



**conestogo**  
**mechanical inc.**

# Health and Safety Manual

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<b>Health and Safety Policy Statement</b>	<b>Policy Number: AHS-001</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> January 2013
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revised:</b> March 2020
	<b>Review Date:</b> January 2022

### **Purpose**

To ensure that a Health and Safety Policy Statement is written, distributed and understood by all employees and to ensure that it reflects our workplace practices and expectations for health and safety.

### **Policy**

The Health and Safety Policy Statement will be reviewed and distributed on an annual basis by the Senior Management and Joint Health and Safety Committee of Conestogo Mechanical Inc. The Health and Policy statement will be posted on all Health and Safety boards, updated on [www.conestogomech.com](http://www.conestogomech.com), and annually in the Health and Safety manual.

Suggestions for amending the policy can be made to a JHSC member.

This Policy will refer to the OHS Act and Regulations, other appropriate Acts and Regulations and will include the commitment of owners and the responsibilities of Senior Management, department managers, project managers, supervisors, and foreman. This policy will be dated and signed by the president.

All General Contractors, sub-contractors and their employees will be expected to provide a Health and Safety Policy Statement as a condition of contract and will be expected to be familiar with the Health and Safety Policy Statement of Conestogo Mechanical Inc.





## Health and Safety Policy Statement

Senior Management is vitally interested in the health and safety of its employees. We have an ongoing objective to protect employees from workplace injury or occupational illness. Senior Management will make every effort to provide a healthy and safe work environment. All employees, including Senior Management, sub-contractors, and general contractors must be dedicated to the objective of reducing the risk of injury and illness in the workplace.


As an employer, Conestogo Mechanical Inc. is ultimately responsible for employee health and safety. As senior managers, department managers, project managers, supervisors and foreman, we are committed to taking every reasonable precaution to protect employees from harm. We expect that all workplace parties will work together to exceed the minimum as prescribed by legislation.

To support this commitment, senior managers, department managers, project managers, supervisors, foreman and employees share a joint responsibility to implement and maintain an Internal Responsibility System directed at reducing and preventing incidents, injuries and accidents resulting in occupational injuries, diseases and illnesses.

All senior managers, department managers, project managers, supervisors and foreman are responsible and accountable for the health and safety of employees under their supervision. All senior managers, department managers, project managers, supervisors and foreman are responsible to ensure that machinery and equipment are safe and that workers/employees follow established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

Every employee, all senior managers, department managers, project managers, supervisors and foreman protect their own health and safety by following the Occupational Health & Safety Act, Regulations for Construction Projects and the Workplace Safety Insurance Act, in addition to workplace specific legislation that governs safe work practices and procedures. All hazards must be immediately reported to all senior managers, department managers, project managers, supervisors and foreman so they can be corrected.

All workplace parties are expected to consider health and safety in every activity. Commitment to health and safety is an essential part of this organization from the president to the employees.

  
Wes Quickfall  
President

Dated: January 3, 2022



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<b>Joint Health and Safety Committee Function and Role</b>	<b>Policy Number: AHS-002</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> May 2012
<b>Areas Involved:</b> Joint Health and Safety Committee	<b>Revision Date:</b> December 2018
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-006, CSF-007, CSF-008, CSF-009, CSF-010, CSF-011

## Policy

Conestogo Mechanical Inc. has implemented a Joint Health and Safety Committee as outlined in the Occupational Health and Safety Act (Section 9).

Under Section 9 of the Occupational Health and Safety Act, a committee must be comprised of one (1) certified worker and one (1) certified management representative. These certifications are required by law for companies operating a business in Ontario with twenty (20) or more employees.

Health and safety is of a prime concern to both management and staff, and a great deal of effort goes into monitoring and improving a safe work environment. It is the responsibility of each and every employee to do their part in keeping themselves and their coworkers safe.

The responsibilities of the Joint Health and Safety Committee, along with those of management, contribute and promote an effective health and safety environment and attitude in the workplace.

## Safety Policy Overview

### Communication

Members of the Joint Health and Safety committee will communicate to workers by means of weekly tool box talks, monthly health & safety questionnaires, posted meeting minutes, and pay stubs inserts. The committee will communicate:

- Information about HSMS to all workplace and external parties as appropriate.
- Information in a language and format understood in the workplace.

Workers are encouraged to provide feedback and information to Conestogo Mechanical Inc. All internal and external feedback will be acknowledged and documented in the meeting minutes.

### Composition of Committee

A Joint Health and Safety Committee is required:

- At a workplace at which twenty (20) or more workers are regularly employed.



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The Joint Health and Safety Committee shall consist of:

- At least four (4) persons or such greater number of people as may be prescribed, for a workplace where fifty (50) or more workers are regularly employed.

At least half of the members of a committee shall be workers employed at the workplace who do not exercise managerial functions.

### ***Selection of Committee Members***

The members of a committee who represent workers shall be selected by the workers they are to represent. A ballot nomination form will be posted for workers to place their names on the list to be considered for the positions (CSF-006). The list will then be taken down and the names will be placed on a voting ballot (CSF-007) and distributed to workers to select the individual they want to represent them on the issues of health and safety.

The constructor or employer shall select the remaining members of a committee from amongst persons who exercise managerial functions for the constructor or employer and, to the extent possible, who do so at the workplace.

A member of the committee who ceases to be employed at the workplace ceases to be a member of the committee.

### ***Positions of a Committee***

#### ***Co-Chair Persons***

Two (2) of the members of a committee shall co-chair the committee, one (1) of whom shall be selected by the members who represent workers and the other whom shall be selected by the members who exercise managerial functions.

#### ***Secretary***

The committee shall select amongst themselves a secretary who will record minutes of meeting and maintain accurate records. The secretary may be an individual that is not an active member on the committee to allow for all members to participate in the formal discussion, without being involved with the task of taking minutes.

### ***Functions and Powers of the Committee***

Joint Health and Safety Committee will inspect the workplace and jobsites with five (5) or more workers on a monthly basis.

A committee has the power to:

- Investigate cases where a worker is killed/critically injured at the workplace from any cause and may inspect the place where the accident occurred. Will report any finding to the Joint Health and Safety Committee
- Identify situations that may be a source of danger or a hazard to workers.
- Make recommendations to the constructor or employer and the workers for the improvement of the health and safety of workers.



- Recommend to the constructor and employer and the workers within the establishment about the maintenance and monitoring of programs, measures and procedures respecting the health and/or safety of workers.
- Obtain information from the constructor or employer respecting:
  - The identification of potential of existing hazards of materials, processes or equipment
  - Health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge.
- Obtain information from the constructor or employer concerning the conducting or taking of test of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in, or about, a workplace for the purpose of occupational health and safety; and be consulted about, and have designated member representing workers be present at the beginning of testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.
- Worker member of the Joint Health and Safety Committee will participate with accident investigations.

### ***Notification of Meetings/Agendas***

Meetings will be held monthly on the first Wednesday of each month.

All members should attend every meeting. The committee will require a minimum of three (3) members, one (1) manager and two (2) workers to proceed with a meeting (quorum).

The co-chairpersons will prepare the agenda with input from the other committee members, concerns of other workers and issues from previous minutes, using the Joint Health and Safety Committee meeting minutes (CSF-009).

Notification of a meeting will be posted on the office Health and safety Board at least one week prior to the meeting. The notice will instruct employees who have issues, to speak with a committee member and have the issue added to the agenda (CSF-008).

### ***Minutes of Meetings***

The committee will maintain minutes of the meeting documenting issues discussed/reviewed, the action plan to resolve problems and follow up on formal recommendations made to management. The Joint Health and Safety Committee meeting form (CSF-009) shall be used to document the meeting minutes.

The minutes will be reviewed by the co-chairs to ensure that the issues and items that were discussed are correct and true to the discussion held during the meeting. Each co-chair will sign and validate the minutes prior to the secretary forwarding the minutes to management and the committee members.



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The minutes will be posted on the Health and Safety board and an additional copy will be kept in a Joint Health and Safety Committee binder in a central location for the employees to review and for the Ministry of Labour to inspect.

### ***Document Storage & Retention***

- Policies and training records will be stored electronically on a secure drive.
- Read-only (PDF) versions of policies will be accessible on the company website. Workers can also contact their JHS representative.
- Modified policies will be approved by management and will include the Review/Revision date in the header of the policy.
- Policies will be reviewed annually and updated as necessary by competent persons to ensure that the information is current and re-approved.
- Health & Safety Records will be retained for a period of 7 years.

### ***Recommendation to Management***

When dangerous circumstances exist, formal recommendations and procedures cannot delay immediate corrective action for the dangerous/serious condition. These items must be reviewed and rectified immediately.

Most concerns could, and should, be dealt with right away by communicating directly with a manager or supervisor to discuss and resolve the issue.

Formal recommendations will be necessary when dealing with:

- Possible new procedures
- Changing/modifying existing procedures
- Additional training or education of personnel
- Prior concerns or demands for corrective actions that senior management has neglected or forgotten.

The formal recommendation form (CSF-010) shall be used; it will contain the following:

- The recommendations, along with a management response form (CSF-011) will be forwarded to management by one the co-chairs.
- Management must respond, in writing, within twenty-one (21) days of receiving the recommendation. The response will be shared with the committee as soon as possible using the management response form. Management will inform that the action will or will not be taken and give reasons for this decision and other solutions.

### ***Training, Certification and Education of Committee Members***

Unless otherwise prescribed, a constructor or employer shall ensure that at least one (1) member of the committee representing the constructor or employer and at least one (1) member representing workers are certified members. This does not apply with



respect to a project where fewer than fifty (50) workers are regularly employed or that is expected to last less than three (3) months.

If no member representing workers is a certified member the workers who selected the members representing workers shall select from among them, one member who is to become certified.

If there is more than one (1) certified member representing workers, the workers who selected the members representing workers shall designate one (1) certified member who then becomes solely entitled to exercise the rights of a certified member and is required to perform the duties under the Occupational Health and Safety Act of a certified member representing workers.

If there is more than one (1) certified member representing the constructor or employer, the constructor or employer shall designate one (1) of them who then becomes solely entitled to exercise the rights of a certified member and is required to perform the duties under the Occupational Health and Safety Act of a certified member representing a constructor or an employer. If a certified member resigns or is unable to act, the constructor or employer shall, within a reasonable time, take all steps necessary to ensure that the requirement set out in Subsection 12 of the Occupational Health and Safety Act is met.



<b>Health and Safety Objectives</b>	<b>Policy Number: AHS-003</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> January 2014
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b> December 2018
	<b>Review Date:</b> January 2022

### **Policy**

Conestogo Mechanical Inc.'s Health and Safety Objective for 2015 is to ensure Joint Health and Safety Committee deadlines are met and action items completed.

### **Communication**

The members of the Joint Health and Safety committee will communicate to workers by means of weekly tool box talks, monthly health & safety questionnaires, monthly meeting minutes, and pay stubs inserts.

This update will be completed by December 31, 2015.

### **Evaluation**

Health and Safety Objectives and the progress will be reviewed at the monthly JHSC meetings.

### **Acknowledge Success**

Payroll insert will be distributed at the beginning of each New Year to inform employees that we achieved our objective for 2015. Success is also acknowledged at the annual Health and Safety Awards Dinner in December.



<b>Roles and Responsibilities</b>	<b>Policy Number: AHS-004</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
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**Associated CSF Forms:** CSF-001, CSF-002, CSF-003, CSF-005, CSF-012, CSF-013, CSF-014, CSF-019

## Policy

The concept of an **Internal Responsibility System (IRS)** is based on the idea that people in our workplace are in the best position to determine health and safety problems and concerns and to develop solutions that work. IRS involves all levels of Conestogo Mechanical Inc.-employer to employee. The effectiveness of Conestogo Mechanical Inc.'s IRS is reflected in the Conestogo Mechanical Inc. Roles and Responsibilities. Roles and Responsibilities provide a method to monitor the suitability of the current system.

Everyone in the workplace is responsible for their own health and safety as well as the safety of fellow workers. The IRS can effectively assist to develop:

1. Establishment of responsibility
2. Safety culture
3. Best practices
4. Compliance

In accordance with the Occupational Health and Safety Act, Regulations for Construction Projects, Workplace Safety and Insurance Act, the following Roles and Responsibilities are assigned:

### **SENIOR MANAGEMENT-PRESIDENT, VICE-PRESIDENT**

#### Duties of employers

Refer to Occupational Health and Safety Act Section 25 and 26

In addition to OHS Act Sections 25, 26:

Conestogo Mechanical Inc. must also ensure that the health and safety of employees, subcontractors and their employees, is protected at all times. We have the responsibility to implement and maintain a safe and healthy work environment. In order to accomplish this we will:

- Appoint competent persons as supervisors to supervise work
- Establish a Joint Health and Safety Committee
- Provide supervisors with appropriate training, support, resources and authority to carry out their duties and responsibilities
- Provide Joint Health and Safety Committee members with appropriate training, support, resources and authority to carry out their duties and responsibilities



- Provide appropriate machinery, equipment, materials and protective devices (PPE) necessary to perform tasks
- Ensure machinery and equipment are used safely
- Provide training in health and safety topics/procedures
- Provide a safe and healthy workplace
- Implement and maintain a health and safety policy program
- Ensure hazardous materials are stored, labeled, transported and used safely and provide equipment needed to protect the worker
- Provide WHMIS training
- Will not discriminate against employees who exercise their rights under the Occupational Health and safety Act

**SUPERVISORS** – Project Mangers, Estimators, Department Managers, Supervisors, Foreman

*Duties of supervisor*

Refer to Occupational Health and Safety Act Section 27

Additional Duties of Supervisor in addition to OHS Act Section 27

1. Must supervise work during progress and ensure work is done in compliance with all OHS Act and Regulations, Conestogo Mechanical Inc. health and safety policies and procedures
2. Supervise personally or appoint a competent person to do so
3. Ensure all workers comply with the OHS Act and Regulations by observation and corrective action
4. Advise workers of actual and potential safety hazards associated with work via weekly Tool Box talks
5. Provide and/or arrange for training in required health and safety topics by liaising with JHSC and Vice President
6. Circulate, post and explain health and safety policy to workers via weekly Tool Box talks
7. Discipline any worker that violates Conestogo Mechanical Inc.'s health and safety policies or OHS Act laws (CSF-002)
8. Have a copy of OHS Act & Regulations available for reference on vehicles/sites
9. Work with JHSC
10. Implement Conestogo Mechanical Inc.'s program to ensure company policies are known and followed via weekly Tool Box talks
11. Monitor and implement Return to Work policy
12. Perform or participate in weekly workplace safety inspections (CSF-014)
13. Encourage immediate reporting of unsafe acts and/or conditions (CSF-005)
14. Perform workers safety observations and recognize, acknowledge and commend efforts of employees demonstrating positive health and safety performance
15. Ensure that employees are familiar with job specific hazards
16. Ensure that PPE is available, worn and used as required



17. Take every reasonable precaution to protect workers from injury and/or illness
18. Recognize and advise workers of unsafe working practices and enforce corrective action
19. Aid in investigation of incidents and unsafe working conditions (CSF-019)

## **EMPLOYEES/WORKERS**

### Duties of workers

Refer to Occupational Health and Safety Act Section 28

In addition to OHS Act Section 28

1. Expected to know and understand the basic principles of Conestogo Mechanical Inc.'s Health and Safety Manual and OHS Act & applicable regulations
2. Have the right to work in a healthy and safe environment
3. Expected to comply with the following requirements at all times:
  - a. Fully read and agree to comply with OHS Act & Regulations, Conestogo Mechanical Inc.'s Health and Safety Manual and all Conestogo Mechanical Inc.'s applicable Policies and Procedures
  - b. Use, wear and inspect PPE daily
  - c. Know and understand the limitations of PPE
  - d. Advise supervisor and fellow employees of any actual or potential safety and health hazards associated with your work or near your work area (CSF-005)
  - e. Report unsafe acts and/or conditions to Supervisor immediately (CSF-006)
  - f. Participate in training related to required health and safety related topics
  - g. Do not violate Conestogo Mechanical Inc.'s Policies, Procedures or OHS Act and Regulations at any time
  - h. Be aware of your responsibilities under OHS Act
  - i. Support JHSC members
  - j. Cooperate with Conestogo Mechanical Inc.'s Program and assist in implementing Conestogo Mechanical Inc.'s Policies and Procedures
  - k. Comply with Return to Work legislation
  - l. Report any accident or incident to your Supervisor immediately
  - m. Participate in weekly Tool Box Talks
  - n. Always work in a manner that is safe and does not endanger yourself or other workers
  - o. Never engage in horseplay
  - p. Do not report for work in a manner unfit to perform duties
  - q. Perform work to prevent accidents to yourself, fellow employees and property
  - r. Report hazardous conditions to Supervisor immediately



- s. Report any job-related injury or illness to Supervisor and seek treatment promptly
- t. Immediately notify your employer if any change in status of driver's license
- u. Share in the responsibility to keep Certifications current

## **Joint Health and Safety Committee**

### Duties of Joint Health and Safety Committee

Refer to Occupational Health and Safety Act Section 9

In addition to OHS Act Section 9

1. Represent the health and safety concerns of the entire workplace (office, warehouse, jobsites)
2. Act as advisory body to help create awareness of safety issues
3. Discuss jobsite hazards and risks and make recommendations to deal with risks
4. Follow up on all recommendations by employee
5. Shall conduct all accident investigations
6. Will review all near-misses and incidents
7. Will review all first aid reports
8. Will treat all personal information as confidential
9. Will meet monthly
10. A copy of the minutes of the meeting shall be distributed to JHSC members and Senior Management
11. Copy of minutes will be posted on the Health and Safety board and job sites
12. A member participates in WSIB safety group
13. Liaises with Senior Management
14. Promote health and safety at the office and job sites by encouraging weekly Tool Box talks, posting information on bulletin boards, and developing payroll inserts
15. Work with all employees to establish and maintain good safety practices
16. Coordinate training sessions for employees with Senior Management
17. Provide Orientation to new employees
18. Assist with Modified Duties to ensure rehabilitation of workers after accidents or injuries
19. Maintain MSDS-current, copied, distributed
20. Document and keep copies of all training records, accident reports and any other relevant paperwork in safe location
21. Conduct monthly workplace inspections (CSF-012, CSF-013)
22. Review with JHSC members all reports on incidents/accidents

## **Visitors**

Visitors have the right to a healthy and safe environment throughout the duration of their stay and are expected to comply with the following requirements at all times:

1. Sign in and sign out of visitor log book
2. Report any accidents immediately to the person you are visiting or to Senior Management from company, regardless of the severity



3. Use and wear appropriate PPE
4. Remain with assigned escort at all times
5. Avoid restricted areas unless you have proper authorization to enter such areas
6. Conduct your visit safely and do not endanger yourself or any employees
7. Never engage in horseplay or report for your visit in an unfit manner

### **Training**

Training will be done by Training Coordinator and/or outside Agency

1. Specific training may be required for some duties
2. Conestogo Mechanical Inc. will provide training opportunities
3. Every employee should know the Roles and Responsibilities of other employees and will therefore:
  - a. Attend training sessions
  - b. Attend and participate in Tool Box Talks

A record of attendance will be kept at the office by the Joint Health and Safety Committee.

A record of training, including dates, will be kept at the office by the JHSC.

### **Evaluation**

Employees will be reviewed/evaluated for:

1. Compliance in working safely (CSF-002)
2. Attendance at Tool Box Talks (CSF-003)
3. Job sites observations-working safely, wearing PPE (CSF-012, 013, 014)
4. Following safe work practices and procedures in the prevention of accidents

Supervisors will be evaluated for their ability to perform their specific duties (relating to Health and Safety) with regard to supervision (CSF-001).





<b>Ministry of Labour Visit</b>	<b>Policy Number: AHS-005</b>
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**Associated CSF Forms:** N/A

## Policy

Conestogo Mechanical Inc. supervisors and employees will cooperate fully with the Ministry of Labour.

## Safety Policy Overview

- Upon the arrival of a Ministry of Labour inspector, the person contacted should notify the supervisor and the certified worker representative of the Joint Health and Safety Committee. If unable to locate either, please contact Conestogo Mechanical Inc.'s head office.
- The supervisor or designate and the certified worker representative of the Joint Health and Safety Committee shall accompany the Ministry of Labour inspector, if ordered to do so, during the course of any routine inspection and actively participate in the inspection.
- The management representative, health and safety committee representative and all workers shall ensure that the Ministry of Labour inspector obtains all necessary cooperation. It is an offence to hinder, obstruct, or interfere with an inspector in the exercise or performance of their duties. No person shall knowingly furnish an inspector with false information or refuse to furnish information required by an inspector in the exercise of their duties.
- The management representative and the worker representative of the Joint Health and Safety Committee shall accompany the inspector or other Ministry of Labour officials if ordered to do so while any tests, measurements, or inspections are conducted in the workplace on equipment, machinery, materials or protective devices. Copies of such tests or inspection results should be obtained from the Ministry of Labour as soon as they are available.
- All orders shall be forwarded immediately to management so that they can be reviewed and the appropriate steps taken.



<b>Workplace Inspections and Audits</b>	<b>Policy Number: AHS-006</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
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**Associated CSF Forms:** CSF-005, CSF-010, CSF-012, CSF-013, CSF-014

## Policy

Conestogo Mechanical Inc. has established a workplace inspection and audit policy to conduct consistent reports that Joint Health and Safety Committee members, Supervisors, Foreman and Management will conduct on predetermined intervals at various locations to recognize, assess and control health and safety issues.

Completion of a hazard assessment must be done and documented prior to the commencement of work on site, and on a weekly basis thereafter or whenever conditions on the work site change (using CSF-014). Keep note that conditions on the work site may change on a daily basis.

## Safety Policy Overview

Conestogo Mechanical Inc. conducts onsite safety inspections and program audits on an on-going basis which are necessary to evaluate our health and safety performance and to identify areas of concern which may need improvement or modification.

- It is the Supervisor/Foreman's responsibility to take immediate corrective action when notified of an unsafe act or when a dangerous circumstance is reported.
- It is the Worker's responsibility to report any unsafe conditions or dangerous circumstances to his/her immediate Supervisor (CSF-005).
- To take every reasonable precaution to ensure the protection and safety of their employees, Conestogo Mechanical Inc. will endorse a monthly shop safety audit (CSF-013) and monthly job site inspections (CSF-012).
- Shop inspections and jobsite (with five or more employees) inspections are the responsibility of management and the Joint Health and Safety committee member at their workplace. A general workplace inspection shall be conducted every thirty (30) days. Any member of management or a Joint Health and Safety committee member who performs the inspections are provided with suitable training and information.



- Supervisors/Foreman will conduct a weekly site safety audit (CSF-014) to ensure that the job site is safe and meets the high level of workplace safety that Conestogo Mechanical Inc. is striving to achieve.

All of the various work place inspections will be reviewed by the JHSC and management and the suggested recommendations will be reviewed at the monthly Joint Health and Safety committee meeting.

### **Hazard Classification**

Employees must be trained and actively involved in the hazard identification process. If subcontractors are performing work at the location, they should be included. Identified hazards must be reviewed with all affected employees.

The person(s) completing the inspections shall assemble the people involved, discuss the possible hazards with employees, tour the workspace looking for possible hazards originating from the environment, equipment, or other workers.

A health and safety inspection checklist will be completed by a competently trained worker; training will include Worker Health & Safety training, and WHMIS. The hazards or deficiencies identified will be ranked according to probability and severity on the inspection checklist as:

#### ***Class A***

Any condition or practice with potential for causing loss of life, loss of body part(s) and/or extensive loss of structure, equipment, or material. This hazard must be attended to immediately.

#### ***Class B***

Any condition or practice with potential for causing serious injury or property damage, but less severe than Class A. This hazard must be attended to within seven (7) days.

#### ***Class C***

Any condition or practice with the possibility or potential for non-disabling or non-disruptive property damage. This hazard must be attended to within thirty (30) days.

The person(s) will submit a signed copy of the inspection report to the manager and/or the Joint Health and Safety Committee. Whenever a Class A hazard has been recorded, copies of the signed inspection report will be immediately forwarded to the appropriate manager and Joint Health and Safety committee member.

### **Workplace Inspection Procedure for Shop and Jobsites**

#### ***Establish a procedure and schedule***

For the JHSC members to perform the inspection, a procedure and schedule must be designed. The inspection shall be conducted on a monthly basis as set out in the



Occupational Health and Safety Act and be conducted by a Joint Health and Safety committee member. The inspectors will use a standardized inspection form and determine on a monthly basis, at the Joint Health and Safety Committee meeting, when the inspection will occur and who will be doing the inspection.

### ***Conducting the Inspection***

Inspect the various equipment and operations of the equipment in all areas and observe the actions of the employees and process flow. Record on the inspection form any potential hazards and be methodical with the inspection. Use your senses to review and observe the machine, process or flow. If hazards exist (potential or actual) rate the hazard using the hazard classification list. If you locate a Class A hazard, report it immediately to your manager or supervisor so they may rectify the situation immediately. If other hazard classes are located, report them to the manager and the Joint Health and Safety Committee and review possible solutions in the next committee meeting.

### ***Reporting of Inspection***

Once the hazard has been observed, it should be written down on the inspection report with the following information in the form or on an attached form:

- Specific details of time, date, and area or process inspected. This is required as situations may vary from shift to shift, day to day and month to month.
- Description of the actual or potential hazard. If required, a diagram or picture could be used.
- Description of the location of each hazard, tools, equipment, chemicals or procedures used or followed.
- Recommended possible solutions or controls to each hazard identified.

Take the inspection form and notes to the Joint Health and Safety Committee meeting and have the committee discuss the findings and make recommendations (if necessary) based on the findings for all hazards. Senior Management review the Joint Health and Safety committee meeting minutes and any inspection reports with recommendations.

### ***Follow up of Inspection***

Once the inspection has been reviewed, the committee **may** put forth further recommendations (CSF-010) for the employer to assess and evaluate. The employer has twenty one (21) days to respond to any formal recommendation and must respond in writing to the committee informing them of their decision. The follow-up program and report will ensure that actual or potential hazards have been dealt with in an effective



manner and that they have prompted effective controls for the hazards detected during the inspection.



<b>First Aid</b>	<b>Policy Number: AHS-007</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> May 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b> December 2015
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-015, CSF-016

## **Policy**

This policy will review basic principles of first aid (Regulation 1101) and documentation/training required at Conestogo Mechanical Inc.

## **Procedures**

Conestogo Mechanical Inc. strongly recommends that ALL workers enrol in a Standard First Aid Course. Prompt and correct treatment of injuries, both on and off the job, will reduce pain and suffering and may save lives.

## **Bleeding**

If injured person is bleeding from an external wound, control bleeding immediately:

1. Apply direct pressure to the wound with a clean, preferably lint-free dressing. Never attempt to remove an impaled object from the wound.
2. Lay the injured person down in a comfortable position. Do not let the injured person fall into a state of sleep.
3. Elevate the injured body part if possible.

## **Burns**

1. For minor burns, flush area with cool water. Cover the burn area with a clean, lint-free, loose dressing and get medical help.
2. For serious burns, cover the injured area with clean, damp dressings, and get medical help. Do not apply creams, lotions, or ointments.
3. Do not prick blisters.
4. Do not pull clothing stuck to the burned areas.

## **Cardiopulmonary Resuscitation (CPR):**

If the injured person is not breathing, start artificial respiration immediately.

There are various methods but the most effective is mouth-to-mouth technique outlined in literature from training agencies.

In addition to restoring breathing, it may be necessary to restore an injured person's heartbeat. This may be done by CPR, for which special training is required. Do not attempt CPR/Artificial Respiration unless you have been trained to do so.



**Shock (Non-Electric):**

Persons suffering from serious injuries may lapse into shock. Signs of shock include drowsiness, paleness, disoriented, clammy skin, and weak pulse. Medical help is required.

1. Reassure the injured person that help is coming.
2. Place the injured person on back with feet elevated unless injuries make this difficult. Otherwise place injured person in a comfortable position that allows for easiest breathing.
3. Loosen clothing around neck, waist, and chest.
4. Keep the injured person warm.
5. Watch for signs of breathing trouble.

**FIRST AID ATTENDANTS**

Must have certified training (see Training below)

**First Aid Kits:**

1. Each job site and vehicle shall have a first aid kit.
2. Size and contents will vary (refer to Regulation 1101) to suit the needs and numbers of employees on site
3. Every worker shall know where closest First Aid kit is located and who is First Aid & CPR trained.
4. For Conestogo Mechanical Inc., First Aid Kits will be available at:
  - a. Office/Shop
  - b. Vehicles
  - c. Job site (provided by General Contractor)
5. All employees will know the location of each First Aid Kit prior to commencing work
6. Kits will be readily available to employees
7. No employee will be denied access to a Kit
8. When we are prime contractor we will provide new kit at start of project.

**First Aid Logs: (CSF-016)**

First Aid Logs are required to record all information related to first aid treatments rendered in the workplace. Log record must show:

1. Name of person using Kit
2. Date of injury/treatment
3. What treatment was rendered
4. Where treatment was rendered
5. Time of injury/treatment
6. Name of the person who provided the treatment
7. Name of any witnesses to injury.

Every time first aid treatment is given, the above information must be recorded in the First Aid Log and be signed off. This allows our firm to follow up on the



person's condition and verify that an incident did occur should they require further medical treatment.

### **First Aid Kit Inspection**

All Kits will be inspected every three months by competent employee. Service vehicle kits will be inspected by JHSC member annually on CSF31.

The First Aid Inspection Record will include:

1. Date of inspection
2. Location of First Aid Kit
3. Supplies required or not
4. The type of supply required
5. Signature that the Kit has been filled
6. Date the Kit was filled

If supplies are needed then JHSC member should indicate this on the Form and order more supplies. The JHSC member will ensure that the supplies are returned to the Kits as soon as possible.

### **Training & Communication**

#### **First Aid**

1. First Aid requires formal training from a certified provider (i.e. St. John Ambulance)
2. One employee trained in first aid will work at all Conestogo Mechanical Inc. jobsites
3. List of trained first aid personnel will be posted on all Health and Safety boards
4. New employees will be trained in the location of First Aid kits and the importance of filling out the First Aid Log when using First Aid supplies by JHSC member or a supervisor during Orientation

#### **Communication**

Updates will be communicated by means of toolbox talks and safety incentive questionnaires.

First Aid toolbox talks will be based on reported incidents.

Cold Stress toolbox talks will be distributed in the winter

Heat Stress toolbox talk will be distributed in the summer.

#### **Evaluation**

Joint Health and Safety Committee and Senior Management will review the First Aid Treatment Logs records annually at a Joint Health and Safety Committee meeting.

By reviewing the above information, it can assist in identifying employees with high use (may not be using PPE), similar types of injuries (aid in prevention) and review processes with a goal to creating a safer workplace.





<b>Incident Reporting Procedures</b>	<b>Policy Number: AHS-008</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> February 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-016, CSF-017, CSF-018

## Policy

Conestogo Mechanical Inc. shall maintain an incident reporting system in order to promptly investigate occurrences and to reduce or eliminate risks to employees.

## Safety Policy Overview

To comply with the legal requirements set out by the WSIB and the Ministry of Labour and in order to take every reasonable precaution to ensure the protection and safety of their employees, Conestogo Mechanical Inc. has endorsed an incident reporting program and procedure.

An incident report shall be conducted for near misses or accidents with no medical treatment required.

The goal of an incident report is to give a detailed account of the incident and assist in the filing and completing of the necessary documentation for the WSIB and/or Ministry of Labour. Incident reports should be filled out by the Supervisor and workers involved with or witness to the incident. Contact a member of the Joint Health and Safety Committee for help with the proper procedure. These reports should also be forwarded to the Joint Health and Safety Committee to be reviewed and analyzed and make corrective recommendations to prevent future accidents or incidents.

## Workplace Incident not requiring medical treatment

- Administer first aid if required. Fill out first aid treatment log (CSF-016)
- Fill out incident report for near misses or property damage (CSF-018)
- Ask the employee to sign the report. If they refuse, indicate this on the form in the worker's presence
- Return the employee to work
- Follow up with the employee the next shift
- Advise the worker that if they seek medical attention (see his/her doctor or go to the emergency room), they must report this to their immediate supervisor. The situation must now be treated as a workplace incident requiring medical attention.

## Follow up

This is completed by the reporting supervisor during the next shift that the employee works. The supervisor must enquire about their condition and make a brief notation on the incident investigation report.



Submit completed reports to a JHSC member or head office.

### **Workplace Incident Requirement Medical Treatment**

- If immediately necessary, administer first aid and /or transport the employee to hospital. The employer will arrange transportation for the employee to seek medical attention. Examples of suitable arrangements: ambulance, taxi, manager/supervisor.
- If injuries permit, fill out an incident report (CSF-018) with the employee. Be as specific as possible as to the height, weight, distances, body position, location of incident scene, etc.
- Have the employee take a WSIB FAF form to the treating physician to complete. The employee shall return the form in a timely manner or ask the physician to fax or email to Conestogo Mechanical.
- Notify a member of the Joint Health and Safety Committee and verify proper documentation is completed.

Follow up

Head office will file a Form 7 report and a Joint Health and Safety member will follow up with the supervisor, worker and WSIB claims adjudicator, regarding the worker's condition and status.

A Joint Health and Safety Committee member will start a RTW plan if required.

The Joint Health and Safety Committee will track and record the occurrences of workplace incidents. The committee will review monthly:

- Workplace incident reports
- Workplace inspection reports
- Unsafe condition reports
- Work refusal situations
- Formal recommendation reports and responses

They will be looking for reoccurring themes and assess and control them by making recommendations to decrease the occurrences of these situations.

### **Critical Injury**

For the purposes of the act and the regulations, "critically injured" means an injury of a serious nature that:

- Place life in jeopardy
- Produced unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm, hand or foot, but not a finger or toe
- Consists of lacerations to a major portion of the body
- Causes the loss of sight in an eye



### Procedure

- Follow emergency scene management techniques from first aid training
- Administer required first aid
- Send a coworker to the telephone with specific details to relay to the 911 dispatcher (injuries, exact location of accident, etc.). Ask the person making the call to relate back to you an estimated time of arrival for the ambulance and stay with the injured worker until help arrives.
- Immediately after the ambulance leaves, you are legally required to make the following three (3) telephone calls:
  - Ministry of Labour
  - Senior Management
  - A worker member of the Joint Health and safety Committee (preferably the certified member)
- Do not alter the accident scene unless it is to save a life or relieve human suffering or prevent unnecessary damage to equipment or property.
- Fill out a Critical Injury Report (CSF-017)
- Within forty-eight (48) hours of the accident, a certified committee member shall send a written report to the Ministry of Labour inspector in a distinct format and then complete the procedure for workplace incidents requiring medical aid as stated above.



<b>Incident Investigation Procedures</b>	<b>Policy Number: AHS-009</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> April 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-017, CSF-019

## Policy

Conestogo Mechanical Inc. will conduct standard incident investigations to ensure a consistent evaluation of the circumstances surrounding the incident and to determine the main and underlying causes for the incident and make recommendations for corrective action.

## Safety Policy Overview

Incident investigations are the responsibility of management and the Joint Health and Safety Committee. An incident investigation shall be conducted for all incidents. The level of detail for each investigation will vary with the severity of the incident (first aid treatment versus critical injury).

Depending on the type of injury, it will determine who must perform the incident investigation. This standard and procedure will outline the objective for performing an investigation, types of incidents to be investigated and responsibilities involving workers, supervisors and managers.

## Goals of an Incident Investigation

- Investigate all incidents with the potential of causing an injury or resulting in significant losses.
- Implement incident prevention procedures to ensure that proper corrective action is taken to prevent a reoccurrence of a similar incident
- Ensure follow-up of corrective measures.

## Incidents to be Investigated

- All critical injuries as defined by the Occupational Health and Safety Act.
- All lost time injuries.
- Acute or chronic occupational illnesses.
- All medical aid injuries.
- All work stoppages involving one (1) or more workers (example: refusal of unsafe work, fire, explosion, chemical spills, property damage, etc.)
- All accidents with the potential for serious injury or loss.

## Purpose of Incident Investigations

- Identify underlying/root causes.
- Meet legal compliance.
- Identify and document areas that require attention.
- Assist in improving/updating policies, procedures and training.
- Review findings and define action plans and recommendations to prevent further injury.



## Roles and Responsibilities

### Worker

Inform his/her supervisor immediately of any injury or incident that he/she has witnessed or was involved in.

### Supervisor

- Ensure the worker receives medical attention if required.
- In the event of a critical injury as defined by the Occupational Health and Safety Act, notify the Ministry of Labour, the Joint Health and Safety Committee certified worker representative and head office.
- Contact a JHSC member if unsure of how to proceed with Incident Investigation.
- Visit the scene immediately and record accurate information. Take pictures of the scene, draw diagrams and take notes. If a critical injury occurred, ensure the scene is not disturbed or equipment is not used until the Ministry of Labour has authorized that it is ok to do so.
- Interview all workers involved and any witnesses. Perform this as soon as possible to keep the accident information fresh in everyone's memory and perform each interview separately.
- Complete your investigation during the shift that the injury or incident occurred.
- If possible, complete the incident investigation report (CSF-019) before the end of your shift. Investigation of critical injuries (CSF-017) must be submitted to the Ministry of Labour, in writing within forty eight (48) hours.
- Identify immediate and basic causes and make recommendations for corrective action.
- Forward copies of the investigation to the Ministry of Labour inspector (if critical injury) and the Joint Health and Safety Committee members.

### Joint Health and Safety Committee Members

- Work with supervisors and workers to complete a thorough and accurate investigation.
- Visit the scene immediately and record accurate information. Take pictures of the scene, draw diagrams and take notes. If a critical injury occurred, ensure the scene is not disturbed or equipment is not used until the Ministry of Labour has authorized that it is ok to do so.
- Interview all workers involved and any witnesses. Perform this as soon as possible, to keep the accident information fresh in everyone's memory and perform each interview separately.
- Complete your investigation during the shift that the injury or incident occurred.
- Complete the incident investigation form (CSF-019) before the end of your shift if possible. Investigation of critical injuries (CSF-017) must be submitted to the Ministry of Labour, in writing, within forty eight (48) hours.



- Identify immediate and basic causes and make recommendations for corrective action.
- Any corrective action will be discussed at the Joint Health and Safety Committee meetings and noted complete/pending in the meeting minutes.
- Forward copies of the investigation report to the Ministry of Labour inspector (if critical injury), head office and the Joint Health and Safety Committee.

### Procedure

- Secure and manage the accident scene.
- Administer first aid or medical attention to the injured worker if required. Try not to disturb the scene while getting the injured worker help.
- Barricade the area off and leave all equipment and material in place where they were found.
- Notify the appropriate people of the incident.
  - **Non-critical injury:** Supervisor and Joint Health and Safety Committee.
  - **Critical injury:** Ministry of Labour inspector, supervisor, Joint Health and Safety Committee certified member.
  - **Chemical Spill:** Supervisor, Joint Health and Safety Committee, Ministry of Environment
  - **Property damage:** Supervisor and Joint Health and Safety Committee
  - **Near Miss Incident:** Supervisor and Joint Health and Safety Committee
- Investigate incident scene.
- Take pictures.
- Take notes and draw diagrams of the accident scene and places of objects and material.
- Collect physical evidence (measurements, etc.).
- Interview employees involved or witnesses who saw the incident.

Analyze the data looking for reasons/causes of the incident and make suggestions or recommendations to protect employees from reoccurrence. When reviewing data, consider the following contributing factors involved in an accident:

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

Write a final incident investigation report (CSF-019) with the information collected. The report will have the following components:

- A description of the incident.
- The consequences.
- The causes (root and underlying).
- Recommendation(s) for corrective action.

Submit completed report to JHSC member or head office. All reports are reviewed at monthly JHSC meetings and recommendations are made to prevent future incidents.



**Communication**

Updates with workers will be communicated via yearly safety training sessions, yearly supervisor training and/or tool box talks.

**Training**

All supervisors will be trained in an IHSA Supervisor Competency Course. Joint Health and safety Committee member will be certified.

**Evaluation**

Incident reports will be reviewed at the Joint Health and Safety Committee meetings. Recommendations will be made if required.



<b>Return to Work</b>	<b>Policy Number: AHS-010</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> Office, Shop, Vehicles, Job Sites	<b>Revision Date:</b> November 2015
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-019, CSF-026, CSF-028, CSF-029

## Policy

Conestogo Mechanical Inc. offers Return to Work (RTW) to all employees who have a workplace injury or illness. The purpose is to assist an injured employee recover by providing modified or alternative work as part of the healing process and a timely return to full duties.

The employee will work with the Return to Work Management Team (Senior Management, Supervisor, JHSC) and WSIB staff to ensure the program's success. The Return to Work Management Team will be responsible for creating, implementing and organizing the RTW Program and communicating to all workplace parties.

This policy is based on WSIB Work Reintegration policies found at [www.wsib.on.ca](http://www.wsib.on.ca)

## Procedure

When injury happens:

1. Notify Supervisor of injury/illness immediately
2. Apply First Aid, if required
3. Get medical attention if required (hospital, family doctor, walk-in clinic, etc...)
4. Injured employee will have health care provider fill out the WSIB FAF or similar document listing any functional restrictions
5. Supervisor notifies JHSC member of injury via phone
6. Complete Incident Investigation Form (CSF-019)

Employee Returns to work after injury:

The employee will discuss with a member of the JHSC the nature and extent of the modified work that will be provided.

The work must:

1. Be productive
2. Not aggravate the injury
3. Must not create an additional hazard to the employee or other employees
4. Assist the employee in returning to their original position
5. Be 'stepped' with continuing assessments to see if:
  - a. The work is suitable for the type of injury
  - b. Additional levels can be applied





Prior to starting the modified work, a RTW Plan (CSF-026) will be developed following these steps:

1. Employee and Supervisor will sign an agreement with respect to the hours of work, reporting requirements and nature of the modified position
2. Employee's health care provider's statement (FAF) and employer requirements will be reviewed for suitable modified duties
3. Employee will be required to schedule medical appointments and therapy at reasonable times so as not to conflict with the employer's timetable
4. Employee is required to supply medical progress reports (WSIB FAF) every two weeks or as required.

Once the RTW Program starts:

1. Employee will receive an 'on site'/job specific orientation where the limitations/changes to their job will be discussed
2. Supervisor will observe the employee to ensure that they are able to complete the modified duties, as discussed
3. Employee will not perform any duties other than those indicated on the RTW Plan. Employees who do not follow the RTW Plan by doing more than indicated will receive disciplinary action
4. The Supervisor and JHSC member will maintain regular contact with the injured employee and record in RTW Contact Log (CSF-029) to ensure that they do not exceed limitations indicated in the FAF and that the Modified Duties do not create further discomfort or injury

The injured employee will:

Each Day:

- Report to Supervisor at beginning and end of day
- Report discomfort or challenges with Modified Duties

As Required:

- Complete the section of the RTW Plan requiring their comments
- Meet with RTW team to discuss next level of Modified Duties once a new, complete FAF has been received
- Supervisor will forward documents to JHSC member to track and distribute.
- Supervisor and JHSC will discuss progress of RTW Plan and make changes, where necessary, to protect/enhance employee's RTW
- Supervisor will discuss changes with employee prior to employee commencing new duties

An employee must not return to full duties unless a FAF or document from health care provider indicates that they are able to do so. RTW Evaluation Form (CSF-028) will be completed when employee returns to full duties.



Once the RTW Plan is finished (the employee has returned to full duties), Supervisor and JHSC will discuss the suitability of the program and make recommendations for change, if necessary.

Employee DOES NOT Return to work after injury:

JHSC member will contact WSIB and/or Office of the Employer Advisor to determine next steps.

Refer to WSIB Work Reintegration Policies found at [www.wsib.on.ca](http://www.wsib.on.ca)

### **Roles and Responsibilities**

JHSC and Supervisor:

1. Will maintain consistent and regular contact with the injured employee
2. Will maintain contact with WSIB
3. Will work with Supervisor and injured employee to develop an appropriate RTW plan
4. Facilitate communication between all parties
5. Advise employee that Modified Duties are available and provide required forms
6. Assist in the evaluation of the success of the Program
7. Must report changes in the following to WSIB within 10 days:
  - a. Wage changes
  - b. Changes in duties/duration of program
  - c. Failure to cooperate
  - d. End of program
8. Ensure that all documentation is kept in a secure location so that the privacy of the information is protected
9. Will work with Senior Management and injured employee to develop an RTW plan
10. Complete the RTW Plan, Contact Log and Evaluation
11. Maintain communication and monitor the progress and effectiveness of the program with employee

Injured Worker:

1. Will work with JHSC and Supervisor to develop an appropriate RTW Plan
2. Participate in Modified Duty Program
3. Maintain regular contact with designated person(s)
4. Take an active role in developing the Modified Duty Program
5. Communicate any concerns or problems to their Supervisor or Senior Management immediately
6. Obtain necessary forms from health care provider (i.e. FAF)
7. Participate in all rehabilitative programs (i.e. physio) so that a recurrence is avoided



8. Ensure that other scheduled rehabilitation activities (i.e. physio) are continued while on RTW Program. Appointments should be scheduled during non-work hours, if possible
9. Cooperate with all requests for documentation as required by WSIB and the employer
10. Complete the RTW Plan.
11. Must not perform duties outside the actions indicated on the FAF
12. Completes a WSIB Form 6 and provides a copy of completed Form 6 to employer as soon as possible
13. Report any changes to employment (pay increase, benefits) to WSIB within 10 days
14. Cannot return to full or increased activities unless the FAF indicates that this is possible
15. Let Supervisor know if you are unable to perform the duties in the RTW Program

**JHSC Member:**

1. Complete WSIB Form 7
2. Provides copy of WSIB Form 7 to employee
3. Report to WSIB any changes to employee's pay within 10 days of change taking place
4. File all forms and reports

**Health Care Provider:**

1. Provide current medical information
2. Fill in forms as requested
3. Providing the workplace parties and the WSIB with functional abilities information
4. Providing the employee and the WSIB with clinical information
5. Identify most appropriate method of treatment for the injury
6. Ensure employee receives timely treatment
7. Ensuring the possibility of a return to work is discussed throughout recovery

**WSIB:**

1. Process claims on a timely basis
2. Act as a mediator if disputes occur between any party

**Communication**

Updates will be communicated by means of toolbox talks and the safety incentive questionnaires.

Discuss RTW Policy with supervisors and management members annually at department meetings.



## Evaluation

Joint Health and Safety Committee will evaluate active RTW cases at monthly meetings and make recommendations where necessary.

RTW Evaluation Form will be completed by JHSC member, Supervisor and worker when employee in the RTW program return to regular duties.



<b>Safety Training</b>	<b>Policy Number: AHS-012</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

If you require training or feel that your training was overlooked, please see your supervisor or JHSC member immediately.

## Policy

Conestogo Mechanical Inc. will provide ongoing training to our employees in the area of occupational health and safety to meet all legislative requirements and to maintain a safe and healthy work environment.

## Safety Policy Overview

Conestogo Mechanical Inc. is committed to ensuring that our workers are protected from workplace injuries and illnesses whenever possible.

We want to ensure that safety training is provided to all employees to reduce the risk of injury. It is the responsibility of each and every employee to do their part in keeping themselves and their coworkers safe. Health and safety in the workplace starts with some basic safety rules and training. If an employee feels that they require training, they must make a request to a supervisor or JHSC member. The request will be reviewed and approved at monthly JHSC meetings.

Conestogo Mechanical Inc. has established a list of safety training programs that may be required by employees based upon their position within the company and the likelihood of exposure to specific hazards or situations. The programs will generally consist of in class lectures, hands-on practical training, case studies and audio-visual programs.

The JHSC and Senior Management team will review training requirements monthly at JHSC meetings. This review will be completed with the help of a training matrix that will be kept up to date by the JHSC.

## General Training and Prevention Courses

The following list of courses is provided for the protection of the employees, supervisors and managers within the workplace.

- Orientation – completed at time of hire
- W. H. M. I. S. – reviewed annually.
- Confined Space – reviewed every two years
- Forklift Operator - reviewed every three years or as required
- Powered Elevated Work Platform (PEWP) - reviewed every three years or as required



- Joint Health and Safety Committee Certification (workplace inspections, accident investigations, responsibilities of managers, supervisors and workers, etc.) – reviewed as needed.
- Hot Work – reviewed every three years or as required
- Lock-Out/Tag-Out – recertified every three years or as required
- Fall Protection - reviewed every three years or as required
- Hoisting and Rigging - reviewed every three years or as required
- Traffic Control - reviewed every three years or as required
- Basics of Supervising - reviewed as needed
- Asbestos Awareness - reviewed every three years or as required
- Construction Propane – recertified every three years or as required
- First Aid/CPR – basic or standard re-certified every three years or as required

This list is not inclusive. Please advise your supervisor or JHSC member of any additional safety training programs you may require.

Suggestions can be made in the Health and Safety suggestion box located in the lunch room at head office.



<b>Subcontractor Safety Policy</b>	<b>Policy Number: AHS-013</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> December 2012
<b>Areas Involved:</b> All active sites requiring the use of subcontractors, shop, office	<b>Revision Date:</b> July 2014
	<b>Review Date:</b> January 2022

## Policy

All subcontractors will be required to comply with all applicable federal and provincial health and safety regulations, legislation and safety rules and procedures of Conestogo Mechanical Inc., while working in, on, or at any of Conestogo Mechanical Inc.'s workplaces.

## Safety Policy Overview

Subcontractors are expected to meet or exceed the requirements as set out by the Occupational Health and Safety Act and all applicable regulations. In the event that a subcontractor is found to be working in a manner believed to be dangerous by an employee of Conestogo Mechanical Inc., a member of the management team will ask the contractor to stop work immediately until an appropriate corrective solution is found.

All subcontractors are required to have their own insurance coverage under the Workplace Safety and Insurance Act.

Prior to commencing work, a supervisor in charge of the project must familiarize the subcontractor of the specific policies and procedures that apply. The subcontractor must also be informed of any potential or actual hazards on the jobsite.

Prior to commencing work, the subcontractor must submit a copy of their Certificate of Insurance, WSIB Clearance Certificate, Health and Safety Policy Statement and Form 1000.

If, at anytime, a subcontractor is observed performing work unsafely or contrary to Conestogo Mechanical Inc. policies or procedures, the subcontractor will be asked to stop the work immediately and the circumstances will be reported to a supervisor or manager. The supervisor or manager will investigate the occurrence immediately upon being notified and take the appropriate actions.



<b>Orientation of New Employees</b>	<b>Policy Number: AHS-014</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b> October 2012
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-002, CSF-012, CSF-013, CSF-014, CSF-020

## Policy

In an effort to take every reasonable precaution to ensure the protection and safety of our employees, Conestogo Mechanical Inc. has created health and safety policies and procedures which promote occupational health and safety awareness for its workers including instruction on the following: (1) the duties and rights of workers under the Act; (2) the duties of employers and supervisors under the Act; (3) the roles of health and safety representatives and joint health and safety committees under the Act; (4) the roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety; (5) common workplace hazards; (6) the requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS)) with respect to information and instruction on controlled products; and (7) Occupational illness, including latency.

A great deal of coordinated effort goes into monitoring and improving a safe work environment. The company has developed a health and safety orientation program to ensure that all employees, regardless of the level in the company, receive health and safety orientation, this applies to:

- Newly hired employees
- Employees returning from an extended absence (greater than three months)
- Employees hired on a contract basis
- Student employees (including co-op and summer)

## Scope

The following persons are responsible for conducting the health and safety orientation:

- Joint Health and Safety Committee member
- Supervisor

Trainers must have completed a basic occupational health and safety awareness training program. Supervisors must complete the basic occupational health and safety awareness training program within the first week of performing work as a supervisor.

Orientation on Health and Safety must be completed in the first week of hire.

## Safety Policy Overview

Conestogo Mechanical Inc. has created an orientation checklist, CSF-020, that will be completed for every newly hired or promoted employee, including but not limited to the following training topics:





- Roles and Responsibilities
- Personal Protective Equipment Policy
- Fall Protection Procedure
- Tool Repair Procedure
- Hot Work Procedure
- Confined Space Procedure
- Material Handling Procedure
- Right to Refuse Unsafe Work
- Workplace Inspection Programs

### **Evaluation**

Employees will be evaluated during monthly Job Inspections (CSF-012, CSF-013) by a member of the Joint Health and Safety Committee. Employees will be evaluated during weekly Job Site Safety Audits (CSF-014) by their immediate Supervisor. Disciplinary Action Forms(CSF-002) will be reviewed by the JHSC.

### **Records of Training**

Orientation training will be recorded on the Orientation Checklist (CSF-020). Training records will be photocopied and kept in the employees personnel safety file. Training update requirements will be tracked by the JHSC.



<b>Workplace Violence</b>	<b>Policy Number: AHS-015</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> All locations	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-019

## Policy

It is to be clearly understood that at Conestogo Mechanical Inc. we have ZERO tolerance for all acts of violence. To support this, we have developed the following policies and procedures to assist us in maintaining a violence free workplace.

Under the changed legislation, it is the responsibility of the employer or Supervisor to advise co-worker(s) of a person identified with a history of violent behavior if:

- They have to work with that person
- Can be expected to encounter that person in the course of work day
- Risk of exposure to this person is likely to expose worker to physical injury

As an employer/contractor of service, we:

- Emphasize that confidentiality will be maintained on a “need to know” basis
- Victims of violence will be supported
- Victims employment will continue
- Provide reasonable time off to deal with the effects of violence
- Assist by providing support

## Prohibited Violent Behaviours (Zero Tolerance)

- Direct threats or physical intimidation
- Implications or suggestions of violence
- Stalking
- Possession of weapons of any kind on:
  - Conestogo Mechanical Inc. property
  - Job sites
  - Client’s property
- Assault of any form
- Physical restraint, confinement
- Dangerous or threatening horseplay
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
- Blatant or intentional disregard for the safety or well-being of others
- Any other act that a reasonable person would perceive as constituting a threat of violence

## Types of Violence and Corresponding Procedure

### *Client Related Violence*

Procedure for dealing with an angry client:

- First contact should be neutral-how can I help you?
- Focus all attention on person/show interest
- Remain calm-do not buy into their anger
- Be polite
- Tell them your name and ask theirs
- Acknowledge their feelings



- Confirm that you know that they are upset
- Don't interrupt
- Repeat what client has told you to acknowledge their concerns
- Do not use jargon or technical language
- Speak slowly, quietly, confidently
- Remain open-minded and objective
- Do not tell person to "relax", "chill", "calm down"
- Don't make promises you can't keep-be honest
- Attempt to explain what has happened
- Apologize and accept criticism
- If you feel threatened, politely and calmly terminate the discussion
- Stand minimum of 1 metre away and not directly in front of the person
- Ensure that you have a clear exit
- Don't stand over the person
- Keep hand movements under control-no pointing
- Don't touch the person and don't stare

#### *Telephone Threats*

- Tell client language is not acceptable and you will terminate call
- Be firm and consistent
- Tell client you will call back at a later time
- Hang up, if necessary

#### *Physical Attack*

- Make a scene-yell, scream, Stop, Fire, Help
- If you are dragged or pulled-fall to ground and roll
- Blow a whistle
- Single out bystanders i.e. You in green shirt, call police
- If someone grabs your belongings, throw it several feet away and run in opposite direction yelling Fire/Help
- Run to safest place, where other people are
- Call police immediately
- Tell supervisor immediately

#### *Aggressive Drivers*

- Avoid eye contact and refrain from exchanging words or gestures and from retaliatory driving maneuvers
- Stay in control
- Allow the driver to pass
- Drop back and let them get far ahead
- If pursued, go directly to a nearby safe area or police station
- Use a cell phone to call for help

#### *Weapons*

- Never try to disarm an armed individual
- If possible, try to leave the location and call 911
- Never accept a weapon from an upset, agitated individual; the person may change their mind and turn the weapon on you
- Ask them to set it down on the floor or counter



## Reporting and Investigation

### *Reporting Acts or Threats of Violence*

If a worker is a victim of violence believes that they are the recipient of a threat of violence, witness an act of threat of violence towards another person, they will:

- Notify supervisor immediately
- Will evacuate premises if immediate danger exists
- Will call 911 immediately if required
- All incidents, complaints and threats of workplace violence must be reported and investigated by the supervisor and member of the Joint Health and Safety Committee. Incident Investigation (CSF-019) will be used.
- Investigation to be completed within three days of occurrence
- If the Supervisor is the issue, then the victim is to report to the Joint Health and safety Committee directly.

### *Victim Support*

- Victims need to be assured by the investigator and senior management that the events of abuse will not reflect on their professional competence.
- Immediate medical care to be provided if required
- Have police remove offender
- Put controls in place-this will be discussed as part of investigative process once risks have been assessed
- Co-worker support
- Senior Management to consider options for immediate, intermediate and long-term support

### *Possible Outcomes for Offender*

- Reassignment
- Relocation
- Limit access to areas
- Strict reporting to supervisor
- Discipline
- Termination

## Roles and Responsibilities

### *Senior Management*

- Communicate this policy and its procedures to all employees
- Conduct assessments
- Consult with Joint Health and Safety Committee
- Respond promptly to all reports of violence and harassment
- Ensure events of violence are investigated
- Document the incident, its investigation, and corrective action taken
- Post Policy

### *Joint Health and Safety Committee*

- 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 Joint Health and safety Committee 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



- Respond to employee concerns related to workplace violence and communicate these to Senior Management
- Participate in the review of the policy and guidelines for continuous improvement

#### *Workers*

- Not engage in or ignore violent, threatening, intimidating or other disruptive behaviours
- Report incident where subjected to, is a witness to, has knowledge of or has reason that violence or harassment will occur to Supervisor immediately.

#### *Supervisors*

- Encourage victims and co-workers to report violent behaviour
- Encourage staff to report bullying
- Take all complaints seriously and ensure a thorough investigation is completed
- Investigate all complaints promptly
- Monitor employee behaviours and deal with inappropriate behaviours promptly
- Communicate with the JHSC and management

#### *Victim*

- Should report immediately all incidences of existing or potential violence and harassment
- Should know that other workplace parties may need to be informed of their abuse in order to protect others
- Confidentiality will be maintained –only as much information as necessary to protect the victim and other workers will be divulged

#### **Training**

- Tool Box talks to review
- Health and Safety questionnaires
- New employee orientation

#### **Evaluation**

- Annually review by Joint Health and Safety Committee and Senior Management
- JHSC to review all incidents that occur



<b>Safety Communication Systems</b>	<b>Policy Number: AHS-016</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Policy

Communication is the key to an effective Health and Safety program. It is the responsibility of all personnel at Conestogo Mechanical Inc. to review the health and safety board so that you keep abreast of all revised procedures, health and safety issues, regulations, company policies and procedures and issues related to your job. Attendance at health and safety training sessions, meeting and toolbox talks are mandatory. Participation in monthly Health and Safety questionnaires is strongly encouraged.

## Safety Policy Overview

The success of these communication systems is dependant upon your active participation.

The health and safety board shall consist of the following items:

- Dated and signed copy of the corporation's health and safety policy.
  - Current copy of the Occupational Health and Safety Act and Regulations for Construction Projects.
  - Joint Health and Safety Committee members/health and safety representative name(s) and department(s) and phone number(s).
  - Joint Health and Safety Committee/health and safety representative last meeting minutes and site inspection.
  - First Aid requirements Regulation 1101.
  - List of certified first aiders and departments.
  - Emergency phone number list for fire, police, ambulance, poison control center, etc.
  - Orders or inspections by Ministry of Labour inspectors if applicable
  - WSIB poster "In Case of Injury" Form 82.
  - WSIB for Health and Safety at Work
  - Site specific emergency response plan including route to nearest hospital.
- \*\*Only required when Conestogo Mechanical Inc. is acting as Prime Contractor

## Tool Box Talks

- Will be given weekly on jobsites and in service departments by supervisors or competent person. Topics will be discussed at monthly Joint Health and safety Committee meetings. Participation will be monitored by the Joint Health and safety Committee.



### **Safety Questionnaires**

- Will be distributed monthly electronically. Questions will be discussed at Joint Health and Safety Committee meetings. Participation and results will be monitored by Joint Health and Safety Committee.

### **Website**

- Updated safety policies will be posted at [www.conestogomech.com](http://www.conestogomech.com) as they are available.



<b>Office Safety</b>	<b>Policy Number: AHS-017</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> January 2012
<b>Areas Involved:</b> Head Office	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-004

## Policy

Conestogo Mechanical Inc. is committed to providing an ergonomically safe work environment throughout the facility including the office areas. All office areas shall comply with all applicable federal and provincial regulations pertaining to ergonomics and workstation design.

## Safety Policy Overview

Although office workers do not feel that are exposed to many hazards, like workers in the field, they must use good judgment and exercise reasonable care. Report hazards by submitting a workplace hazard analysis form (CSF-004) to the JHSC.

- Good housekeeping in the office is a must. Always ensure that desks and cabinets are clean and orderly.
- An open drawer of a desk or a cabinet is a hazard which can cause yourself or others a trip or a collision.
- Use the handles when closing or opening any kind of a drawer.
- All chairs should be used sensibly. Do not tilt them or slump back. The added strain could cause them to break or slip resulting in injury to the occupant.
- Do not keep defective chairs and desks in use. Report them to a supervisor for replacement or repair.
- Carry pencils, pens, scissors etc. in such a way that sharp points cannot cause puncture wounds.
- Cords on electrically operated office machines and telephones can cause tripping hazards when they are left on the floor or across walkways.
- The standard four (4) drawer filing cabinet can cause serious injury if it upsets as a result of opening a heavily loaded top drawer if the lower drawers are empty or filled with light weight material.
- Be sure that keyboards are solidly in place.
- Never adjust or clean a piece of office machinery while it is in operation.
- Do not attempt any electrical repairs. A supervisor will call a qualified electrician.



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<b>Emergency Response Plan</b>	<b>Policy Number: AHS-018</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> January 2006
<b>Areas Involved:</b> All locations	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-025, CSF-026, CSF-029 and CSF-030

## **Policy**

In the event that Conestogo Mechanical Inc. is faced with an emergency situation, immediate action will be taken to protect the health and safety of all employees.

## **Safety Policy Overview**

You are expected to participate and follow the emergency response procedures for your work location. These procedures will be explained to you during your safety orientation.

For Conestogo Mechanical Inc.'s head office staff, an emergency response plan will be posted on the Health and Safety board located in the lunchroom.

## **Project Safety Plan/Site Plan**

A jobsite safety plan will be posted on the health and safety communication board at all jobsite locations. You should familiarize yourself with the site safety plan.

The plan will include:

- A diagram of the site layout.
- Names of Conestogo Mechanical Inc. emergency responders.
- First aid station location.
- Access to site for emergency response crews.
- Emergency evacuation plan.
- Assembly area.

If the General Contractor has posted an emergency plan for the jobsite, Conestogo Mechanical employees will follow the General Contractor's plan.

## **Roles and Responsibilities**

### *Supervisor*

- Control the flow of the evacuation, direct employees and contractors to the designated meeting place.
- Contact the emergency departments required for the situation.
- Control the area around the emergency and keep the public and other individuals from becoming involved.
- Conduct a head count to ensure that the area/building is completely cleared.
- Speak with the emergency crews to ensure proper communication.



### *Workers*

- Leave the area, walk do not run.
- Alert others.
- Inform supervisor.
- Call 911 from a safe area.
- Await direction from the fire department.

### *Sub-Contractor*

Subcontractor employees are expected to comply with Conestogo Mechanical Inc.'s project safety plan, the guidelines in this policy and procedures manual and all applicable federal, provincial and municipal health and safety regulations, guides and codes.



<b>Worker Discipline Policy</b>	<b>Policy Number: AHS-019</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-002.

## Policy

Conestogo Mechanical Inc. ensures that all employees work in a manner that promotes health and safety. It is understood that if an employee is found to be in violation of any of Conestogo Mechanical Inc.'s Health and Safety policies and procedures or are working in a manner which may endanger himself/herself or another worker, that the violation is grounds for immediate dismissal with just cause.

## Safety Policy Overview

All supervisors, workers and subcontractors shall abide by their health and safety roles and responsibilities as outlined in Conestogo Mechanical Inc.'s Health and Safety Policies and the Occupational Health and Safety Act. Failure to comply will result in the application of the progressive discipline procedure.

This procedure has the following steps:

1. Supervisor gives a verbal warning and provides corrective action to worker. Worker must acknowledge receiving verbal warning by signing the disciplinary action form (CSF-002). The form will be placed in the worker's file maintained by the JHSC.
2. Worker receives a written warning using the disciplinary action form (CSF-002). This will outline the issue, corrective action(s) and time frame for compliance. The worker must sign the form in the presence of their supervisor. The form will be placed in the worker's file.
3. Should the worker not abide with the corrective action, then further corrective action up to, and including, dismissal will occur. Proper corrective action to be determined by Supervisor, Management and JHSC.



<b>Work Refusal Conditions and Process</b>	<b>Policy Number: AHS-020</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-005

## **Policy**

Conestogo Mechanical Inc. has implemented an unsafe work refusal system. It is the responsibility of each and every employee to do their part in keeping themselves and their co-workers safe. It is the responsibility of the Joint Health and Safety Committee along with that of Management to promote an effective health and safety environment and attitude in the workplace. If any employee feels that their work presents an unsafe work condition (safety or health hazard) they have the right to refuse that work.

## **Safety Policy Overview**

A worker may refuse to do a particular job where he/she has reason to believe that, any equipment, physical condition, or contravention of the Occupational Health and Safety Act, is likely to endanger oneself or another worker. The work refusal does not apply when the danger is inherent in the work or is a normal condition. During a work refusal the worker may be assigned to other duties and another worker may complete the refused work, as long as the worker has been informed of the work refusal and this was done in the presence of the other worker. Any reprisal for a work refusal to the employee is prohibited.

## **Steps to Follow for a Work Refusal for Unsafe Work Conditions**

- Upon refusing, the worker must notify the supervisor.
- If possible, the supervisor and worker will correct the unsafe condition
- The supervisor, the complaining worker and a JHSC member shall investigate the situation (CSF-005). Until the investigation is complete, the worker shall remain in a safe location, away from the hazard or be given suitable work to perform while the investigation is being performed.
- If following the investigation, the worker still has reasonable grounds that the job is unsafe he/she may still refuse to do that job. If the refusal can not be solved, then a Ministry of Labour inspector must be notified.

## **Ministry of Labour Inspector Will**

- Investigate the refusal to work in the presence of the employer and the worker.
- Decide if the job is safe or unsafe and shall give his/her decision in writing.
- Pending the investigation another worker may be assigned to do that particular job if he/she has been advised of the refusal, in the presence of the refusing worker and therefore agrees to do the job.



<b>Work Stoppage For Dangerous Circumstances</b>	<b>Policy Number: AHS-021</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review:</b> January 2022

**Associated CSF Forms:** CSF-005, CSF-019

## Policy

Conestogo Mechanical Inc. has implemented a bilateral work stoppage standard for dangerous circumstances to comply with the legal requirements and take every reasonable precaution to ensure the protection and safety of their employees. It is the responsibility of each and every employee to do their part in keeping themselves and their coworkers safe.

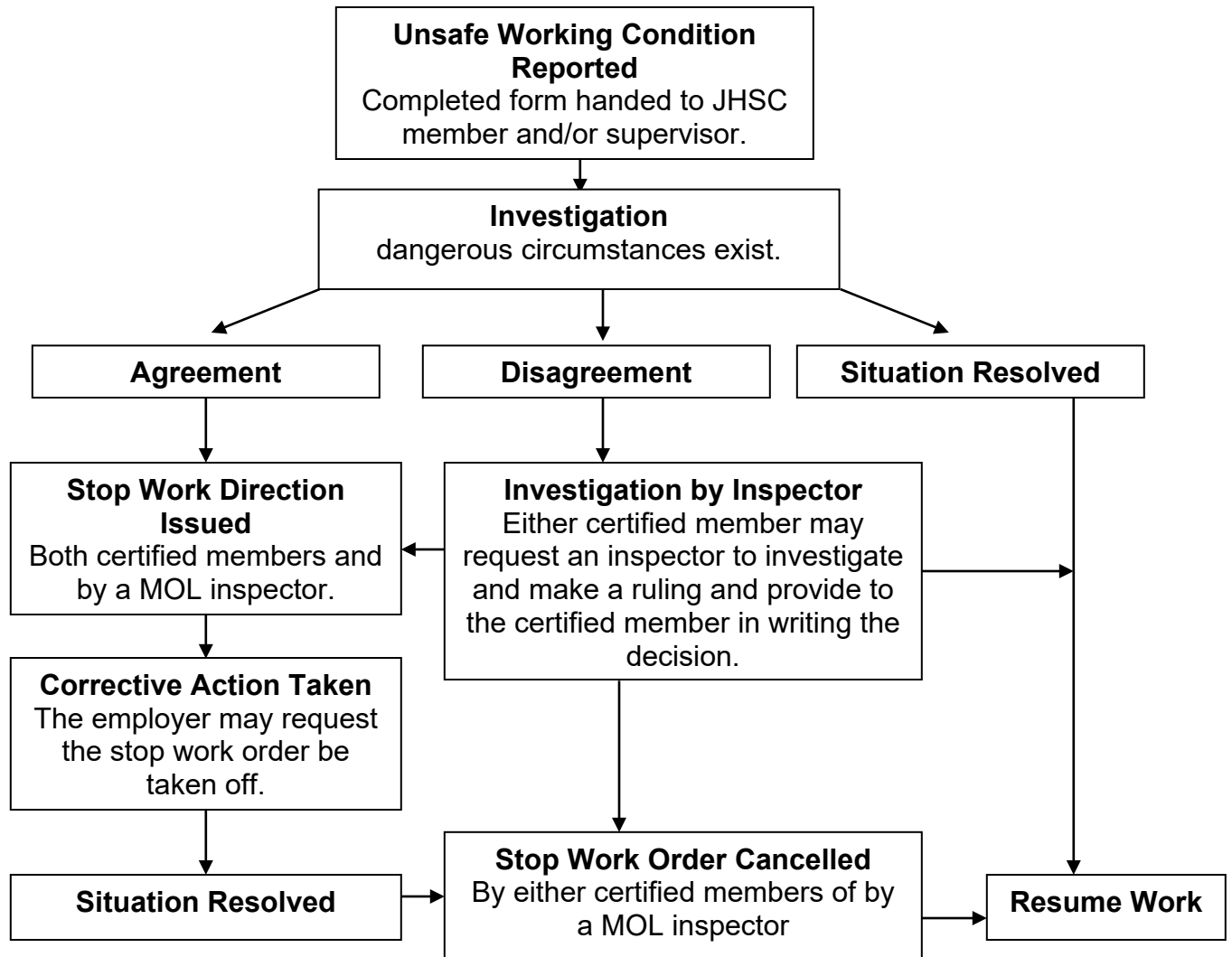
## Safety Policy Overview

It is the responsibility of the Joint Health and Safety Committee along with that of management to contribute and promote an effective health and safety environment and attitude in the workplace.

- An employee notices a dangerous circumstance. They will complete an unsafe condition report (CSF-005) and give it to their Supervisor and/or Joint Health and Safety Committee member.
- Once a report has been received, a bilateral work stoppage process begins when a JHSC certified member advises a supervisor that dangerous circumstances exist and request that a supervisor investigate the matter in the presence of the certified member.
- The certified member may believe that dangerous circumstances continue to exist, in spite of any action taken by the supervisor following his/her investigation (CSF-019).
- The first certified member might request that the second certified member representing the other workplace party investigate the matter. That second certified member must investigate the matter promptly in the presence of the first certified member.
- If both certified members agree that dangerous circumstances exist, they may direct the employer to stop the work that is causing the problem. The employer must immediately comply with the direction of the certified members. If the certified members cannot reach an agreement with regards to a dangerous circumstance existing, a Ministry of Labour inspector may be called in to investigate and make a decision on the case of dangerous circumstance existing or not.
- When all corrective action has been taken by the employer to correct the problem(s) and no further dangerous circumstances exist, either the certified members or an inspector may cancel the stop work direction.



### Bilateral Work Stoppage Process



<b>Tool/Equipment Repair Policy</b>	<b>Policy Number: AHS-022</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Policy

Conestogo Mechanical Inc. is committed to providing a safe work environment by supplying tools and equipment that are safe to use and maintained in good working order for any employees that may use them.

## Safety Policy Overview

It is everyone's responsibility to ensure that all tools and equipment are safe to use and maintained in good working order. Should any tools or equipment become unsafe or in poor working condition the following steps shall be taken:

1. The tool/equipment shall be immediately removed from service.
2. Supervisor shall be notified.
3. The tool/equipment shall be locked out if necessary.
4. The tool/equipment shall be tagged with an orange "Repair Order" tag and the tag completed with the following information:
  - A) The person filling out the tag
  - B) Department
  - C) The Date
  - D) Equipment Identification
  - E) The problem(s) with the tool/equipment
4. The tool/equipment shall be taken to the designated repair area at the shop or to an authorized repair dealer and the problems corrected.
5. When all repairs are completed the "Repair Order" tag and lockout can be removed and the tool/equipment put back into service.

The designated repair area at the shop is located in the Mechanical Construction Locker area. Blank "Repair Order" tags are also available at this location.



<b>Service Vehicle Safety Equipment Policy</b>	<b>Policy Number: AHS-023</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Service Vehicles	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-015, CSF-016, CSF-031

## **Policy**

Conestogo Mechanical Inc. will supply the following safety equipment for the service vehicles in the HVAC and plumbing service departments:

### HVAC Service Vehicle

- First Aid kits
- MSDS Sheets
- Lockout/Tagout kits
- Fire Extinguisher
- Ladders
- Harness with lanyard
- GFCI
- Occupational Health and Safety Act and Regulations for Construction Projects
- Hard Hat
- Purge Hose

### Plumbing Service Vehicle

- First Aid kit
- MSDS Sheets
- Lockout/Tagout kits
- Fire Extinguisher
- Ladders
- Harness with lanyard
- GFCI
- Occupational Health and Safety Act and Regulations for Construction Projects
- Hard Hat

The operator of each service vehicle shall maintain all safety equipment in their vehicle and inspect it on a regular basis (i.e. First Aid kits quarterly, fire extinguishers monthly) and a complete equipment check annually will be performed by a member of the Joint Health and Safety Committee representing the department (CSF-031). Used or defective equipment shall be replaced or repaired immediately.





<b>Asbestos Awareness</b>	<b>Policy Number: AHS-024</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Policy

Conestogo Mechanical Inc. recognizes the need to develop safe work practices when employees work around asbestos containing materials (ACM).

## Procedure

Conestogo Mechanical Inc. supervisors and employees will work with building owners and/or general contractors to ensure that asbestos hazards are identified and controls put in place to prevent the release of asbestos fibers into the air. Employees are not to disturb any ACM unless they are,

1. Taking samples for testing purposes
2. Repair/alteration of transite (asbestos cement) pipe

Employees must be trained in Type 1 operations before taking samples or repairing/altering transite pipe.

If ACM need to be removed on a job site (i.e. pipe insulation), the building owner and/or general contractor shall be informed and an asbestos products removal company will be contracted to do so.

## Training

Within three months of hire, all employees shall take an Asbestos Awareness course to ensure these products can be identified and controlled.

Monthly safety questionnaire and weekly Tool Box Talks will address the issue of Asbestos on a periodic basis.



<b>Confined Space Entry</b>	<b>Policy Number: AHS-025</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Job Sites	<b>Revision Date:</b> December 2014
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-023, CSF-024, CSF-025, CSF-033

## Policy

Only qualified persons may enter a confined space. All workers required to enter a confined space will be trained and will follow Conestogo Mechanical Inc.'s confined space entry procedure prior to, and during, any confined space entry.

## Safety Policy Overview

Conestogo Mechanical Inc. has implemented a confined space entry procedure to protect their employees from the potential dangers found in these spaces.

These procedures are to ensure the safe entry for personnel into areas which have been designated as confined spaces in accordance with the Regulations for Construction Projects published within the Occupational Health and Safety Act.

## Confined Space Definition

An area is considered a confined space if all of the below are true:

- The area could contain a hazardous airborne contaminant, a material capable of engulfing a worker or physical hazards that may endanger workers.
- The area has a limited or restricted means of entry or egress, either by construction, design or location.
- Is large enough for someone to enter and when inside, the worker is not seen by other workers in the work area, and/or when the workers' upper body passes completely into the confined space area.
- The area is not designed for regular worker occupancy, except for the purpose to perform work.
- Possible examples of confined spaces on construction include but are not limited to: man holes, tanks, cisterns, cooling towers, air handling towers, ductwork.

## Classification

### **High Risk (Hazardous)**

An area that meets the definition above, however there is a great potential of immediate danger (death or critical injury) due to an airborne contaminant or other hazards which the worker(s) inside are exposed to (example: wet wells, tanker truck etc.) High risk confined spaces in which there exists or is likely to exist, a hazardous gas, vapour, dust, fume or have an oxygen deficiency or enriched atmosphere and cannot be purged and ventilated to make it a safe atmosphere are not to be entered by Conestogo Mechanical Inc. employees.

### **Medium Risk (Uncontrolled)**

An area that meets the confined space definition, however there is only a remote chance of the hazard present causing an immediately life threatening or critical injury (example: sewer manholes etc.) Medium risk confined spaces in which there exists or is likely to exist, a



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hazardous gas, vapour, dust, fume or have an oxygen deficiency or enriched atmosphere may only be entered under the following conditions

- The space is purged or ventilated to provide and maintain a safe atmosphere.
- Gas monitoring is done before entry and every 15 minutes thereafter. These reading shall be recorded on the entry permit and CSF-033.
- An attendant is stationed outside the space.
- The attendant will confirm by voice communication every 15 minutes (Orally, portable radio or by cell phone) with the entrant that they are alright. This confirmation shall be recorded on CSF-033.
- The entrant "Time In" and "Time Out" shall be recorded on the CSF-033.
- Suitable arrangements have been made to extricate worker from the confined space if he requires assistance.
- The attendant is trained in artificial respiration and cardio pulmonary resuscitation
- Mechanical equipment is de-energized and locked out
- All pipes and other supply lines that may cause a hazard are blanked off.

### ***Low Risk (Controlled)***

An area that meets the confined spaced definition and there are no hazards in the confined space and it remains free from hazards while the workers are in the area (example: liquid storage tanks, etc.) Low risk confined spaces may only be entered under the following conditions:

- The space is purged or ventilated to provide and maintain a safe atmosphere
- Gas monitoring is done before entry and every 15 minutes thereafter. These reading shall be recorded on the entry permit and CSF-033.
- An attendant is stationed outside the space
- The attendant will confirm by voice communication every 15 minutes (Orally, portable radio or by cell phone) with the entrant that they are alright. This confirmation shall be recorded on CSF-033.
- The entrant "Time In" and "Time Out" shall be recorded on the CSF-033.
- Suitable arrangements have been made to extricate worker from the confined space if he requires assistance
- The attendant is trained in artificial respiration and cardio pulmonary resuscitation
- Mechanical equipment is de-energized and locked out
- All pipes and other supply lines that may cause a hazard are blanked off

### ***Isolated Work Area***

An area where the hazard present may cause a critical injury however, the area does not have all the criteria listed in the definition. The primary problem is recognizing the individual is in distress and needs retrieval (example: elevator pits, culverts, etc.).

### ***Application***

This procedure is to be utilized under the following condition where confined space entry may occur.

- This procedure applies to all personnel, contractors, customers, suppliers, etc. and any other persons required to enter confined spaces.



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- Only personnel trained in conformance with these procedures are permitted to enter confined spaces.
- It is the responsibility of personnel who bring contractors onsite to ensure the contractor work plan complies with our procedure and their personnel have undergone similar training.
- Under no circumstances is any work to be performed in any confined spaces if a permit (the record of testing and evaluation) has not been completed and placed at the space entrance. The absence of a permit indicates that the space has not been tested/evaluated for the existence of hazards, nor has it been determined the kind of work that can be safely performed.
- Entry is considered to have occurred when the upper body breaks the plane of an opening into the space.

All persons entering a confined space must adhere to the following:

1. Have a supervisor plan the entry by reviewing the procedure and completing the list below
  - Co-ordination Document and Hazard Assessment-review the procedures and determine the specific hazards faced by the entrant. (CSF-023, CSF-024)
  - Lock-outs-complete appropriate isolation requirements for the space and test to ensure that a zero energy status is attained.
  - Controls-establish all hazard activities
  - Retrieval-establish appropriate retrieval plan that is able to retrieve the entrant(s) if they were to have problems while in the space.
  - Communication-the entrant and attendant will be issued a radio or discuss a suitable style of communication
  - Permit-complete the safe entry permit including in writing that the space is free from hazards and will remain free of hazards while people are in the space. Post at the entry point. Put a copy of the safe work with work sheet for permanent record of entry. (CSF-025)
  - Confined space gas detector and entry log sheet (CSF-033)
2. The worker's supervisor will review the confined space procedure with the entrant(s) and attendant(s) prior to going into the space. Entry is not to occur unless the confined space procedures are reviewed at the beginning of each shift.
3. Ensure the radio/communication style to summon emergency assistance is working. The supervisor must have the appropriate numbers to contact assistance and a phone is accessible.
4. Entrant(s) will don all appropriate protective equipment prior to entry
5. If Mechanical equipment is in the space, it must be de-energized and chocked from within the confined space. Ensure that the hazards do not classify the space as a high-risk space.
6. The entrant(s) should note all repairs that are required for the space itself, and inform the appropriate personnel to effect repairs.
7. CSF-033 to be completed for the "Time In" and "Time Out" for duration of confined space work.
8. The attendant will monitor the entrant every 15 minutes. If no response from the entrant, call for assistance.
  - The hazard will be determined and controlled



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- A rescuer will enter the space to untangle, stabilize, package and extract the downed entrant. If the space is large enough, two rescuers may go in to extract the downed entrant.
9. Once the entrant is aware of a problem:
- Immediately leave the space
  - If they cannot leave the space, the entrant will use the communication system to call for assistance
  - The hazard will be determined and controlled
  - A rescuer will then enter the space to untangle, stabilize, package and extricate the downed entrant. If the space configuration allows a second rescuer, then they can enter to assist on the extraction.
10. Once all work has been completed:
- Remove all equipment, tools and material
  - Vacate the confined space and closure and secure the cover and remove all isolation controls and restore equipment to operation and then return all equipment used to its' correct place, cleaned, in working condition, tag equipment if maintenance is required.
11. No employee shall enter or remain in a confined space that contains or is likely to contain an explosive or flammable gas or vapour, unless one of the following applies:
- a. The worker is only performing only inspection work that does not produce a source of ignition. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 25% of its lower explosive limit, as determined by a combustible gas instrument
  - b. The worker is only performing cold work. In the case of an explosive or flammable gas or vapour, the atmospheric concentration is less than 10% of its lower explosive limit, as determined by a combustible gas instrument.
  - c. If the worker is performing hot work, the atmospheric concentration is less than 5% of its lower explosive limit, as determined by a combustible gas instrument.

## Confined Space Equipment List

### Worker

1. Air purifier respirator (1/2 mask with cartridge, if needed due to job specifications)
2. Safety harness
3. Rescue lanyard
4. Retractor
5. Gas monitor
6. Radio communication system (between entrant and attendant)
7. Mechanical ventilation

The above equipment list is a basic guideline for employees and supervisors to follow.

### Training

- Training will be completed by all employees who enter a confined space
- Confined space entry training to be updated every two years
- Confined Space Awareness training to be completed by all employees by Tool Box Talks and Health and Safety questionnaires



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**Documentation**

Confined Space documentation records will be kept at Conestogo Mechanical Inc.'s office by the Joint Health and Safety Committee.



<b>Lock-Out/Tag-Out</b>	<b>Policy Number: AHS-026</b>
<b>Approved By: Wes Quickfall</b>	<b>Policy Date: December 2012</b>
<b>Areas Involved: Head Office, Shop, Job Sites</b>	<b>Revision Date:</b>
	<b>Review Date: January 2022</b>

## Policy

All workers shall follow proper lock-out procedures in compliance with the applicable legislative requirements, when servicing, repairing, adjusting or maintaining any machine, equipment or device. These procedures will ensure that the employee will avoid contact with an uncontrolled energy source.

## Safety Policy Overview

For Conestogo Mechanical Inc. to ensure the protection and safety of their employees, we have implemented a lock out/tag out procedure to ensure employee safety with regards to equipment maintenance/cleaning and defective equipment in need of repair.

## Equipment Maintenance, Cleaning and Repair

This policy will ensure that all sources of energy (electrical, hydraulic, pneumatic, stored or gravitational) that power the various types of equipment will have a zero-energy status while the equipment is being serviced. This will ensure against accidental activation creating an endangerment to the employee's health and well-being. Failure to follow and abide by this procedure or requirements will result in the corrective disciplinary action.

1. The employee must be authorized and have knowledge of how the equipment or machinery operates.
2. The employee must know how to turn off and disconnect the power supply to the equipment (circuit breaker, fuse panel, power supply box, unplug, etc), turn the equipment off and allow all moving parts to come to rest.
3. Inform a supervisor of the up-coming lock-out/tag-out situation and ask for direction if unsure of correct procedure. Never assume or guess if you are performing it correctly. Identify all related systems that may be involved and ensure that a lock and tag out system is applied to all pertinent equipment.
4. Disconnect or turn off the main power supply, apply a locking device to the power supply to ensure that the machine or equipment cannot be turned on (examples: padlock, circuit breaker lock device and plug cover, valve lock). If more than one (1) person is working on the same piece of equipment, each person must apply an independent lock to the system. Each lock shall have a tag attached to it to identify the reason(s), date, and individual that locked out the equipment or machinery. Each lock system will have an independent key that the employee will keep on their person to ensure that no one else can disengage the lock-out/tag-out system and restore power to the equipment or machinery until the work is completed.
5. Once the lock-out/tag-out system is applied to the equipment or machinery, the start button shall be turned on to determine that a zero energy status has been achieved. Then turned off, while the work is being performed.



6. Commence servicing of equipment or machinery wearing the appropriate personal protective equipment that is required to ensure employee's health and safety (examples: eye protection, foot protection and hand protection etc.)
7. When the work is completed, only the individual(s) involved will remove the lock-out/tag -out system, no one ever removes someone else's lock-out/tag-out system. Inform the supervisor or department managers that the work is complete.

**Note:** The only exception to this rule is if the worker has forgotten to remove his/her lock-out/tag-out system and is unable to come into work to remove it. The worker must be contacted and notified of the situation. The lock may be removed, with the supervisor and another worker present. A competent person must inspect the machine to ensure that it is functioning correctly. If the employee loses their key to the lock-out system, a supervisor in the presence of the worker may remove the lock. Re-energize the equipment or machinery, ensuring that all the individuals involved are free from the danger zones and all guards and protective devices are replaced.

### **Potential Hazards**

- Belts, chains, conveyors, rollers shafting, blades etc. that could cause potential entanglement, lacerations, crushing and amputations.
- Live exposed electrical wire or electrical components that may cause electrocution.
- Heating equipment may cause fire, explosion or burns.
- Defective equipment may cause product damage, employee accidents from not operating correctly and safely.
- Open ended pipes

The above list is not exclusive. Other hazards may arise from not utilizing a lock-out/tag-out system.

When determining the correct action to take when dealing with servicing, preventive maintenance, or repair operations on equipment and machinery, all connected energy sources (equipment may have more than one source) must be disconnected to a zero energy status.

### **Lockout/Tag-out Equipment**

Each service vehicle at Conestogo Mechanical will have lockout and tag-out kit.

### **Training**

Service technicians will be trained in the proper use of lock-out/tag-out devices and procedures.

### **Communication**

Updates will be communicated by means of toolbox talks and the employee incentive program.

### **Evaluation**





Joint Health and Safety Committee will evaluate the lock out/tag out policy and to ensure it is being utilized by means of reviewing the monthly Performance Evaluations-Service Technician.



<b>Traffic Control</b>	<b>Policy Number: AHS-027</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-030

## Policy

Conestogo Mechanical Inc. has implemented a traffic control program to comply with the legal requirements and take every reasonable precaution to ensure the protection and safety of their employees on their worksites.

## Safety Policy Overview

It is the responsibility of each and every employee to do their part in keeping themselves and their coworkers safe by following procedures/rules and by wearing and using all of the necessary personal protective equipment (reflective vests, signs, etc.).

The following equipment can be used to protect workers, equipment and material from vehicular traffic and control the speed and volume of the traffic and allow worksite activities to proceed safely and efficiently.

- Barriers/barricades
- Delineators
- Lane control devices
- Warning signs
- Flashing lights
- Flares
- Traffic control devices
- Blocker trucks
- Crash trucks
- Sign trucks
- Speed control devices
- Longitudinal buffer areas

## Work Site Risk Factors

Factors to be considered when controlling traffic:

- Location and duration of the work to be performed.
- Weather conditions
- Speed and volume of traffic
- Worker's orientation in reference to the traffic flow
- Operational blind spot of vehicles and equipment



### ***Employee Personal Protective Equipment***

- CSA approved hard hat.
- CSA certified safety footwear.
- Blaze orange traffic vest with tear away action
- Eye protection as site conditions dictate (windy, sunny, etc.).

### **Traffic Control Site Plans (CSF-030)**

To reduce or eliminate the potential for an accident with vehicular traffic on a construction site a traffic control site plan must be created. The site foreman and management team shall sign and draw a site plan outlining safest routes for vehicles to travel. The site plan should also make reference to the procedures for:

- Reversing vehicles
- Use of traffic control persons
- Use of a signaler
- Emergency procedures

These plans must be kept with the health and safety communication system (board or box) onsite.

Employees involved in the process of traffic control shall be trained to perform their task safely and correctly. The individuals involved are:

- Site foreman
- Traffic control person
- Signaler
- Vehicle operators

For road work operations, the site plans will be selected by referencing the Ministry of Transportation's temporary conditions manual. There will be layout to deal with many road operations depending on the type, location and conditions that the construction crew may encounter during the construction project. Special consideration shall be given to installation and removal of traffic control work zone protection equipment as they are the most hazardous phases of the project. The traffic control plan shall be submitted to the appropriate governmental authority for approval in advance of road work operations.



<b>Hot Work</b>	<b>Policy Number: AHS-028</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2012
<b>Areas Involved:</b> Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-022

### ***Policy***

Hot work includes any activity that creates sparks, or involves heat, or open flames. Some examples of hot work are: welding, soldering, abrasive wheel cutting, tarring and thermal bonding (this list not inclusive).

Prior to the commencing of any activity that can generate sparks, heat, open flames a hot work permit (CSF-022) must be completed to ensure the safety of all parties and properties involved in, around, or near the worksite. Based on the assessment, the involved parties will take the appropriate steps to protect and minimize the risk of fire.

### ***Procedure***

1. The customer, supervisor and involved parties shall discuss the activities that are going to be conducted to determine if the work is considered hot work.
2. The supervisor and worker will complete a hot work permit. The permit will indicate activities being completed, area of activities, equipment and material near the hot work area, precautions taken to protect employees and property.
3. The necessary precautions (covered areas, fire watch, fire extinguisher, tarps, etc.) will be implemented and a copy of the permit will be posted in conspicuous location near the work activities.
4. A worker will commence the hot work activities. If the activities will last longer than the original shift, a second permit will be completed and posted to ensure that the conditions have not changed.
5. Once the hot work activities have been completed, the permit must be terminated, end time added to permit and a permanent copy must be filed with the JHSC.

### ***Determination for a Fire Watch***

A fire watch is required for the hot work permit if any of the following conditions exist:

- The customer or contractor requests a fire watch
- Any flammable or combustible material is located within ten (10) meters of the work.
- The hot work is being conducted more than ten (10) meters away from flammable or combustible material, but could ignite from a spark.
- Conditions change during the work activity that increases the risk of fire.



If you are not sure of the conditions or requirements, a fire watch shall be used and the fire watch will last for one half hour past the completion of the hot work activity to ensure no accidental start of fire in the exposed area.

### ***Safe Storage of Compressed Gas Cylinders***

Ensure the following for safe storage of compressed gas cylinders:

1. A storage cylinder for compressed gas shall be secured in an upright position.
2. The control valve of a storage cylinder for compressed gas, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position.
3. A spent storage cylinder shall not be stored inside a building.
4. No storage cylinder for propane shall be placed closer than three metres to a source of ignition or fire.



<b>Heat Stress Policy</b>	<b>AHS-029</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2012
<b>Areas Involved:</b> All Employees working in Hot Conditions	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Policy

To ensure all Conestogo Mechanical employees are aware of the potential dangers of heat stress, recognize the types of heat stress disorders and prevent heat-related illness in the workplace.

## Hazards

	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Sunburn	Too much exposure to the sun.	Red, painful or blistering and peeling skin.	If the skin blisters, seek medical aid. Use skin lotions and work in the shade.	Work in the shade; cover skin with clothing; apply skin lotions with a sun protection factor of at least 15. People with fair skin should be especially cautious.
Heat Cramps	Heavy sweating drains a person's body of salt; which cannot be replaced just by drinking water.	Painful cramps in arms, legs or stomach, which occur suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area: loosen clothing and drink cool salted water (1 tsp. Salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or don't go away, seek medical aid.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Fainting	Fluid loss and inadequate water intake.	Sudden fainting after at least two hours of work: cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for CRP. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes a body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; tires and weak; nausea and vomiting; very thirsty; panting or breathing rapidly; vision may be blurred.	GET MEDICAL AID. This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat Stroke	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions. AN IMMEDIATE MEDICAL EMERGENCY. PROMPT ACTION MAY SAVE THE CASULTY'S LIFE.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.



## Work Procedures

To help control heat stress while working in a hot construction environment, do the following:

- Give workers frequent breaks in a cool area away from heat.
- Increase air movement by using fans where possible. Provide unlimited amounts of cool (not cold) drinking water conveniently located.
- Allow sufficient time for workers to become acclimatized.
- Make allowances for workers who must wear personal protective clothing and equipment that retains heat and restricts the evaporation of sweat.
- Schedule hot jobs for the cooler part of the day.

During hot, humid conditions, the Company will provide one or more of the following:

- Cooling zone
- Additional breaks
- Water stations

## Workers Actions

- Follow instructions and training for controlling heat stress.
- Be alert to symptoms in yourself and others.
- Avoid excessive caffeine.
- Find out whether any prescription medications you're required to take can increase heat stress.
- Get adequate rest and sleep.
- Drink small amounts of water regularly to maintain fluid levels and avoid dehydration. Recommend 8 ounces (250 ml) every half hour or so. Don't wait until you are thirsty.
- Wear light loose clothing that permits the evaporation of sweat.
- Don't take salt tablets unless a physician prescribes them.
- Avoid eating hot heavy meals. They tend to increase internal body temperature by redirecting blood flow away from the skin to the digestive system.

## Training and Awareness

This policy will be reviewed annually during the summer months by all employees via:

- a) Tool Box Safety Talk
- b) Health and Safety Questionnaire
- d) Orientation Training (new employees)



<b>Accessibility for Ontarians with Disabilities Act (AODA)</b>	<b>Policy Number: AHS-030</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> May 2012
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b> September 2016
	<b>Review Date:</b> January 2022

## Policy

Conestogo Mechanical Inc. is committed to excellence in serving all customers including people with disabilities. We will ensure that our employees are trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods or services and will communicate with people with disabilities in ways that take into account their disability.

## Safety Policy Overview

### *Guidelines for Serving Customers with Disabilities*

#### *Deaf, Oral Deaf, Deafened, Hard of Hearing*

- Attract the customer's attention before speaking.
- Don't shout
- Make sure you are in a well-lit area where your customer can see your face
- If the person uses a hearing aid, reduce background noise or move to a quieter area

#### *Deafblind (with intervenor)*

- Speak directly to your customer, not to the intervenor
- Identify yourself to the intervenor when you approach you customer who is deafblind
- A customer who is deafblind is likely to explain to you how to communicate with them

#### *Vision Loss*

- Don't assume the customer can't see you
- Identify yourself when you approach your customer and speak directly to him or her
- Offer your elbow to guide the person
- Identify landmarks or other details to orient your customer to the environment
- Don't leave your customer in the middle of the room

#### *Intellectual/Developmental Disabilities*

- Don't assume what a person can or cannot do
- Use plain language
- Make sure your customer understands what you have said. Be direct and ask "Do you understand this?"
- Provide one piece of information at a time.
- You may want to ask if the information needs to be repeated

#### *Learning Disabilities*

- Take some time. People may take a little longer to process, understand respond
- Provide information in way that works for your customer.





### *Mental Health Disabilities*

- Be confident and reassuring.
- Listen carefully and focus on meeting the customers needs
- If the person appears to be in a crisis, ask them to tell you the best way to help

### *Physical or Disabilities affecting Mobility*

- Ask before your help. People with disabilities often have their own ways of doing things
- Respect your customers space
- Don't move items, such as canes and walkers out of the person's reach

### *Speech or Language Impairments*

- Don't assume that because a person has this disability, they also have another
- Give your customer whatever time they need to get their point across
- Ask questions that can be answered "yes" or "no", if possible
- Don't interrupt or finish your customer's sentences. Wait for them to finish.

### **Training**

Conestogo Mechanical Inc. will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf.

Employees who will require training:

- Office staff
- Plumbing Service
- HVACR Service

The training will be provided to staff within three months of hire date.

Training will include:

- An overview of the Accessibility for Ontarians with Disability Act, 2005 and the requirements of the customer service standard
- Conestogo Mechanical Inc.'s plan related to the customer service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or support person.
- What to do if a person with a disability is having difficulty in accessing Conestogo Mechanical Inc.'s good and services.
- Staff will also be trained when changes are made to the plan

### **Feedback**

Customers who wish to provide feedback on the way Conestogo Mechanical Inc. provides goods and services to people with disabilities can email ([gdelivery@conestogomech.com](mailto:gdelivery@conestogomech.com)), telephone or visit the main office. All feedback will be directed to the Joint Health and Safety Committee and will be followed up within 30 days.



<b>Fall Protection</b>	<b>Policy Number: AHS-031</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> September 2012
<b>Areas Involved:</b> Shop, Job Sites, Vehicles	<b>Revision Date:</b> July 2015
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-002, CSF-012, CSF-014

## Policy

Conestogo Mechanical Inc. recognizes the need to develop safe work practices when employees work at heights. There are two aspects to Fall Protection: fall prevention and fall arrest. Fall Prevention prevents an employee from falling in the first place (Guardrails or Travel Restraint). Fall arrest addresses need to 'arrest' or stop fall before employee hits ground

Conestogo Mechanical Inc. supervisors and employees will work with General Contractors and Customers to ensure that all fall hazards are identified and a system is put in place to prevent falls from taking place.

## Fall Protection Required

Fall Protection shall be applied where a worker is exposed to any of the following hazards:

1. Falling more than 3 meters (10')
2. Falling more than 1.2 meters (4'), if the work area is used as or contains:
  - a. Path for a wheelbarrow or similar equipment
  - b. Operating machinery
  - c. Water or another liquid
  - d. Hazardous substance or object
  - e. Opening in a work surface

## Fall Prevention Systems

### **Guardrails**

A Guardrail System shall be used if a worker has access to the perimeter of an open side of any of the following work surfaces and is exposed to a fall of 2.4 meters (8') or more:

1. A floor, including the floor of a mezzanine or balcony
2. The surface of a bridge
3. A roof while framework is in place
4. A scaffold platform or other work platform, runway, or ramp

A guardrail system shall:

- Conform to regulation 26.3 in the OHSA and Regulations for Construction Projects
- Consist of Top, Intermediate and Toe Board
- Be installed by a competent person



A guardrail system may be removed temporarily to perform work in or around the opening if a worker is adequately protected by a fall protection system.

### ***Openings & Protective Covers***

- Shall be used to prevent worker from falling through an opening in a work surface
- Employee shall completely cover opening with identified cover that is securely fastened
- Cover shall be made from material that is adequate to support all loads to which the cover may be subjected
- Protective covering may be removed temporarily to perform work in or around opening if worker is adequately protected with fall arrest system

### ***Travel Restraint System***

A travel restraint system is designed to limit a workers travel to prevent a fall. Consists of:

- Full body harness with adequate attachment points
- Full body harness shall be attached by a lifeline or lanyard to a fixed or temporary support

### ***Fall Arrest Systems***

Shall consist of:

- Full body harness with adequate attachment points
- Lanyard equipped with shock absorber
- System shall be attached by a lifeline or by the lanyard to an independent fixed support or temporary support
- System shall be arranged so that worker cannot hit the ground or object on a level below work
- Competent worker shall inspect system before each use
- Before the use of a fall arrest system by a worker, a written rescue plan must be documented

All workers shall be trained in fall prevention systems before engaging in any work requiring use.

### ***Lifelines***

Horizontal lifelines

- Professional Engineer shall design all Horizontal Lifelines
- Professional Engineer or a competent worker designated by the supervisor shall inspect the lifeline before each use
- Drawings for lifeline shall be kept on site as long as system is in use

Vertical lifelines

- Made of synthetic rope type
- Have a diameter of at least 16mm (5/8")



- CSA approved
- Inspected by a competent worker for cuts, loose fibers, water damage or damage at the thimbles before each use
- Defective lifelines shall be removed and tagged as “out of service”
- A knot shall NOT be used to secure lifeline to an anchor
- Knot may be used to ensure rope grab does not slide off vertical lifeline only

### **Ladders**

Falls from ladders continue to be one of the most serious accident causes in construction. Employees are advised to follow all of the following requirements and refer to the Occupational Health and Safety Act and Regulations for Construction Projects on ladder for any additional requirements.

At Conestogo Mechanical Inc., the following maximum sizes of ladders are permitted:

- 16ft. for a step ladder
- 24 ft. for a single ladder or an individual section of a ladder
- 36 ft. for a 2 section extension ladder

Extension ladder shall be:

- Used in accordance with the manufacturer’s recommendations for safe use and load limitations
- Free from defective or loose rungs and side rails
- Have side rails spaced 12 inches apart
- Placed on a firm and solid base or footing
- Set at an angle so that the base of the ladder is one foot away from the wall for every 3 to 4 feet in height
- Extend 36” (3 ft.) above the landing or floor when used to access between levels
- 6” minimum clearance behind every rung
- Situated so that landing areas at top and bottom of ladder are clear of all obstructions
- Secured (tied off) at the top and bottom prevent any movement in ladder
- Inspected by a competent person before each use

Stepladder use requires that:

- Legs be fully extended
- Spreader bar locked into place
- Be used for short duration work only
- Never stand on the top step of the stepladder or the pail shelf
- Ensure that ladder is on firm and level footing
- Base of the ladder is free from all obstructions
- Stand no higher than the 2<sup>nd</sup> step from the top
- Inspected by a competent person before each use



#### Defective Ladders

- Report to Supervisor any defects
- Defective ladders will be tagged and remove from service
- Each damaged ladder will be cut up and taken directly to dump at earliest opportunity

#### ***Power Elevated Work Platforms***

Powered Elevating Work Platforms (PEWP-snorkel, basket, scissor lift, bucket) are motorized vehicles and must be used in accordance with all operating instructions provided by manufacturer in their operating manual.

No worker shall operate a PEWP unless

- They have received training in safe operation of equipment
- Understanding limitations of equipment
- Have read operating manual
- Ensure they are protected by Fall Arrest System

A worker who has been fully trained and is competent to operate PEWP shall:

- Inspect PEWP each day before use (Including rental company platforms)
- Record inspection on inspection form
- Be familiar with manufacturer's instructions
- Understand load limits of machine
- Understand surface limitations of operating PEWP

PEWP shall at all times be equipped with:

- Full guardrail system
- Controls of device
- Rated working load
- Manufacturer's user manual and inspection records

PEWP must be maintained by owner (rental company, if applicable) to ensure that:

- Safety factors are maintained to original design
- Records are kept of all inspections, tests, repairs, modifications and maintenance for as long as machine is in use

#### ***Maintenance/Inspection/Replacement***

- Supervisor and competent worker will maintain PEWP in good working order
- Prior to use, PEWP will be inspected by Supervisor or competent worker (Including rental company platforms)
- No employee will use a PEWP that has been identified to have defects
- Employees will notify Supervisors of all defects immediately
- Inspection sheets will be kept on machine or on the jobsite in an accessible location.



- Inspection form will note:
  - Date
  - Who conducted inspection
  - Defects/notation that there are no defects
  - Comment section to note defects/repairs

### **Scaffold**

Conestogo Mechanical Inc. employees will not erect scaffolding over 10' high. The work platform of any scaffold used by employees will never be more than 8' above the floor.

- Scaffolds will have all required components installed by a competent person
- Scaffolds shall be inspected before each use
- Use a ladder to access scaffold work platform
- Planking to be a minimum of 2"x10" spruce lumber or aluminum planking
- Do not ride rolling scaffolds
- Brakes must be applied at all times except when moving scaffold

### **Roles and Responsibilities**

JHSC or provider of PEWP will provide training, instruction and operation.

Supervisor will observe employees for compliance to procedures.

General Contractor to participate in job site discussions regarding potential fall hazards and controls required for elimination of hazards.

All employees must inspect their equipment and machinery prior to use.

### **Training**

1. Will comply with current standard and will be provided by:
  - a. JHSC or Rental Company
  - b. Local union offices
2. Senior Management and JHSC will arrange training
3. Conestogo Mechanical Inc. reserves the right to re-test employees trained by outside parties
4. Record of attendance and training will be kept at head office by JHSC
5. Copies of training proof (certificates/cards) will be kept at head office by JHSC
6. Conestogo Mechanical Inc. expects each employee will keep proof of training card with them at all times

### **Evaluation**

1. Supervisor will observe employees working at heights and note infractions on Disciplinary Action Forms (CSF-002). Copy of Disciplinary Action Form to be submitted to JHSC.



2. JHSC member will randomly observe/interview an employee once a month for understanding of training and will record on monthly site inspection form (CSF-012).
3. Infractions noted on Disciplinary Action Forms (CSF-002) will be discussed during monthly JHSC meetings



<b>Networking</b>	<b>Policy Number: AHS-032</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2013
<b>Areas Involved:</b> Joint Health & Safety Committee	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Policy

The purpose of this policy is to assist the Joint Health and Safety Committee in having access and sharing health and safety information with similar contracting companies involved in the MCAO Safety Group.

## Procedures

The Joint Health and Safety Committee will network with at least two other companies involved in the MCAO Safety Group throughout the calendar year. Joint Health and Safety Committee will log the names of the companies with which they have networked by means of:

- Email exchanges
- Personal contacts, visits, phone calls
- Adoption, adaption or creation of best practices found on the WSIB's website
- Newsgroups
- Exchange policies/documents/guidelines with another company
- Access external industry specific information
- Health and Safety events and/or training

At least two of the above means of communication must be utilized.

## Responsibilities

The Joint Health and Safety Committee members will be involved and responsible for the networking activities.

Networking Activities will be logged in the JHSC meeting minutes in order to provide a summary of all networking activities and to document any proposed change to the Conestogo Mechanical Inc.'s Health and Safety Program.

## Training

This policy will be reviewed and implemented by JHSC members annually and updated accordingly.

## Communication

This policy will be communicated by means of Tool Box Talks and Safety Communication board posting to employees.

## Evaluation

This policy will be evaluated at our Joint Health and Safety Committee meeting





<b>WHMIS</b>	<b>Policy Number: AHS-033</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2013
<b>Areas Involved:</b> Joint Health & Safety Committee, Office, Job Sites, Shop	<b>Revision Date:</b> July 18, 2017
	<b>Review Date:</b> January 2022

## Policy

To ensure efficient and suitable compliance with the WHMIS Legislation of Ontario. This policy will apply to all locations where WHMIS hazardous products are used and/or stored.

## Procedures

Joint Health and Safety Committee will acquire Safety Data Sheets (SDS) on products listed in the inventory from the supplier if purchased directly or on the Binderworks website. The electronic inventory is updated quarterly by SDS Binderworks and stored at [www.sdsbinderworks.com](http://www.sdsbinderworks.com) A hardcopy set of all SDS's will be located in the office lunchroom. Yearly, the Joint Health and safety Committee updates the all copies in use.

## Responsibilities

### *Senior Management/Joint Health and Safety Committee*

- Ensure that generic and product specific training is provided to all employees who may be exposed to WHMIS hazardous products.
- Ensure that the appropriate safe handling procedures and workplace controls are identified and implemented
- Update and maintain SDS sheets at least once every three years and will make the WHMIS hazardous products SDS available and accessible to all employee whom may potentially be exposed to these products.
- Ensure all WHMIS hazardous products entering the workplace have appropriate supplier labels and Safety Data Sheets
- Identifying hazards and recommending procedures to eliminate the risk associated with the use of the hazardous material
- Once a year, review and update/train employees on the WHMIS training program

### *Supervisors*

- Advise workers of the hazards associated with the work environment and the materials contained within the environments
- Advise workers of the location of SDS for WHMIS hazardous products
- Communicate and enforce safe work procedures and personal protective equipment requirements
- Ensure all WHMIS hazardous products entering the workplace have appropriate supplier labels and Safety Data Sheets. NOTE: Workplace labels must be affixed to hazardous products if they are transferred from their original container to another container.
- Maintain a current SDS for all hazardous material used in the workplace



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- To investigate and report finding to the JHSC any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures

#### *Workers*

- To be familiar with the hazards associated with hazardous materials
- To work in accordance with all applicable legislation and standard operating procedures for hazardous materials
- Apply WHMIS training to work safely
- To use appropriate equipment, protective devices and measures provided for working with hazardous material
- To report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to the supervisor immediately
- Complete on-line WHMIS refresher training on yearly basis as required by Conestogo Mechanical Inc.

#### **Training**

Conestogo Mechanical Inc. will ensure that all workers are trained so that they understand the information on the labels and safety data sheets for the WHMIS products they may be exposed to. Yearly refresher training will be completed by each employee.

Each employee will be trained to recognize the six classes of hazardous material and how they must be handled.

#### **Communication**

This policy will be explained by means of Tool Box Talks performed by the department supervisors as well as the annual WHMIS refresher training.

#### **Evaluation**

This policy will be evaluated on an annual basis by the Joint Health and Safety Committee and will be noted in the meeting minutes.



## WHMIS Chemical Hazards Pictograms 2015

WHMIS 1988 Hazard Class	WHMIS 1988 Symbols	WHMIS 2015 Symbols	WHMIS 2015 Hazard Class
A			Gases Under Pressure
B1 to B6			Flammables, Self-Heating, Emit Flammable Gases, Pyrophoric Gases, Liquids & Solids Organic Peroxides
C			Oxidizing Gases, Liquids, Solids
D1			Acute Toxicity - Oral, Dermal, Inhalation
D2			Eye Irritation, Skin Irritation Skin/Respiratory Sensitization, Carcinogenicity Mutagenicity Reproductive Hazards
D3			Biohazardous Infectious Materials
E			Skin/Eye Corrosion Corrosive to Metals
F			Self-Reactive Substances Organic Peroxides
N/A	N/A		Explosive Substances (Explosives are still covered under WHMIS exclusions for now)
N/A	N/A		Aspiration, STOT (Single Exposure, Repeated Exposure)
N/A	N/A	N/A	Combustible Dusts
N/A	N/A	N/A	Simple Asphyxiants
N/A	N/A	Use appropriate symbol	Physical Hazards Not Otherwise Classified, Health Hazards Not Otherwise Classified



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<b>Records Review and Analysis</b>	<b>Policy Number: AHS-034</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2013
<b>Areas Involved:</b> Joint Health & Safety Committee	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

<b>Associated CSF Forms:</b>
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### Policy

In order to recognize hazards and monitor the success of the Mechanical Construction Association of Ontario safety program, reports, records and other performance measures must be reviewed. Analysis of these reports will provide information regarding what elements of the entire program need attention and improvement and will assist in the prevention of accidents and injuries. In addition to Hazard Assessment Procedures already in place, it is Conestogo Mechanical Inc.'s policy to perform annual reviews of the following performance measures:

- Accident investigations
- No lost time injury reports
- Lost time injury reports
- Maintenance reports
- Joint Health and Safety Committee minutes and any outstanding items.

### Procedures

1. All project safety data is registered and recorded at the project with appropriate responses initiated immediately
2. All project safety data are copied to management
3. Project inspection checklists from routine safety inspections may be collected and recorded in the Joint Health and safety meeting minutes.
4. All other project safety data is presented and reviewed using charts on an annual basis

Example:

<b>Project Safety Data</b>	<b>Statistical Focus Examples</b>
Project inspections	Number performed, issue involved, hazards identified
Accident investigations	Number performed, recommendations, by occupation
Lost Time injuries	Frequency, injury type, body part involved, by occupation
Joint Health & Safety Committee, JHSC, minutes	Issues identified, follow up, meeting frequency

5. Appropriate action is taken to respond to trend, repeated contravention, repeated injuries or commonly identified hazards.



## **Responsibilities**

### *Senior Management/Joint Health and Safety Committee*

- Maintain records of orientation, project inspections, safety audits, MOL reports and follow up actions
- Monitor injury frequency rates
- Compile an annual report on all health and safety activities and occurrences on at Conestogo Mechanical Inc.
- Ensure follow up performed on all action items
- Ensure appropriate actions are taken following the review of the safety data report
- Record all information in the JHSC meeting minutes

### *Supervisor*

- Record all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MOL reports and Joint Health and Safety Committee minutes and post on job site
- Send all relevant health and safety information to the Joint Health and Safety Committee
- Coordinate first aid response, accident investigation or other follow up procedures subsequent to an occurrence

### *Worker*

- Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to project supervisor.

## **Communication**

This policy will be explained by means of Tool Box Talks performed by the department supervisors.

## **Evaluation**

This policy will be evaluated on an annual basis at the end of each calendar year by the Joint Health and Safety Committee.



<b>Health &amp; Safety Management System (HSMS) Audit Program</b>	<b>Policy Number: AHS-035</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> April 2014
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** CSF-034 Audit Plan

### **Purpose**

Conestogo Mechanical is committed to maintaining an up to date and relevant safety program. We will conduct audits of our HSMS to confirm our HSMS is relevant and working for all employees.

### **Scope**

Conestogo Mechanical will conduct an annual audit of the HSMS and develop and implement a continuous improvement plan to correct all identified non-conformities.

Conestogo Mechanical's HSMS Audit applies to all personnel and departments.

### **Roles & Responsibilities**

#### **Senior Management**

- Initiate the development and approval of an annual Audit Plan
- Assign a "Qualified Auditor"
- Review and sign-off on the completed HSMS Audit
- Develop and initiate a priority based Continual Improvement / Action Plan to address the results of the HSMS Audit Report
- Review and sign-off on the Continual Improvement / Action Plan
- Review and monitor the Continual Improvement/Action Plan on a quarterly basis until completed

#### **Auditor(s)**

- At minimum "Qualified Auditor" must have WSIB's Intro to Auditing training or other formal audit training
- Conduct the audit according to the Audit Plan
- Document all evidence collected during the audit
- Determine findings for all sections of the audit based on the collected evidence
- Sign-off and date the completed audit and any additional audit reports

#### **Managers/Supervisors/Workers**

- Participate in the HSMS Audit process as required.

#### **Joint Health and Safety Committee**

- Work with Senior Management to on continuous improvement
- Work with Auditors to develop Audit Plan



### **Procedure**

The HSP Audit will be completed using a 5 part Audit Process.

#### 1. Initiate and Prepare Audit

- Develop and approve annual **AUDIT PLAN** (CSF-34)

#### 2. Conduct Audit

##### 2.1 Document Review (first source of evidence)

- Determines initial conformity of the system, as documented, to selected audit criteria (i.e. HSMS Review Form)
- (It's a practice of auditors to make notes during the document review of the other sources of evidence they want to sample).

##### 2.2 Gather additional Evidence (Additional sources of evidence are Records, Interviews, and on-site Observations).

- Minimum written document source (Standard) and sufficient other sources of corroborating evidence required

##### 2.3 Determine Findings (conformity or non-conformity) based on collected evidence

#### 3. Audit Report

- Write **AUDIT REPORT**: Qualified auditor signs and dates audit report.

#### 4. Management Review

- Provide HSMS Review and Audit Report to Senior Management for review and sign-off.

#### 5. Action Plan

- Senior Management creates Audit Continual Improvement / Action Plan for implementation.

### **Communication**

The Joint Health and Safety Committee and Senior Management will set the dates for the HSMS Audit. Results of the Audit will be distributed to all employees via Tool Box Talks and postings.

### **Training**

The minimum requirement for the Auditor is an Intro to Auditing training course.

The Joint Health and Safety Committee will keep records of all training.

### **Evaluation & Continual Improvement**

The Joint Health and Safety Committee along with Senior Management will review all aspects of the HSP Audit and make continual improvements based on this review. The JHSC will document the following items in the monthly meeting minutes.

- Were audit activities effective?
- Did Conestogo Mechanical meet the objectives of the Audit?
- Was anything missed in the Audit process?
- Did the Audit have the appropriate resources (people, access, time)?



<b>Cold Stress</b>	<b>Policy Number:</b> AHS 036
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> December 2015
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:**

**Policy**

To ensure all Conestogo Mechanical employees are aware of the potential dangers of cold stress, recognize the types of cold stress disorders and prevent cold related illness in the workplace.

**Core Temperature**

The body tries to maintain and internal temperature of approximately 37 degrees Celsius. This is done by reducing heat loss and increasing heat production.

Under cold conditions, blood vessels in the skin, arms and legs constrict, decreasing blood flow to extremities. This minimizes cooling of the blood and keeps critical internal organs warm. At very low temperatures, however, decreasing blood flow to the extremities can result in lower skin temperature and higher risk of frostbite.

**Wind Chill**

Wind chill involves the combined effect of air temperature and air movement. The higher the wind speed and the lower the temperature in the work environment, the greater the insulation value of the protective clothing required.

**Hazards:**

	Cause	Symptoms	Treatment
Frostbite	Exposure to severe cold or by contact with extremely cold objects	-Skin looks waxy, feels numb. Often include a sharp, prickling sensation. -Once tissues become hard, the case is a severe medical emergency.	- Get medical attention. - Warm frostbitten area gradually with body heat. DO NOT RUB. - Do not thaw hands or feet unless medical aid is distant and there is no chance of refreezing. Parts are better thawed at a hospital. - Apply sterile dressing to blisters to prevent breaking.
Hypothermia-Mild	Core Temperature Drops	-Shivering -Blue lips and fingers -Poor coordination	-Hypothermia can kill- get medical aid immediately -Carefully remove casualty to shelter (Sudden movement can upset heart rhythm) -Keep casualty aware -Remove wet clothing and wrap casualty in warm covers -Apply direct body heat – rewarm neck, chest, abdomen and groin, but not extremities -If conscious, give water, sweet drinks.
Hypothermia-Moderate		-Mental impairment -Confusion -Poor decision making -Disorientation -Inability to take precautions form the cold -Heart slowdown -Slow breathing	
Hypothermia-Severe		-Unconsciousness -Heart slowdown to point pulse is irregular or difficult to find -No shivering -No detectable breathing	





## Work Procedures

To help control cold stress while working in a cold construction environment, do the following:

- Give workers frequent breaks in a warm area.
- Decrease air movement by using windbreaks where possible.
- Allow sufficient time for workers to become acclimatized.
- Make allowances for workers who must wear personal protective clothing and equipment

## Workers Actions

- Follow instructions and training for controlling cold stress.
- Be alert to symptoms in yourself and others.
- Avoid excessive caffeine.
- Get adequate rest and sleep.
- Wear several layers of clothing
- Wear synthetic fabrics next to skin to 'wick' away sweat
- If conditions require, wear a waterproof or wind-resistant outer layer
- Wear warm gloves
- Wear hats and hoods
- Tight fitting footwear restricts blood flow you should be able to wear either one thick or two thin pairs of socks
- If your clothing gets wet at 2 degrees Celsius or less change into dry clothes immediately and get checked for hypothermia
- If you get hot while working, open your jacket but keep your hat and gloves on
- Take warm, high-calorie drinks and food.

## Training and Awareness

This policy will be reviewed annually during the winter months by all employees via:

- a) Tool Box Safety Talk
- b) Health and Safety Questionnaire
- c) Orientation Training (new employees)



<b>Hoisting &amp; Rigging</b>	<b>AHS-037</b>
<b>Approved By: Wes Quickfall</b>	<b>Policy Date:</b> November 2016
<b>Areas Involved:</b> Jobsites	<b>Revision Date:</b> September 3, 2018
	<b>Review Date:</b> January 2022
<b>Associated CSF Forms: CSF-35</b>	

## Policy

Conestogo Mechanical Inc. has implemented a hoisting and rigging program to comply with all legal requirements and to take every reasonable precaution to ensure the protection and safety of its employees, other contractors, customers and the public at and in the vicinity of hoisting and rigging operations.

## Safety Policy Overview

It is the responsibility of each and every employee to do their part in keeping themselves, coworkers, other contractors, customers and the public safe by following all procedures and rules and by using all the necessary equipment (PPE and other equipment) for the hoisting and rigging operations.

## Employee Personal Protective Equipment

- CSA approved hard hat
- CSA certified safety footwear
- Blaze orange traffic vest with tear away action
- Eye/Ear protection as site conditions dictate (Windy, Sunny etc)

## Hoisting & Rigging Equipment

- Blocker vehicles
- Safety barrels/cones
- Warning signs
- Portable radios
- Slings/hitches
- Loading padding
- Chain hoists
- Jacks
- Forklifts/carts/trolleys
- Barriers/barricades
- Caution tape
- Adequate lighting
- Taglines/cables
- Hardware
- Comealongs
- Tugs/pullers

## Worksite Risk Factors

### Factors to be considered when doing hoisting and rigging operations;

- The total weight of the load, packaging and rigging/hardware
- Size, shape and center of gravity of the load
- Weather and time of day
- Traffic control (vehicles and pedestrians)
- Working at heights
- Powerlines and other utilities
- Crane placement
- The path of travel of the load (including the crane operators line of sight)



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- Landing area
- Post lift moving of the load and installation

### **Hoisting and Rigging- Plans (CSF- 035)**

To reduce or eliminate the potential for an accident on or in the vicinity of hoisting and rigging operations, a hoisting and rigging plan must be created. A traffic control plan may be required as well if the situation dictates. NOTE: Ensure that crane height does not require approval from local authorities (i.e. airport/railroad).

The job foreman and crane supplier/operator shall complete a hoisting and rigging plan outlining the safest and most efficient way of completing the lift(s). A drawing of the site and the lift(s) shall be completed.

These plans must be kept onsite until the project is complete.

Employees involved in the process of hoisting and rigging operations shall be trained to perform their task(s) safely and correctly.

The individuals involved are:

- Site foreman
- Traffic control person(s)
- Signaler(s)
- Installer(s)
- Management (if required)

Crane operators and other tradespersons require proof of training to perform their task(s) safely and correctly.

Once CSF-035 is complete, a meeting will be held before the lift(s) and all parties will sign off on the hoisting and rigging plan as to their role and responsibilities.



<b>Substance Abuse Policy</b>	<b>Policy Number: AHS-38</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> May 8, 2017
<b>Areas Involved:</b> Head Office, Shop, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Associated CSF Forms:** AHS-019

## Policy

Conestogo Mechanical Inc.'s expectation is that all employees report fit for duty (ie: not under the influence of any illicit drug, alcohol, or medication that will hinder job performance or compromise the safety of the employee or others.). This policy summarizes the company's commitment to assist and accommodate employees who seek supportive rehabilitation for substance abuse.

## Substance Abuse Policy Overview

All supervisors, workers and subcontractors shall:

1. report fit for duty for scheduled and unscheduled work.
2. be encouraged to inform their supervisor or Joint Health Committee about their use of medications or prescription drugs that may impair performance or compromise personal safety.
3. Advise their supervisors whenever they witness concerns about a co-worker's fitness for duty.
4. Conestogo Mechanical Inc., shall assist and accommodate employees who voluntarily disclose a substance dependence.
5. Assistance and accommodation shall be coordinated by the Joint Health & Safety Administrator.
6. Employees needing rehabilitation for substance abuse shall be encouraged to seek professional care and support through the local union's Employee Assistance Program, the Grand Valley Construction Employee Assistance Program, or their personal health care professional.
7. Employees who present unfit for work due to substance abuse shall be asked by their supervisor to leave the workplace. The incident shall be reported to their Manager and the Joint Health & Safety Lead.
8. Employees who refuse to co-operate in rehabilitation and/or who continue to present as safety risks to themselves and others shall be subject to progressive discipline in accordance with Worker Discipline Policy's established procedures (AHS-019).
9. Conestogo Mechanical Inc. reserves the right to declare certain jobs safety-sensitive.
10. The possession, use, distribution and sale of illicit drugs or alcohol and drug paraphernalia on company and/customers' property is strictly prohibited.



**Guidelines:**

Human rights legislation in most provincial jurisdictions regards substance dependence as a handicap. Examples of substance dependence would include alcoholism and the abuse of legal and illicit drugs. A person who requires accommodation in order to perform the essential duties of his/her job has a responsibility to communicate this need to the employer and to co-operate with the accommodation efforts. Self-disclosure is encouraged.

Case law indicates that employees in safety-sensitive occupations cannot be subject to random drug or alcohol testing. Peer intervention is preferred for deterrence. Such testing may be justifiable "for cause" or "post incident" provided there is reasonable cause or suspicion. For more information, contact Occupational Health Services or visit the web site of the Ontario Human Rights Commission: [www.ohrc.on.ca](http://www.ohrc.on.ca).

The Canadian Centre on Substance Abuse (CCSA) disseminates information on the nature, extent, treatment, and prevention of substance abuse. Visit their web site at [www.ccsa.ca](http://www.ccsa.ca)



<b>Workplace Harassment Complaints</b>	<b>Policy Number:</b> AHS-039
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> September 2017
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b> September 2017
	<b>Review Date:</b> January 2022

**Associated CSF Forms: CSF – 037 Workplace Harassment Incident Form**

## Policy

The purpose of this policy is to provide an overview of the handling of workplace harassment in an efficient and fair manner.

## Scope

Conestogo Mechanical Inc. is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (**including customers, clients, other employers, supervisors, workers and members of the public, as applicable**).

## Procedures

Workplace harassment means 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 workplace sexual harassment. Workplace sexual harassment means:

1. 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
2. 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;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to Management or the Joint Health Safety Committee Member.

A Joint Health & Safety Committee Member/Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.



Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact any Joint Health & Safety Committee Member, Supervisor, or Management. Support can also be accessed using the Employee Assistance Program through the Local 562, 527 or 787 Unions.

Recommendations noted within Section F of the Workers Harassment Investigation Form (WHIF) will be reviewed at the Joint Health & Safety meeting and distributed to all involved parties.

Conestogo Mechanical Inc., will maintain a copy of the complaint and supporting documentation for a period of one (1) year from the last response.



<b>Customer Satisfaction/Complaints</b>	<b>Policy Number:</b> AHS-040
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> October 2017
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

<b>Associated CSF Forms:</b>
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### Policy

The purpose of this policy is to provide an overview of the handling of customer's complaints and comments.

### Scope

Conestogo Mechanical Inc. recognizes effective complaint handling is a key part of managing customer relationships. To continuously improve our high level of service to our customers we expect complaints and defect issues to be dealt with promptly to the satisfaction of the customer. This policy addresses the framework for handling customer complaints in an efficient and fair manner.

- A written or verbal complaint received by Conestogo Mechanical Inc. will be handled fairly, effectively, courteously and on a timely basis.
- Emergency Complaints will result in immediate action
- Urgent Complaints will be resolved within 48 hours
- Normal Complaints will be resolved within 10 days

### Procedures

1. Conestogo Mechanical Inc. will acknowledge the customer complaint within (2) working days, either verbally or written.
2. Applicable supervisor will investigate complaint and respond to customer within (10) working days.
3. If it is not possible to respond to the customer complaint within (10) working days, the supervisor will provide an explanation as to why and when the customer can expect a full response.
4. If the customer is not satisfied with the supervisor's resolution, the complaint will then be forwarded to the President of Conestogo Mechanical for satisfactory resolution.





<b>Company Vehicle Use and Care</b>	<b>Policy Number:</b> AHS-041
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> July 2018
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

**Purpose:**

To establish the Company's Policies and Procedures for the use of a Company issued vehicle.

**Application:**

All employees driving a Company issued vehicle

**Policy:**

**Driver:** The Company issued vehicle is issued to the driver in order to provide safe, functional and economical transportation in performing their work.

- a) only the person named as the driver by the Company is authorized to drive the vehicle
- b) passengers are not allowed to ride in the vehicle unless authorized in writing by the Company or the passenger(s) is an employee of the Company
- c) the driver must have a valid driver's license as issued by the Province of Ontario
- d) the driver must report any suspension or loss of their driver's license immediately to the Company Designated Authority
- e) the driver must not operate a Company issued vehicle if their driver's license is suspended, lost or invalidated
- f) the driver must never operate a Company issued vehicle after consuming alcohol, under the influence of any drugs or medication likely or known to impair vision or judgement or when physical impairment or physicians orders restricts driving

**Personal Use:**

- a) the Company issued vehicle is not to be used for personal reasons unless authorized in writing.
- b) the driver must receive permission for personal use of a vehicle in writing, signed by the Company's Designated Authority

**Vehicle Fuel:**

- a) the Company will provide a means for which the driver is to pay for fuel, oil and repairs for the Company issued vehicle
- b) the driver must comply with the Company Procedure for method of payment



**Maintenance:**

- a) the driver is responsible for keeping the Company issued vehicle clean and organized
- b) the driver is required to check all fluid levels including oil, washer fluid, transmission oil and steering fluid at least once a week or sooner if required
- c) the driver will report any repairs or safety concerns to the Company Designated Authority immediately

**Emergency Procedures:**

- a) the driver will notify the Company Designated Authority immediately of any emergency breakdown or traffic accident
- b) the driver will attend the Company issued vehicle, if possible, until the vehicle has been safely removed from the roadway and relocated to a location designated by the Company Designated Authority
- c) the driver will co-operate with all regulatory authorities attending a traffic accident and obtain / forward required documentation to the Company Designated Authority
- d) the driver will not make any disclosures or statements to non regulatory authorities (i.e., police, MOL, ambulance, fire fighters)

**Personal Property:**

- a) the driver will submit to the Company Designated Authority, a listing of personal property including tools regularly carried in the Company issued vehicle at least annually.

**Hwy #407 Charges and Parking Costs:**

- a) the driver will comply with the Company Procedure with regards to using the Hwy #407 toll road
- b) the Company will reimburse the driver for all legitimate, validated parking costs related to business purposes

**Parking and Traffic Violations:**

- a) traffic tickets and parking violations are considered a “personal matter” and must be settled immediately. These expenses are not reimbursed by the Company. The driver is also responsible for any late charges and administrative fees for any summons or citations that have been forwarded to the Company by the lessor or local officials



- b) If a violation has to be paid by the lessor or Company, the driver is then responsible to repay the lessor or Company for the violation, late fees or processing fees. Senior Management will be notified of any violations.
- c) Failure to pay a violation may not only affect your record for registration renewal, but may also affect other drivers within the fleet. The practices mentioned in parts a & b are necessary to uphold the titling and / or registration privileges of leased / owned vehicles.

**Definitions:**

Company – employer of the driver and owner / lessor of the vehicle

Company Designated Authority – the Company will designate a person or persons responsible for making decisions on behalf of the Company and for the driver to make reports to.

Driver – is the person the Company has designated to operate a Company issued vehicle

Lessor – the owner or designated agent of the owner of the vehicle who is leasing / renting the vehicle to the Company

**Responsibilities:**

The driver is responsible to operate a Company supplied vehicle in accordance with applicable legislation, the Company Policy and in a manner which will result in maximum useful life and maximum economy.

The Company will provide and maintain, to designated drivers, vehicles in proper mechanical condition, licensed, insured and compliant with all applicable legislation.

The Company Designated Authority will provide a means for the driver to pay for fuel, minor maintenance and report immediately and in writing, any maintenance/repair concerns or accidents.



<b>Working In Proximity To Electrical Hazards</b>	<b>Policy Number:</b> AHS-046
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> September 2019
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
<b>Associated Form:</b> CSF-004 Workplace Hazard	<b>Review Date:</b> January 2022

**Purpose:**

To establish the Company's Policies and Procedures for the safety of workers who are working within proximity to electrical hazards.

**Policy:**

Voltage sources that do not have dangerous current capabilities may not pose serious shock or burn hazards in and of themselves, and therefore are often treated in a casual manner. However, voltage sources are frequently near lethal circuits, and even a minor shock could cause a worker to rebound into a lethal circuit, fall off a ladder, or be exposed to another hazard. Such an involuntary reaction can result in bruises, cuts, bone fractures, and even death from collisions or falls.

1. Only authorized workers or workers under the direction of an authorized worker may perform work on or in proximity to exposed energized apparatus.
2. A documented job plan (CSF-004) must be completed prior to the performance of all tasks: a) on or in proximity to energized electrical equipment; b) requiring the establishment of work protection; or c) involving critical hazards such as, but not limited to, falling, hoisting, confined space, hazardous substances, etc.
3. The controlling authority shall be notified of work location and duration of work, when work is performed on or in proximity to equipment energized above 750 V. A means of communication shall be readily available at all times between the controlling authority and any work crews performing work in proximity to apparatus energized above 750 V.
4. Where the electrical system equipment exists, a hold-off shall be established for equipment protection and must not be used in place of a work permit whenever: a) live line work procedures are being performed; b) stringing, sagging, raising, or lowering conductors or stringing ropes in proximity to energized apparatus; c) installing or removing loops of airbreak switches, load interrupters, loadbreak switches, and bypass tubes; d) installing or removing live line openers (conductor and clamp assembly); e) moving energized cables over 750 V; or f) a supervisor, worker, or controlling authority considers it necessary or it is determined during job planning.



5. The limits specified are the minimum requirements. To obtain the safest work environment, workers must maintain maximum clearance, and use equipment and procedures adequate to protect against electrical shock or burns.

### **Signs of Electrical Hazards**

For static electricity to be a hazard, four conditions must be met:

- a. There must be a means for a static charge to develop;
- b. Enough energy must build up to cause ignition;
- c. There must be a discharge of this energy (a spark); and
- d. The spark must occur in an ignitable vapour or dust mixture.

The following are a number of indicators of the presence of other electrical hazards associated with the use of electrical equipment:

- a. Tripped overcurrent protective devices (circuit breakers, fuses and ground fault circuit interrupter);
- b. Hot to the touch on tools, wires, cords, connections, or junction boxes;
- c. Dim and flickering lights;
- d. Sizzles and buzzes or unusual sounds from electrical equipment, apparatus or circuits;
- e. Odour of hot insulation;
- f. Mild tingle from contact with case or equipment;
- g. Worn or frayed insulation around wire or connection; and
- h. Burn marks or discoloration on receptacle plates or plug prongs.

### **Power Tools**

The following, are a number of general safety tips related to electrical safety when working with power tools:

- a. Ensure that individuals are appropriately trained and are familiar with the use of the power tool. Individuals should review the operations manual and manufacture's safety precautions before using electrically powered tools;
- b. Wear appropriate personal protective equipment;
- c. Inspect power tools prior to each use. Inspect tool power cords for damage, frays or exposed wires. Never use power tools that are in disrepair, or are malfunctioning;
- d. Never bypass safety features of power tools;
- e. Never remove the ground prong from a power cord plug;
- f. Never leave a power tool operating unattended;
- g. Do not expose electric power tools to rain or wet conditions. wet tools increase the likelihood of electric shock;



- h. Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools. This will reduce the likelihood of shock if the operator's body is grounded;
- i. Use only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating. Never connect multiple extension cords together;
- j. Do not plug several power cords into one outlet by using single-to-multiple outlet adapters or converters; and
- k. Stop using an electric power tool if you feel a tingle in your fingers. This is a warning that the tool is faulty and needs repair.

### **Portable Power Generators**

Portable electric generators offer great benefits when outages occur or when power is required in locations where no accessible power is available. The following are tips for safely connecting and operating portable generators:

- a. Read and adhere to the manufacturer's instructions for safe operation;
- b. To prevent electrical shock, make sure the generator is properly grounded. Consult the manufacturer's manual for correct grounding procedures;
- c. Do not connect a generator directly to facility electrical wiring. Connecting a portable electric generator directly to facility wiring can be deadly. A generator that is directly connected to facility wiring can 'back feed' onto the power lines connected to the facility. Utility transformers can then "step-up" or increase this back feed to thousands of volts, enough to kill a utility lineman making outage repairs a long way from your facility. It could also cause expensive damage to utility equipment and the generator. The only safe way to connect a portable electric generator to existing wiring is to have a qualified electrical worker install a transfer switch. The transfer switch transfers power from the utility power lines to the power coming from the generator;
- d. Never plug a portable electric generator into a regular outlet. Plugging a generator into a regular outlet can energize "dead" power lines and injure neighbors or utility workers. Connect individual appliances that have their outdoor rated power cords directly to the receptacle outlet of the generator, or connect these appliances to the generator with the appropriate outdoor rated power cord having a sufficient wire gauge to handle the electrical load;
- e. Do not overload the generator. Do not operate more appliances and equipment than the output rating of the generator. Overloading the generator can seriously damage appliances and electronics. A portable electric generator should be used only when necessary, and only to power essential equipment;
- f. Never use a generator indoors. Just like an automobile, a portable generator uses an internal combustion engine that emits carbon monoxide. Be sure to place the generator where exhaust fumes will not enter the house. Only operate it outdoors in a well ventilated, dry area, away from air intakes to the home, and protected from direct exposure to rain and snow, preferably under a canopy,



- open shed or carport. A carbon monoxide detector is advised when using any combustion engines near a building;
- g. Use the proper power cords. Plug individual appliances into the generator using heavy duty, outdoor rated cords with a wire gauge adequate for the appliance load. Overloaded cords can cause fires or equipment damage. Do not use extension cords with exposed wires or worn shielding. Make sure the cords from the generator do not present a tripping hazard. Do not run cords under rugs where heat might build up or cord damage may go unnoticed;
  - h. Do not store fuel indoors or try to refuel a generator while it's running. Gasoline (and other flammable liquids) should be stored outside of living areas in properly labeled, nonglass safety containers. The vapor from gasoline can travel invisibly along the ground and be ignited by pilot lights or electric arcs caused by turning on the lights. Avoid spilling fuel on hot components. Put out all flames or cigarettes when handling gasoline. Always have a fully charged, approved fire extinguisher located near the generator. Never attempt to refuel a portable generator while it's running;
  - i. Turn off all equipment powered by the generator before shutting down the generator; and
  - j. Be careful when touching the generator during operation and immediately after turning off. Many generator parts are hot enough to burn.

PPE requirements, if any, will depend on the type of the activities being undertaken, the electrical hazards present and whether work is being performed on energized circuits.



<b>Pandemic Response / COVID19</b>	<b>AHS-047</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> March 2020
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
<b>Associated CSF Forms:</b> CSF-014, CSF-039, CSF-40	<b>Review Date:</b> January 2022

**Purpose:**

Conestogo Mechanical is committed to doing everything possible to follow the advice of Health Officials. Adherence to safety procedures is necessary as safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave a workplace and not permitted to return until the current situation is less acute.

**Policy:**

Prevention procedures should be based on communication, awareness of health monitoring, social distancing, hand hygiene, cleaning and disinfecting as well as contractor and project specific procedures to prevent the transmission of COVID-19 to workers on a project.

With the support of a COVID-19 Safety Coordinator (CSC) this policy will be distributed to all employees.

**Communication**

- Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, including any daily updates on the latest developments and guidelines from the relevant jurisdictions' public health authorities and self-identification screening tools
- If on-site signage is missing the CSC shall communicate this information to the JHSC so the General Contractor can be informed for immediate resolution.
- Weekly communication to site supervisors via Site Inspection Forms (CSF-014) and/or alternate digital media.

**Social Distancing**

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other.

All workers shall observe social distancing. Social distancing measures include:

- Limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- Preventing workers from congregating at the entrance to the: project, hoist, stair wells, scaffolding, washroom facilities, etc.
- Restricting access to occupied work areas like trailer offices, etc.
- Controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.
- Where practical, all office employees supporting a project work remotely. Meetings are to be held through teleconferencing or videoconferencing.





- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- When using company vehicles, limit use to the driver of the vehicle only, passengers encroach on social distances parameters.

### **Hand Washing and Hand Sanitization**

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- At the start of their shift and before they start work
- Before eating, drinking or smoking
- After using the toilet facilities
- After handling any tools or materials that may be contaminated
- At the end of the shift before they leave work

### **Cough / Sneeze Etiquette**

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### **Self-Awareness**

If you are exhibiting flu-like symptoms such as fever, coughing or congestion or loss of senses such as taste or smell:

- Do not come to work
- Contact your supervisor to let them know that you are exhibiting the symptoms;
- Consult with a healthcare professional on next steps before returning to work.

**Workers and visitors who are exhibiting symptoms of COVID 19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on projects or at workplaces**

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment that may be used to limit workers exposure risk to Covid-19 transmission can include.

- Masks
- Face shields
- Gloves



- Tyvek suits
- Respirators

Certain sites and working conditions will have different levels of PPE requirements. Extra care should be taken when working at healthcare facilities, on sanitary sewer systems (drains and vents), building exhaust systems – including working on a roof near exhaust outlets. Reference **CSF-040** for further PPE details.

#### **Roles & Responsibilities:**

All parties must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of misfortune can be minimized.

#### **Workers shall:**

- Practice social distancing
- Practice good hygiene
- Practice good cough/sneeze etiquette
- Practice self-awareness and report any illness to their supervisor

#### **Supervisors shall:**

- Practice social distancing
- Practice good hygiene
- Practice good cough/sneeze etiquette
- Practice self-awareness and report any illness to their supervisor
- Communicate and reinforce self-distancing practices with their workers
- Limit in person meetings to 5 people or less and only if necessary
- Utilize technology (i.e. email/text/teleconferencing) to minimize direct contact with others
- Conduct regular inspections of areas to verify that workers are practicing social distancing, to the best of their ability
- Conduct job toolbox meetings outside with appropriate social distancing and no signatures or transfer of documents
- Notify management of any concerns they have for social distancing practices or work procedures
- Use screening tool and educate workers/supervisors on **CSF - 039 COVID19 Screening**
- Use PPE tools and educate workers on **CSF-040**

#### **COVID-19 Safety Coordinator shall:**

- Practice social distancing
- Practice good hygiene
- Practice good cough/sneeze etiquette
- Practice self-awareness and report any illness to their supervisor
- Communicate AHS-047 policy directly to employees (phone calls, email, site visits)
- Evaluate construction/service sites in accordance with COVID-19 site checklist
- Use screening tool and educate workers/supervisors on **CSF - 039 COVID19 Screening**
- Use PPE tools and educate workers on **CSF-040**.



<b>Fire Extinguisher Program</b>	<b>AHS-048</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> June 2020
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
<b>Associated CSF Forms:</b> CSF-022	<b>Review Date:</b> January 2022

**Purpose:**

The Fire extinguisher Prevention program is intended to provide compliance with all related regulation and standard safe work practice. The purpose of the policy is to prevent fires and to provide guidelines for action in the event that a fire does occur.

**Policy:**

Conestogo Mechanical Inc. employees shall be informed of the proper actions to take in the event of a fire. This includes, but is not limited to; notification and evacuation procedures. It is STRESSED that at no time does the task of fighting fire supersede an employee's primary duties of:

- Ensuring their own personal safety and the safety of others.
- Reporting the incident to the proper authority and ensuring personnel accountability for yourself and all subordinates at the jobsite, in accordance with company and client policy.

**Procedure:**

- Conestogo Mechanical Inc. employees are responsible for good housekeeping practices to enhance fire prevention methods. Supervisors will be held accountable for the housekeeping of their job sites.











**IN THE EVENT OF A FIRE:**

- Remain calm
- Only extinguish a fire when it is clearly within your abilities and the equipment available
- Know the location of the nearest alarm and how to activate the emergency system
- Know the evacuation routes and collection points
- If the fire cannot be extinguished, leave the area immediately and report to your evacuation area
- Await further instructions from the designated responsible personnel

**Watch for Fire Re-Starting**

**CLASSES OF FIRES:**

- **Class A** extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish. Geometric symbol (green triangle)
- **Class B** fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish. Geometric symbol (red square)
- **Class C** fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive. Geometric symbol (blue circle)
- **Class D** fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only. Geometric symbol (Yellow Decagon)
- **Class K** fire extinguishers are for fires that involve cooking oils, trans-fats, or fats in cooking appliances and are typically found in restaurant and cafeteria kitchens. Geometric symbol (black hexagon) – Uses Wet Chemical

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
<b>A</b>	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
<b>B</b>	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder, Halon		
<b>C</b>	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon		
<b>D</b>	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
<b>K</b>	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			



**Most fire extinguishers operate using the following P.A.S.S. technique:**

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.  
**Note:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire reignites, repeat steps 2 - 4.

**If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!**



<b>Housekeeping Policy</b>	<b>AHS-049</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> June 2020
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
<b>Associated CSF Forms:</b>	<b>Review Date:</b> January 2022

Hazards in onsite work are everywhere. When natural hazards onsite are compounded with clutter of debris and tools, the hazard level increases, making the likelihood of an incident increase. A worksite with poor housekeeping procedure creates an environment that is unsafe to yourself and your co-workers.

Maintaining good housekeeping onsite can reduce the likelihood of accidents and/or incidents from occurring. The positive effect of good housekeeping practice far outweighs the extra effort. Everyone onsite must do their part to ensure that the jobsite is clean, orderly, and free of potential hazards.

The most common injuries that occur on a jobsite, from poor housekeeping, are Slips, Trips, and Falls. Workers may slip, trip, or fall because of;

- Trash and/or debris
- Misplaced tools or equipment
- Tools and equipment that are not properly coned, barricaded, or caution taped
- As a result, workers could suffer cuts, sprains, broken bones, and severe head injuries.

Conestogo Mechanical Inc. employees shall take the following steps to maintain safe onsite work environment;

- Remove debris and trash to create a safe work environment.
- Clean as you work to prevent overload of debris, tools, and equipment.
- Place generated waste into containers, in a designated area.
- Keep pathways clear from obstruction.
- Keep worksite neat and orderly.
- Store tools and equipment out of the way.
- Place protective cones, barricades, and caution tape across areas where workers could slip, trip, or fall.
- Use sand or drying agent in wet or slippery areas.
- Only work in areas that have proper lighting.

If everyone does their part and works together to ensure that a worksite is clean and orderly, everyone can feel safer if at the workplace. Make good housekeeping practices a habit to protect yourself and others from potential injuries.



<b>Scaffolding</b>	<b>AHS-048</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> June 2020
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

## Purpose

It is Conestogo Mechanical Inc.'s purpose in issuing these procedures to further ensure a safe workplace based on the following formal, written procedures for scaffold work. These procedures should be reviewed and updated as needed to comply with new regulations, new best practices in scaffolding, and as business practices demands.

## Application

This general scaffold plan applies to:

- All employees who perform work while on a scaffold.
- All employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds.

## CSA Standard References

- Code of practice for access scaffold – CSA Z797-09 (R2014)

## General Procedures

### Capacity

- Each scaffold and scaffold component we use will support, without failure, its own weight and at least four times the maximum intended load applied or transmitted to it.
- When we use non-adjustable suspension scaffolds, each suspension rope, including connecting hardware, will support, without failure, at least six times the maximum intended load applied or transmitted to that rope.
- Direct connections to roofs and floors, and counterweights used to balance adjustable suspension scaffolds, shall be capable of resisting at least 4 times the tipping moment imposed by the scaffold operating at the rated load of the hoist or



1.5 (minimum) times the tipping moment imposed by the scaffold operating at the stall load of the hoist, whichever is greater.

- Each suspension rope, including connecting hardware, used on non-adjustable suspension scaffolds shall be capable of supporting, without failure, at least 6 times the maximum intended load applied or transmitted to that rope.
- The stall load of any scaffold hoist shall not exceed 3 times its rated load.

Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

### **Platform Construction**

#### **Platform – Decks**

- Use wooden and metal decks according to job requirements, standards, regulations and manufacturer's instructions.
- Only cleat planks at the ends to prevent lengthwise movement. Wiring down planks can also prevent movement, provided wire does not create a tripping hazard. Where planks overlap, rest the cleated end on the support. Do not use cleats elsewhere on the plank to prevent splitting.
- Ensure that adjoining planks are of uniform thickness for an even platform.
- Lay planks side by side across the full width of the scaffold.
- Check scaffold planks for large knots, worm holes, steeply sloping grain at the edges, spike knots, and splits. Splits wider than 10 mm (3/8 in), lengthwise closer than 75 mm (3 in.) to the edge of the plank, or lengthwise longer than ½ the length of the plank are not acceptable. Discard immediately any planks showing these or other defects.
- Check hooks and hardware of prefabricated platform units regularly for looseness, distortion and cracks. Damage can occur if the platforms are dropped or thrown.
- Clean ice, snow, oil and grease off planks. Platform decks should be slip-resistant and should not accumulate water.





- Inspect planks on a regular basis while on the scaffold. Weather, rot, and general use can deteriorate the planks.
- Do not jump on the planks to test their strength. Jumping can cause undetectable damage.
- Ensure that all working platforms are about 500 mm (20 in.) minimum in width.
- Use a minimum of 50 mm (2 in.) x 250 mm (10 in.) Number 1 Grade spruce-pine-fir (SPF) planking or better.
- Overlap or extend planking 150 mm (6 in.) to 300 mm (12 in.) and cleat at each end to prevent planking from slipping and blowing off.
- Support planks at intervals not exceeding 3m (10 ft) for light work and 2.1 m (7 ft.) for heavy work (bricklaying, masonry).
- Check with officials in your local jurisdiction as recommendations may vary.
- Stack planks on a firm level surface to prevent warping.
- Band the ends of the boards. Do not paint as the paint can conceal defects.
- Do not use scaffold planks as a base to stack materials, or as ramps or temporary roadways.

### Supported Scaffolds

- Refer to safety regulations and standards for design and assembly requirements.
- Choose the right scaffold system for the job.
- Erect all scaffold parts according to the manufacturer's instructions.
- Select scaffold according to:
  - height required



- type and duration of work
  - range of weather conditions
  - weight of workers, materials and equipment
  - location
  - requirements for pedestrian traffic
- 
- Erect scaffold on a base that will support all the loads that will be applied including materials and equipment.
  - Make sure the backfill is compact and level. Replace mud and soft soil with gravel or crushed stone.
  - Provide adequate sills for scaffold posts and use base plates.
  - Set scaffold feet centrally on mudsills consisting of 50x250 mm (2x10 in.) planks. Sills should extend at least 610 mm (2 ft.) beyond the scaffold base and be long enough to extend under at least two scaffold feet.
  - Install scaffold with jackscrews (adjusting screws). They allow for minor adjustments to help keep scaffold plumb and level.
  - Take extra precautions when erecting scaffold on frozen ground. Thawing soil can become water-soaked and lose its ability to bear weight.
  - Brace both sides of every frame for the vertical plane. Install horizontal bracing at the joint of every third tier of frames. This bracing is often attached to the point where the scaffold is tied to the structure.
  - Do not force braces to fit. Level the scaffold until a proper fit can be made easily.
  - Use coupling devices to join frames to prevent the joints from pulling apart.
  - Do not use nails or other devices in the place of proper retention parts as recommended by the manufacturer.
  - Tie or brace the scaffold to a solid structure as appropriate.



- Use a debris net, catch platform or similar structure where appropriate to catch falling objects.
- Do not allow the ratio of scaffold height to base width to exceed 3 to 1 unless the scaffold is:
  - tied into a structure
  - stabilized by guy wires
  - secured by outriggers or stabilizers to maintain the ratio

#### Suspension Scaffolds

- Ensure that platform is installed and maintained according to job requirements, safety regulations, standards and the manufacturer's specifications.
- Inspect all equipment before erecting and before each shift.
- Use a separate safety harness attached to an independent life line for each worker. Maintain lanyard attachment at highest point possible.
- Ensure that suspended platform roof beams and attachments are secure.
- Ensure that the roof or parapet wall is structurally sound to support either outriggers or cornice hooks.
- Check for kinked or damaged ropes.
- Secure all ropes at anchor ends.
- Ensure that all safety equipment, stops, override switches and brakes function properly.
- Prevent contact between welding or grinding equipment and wire safety or suspension ropes.
- Secure hand tools to the platform.
- Ensure that power source is secured and properly grounded.



- Secure platform when not in use.
- Ensure that guardrails and toe boards are in place.
- Extend suspension ropes completely to the ground or terminate with wire rope clips to prevent the stage from running off the end of the ropes.
- Test by raising the fully loaded platform a few feet off the ground before going aloft.
- Do not exceed platform load capacity.
- Do not enter or leave the platform other than at ground level or at other safe access points.
- Do not allow electric cables or connections to lie in gutters or other areas where water can collect.
- Do not work near exposed electrical circuits or equipment.
- Do not join platforms unless they are designed for this purpose.
- Do not use damaged or defective equipment.
- Do not alter, substitute or remove components of platform.
- Do not use life line for raising or lowering tools or materials.
- Do not move work platform unless all workers on it are protected by individual safety belts and lines.

#### Rolling Scaffold

- Assemble the rolling scaffold according to manufacturer's instructions.
- Ensure that the surface on which the scaffold is moved is level and without holes or obstructions.
- Brace all rolling scaffolds horizontally and diagonally.
- Cleat or secure all planks.



- Prevent joints from separating.
- Secure access ladders.
- Make sure the platform has appropriate guardrails (hand, mid, toe).
- Ensure that each wheel or castor is equipped with brakes to prevent rolling and swiveling.
- Lock the caster brakes before climbing onto scaffold.
- Secure or remove all material, equipment and personnel from platform before moving it.
- Push towards the base when moving.
- Use the built-in access ladders to reach the platform.
- Refer to safety regulations for height stability requirements.
- Do not stay on the scaffold when it is being moved. If a worker must remain on the scaffold, make sure the worker is secured to the building (not the scaffold) with appropriate safety harness and lanyard.
- Do not try to move a rolling scaffold without enough help. Watch out for slopes, holes, debris, and overhead obstructions.
- Do not extend adjusting screws more than the manufacturer recommends.
- Do not allow the working platform height to exceed three times the base width, unless it is guyed and equipped with outriggers or otherwise stabilized.
- Do not use powered devices to move scaffolds.
- Do not lean access ladders against rolling scaffolds.
- Do not over-reach from the scaffold.
- Do not climb using the frame.

## Fall Protection Plan



Fall protection planning is critical to the safety and well-being of our employees. Our fall protection plan follows certain requirements that are different depending on the type of scaffold being used. In this plan we address fall protection for our scaffold erectors and dismantlers separately. One fact never changes. We know we must provide fall protection for any employee on a scaffold more than 10 feet above a lower level.

### Working Employees

This fall protection plan for our working employees is for the following type(s) of scaffold(s):

Single- or two-point adjustable suspension scaffold-We will protect each employee on our single- or two-point adjustable suspension scaffolds by a personal fall arrest system. Our personal fall arrest systems:

- Meet the requirements of your local jurisdiction
  
- Are attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

NOTE: Vertical lifelines shall not be used when overhead components, such as overhead protection or additional platform levels, are part of a single-point or two-point adjustable suspension scaffold.

When vertical lifelines are used, they shall be fastened to a fixed safe point of anchorage, shall be independent of the scaffold, and shall be protected from sharp



edges and abrasion. Safe points of anchorage include structural members of buildings, but do not include standpipes, vents, other piping systems, electrical conduit, outrigger beams, or counterweights.

When horizontal lifelines are used, they shall be secured to two or more structural members of the scaffold, or they may be looped around both suspension and independent suspension lines (on scaffolds so equipped) above the hoist and brake attached to the end of the scaffold. Horizontal lifelines shall not be attached only to the suspension ropes.

When lanyards are connected to horizontal lifelines or structural members on a single-point or two-point adjustable suspension scaffold, the scaffold shall be equipped with additional independent support lines and automatic locking devices capable of stopping the fall of the scaffold in the event one or both of the suspension ropes fail. The independent support lines shall be equal in number and strength to the suspension ropes.

Vertical lifelines, independent support lines, and suspension ropes shall not be attached to each other, nor shall they be attached to or use the same point of anchorage, nor shall they be attached to the same point on the scaffold or personal fall arrest system.

## Using Scaffolds

Site preparation, scaffold erection, fall protection, and gaining access to the working platform are only some of the requirements for scaffold work. While this all takes concentration and safe work practices, the most dangerous time can be when employees are concentrating on their work and not particularly aware of the hazards of working from scaffolds. It is critical that employees who use scaffolds be trained, among other things, in the recognition of the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Our



competent person will inspect all scaffolds and scaffold components for visible defects before each work shift, and after any occurrence that could affect a scaffold's structural integrity. However, in addition to that, all users of scaffolds in this company will know and understand the following safety rules:

- Scaffolds and scaffold components will never be loaded in excess of their maximum intended loads or rated capacities.
- Debris must not be allowed to accumulate on platforms.
- Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence which could affect a scaffold's structural integrity.
- Any part of a scaffold damaged or weakened such that its strength is less than that required by paragraph (a) of this section shall be immediately tagged out, repaired or replaced, braced to meet those provisions, or removed from service until repaired. An example of tag used in tagging out scaffolding equipment is provided at the back of this program.
- Scaffolds shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement or, for mobile scaffolds.
- The clearance between scaffolds and power lines shall be as follows: Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines.
- Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling or alteration. Such activities shall be performed only by experienced and trained employees selected for such work by the competent person.
- Employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.
- Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or equivalent measures to control the loads shall be used.





- Suspension ropes supporting adjustable suspension scaffolds shall be of a diameter large enough to provide sufficient surface area for the functioning of brake and hoist mechanisms.
- Suspension ropes shall be shielded from heat-producing processes. When acids or other corrosive substances are used on a scaffold, the ropes shall be shielded, treated to protect against the corrosive substances, or shall be of a material that will not be damaged by the substance being used.
- Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens shall not be used unless the scaffold is secured against the anticipated wind forces imposed.
- Debris shall not be allowed to accumulate on platforms.
- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.
- Ladders shall not be used on scaffolds to increase the working level height of employees, except on large area scaffolds where employers have satisfied the following criteria:
  - When the ladder is placed against a structure which is not a part of the scaffold, the scaffold shall be secured against the sideways thrust exerted by the ladder;
  - The platform units shall be secured to the scaffold to prevent their movement;
  - The ladder legs shall be on the same platform or other means shall be provided to stabilize the ladder against unequal platform deflection, and
  - The ladder legs shall be secured to prevent them from slipping or being pushed off the platform.



- Platforms shall not deflect more than 1/60 of the span when loaded.
- To reduce the possibility of welding current arcing through the suspension wire rope when performing welding from suspended scaffolds, the following precautions shall be taken, as applicable:
  - An insulated thimble shall be used to attach each suspension wire rope to its hanging support (such as cornice hook or outrigger). Excess suspension wire rope and any additional independent lines from grounding shall be insulated;
  - The suspension wire rope shall be covered with insulating material extending at least 4 feet (1.2 m) above the hoist. If there is a tail line below the hoist, it shall be insulated to prevent contact with the platform. The portion of the tail line that hangs free below the scaffold shall be guided or retained, or both, so that it does not become grounded;
  - Each hoist shall be covered with insulated protective covers;
  - In addition to a work lead attachment required by the welding process, a grounding conductor shall be connected from the scaffold to the structure. The size of this conductor shall be at least the size of the welding process work lead, and this conductor shall not be in series with the welding process or the work piece;
  - If the scaffold grounding lead is disconnected at any time, the welding machine shall be shut off; and
  - An active welding rod or uninsulated welding lead shall not be allowed to contact the scaffold or its suspension system.

### Tagging

Tags must be placed at each point of entry to the scaffold. This includes access points from ground level and any access points from the structure with which the scaffold is being used. Doing so ensures that workers are aware of the status and condition of the scaffold, regardless of where they access it. Whatever their color, tags must include:

- (a) the duty rating of the scaffold,



- (b) the date on which the scaffold was last inspected,
- (c) the name of the competent worker who inspected the scaffold,
- (d) any precautions to be taken while working on the scaffold, and
- (e) the expiry date of the tag.

Scaffolds must be inspected prior to initial use and at least every 21 calendar days thereafter while workers work from the scaffold or materials are stored on it. A scaffold that is erected but not immediately put into service, or not used for more than 21 consecutive calendar days, must be tagged with a red tag until inspected by a competent worker. A scaffold sitting idle may be exposed to weather or other circumstances that could make it unsafe for use. Inspection, just prior to the scaffold being put into service, confirms that it is safe for workers to use.

The tags let workers know that a particular scaffold is safe for use, that a potential or unusual hazard is present, or the scaffold is unsafe for use. The yellow tag is required to describe any precautions to be taken while working on the scaffold. A scaffold being modified on a particular level requires a yellow tag. The tag alerts workers climbing onto the scaffold of the modification work and any special precautions that might affect them.

<b>Colour of Inspection Tag</b>	<b>Wording to Appear on Tag</b>
Green	“Safe for Use” or similar wording
Yellow	“Caution: Potential or Unusual Hazard” or similar wording
Red	“Unsafe for Use” or similar wording

### Prohibited Practices

The following practices will never be tolerated in this company:



- Scaffold components manufactured by different manufacturers will never be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained.
- Unstable objects will never be used to support scaffolds or platform units. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.
- Cross braces will never be used as a means of access.

## Training

Recognizing the need for training for employees who: (1) perform work while on scaffolds, (2) are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds, and (3) have lost the requisite proficiency, training is one of the highest priority of this program.

## Employees Who Use Scaffolds

Our employees who perform work on scaffolds will be trained by a qualified person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training will include the following areas as applicable:

- The nature of and the correct procedures for dealing with electrical hazards.
- The nature of and the correct procedures for erecting, maintaining, and disassembling the fall protection and falling object protection systems used.



- The proper use of the scaffold, and the proper handling of materials on the scaffold.
- The maximum intended load and the load-carrying capacities of the scaffolds used.
- Tagging of scaffolds.
- Any other pertinent requirements of the local standards and regulations.

#### Duties of Competent and Qualified Persons

Only qualified and competent personnel are allowed to modify scaffolding systems. Non-qualified personnel may create more hazards. If modifications are attempted by non-qualified personnel they will be subject to disciplinary action up to and including termination of employment.

#### Employees Who Need Retraining

- When we have reason to believe that one of our employees lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, we will retrain the employee so that the requisite proficiency is regained. Retraining will be done in at least the following situations:
  - Where changes at the worksite present a hazard about which the employee has not been previously trained.
  - Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.



- Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.



<b>Infection Control</b>	<b>AHS-051</b>
<b>Approved By:</b> Wes Quickfall	<b>Policy Date:</b> December 2021
<b>Areas Involved:</b> Head Office, Job Sites	<b>Revision Date:</b>
	<b>Review Date:</b> January 2022

Precautionary measures during construction related activities reduce the risk of infection. In order to establish precautionary measures, those responsible for infection control need to consider the type of construction, renovation, or maintenance work being undertaken and the proximity of such work to the occupants.

Infection caused by exposure to airborne dust particles can cause severe illness in patients with weakened or compromised immune systems. Prevention of infection should not be restricted to the control of dust generated by major projects, but should also include dust that can become airborne during minor renovation activities. Minimizing levels of exposure to airborne dust is critical as it can reduce the risk of illness for hospital staff, patients, construction personnel, and the public.

Appropriate infection prevention and control measures shall be used and documented, with particular focus on the control of fungi and bacteria, throughout the life of the construction project. Infection prevention measures shall be clearly outlined in the relevant construction documents, before and after the construction project is started and shall be maintained for the duration of the project.

Infection Control Measures for construction including HVAC and Plumbing Systems.

- Perform detailed orientation to all workers from all trades, ensuring they are made aware of infection control procedures
- Coordinate construction schedule and logistics with infection control personnel to minimize the impact to the hospital staff, patients and construction personnel
- Create containment barriers from the floor to the ceiling with edges sealed to provide suitable airborne contaminant control.
- Short term projects – use polyethylene sheeting from the floor to the height of the suspended ceiling or portable pre-fabricated enclosures
- Long term project – use drywall or other rigid barriers that create an airtight barrier from the floor to the structural ceiling, similar to those used in asbestos abatement
- Air in the construction zone should be exhausted directly outside. If this is not possible, then the air should be filtered through a HEPA filter before being re-circulated in the health care facility. The integrity of the HEPA filter should be monitored regularly.
- It is recommended that water damaged building materials be replaced if they cannot dry within 72 hours



- Before leaving the area, they are to remove it and vacuum themselves with a HEPA filtered vacuum to remove dust from their clothing OR
- They should exit using an external non-patient area exit.
- Implement dust-control measures including wet-sweeping, wet saws and dust controlling material and divert pedestrian traffic away from work zones
- Seal off and block return air vents if rigid barriers are used for containment
- Create and maintain negative air pressure in work zones adjacent to patient-care areas and ensure that required engineering controls are maintained
- Monitor and record negative airflow levels inside work areas
- Monitor barriers and ensure integrity of the construction barriers; repair gaps or breaks in barrier joints using airborne-particle sampling
- Seal windows in work zones if practical; use window chutes for disposal of large pieces of debris as needed, but ensure that the negative pressure differential for the area is maintained
- Clean work zones and their entrances daily by 1) wet-wiping tools and tool carts before their removal from the work zone; 2) placing mats with tacky surfaces inside the entrance; and 3) covering debris and securing this covering before removing debris from the work zone
- Ensure areas with water infiltration or leakage are identified and corrected to limit mould growth
- Air ducts and spaces above ceilings should be vacuumed with a HEPA filtered vacuum before the construction project is started if it involves these areas
- If the construction zone is adjacent to high-risk patient areas, construction workers should wear protective clothing and:
  - Upon completion of the project, clean the work zone according to facility procedures, and install barrier curtains to contain dust and debris before removing rigid barriers
  - Ensure an effective surveillance system for *Legionella* when the water supply has been disrupted and then re-pressurized
  - Flush water lines prior to use if they were disrupted
  - Receive approval from infection control personnel prior to removing containment barriers and ending negative air pressure environment

