Sheet Metal Ltd) and their respective officers, employees and agents for any failure by the Trade Contractor to comply with the requirements of these guidelines or their statutory responsibilities.
- 2) The Trade Contractor shall be responsible, financially and otherwise for the Non-compliance of their Employees, Sub-trade Contractors, suppliers or visitor on the Project.
The following penalties may be levied without recourse, at the discretion of the Constructor against the Trade Contractor, his employees, Sub-trade Contractors, suppliers or other person for non-compliance.
 - Termination of the contract where the trade Contractor refuses and/or fails to fulfill all duties and responsibilities.
 - Immediate ejection from the site of any offending employee, Trade Contractor, Supplier or other person, temporarily or permanently.
- 3) The Trade Contractor shall be responsible for and shall fully indemnify the owner, the Constructor and their officers, employees and agents for:
 - Any and all costs incurred due to charges, fines and convictions resulting from the Trade Contractor or their Sub-trade Contractor's, suppliers, workers or visitor's failure to comply with these guidelines or their statutory responsibilities.
 - any and all costs incurred to defend any action resulting from the Trade Contractor or their:
 - Sub-trade Contractor's, suppliers, workers or visitor's failure to comply with these guidelines or their statutory responsibilities.
 - any and all costs incurred due to delays in the progress of their work or their Trade Contractors, suppliers, workers, or visitor's failure to comply with these guidelines or their statutory responsibilities.

1.20 Visitors

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



**HEALTH & SAFETY COMPLIANCE AGREEMENT
(including Suppliers/Consultants & Engineers)**

The following agreement sets out the safety requirements for the site and the terms and conditions upon which the Viana Roofing & Sheet Metal Ltd is prepared to grant access to the site.

Required Submittals prior to commencement of work:

1. WSIB Clearance Certificate
2. Registration Form 1000 (Registration of Employers and Constructors Engaged in Construction)
3. Proof of Insurance - Vehicular, General Liability and Errors/Omissions (if applicable)
4. Health and Safety Policy Statement and Program for employers with five or more workers
5. Workplace Violence and Harassment Policy

Responsibilities:

1. Upon arrival promptly report to the site Supervisor and advise on the reason for visiting the project. Only proceed onto our sites if given permission by the Supervisor.
2. All workers must be orientated prior to conducting work on the project.
3. At all times wear appropriate head and foot protection (as per the site safety requirements). As is necessary to perform work safely, utilize appropriate Fall Protection, Clothing (e.g. Fluorescent Vests), respiratory protection, hearing protection or other equipment/devices.
4. As a minimum all Visitors must have WHMIS Training and Fall Protection Training (as necessary).
5. Always be aware of the Site Safety Requirements (available on site) and Emergency Procedures. Participate in the site safety program when applicable.
6. Immediately report to the Supervisor any hazards observed on the project and do not proceed until the hazard has been addressed/rectified. Furthermore, report any incidents or personal injuries to the Supervisor immediately.

ENGINEERS

Additional duties apply to Architects and Engineers as defined in Section 31, as follows:

1. An architect or engineer contravenes the Act if, as a result of their advice or certification required by the Act that is made negligently or incompetently, a worker is endangered.

EQUIPMENT/ MACHINERY SUPPLIERS OR DELIVERIES

Any persons supplying machinery, equipment, materials or other device or tool must ensure that the following:

1. Ensure delivery vehicles enter by appropriate construction (or determined) entrances and only back up when directed by a trained signal person (minimize backing up of vehicles on the project) and operators are trained and competent as required.

Supply/Maintain:

1. Operators manual (on-site and readily available) for all equipment rated greater than 10 horsepower
2. A logbook and a signed pre-job maintenance inspection for equipment and machinery, certifying worthiness and engineering's drawing bearing the seal of a professional engineer where the equipment or machine has been modified from manufacturers specifications, or where otherwise required (i.e. scaffold or crane)
3. All parts required by the manufacturer and Occupational Health and Safety Act and regulations made there under pre-inspection of all machinery, equipment, materials, tools or any other device to ensure safe condition prior to use as is necessary, material safety data sheets and when supplied to the site, materials must be handled/stored in a safe manner and in an area designated by the Superintendent.

This list is not meant to be all inclusive, other precautions may be necessary while on our projects. Along with your company's safety requirements, please communicate this document with your staff or others who may be required to visit our projects on your behalf.

ACKNOWLEDGEMENT AND WAIVER OF LIABILITY

You agree that Viana Roofing & Sheet Metal Ltd, any companies, related or affiliated to Viana's, and any director, officer, and employee thereof will not be held liable for any bodily injury or bodily harm, and or damage to any property occurring at the site caused by the Subcontractor, and shall forever be released for any claim arising from any such event.

Please acknowledge your receipt and understanding of this document in the box below and returning it to the sender.

Company:	Print name:	Signature:





Acknowledgement and Declaration

I have read and received a copy of the Viana Roofing & Sheet Metal Limited "Health & Safety Program" for the Project, on behalf of:

(Name of Company)

As an officer of the aforementioned corporation to comply with the requirements of this document and all requirements of the Occupational Health and Safety Act and Regulations for Construction Projects.

I will also take all necessary precautions to ensure the health and safety of our employees, suppliers, and Sub-trade Contractor's while in the Project and ensure that they are aware of the Project Safety Program requirements.

(Trade Contractor Officer or signing authority)

(Signature)

(Viana Roofing & Sheet metal Ltd representative)

(Signature)

Signed in the City of _____ this date of _____





DECLARATION OF COMPETENT SUPERVISOR

IN THE MATTER OF: contract work performed by:

(Name of the Company)

At the _____
(Name of the Project)

1. I am the _____ of _____
(Title) (Name of the Company)

and as such, have the knowledge of the matters herein stated.

2. _____ is a _____
(Name of Company) (Proprietorship/Partnership/Corporation)

With its head office located at _____
(Address)

and has carried a business as a contractor since or about Li ____ / ____ / ____

3. _____ has since _____, had in place, a health and safety policy
(Name of the Company)

Under section 25(2)j of Ontario's Occupational Health and Safety Act —R.S. O 1990. c.0.1
As amended (the "Act") and has developed and maintain on an annual basis, a program to implement the written Occupational Health & Safety Policy. A copy of the policy program is available for inspection upon request.

1. _____ will employ for this project, a Supervisor or Supervisors who are
(Name of the Company)

competent persons as defined by section 1 (1) of the Ontario's Construction Regulations and specifically the following person(s) who:

- a) are qualified because of knowledge, training and experience to organize the project work and its performance.
b) are familiar with the Act and Reg. for Construction Projects that apply to the project
c) have knowledge of any potential or actual danger to health and safety at the project.

2. _____ will employ for the purpose of this project, the
(Name of the Company)

following competent Supervisors: a) _____ b) _____ c) _____

3. Supervisors employed by _____ have successfully completed the
(Name of the Company)

necessary health & safety courses to be considered a competent person to undertake work described on the contract.

Company Official Printed Name

Company Official Printed Signature

