



**2021 HEALTH & SAFETY  
PROGRAM AND PROCEDURES**

# KING PAVING & CONSTRUCTION LTD.

## HEALTH & SAFETY PROGRAM

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## **2021 COMPANY HEALTH & SAFETY GOALS**

### ***Maintain COR Certification***

2021 is our external audit year. Let us all work together to ensure that safety policies, procedures and practices are being followed and the proper documentation is in place.

### ***Maintain Our Zero Lost Days Status***

Initiate the Return to Work Program immediately when a worker is injured on the job. All incidents are to be reported within 4 hours. Work together to develop modified work which allows the injured worker to work during the recovery process.

### ***Increase Near Miss Reports***



Ensure that at least one near miss report is filed per month. Near miss reports lead to better corrective and preventative measures.

### ***Increase the Safe Work Practice and Safe Work Procedure Library***

Add at least one safe work practice or safe work procedure per month to our existing library. Workers should communicate any suggestions to their foreman or to the joint health and safety committee so that the new practice or procedure can be written, reviewed by the JHSC and implemented.

### ***Reduce Incidents and Accidents by 20%***

In 2020, we had 25 incident/accident reports submitted. By following safe work practices and procedures 100% of the time, we should be able to reduce the incidents by at least 5 in 2021.

<b>Health &amp; Safety Policy &amp; Program Procedure</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 1-01</b>	Revision Number: 005	
	 <b>Approved By: President</b>	

## POLICY GOAL

The goal of the Health & Safety Policy & Program Procedure is to ensure that both our Policy & Program are kept current. This Procedure will ensure that KING complies with the requirements of the Occupational Health & Safety Act (OHSA).

## SCOPE

This procedure applies to Senior Management and all members of the Joint Health & Safety Committee that will complete the annual review and any necessary updates to the policy and program.

## RESPONSIBILITIES

### Senior Management will:


- Review the Health & Safety Policy and Program annually to ensure it is kept current
- Make any necessary changes to meet all regulations
- The Health & Safety Policy will be signed annually by the company president
- Ensure that the current Health & Safety Policy is posted on all job sites and on office Health & Safety Boards
- Ensure that all employees receive a copy of the Health & Safety Policy and Program and that they are trained on any changes and/or additions that were made to meet regulations
- Allocate appropriate resources, training, and employees to implement and maintain the Health & Safety Policy & Program procedure

### JHSC will:

- Work jointly with Senior Management
- Review the Health & Safety Policy and Program annually to ensure it is kept current
- Make any necessary changes to meet all regulations

### Health & Safety Department will:

- Review the Health & Safety Policy and Program annually to ensure it is kept current
- Make any necessary changes to meet all regulations
- Ensure that the current Health & Safety Policy is posted on all job sites and on office Health & Safety Boards
- Ensure that all employees receive a copy of the Health & Safety Policy and Program and that they are trained on any changes and/or additions that were made to meet regulations

<b>Health &amp; Safety Policy &amp; Program Procedure</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 1-01</b>	Revision Number: 005	
	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

## TRAINING

All applicable Senior Management, members of the JHSC, and the Health & Safety department will be kept current on all legislative changes and any applicable training required for the ongoing maintenance of this procedure.

## COMMUNICATION

This procedure will be communicated to all applicable Senior Management, members of the Joint Health & Safety Committee, and the Health & Safety Department.

## EVALUATION AND CONTINUOUS IMPROVEMENT


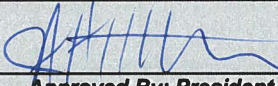
This procedure will be evaluated on an on-going basis and reviewed annually by Senior Management and the JHSC.

The amended procedure shall be kept as record or review and the required changes.

The revision of this document shall be tracked on the bottom of the procedure and recorded on the document maintenance tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	OHSA Regulation New Standard	Jan 31, 2016	000
Update responsibilities	Annual Review	Jan 31, 2017	001
Updated format & responsibilities	Annual Review	Jan 10, 2018	002
Updated policy	Annual Review	Jan 4, 2019	003
Update policy	Annual Review	Feb 13, 2020	004
Update policy	Annual Review	Jan 11, 2021	005



<b>Health &amp; Safety Policy</b>	Issue Date: January 31, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 1-02</b>	Revision Number: 005	
	 <b>Approved By: President</b>	

The Senior Management Team at King Paving & Construction Ltd. is fully committed to the health and safety of its workers and all individuals involved in its projects. A major and continuing objective is the protection of workers from injury and occupational disease. KING recognizes that each and every worker has a right to work in a healthy and safe environment. King Paving & Construction Ltd. is committed to continuous improvement towards an accident-free workplace. This commitment will be achieved through effective education and training consistent with the requirements of the Ontario Occupational Health & Safety Act and other legislative requirements.

The Senior Management Team at KING promises that every reasonable precaution will be taken for the protection of all workers, in all circumstances. Supervisors at KING will be responsible for the health and safety of workers under their supervision.

All supervisors, workers and subcontractors must protect their own, and fellow workers' health and safety, by working in compliance with the *Occupational Health and Safety Act* and with all applicable regulations and safe work practices and procedures established by the Company.

KING recognizes that a safe work environment can only be established and sustained through a joint effort by all management, workers, and subcontractors, and that the participation of each person is required. The company will work to develop, maintain, and update safety practices that meet or exceed legislated and COR requirements. Our goal is to ensure the right to a healthy and safe work environment that is free from violence and harassment.


Everyone, from Senior Management to newly hired workers, has a responsibility to ensure a safe and healthy workplace. While managers and supervisors are responsible for the implementation and enforcement of our health and safety program, we expect all workers and subcontractors to work and conduct themselves in a manner that reflects the company's commitment to safety.

Let us all work together to prevent incidents which result in unwanted losses and personal injuries or illnesses.



**King Paving & Construction Ltd.**

**John Hutter**

**President**

<b>Health &amp; Safety Policy</b>	Issue Date: January 31, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 1-02</b>	Revision Number: 005	
	<hr/> <b>Approved By: President</b>	

<b>Description of Change(s)</b>	<b>Reason for Change (s)</b>	<b>Date</b>	<b>Revision No.</b>
Date Change	Annual Review	Jan 31, 2017	001
Update policy	To Meet COR Standards	Jan 31, 2018	002
Update policy	Annual policy review	Jan 4, 2019	003
Update policy	New Company Name	Jun 28, 2019	004
Update policy	Annual Review	Feb 13, 2020	005
Update policy	Annual Review	Jan 11, 2021	006

<b>Hazard Assessment, Analysis and Controls Policy</b>	Issue Date: December 6, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 2-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and health work environment for all workers, subcontractors, and visitors. The purpose of this policy is to establish procedures for the identification of hazards and establish controls for all jobsites.

The prevention and effective management of emergency situations can assist to minimize the negative impact of an unexpected event.

A hazard identification and risk assessment are processes used to identify and evaluate existing and potential hazards on a worksite and the methods used to control or eliminate the hazards identified.

The assessment process must be completed prior to the start of all jobs to identify, existing or potential, hazards to workers; eliminate or control these hazards through the use of engineering or administrative controls, proper training and/or through the use of personal protective equipment.

## SCOPE AND REGULATIONS

This policy pertains to all workers, visitors, subcontractors, and service providers, at all work locations, where King Paving & Construction Ltd. conducts business.

All parties are required to take a proactive approach to identifying, reporting, and managing hazards in the workplace.

When they observe a hazard, they are required to take steps to manage that hazard directly (provided they are adequately knowledgeable/trained to safely do so); eliminate the hazard or get assistance from appropriate persons to do so, whenever reasonably possible.

Where hazards cannot be eliminated immediately, take necessary steps to warn others of the hazard. Report hazardous or potentially hazardous conditions and acts to a supervisor or your site contact, if working as a subcontractor.

Reference O. Reg 213/91 25(2)(h)

## DEFINITIONS


*For the purpose of this policy, the following definitions will be used.*

**Acceptable Risk** – Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own OH&S policy.

**Consequence Matrix** – Means of combining qualitative and quantitative ratings of consequence and probability to produce a level of risk or risk rating.

**Harm** – Physical injury or damage to health.



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**Hazard** – A source of potential harm to people or a situation with potential to cause injury or loss to plant, property, and equipment. Hazards can be grouped as physical, chemical, ergonomics, biological or psychological.

**Hazardous Event** – An immediate event or event that is extended over a period of time that can cause harm.

**Hazardous Situation** – A circumstance in which a person is exposed to a hazard or multiple hazards.

**Hazard Control** – The process of implementing measure to reduce the risk associated with a hazard.

**Hazard Identification** – The process of identifying all situations or events that could give rise to injury, illness or damage to plant or property.

**Health** – Refers to the physical and psychological health of a worker.

**Incident** – Work related event(s) in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred.

**Probability** – The likelihood of an event occurring.

**Procedure** – A documented method for carrying or an activity.

**Process** – A set of interrelated or interacting activities.

**Qualitative and Quantitative Assessments** – Defines the result or consequence, probability or occurrences and level of risk by using the terms such as “high”, “medium” or “low”.

**Risk** – Is the consequence or result of the exposure to a hazard.

**Risk Assessment** – Is a systematic process of evaluating the potential risks that may be involved in an activity or task. The end result of the assessment is the development of the risk rating.

**Risk Analysis** – The part of the assessment that contributes to the development of an understanding of all risks. All risk assessment tools contain methods of measuring or evaluating the potential risks.


**Supervisor** – Person who has charge of a workplace or authority over another worker.

**Visitor** – A person who is not employed by the Company. This person may be a salesperson, trainer, client, or someone who may have interest in the operations.

**Worker** – Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school board.



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- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who under the "Employment Standard Act, 2000" is not a worker for the purposes for that Act because of the condition set out in subsection 1(2) of that Act have been met.
- Such other person as may be prescribed who perform work or supply services to an employer for no monetary compensation.

**Worker Safety Representative** – Worker member of the JHSC or a Health & Safety representative as defined in the OHSA.

## HAZARD CONTROLS

When a hazardous condition is identified, corrective actions will be promptly implemented in a timely manner according to the hazard. The following list highlights preferred methods of control in descending order:

1. **Elimination:** Remove the hazard or hazardous situation whenever possible.
2. **Substitution:** Substitute the hazardous product or element with a less hazardous option.
3. **Engineering:** Implement engineering designs and control measure whenever reasonably practical.
4. **Administrative:** Implement safe work policies, procedures, and practices to ensure the Hazardous element is controlled adequately.
5. **Personal Protective Equipment (PPE):** Implement adequate PPE to ensure the hazardous condition does not affect exposed workers.


## IDENTIFICATION OF CRITICAL TASKS

A critical task is one that may include the following factors:

- Jobs with a high frequency of accidents or near misses which pose a significant threat to health and safety.
- Jobs that have the potential to produce fatalities, disabling injuries, illnesses, or environmental harm.
- Newly established jobs whose hazards may not be evident because of lack of experience.
- Jobs that are to be performed in hazardous and/or unfamiliar environments. (i.e., confined spaces, restricted access, excavations, heavy equipment, elevated work surfaces, and unfamiliar work sites)

Examples of critical tasks include, but are not limited to the following:

- Confined Space
- Working at Heights requiring fall protection
- Excavation sites
- Work involving high voltage, or buried utilities
- Working over or around water
- Working with hazardous materials (asbestos, silica, etc.)

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- Working with or around large heavy machinery and equipment
- Large material lifting task

It is the Project Manager and site Superintendent's responsibility to ensure that required inspections and forms have been completed, all provincial legislation and code requirements have been completed and made readily available for review during critical task activities on the job sites.

### PRE-JOB HAZARD ASSESSMENT SAFETY PLANNING PROCEDURE

A pre-job start-up meeting is an important chance for the people in charge of a project to review and plan procedures, facilities, timelines, etc. including a full review of health and safety compliance to be in effect.

Pre-Job and Site Planning (Document review of the following):


- Hazard assessments, particularly for tasks or areas that tend to involve frequent and/or severe injuries, and for tasks that are new to the jobsite, recently changed, or seldom performed.
- Timing and frequency of on-site inspections, by who and type of inspection.
- Special safety risks due to specialized equipment, environmental or weather conditions, site conditions, etc.
- Special safety items that must be installed, rented, or purchased in advance due to special work activities.
- A list of special equipment needed to ensure safety on all tasks, including PPE for all workers, and an inventory of its availability for all workers who will need it. Methods and or checklists for PPE distribution, for the tracking of all safety equipment, shall be established with the assistance of the Health & Safety Department.
- First Aid procedures that must be followed for the job site and specific first aid information, such as nearest hospital, shall be created and posted at the job site.
- Security measures needed, including site requirements for public, worker, property, equipment and tool protection.
- Accident reporting procedures. Ensure that all levels of supervision are aware of reporting requirements. All Company forms are available on eCompliance.
- Additional site-specific worker training, site orientation, etc., may be required for job sites. Ensure workers have the required proof of training that may be required to accompany the workers on the jobsites.
- Review any Subcontractor's prequalification packages that may be required to perform work on the jobsites. Subcontractors must be approved by the Company prior to performing work on the job site.

### HAZARD ASSESSMENTS

A hazard assessment must be completed prior to project start by King Paving & Construction Ltd., monthly or whenever site conditions change significantly.

Hazard assessments will be reviewed, and updated as necessary, at every Toolbox talk throughout the duration of the project.



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A hazard assessment is a careful analysis of all potential hazards associated with the entire jobsite. It is a process where a “team” effort is required. The designated person will fill in the tasks to be completed, along with the priority ranking, hazards, and the controls to be instituted.

### **Hazard Priority Ranking**

*(the rankings estimate the severity of the problem if a potential accident were to occur)*

1. Imminent Danger – Causing death, occupational illness, loss of facilities
2. Serious – Severe injury, serious illness, property, and equipment damage
3. Minor – Non serious injury, illness, or damage
4. Negligible – Minor injury, requiring first aid or less
5. Not applicable

### **For each hazard:**


1. Identify appropriate corrective actions.
2. Set a specific date for its completion.
3. Whenever possible, identify and correct the cause as well as the specific problem.
4. Hazard assessments must be reviewed with the site crew during the JHA.

## **COMMUNICATION/TRAINING/RECORD KEEPING**

Training records shall be maintained for workers and subcontractors involved in hazard assessments and control procedures. The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiration date. Training records shall be maintained by the Health & Safety Department.

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

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## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Hazard Assessment, Analysis and Controls Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Hazard Assessment, Analysis and Controls Program.
- Provide active support for activities associated with the Hazard Assessment, Analysis and Controls Program, including job site audits.
- Review the policy at least annually and approve all revisions. Provide a signature on this policy as proof of approvals.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary equipment inspection, purchasing procedures and protocols to support the Program.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete appropriate training regarding the identification of job site hazards and implement appropriate controls to ensure worker, visitor, and subcontractor safety.
- Maintain a valid training certification for the Basics of Supervision course from IHSA.
- Complete a pre-job hazard assessment form prior to the project start. Review with the Project Managers.
- Complete an updated hazard assessment monthly or when new conditions occur on the jobsite.
- Ensure workers, visitors and subcontractors are aware of the locations of onsite first aid kits, fire extinguishers, air horns, spill kits and muster points.
- Communicate the hazard assessment and any other information during the JHA when required.
- Encourage all on site personnel to communicate any hazards that may be identified during normal work activities.
- Take appropriate action to implement controls and record your actions on the hazard assessment form located on eCompliance.
- Consult with the Health & Safety Department, as required, with regards to developing controls for onsite hazards when required.
- Ensure all workers are wearing the required personal protective equipment and/or devices.
- Ensure that workers have the machinery, equipment and/or devices necessary to carry out the work and are inspected for proper working condition.

### Subcontractors will:

- Ensure that all related requirements under OHSA and O. Reg. 851 RRO. 1990 and O. Reg. 213/91 Construction Projects and O. Reg. 297/13 Occupational Health and Safety Awareness Training are met by all workers of Subcontractors that work at King Paving & Construction Ltd. jobsites.

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- Follow all site guidelines for hazard reporting for all job sites and work locations.
- Ensure that all workers who work as Subcontractors have completed the required training including but not limited to MOL Awareness training for workers, fire extinguishers, WHMIS 2015, Working at Heights, hazard awareness, PPE requirements and maintenance, inspection procedures and other required training depending on the scope of work.
- Ensure that only competent workers are assigned to the job site or work location.
- Provide proof of training for workers assigned to work on the project.


**Joint Health and Safety Committee members will:**

- Work together with workers and Management to identify job site hazards, exercise appropriate due diligence, and prioritize safety concerns daily.
- Participate in the Hazard Assessment, Analysis and Control Program training as assigned.
- Participate in the monthly job site inspection program to identify hazards and provide suggestions to Management to implement controls.
- Correct any non-compliance on jobsites found during the inspection process.
- Review this policy on an annual basis and make recommendations to improve the Hazard Assessment, Analysis and Control Program.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the job sites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with OHSA and the Hazard Assessment, Analysis and Control Program.
- Request, review and approve any Subcontractor's Health and Safety Program prior to performing work for the company.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through safety day, job site visits, toolbox talks or onsite training.
- Review and advice on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to Hazard Assessment, Analysis and Control Program standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Record all revisions on the policy in the maintenance and continuous improvement log.



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## REFERENCES

Z1000-06 (R2011) Occupational Health and Safety Management

Z1001-13 Occupational Health and Safety training

Z1002-12 Occupational Health and Safety training (Hazard identification and elimination and risk assessment and control)

CSA-ISO 31000-10 Risk Management

CSA-IEC/ISO 31010-10 Risk Management techniques

OHSAS 18001:2007 Occupational Health and Safety Management Systems


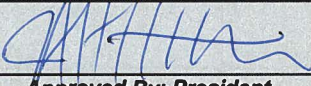
## EVALUATION AND CONTINUOUS IMPROVEMENT

This policy and process for Hazard Assessment, Analysis and Control Program will be reviewed annually jointly by Senior Management and the JHSC.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	OHSA Regulation new standard	Dec 6, 2017	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003

<b>Subcontractor Rules and Regulations</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 2-02</b>	Revision Number: 004	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to provide a safe work environment for all employees on our jobsites. To achieve this goal, we require all Subcontractors to meet the same standards we have established for our safety program.

These standards are intended to meet compliance with OHSA, other legislative jurisdictions as well as reduce the potential for harm to employees, prevent property damage and loss.

Safety standards will be enforced with all Subcontractors up to and including removal from the jobsite for non-compliance.

## SCOPE

This policy applies to all Subcontractors and their employees who perform work on behalf of King Paving & Construction Ltd.

## DEFINITIONS

**Company Safety Goals** – Company safety goals will be established for the current business year. These goals will be communicated to the Subcontractor upon their arrival on site as part of the Subcontractor Safety Orientation.

**Competent Person (OHSA)** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge to any potential or actual danger to health and safety in the workplace.

**Constructor** – Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by him or herself or by more than one employer.


**Employer** – A person who employs one or more worker or contracts for the services of one or more workers; includes a Contractor or Subcontractor who performs work or supplies services and a Contractor or Subcontractor who undertakes with the owner, constructor, Contractor or Subcontractor, to perform work or supply services.

**Ensure** – Take every reasonable precaution to achieve the stated objective.

**Supervisor** – Person who has charge of a workplace or authority over another worker.

**Subcontractor** – A subcontractor is a person or firm that has a contract to do part of a job which another firm is responsible for.

**Worker** – Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program:

<b>Subcontractor Rules and Regulations</b>	Issue Date: January 31, 2016	
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- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school board.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, or other post-secondary institution.
- A person who receives training from an employer, but who under the "Employment Standard Act, 2000" is not an employee for the purposes for that Act because of the condition set out in subsection 1(2) of that Act have been met.
- Such other person as may be prescribed who perform work or supply services to an employer for no monetary compensation.

**Worker Safety Representative** – Worker member of the JHSC or a Health & Safety representative as defined in the OHSA.

**Workplace Investigation** – Is an impartial information gathering process that can be conducted by an external investigator. It is used to establish the facts and circumstances relating to a complaint or grievance. Investigations into misconduct issues can also be conducted.

**Principal Contractor** – A person who is appointed to manage, coordinate and/or implement work or service in a contract and/or a Subcontractor.

**Contractor** – A person or Company including Subcontractors or independent contractors who are engaged by King Paving & Construction Ltd. to perform work or carry out a service.

**Short Term Contractor** – A contractor hired to carry out a specific task in a short period of time. (e.g., electrical repairs, tire repairs, plumbing repairs completed in a few hours or a day).

**Long Term Contractor** – Contractors who are engaged on a full time or regular basis to carry out work or service on behalf of the Company. The work or service to be completed in a period greater than one day.


**Designated Substance** – Includes a biological, chemical, or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

**Owner** – Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.

**Prescribed** – Means prescribed by a regulation made under and Act.

**Construction** – Includes the erection, alteration, repair, dismantling, demolition, structural boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine.



<b>Subcontractor Rules and Regulations</b>	Issue Date: January 31, 2016	
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**Constructor** – Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by him or herself or by more than one employer.

**Project** – Means a construction project, whether public or private including:

- The construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof,
- The moving of a building or structure, and
- Any work or undertaking, on any lands or appurtenances used in connection with construction.

## PROCEDURES

### SUBCONTRACTOR PREQUALIFICATION PROCESS

#### Tier 1      **WSIB Clearance/Insurance**

- Confirm WSIB clearance and General Insurance Requirements
- Review WSIB Compass Report
- Senior Management must approve prior to any work commencing

#### Tier 2      **Complete Subcontractor Prequalification**


- Review: All training records, subcontractor form, verify declaration signatures and position in company, trade licenses and other required site-specific documents

#### Tier 3      **Onsite Monitoring of Safety Compliance**

- Complete on-site orientation and safety requirements
- Complete on-site audits for compliance
- Complete verbal and written communication for non-compliance

#### Tier 4      **Annual Safety Performance Review**

- Health & Safety Manager to complete annual safety performance report
- Senior Management to review each Subcontractor safety performance
- Validate each Subcontractor for continued work contracts

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<b>Policy Number: HSMS 2-02</b>	Revision Number: 004	
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## RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Subcontractor Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Subcontractor Program.
- Provide active support for activities associated with the Subcontractor Program.
- Review the Policy at least annually and approve all alterations. Signature is required on the Policy as proof of approval.
- Senior Management will review deficiencies and take actions to correct identified deficiencies.
- Participate in the review of Subcontractor performance and make recommendations.

### Foremen/Supervisors/Managers/Superintendents will:

- Communicate objectives, duties, and responsibilities of the Program to Subcontractors and their employees during the orientation process.
- Communicate any specific requirements (i.e., Communicating the client's Drug & Alcohol Policy) of the hiring client during the subcontractor orientation.
- Ensure that the required procedures are carried out at all operational levels.
- Ensure that Subcontractors and their employees wear the required PPE for the scope of work being performed.
- Ensure that all Subcontractors and their employees report injuries to the onsite Management.
- Report all incidents involving Subcontractors to the hiring client and will participate in all incident investigations.
- Ensure that all Subcontractors and their employees comply with the OHSA and other legislative requirements.
- Ensure that Subcontractors and/or their employees attend any required safety meetings.
- Identify any areas of non-compliance for the Safety Program and take the necessary requirements to ensure compliance.
- Ensure contractors and Subcontractors sign the safety orientation checklist.
- Monitor work activities and document substandard acts/practices.
- Correct non-compliance issues.
- Complete mandatory post-job performance reviews.
- Ensure contractors and Subcontractors submit a report detailing their methods of safety related training.

### Subcontractors will:

The following rules are for your protection while working at this Company and are a condition of employment. Failure to comply will result in disciplinary action, up to and including termination.


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- Complete and provide the Subcontractor's package to the Company administrator for approval prior to job start. This package requires the Subcontractor to provide: a signed Health & Safety Agreement, a Form 1000 (where applicable), a WSIB Clearance Certificate, a Certificate of Insurance, training records and, SDS for controlled products brought on-site (where applicable).
- If your company does not have a Health & Safety Manual/Program, you will abide by that of King Paving & Construction Ltd.
- Provide qualified and competent workers to perform all work activities.
- Abide by the Occupational Health and Safety Act, Regulations and applicable codes and standards.
- Ensure employees do not use the King Paving & Construction Ltd. assets without prior authorization.
- Do not interfere with the Company's work processes without prior authorization.
- Ensure all employees use and wear all required personal protective equipment.
- Always follow emergency procedures.
- Report hazards, absences, or defective equipment to the Company.
- Provide trained first aiders as per Reg. 1101 requirements.
- Always maintain personal hygiene practices.
- Removal of Company property will result in termination of the contract.
- Ensure employees smoke in approved designated areas only.
- Only complete hot work that has been approved by the Company contact.
- Understand that all incidents **MUST** be reported to King Paving & Construction Ltd.
- Be included in pre-job meetings and/or hazard assessments.
- Be responsible to ensure compliance with OHSA.
- Ensure that workers perform pre-use inspection of equipment and tools.
- Provide a jobsite free of workplace violence, harassment, bullying and mobbing.

#### **Subcontractor's Employees will:**

- If your company does not have a Health & Safety Manual/Program, you will abide by that of King Paving & Construction Ltd.
- Report all accidents, incidents, near misses and injuries to the onsite Supervisor or Company contact.
- Participate in incident investigations (when applicable).
- NOT operate equipment unless properly trained.
- Ensure any loose clothing and jewelry be tucked or confined.
- Wear CSA approved safety footwear, eyewear, head protection and safety vest on the jobsites.
- Ensure that operators are the only individuals allowed on mobile equipment or moving vehicles.
- Wear fall protection when required.
- Remain in your location until further notice in the event of a power failure.
- Maintain a clean work area and ensure the safety of all workers.
- Not engage in horseplay.
- Always maintain personal hygiene practices.
- Be removed and banned from the jobsite if found to be under the influence of illicit drugs or alcohol or



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found to have the same in their possession.

- Comply with Company's cell phone policy.
- Refrain from workplace violence, harassment, bullying, and mobbing on the jobsite.

#### Health & Safety Department will:

- Complete the Subcontractor prequalification and any follow up required with the Company representative.
- Through WSIB Compass review all incident/injury statistics during prequalification.
- Complete site audits to verify compliance with the Subcontractor program.
- Provide injury status reports to Senior Management for review.
- Verify training certification for Subcontractor's employment.
- Assist site management and Subcontractor for any non-compliance issues.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated through toolbox talks.
- Review and advice on the interpretation of the results and findings of all Program related assessment activities.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation regarding changes in the regulations for both industrial and construction sectors through industry education.
- Be responsible to update the Policy on an annual basis.


#### EVALUATION AND CONTINUOUS IMPROVEMENT



This policy and process for Subcontractor Rules and Regulations will be reviewed annually jointly by Senior Management and JHSC.

The amended Policy shall be kept as record of review and the required changes.

The revision of the Policy shall be tracked on the bottom of the Policy and recorded on the document maintenance and tracking log.


Description of Change(s)	Reason for Change (s)	Date	Revision No.
Updated policy content	Annual review requirements	Dec 8, 2017	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review & updated subcontractor responsibilities	Feb 13, 2020	003
Update policy	Annual review & updated subcontractor responsibilities	Jan 11, 2021	004

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<b>Workplace Hazard &amp; Corrective Action Assessment</b>	Issue Date: October 17, 2019	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 2-03</b>	Revision Number: 002	
	 <b>Approved By: President</b>	

**Location:** Paving and Construction Head Office

Identified Hazard	Priority Rating	Correct Action Recommended
1. Cluttered Work Area	2A	Remove all garbage and debris, organize work and storage areas
2. Spill Potential	2A	Wet floor sign to be used and complete clean-up of spill
3. Other Workers	1A	Know other workers positions at all times, train, evaluate for competency
4. Lifting	2B	Follow safe lifting procedures
5. Step Ladder/Stool	2C	Follow safe work practices and procedures for portable ladders and step stools
6. Working Alone	1D	Establish communication protocol with Supervisors
7. Computer Vision syndrome	2B	Take frequent breaks by looking away from the computer screen and focusing on an object in the distance
8. Electricity	2A	Be sure all wires are intact, unplug for repairs, use grounded outlets
9. Repetitive Work	2A	Take frequent breaks, position properly for work, obtain regular ergonomics assessments
10. Prolonged Sitting	3A	Stand up and take frequent breaks, stretch
11. Open File Cabinets	3A	Close drawers when not in use, use handles at all times
12. Injuries/Incidents	2-3B	Know first aid and emergency procedures, always notify Supervisor
13. Slips and Trips	2A	Follow H&S practices and procedures for housekeeping, wear proper footwear, clear area before entering
14. Fatigue	3A	Be rested for shift, take breaks

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15. Copier, Faxes, and Printers	2B	Follow manufactures manual for safe operation, avoid hot areas, follow regular maintenance schedules
16. Ergonomics	2B	Be fitted to your work area, maintain good body position
17. Poor Lighting	2B	Change burned out bulbs, increase wattage, add lamps
18. Drawers & Doors	2B	Use handles and drawers
19. Trash & Recycling	2B	Remove excess immediately, keep containers clean and dry, store away from electricity and flammables
20. Emergencies	1B	Know and practice evacuation plan, fire extinguisher, establish muster points, and obtain first aid. Keep flashlight on hand
21. Fire Extinguishers	2B	Be trained on use immediately – know PASS
22. Storage	2A-B	Follow lifting practices, stack boxes only 3 high, keep exits and pathways clear, store away from heat
23. Walkways & Hallways	1A	Use railing, look for suspicious people, go slow around blind corners
24. Stress	2A	Seek coping mechanisms, discuss with Supervisor, take breaks, communicate, use EAP program

#### **MATRIX REFERENCE**


##### Severity:

1. Imminent Danger – Causing death, widespread occupational illness, loss of facility.
2. Serious – Severe injury, serious illness, property and/or equipment damage.
3. Minor – Non-serious injury, illness or damage.
4. Negligible – Minor injury, requiring first aid or less.

##### Probability:


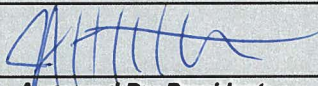
- A. Probable – Likely to occur immediately or soon.
- B. Reasonably Probable – Likely to occur eventually.
- C. Remote – Could occur at some point.
- D. Extremely Remote – Unlikely to occur.



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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	Annual review	Oct 17, 2019	000
Update policy	Annual review	Feb 13, 2020	001
Update Policy	Annual Review	Jan 11, 2021	002




<b>Workplace Hazard &amp; Corrective Action Assessment</b>	Issue Date: October 17, 2019	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 2-04</b>	Revision Number: 002	
	 <b>Approved By: President</b>	

**Location:** Paving and Construction Field Operations


Identified Hazard	Priority Rating	Correct Action Recommended
1. Cluttered Work Area	2A	Remove all garbage and debris, organize work and storage areas
2. Noise Level	2B	Wear hearing protection, conduct noise survey, hearing testing
3. Spill Potential	2A	Spill kit and MSDS/SDS on hand, follow emergency response procedures
4. Other Workers	1A	Know other workers positions at all times, train, evaluate for competency
5. Heavy Lifting	2B	Follow safe lifting procedures
6. Traffic	1A	Use pylons, park off main roadways, wear hi vis vests, follow legislation
7. Unclear Instructions	1B	Communicate with onsite management to clarify instructions
8. Excavating & Trenching	1A	Follow safe work practices and procedures and operator's manual
9. Power Tools	2A	Follow safe work practices and procedures and operator's manual
10. Small Engine Equipment	2A	Follow safe work practices and procedures and operator's manual
11. Working Alone	1A	Have established communication using 2 way radios or other means
12. Public	1A	Watch for the public entering the work areas, deny access when required, post signage
13. Trucks (excluding CVOR)	1A	Pre-inspection, follow safe work practices and procedures

<b>Workplace Hazard &amp; Corrective Action Assessment</b>	Issue Date: October 17, 2019	
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14. Large Truck (CVOR)	1A	Pre-trip inspection, follow safe defensive driving techniques for weather conditions moving equipment or material
15. Flammables	1A	Extinguish all cigarettes, and any other ignition sources, follow MSDS/SDS
16. Weather Conditions	1A	Dress, accordingly, stay hydrated, wear layers, do not operate hydraulics if colder than -25 Celsius, take frequent breaks
17. PPE	3A	Always wear recommended personal protective equipment according to MSDS/SDS and site requirements
18. Hand Tools	3A	Dispose of any defective tools, inspect before use, use for the designed purpose of the tool
19. Trailer Use	2B	Follow safe work practices and procedures
20. Backfilling	2B	Follow safe work practices and procedures
21. Power Lines – above ground	1B	Have a designated spotter, follow limits of approach guidelines, follow electrical safety standards
22. Power Lines – below ground	1B	Call Ontario 1 Dig, use hand tools only when digging around lines, stake the elevations
23. Cell Phones	1B	Follow cell phone policy
24. Fueling Vehicles	1A	No smoking within 9 meters of fueling, follow safe work practices and procedures
25. Insects/Pests	2A	Wear insect repellent and appropriate clothing
26. Unloading Equipment	1B	Follow safe work practices and procedures for heavy lifting
27. Loading Equipment	1B	Follow safe work practices and procedures for heavy lifting, load securement equipment standards
28. Driving	1A	Valid driver's license, follow the Ontario Highway Traffic Act/MTO

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29. Skid Steer	1B	Be certified/trained, follow safe work practices and procedures, read Operator's manual
30. Electricity	1B	Inspect wires and cords, unplug and tag for repairs, use grounded outlets, replace any damaged cords
31. Repetitive Work	2A	Take frequent breaks, rotate workers, secure equipment rental if available
32. Prolonged Sitting	3B-C	Stand and take frequent breaks, rotate workers if possible, stretch
33. Injuries/Incidents	2-3A	Follow safe work practices and procedures, have certified First Aid Attendants available
34. Vehicle Reversing	1A	Use another person as a spotter, follow the Ontario Highway Traffic Act
35. Slips & Trips	2A	Follow safe work practices and procedures, wear PPE, always have 3 point contact
36. Road Rage	2B	Do not react, remove yourself from the situation, use defensive driving tools
37. Fatigue	1A	Be rested for shift, take breaks, remove yourself from the site if required
38. Fumes & Exhaust	1B	Ensure adequate ventilation at all times
39. Hills & Slopes	3B	Follow safe work practices and procedures
40. Large Mobile Equipment	1B	Follow safe work practices and procedures, be trained, read operator's manual
41. Shoveling	3A	Follow safe work practices and procedures, safe back procedures
42. Racking	3B	Follow safe work practices and procedures, safe back procedures

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43. Washing Vehicles & Equipment	3B	Wear safety glasses, waterproof boots and coat, use 2 hands on the wand
44. Working & Driving in Fog	1B	Wear high visibility, use low beams and drive for visual distance
45. Uneven or Soft Ground	3B	Wear CSA Steel toed boots, look at terrain to choose path, lay down plywood or another hard surface if too soft
46. Chemical Safety	1A	Follow manufacturer's instruction, wear recommended PPE and read MSDS/SDS
47. Plowing Snow	1B	Follow safe work practices and procedures for plowing snow
48. Fire Extinguishers	2B	Conduct regular monthly and yearly inspection and services
49. Paving	1A	Follow safe work practices and procedures for paving
50. Grinding	1A	Follow safe work practices and procedures for grinding

## MATRIX REFERENCE


### Severity:

1. Imminent Danger – Causing death, widespread occupational illness, loss of facility.
2. Serious – Severe injury, serious illness, property and/or equipment damage.
3. Minor – Non-serious injury, illness, or damage.
4. Negligible – Minor injury, requiring first aid or less.


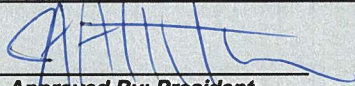
### Probability:

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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	Annual review	Oct 17, 2019	000
Update policy	Annual review	Feb 13, 2020	001
Update Policy	Annual Review	Jan 11, 2021	002

<b>Safe Work Practice Policy</b>	Issue Date: December 12, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 3-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, Subcontractors, and visitors. The purpose of this policy is to establish written instructions for all work activities that pose a risk to the health and safety of people undertaking activities for the Company.

## SCOPE AND REGULATIONS

This policy pertains to all workers and Management who work for the Company. Both workers and Management are jointly responsible for the development of safe work practices to address detailed processes and work activities.

A safe work practice should exist where there are activities carrying a health and safety risk (including those stated in legislative requirements), or where an absence of such instruction would adversely affect health and safety performance.

## DEFINITIONS

For this policy, the following definitions will be used.

**Risk** – A risk is the consequence and likelihood of harm occurring when exposed to the hazard.

**Safe Work Practices (SWP)** – A procedure which describes how work is to be carried out in safe and standardized process. It identifies the risks associated with a specific work task and incorporates the appropriate risk control measures into a detailed sequence of steps for doing the task safely. The SWP includes a description of the equipment used in the work, the standards, or codes to be complied with and the qualifications and training to the activity.


**Work** – Any activity or process undertaken by a worker on behalf of the Company.

**Worker** – A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as a worker, contractor or subcontractor, a worker of a contractor or subcontractors, or a worker of a recruitment company assigned to work for the Company, an apprentice or trainee or a student gaining work experience.

## DEVELOPMENT OF THE SAFE WORK PRACTICES

The Health and Safety Department usually identifies the need for a SWP as an administration control measure. SWP's should be developed by workers and Management with hands on experience and knowledge of the tasks. Gaining input from several workers will greatly enhance the usefulness of the procedures.

For some processes or tasks, it may be necessary to seek the input of a person with mechanical, and other technical competence. This may be through in-house expertise or an external expert.

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The legislation, Code of Practice, manufacturer's user manual and any relevant Safety Data Sheets must be consulted for safety information included in the SWP. For complex or unusual situations, it is recommended that the Health & Safety Department be consulted during the development of the SWP before the process or task can begin.

The Superintendent/Foreman is responsible for the task or process, must sign off on the SWP after being satisfied that sufficient expertise has been sought in the development of the practice.

### PRIORITIES FOR THE DEVELOPMENT OF SAFE WORK PRACTICES


Given the enormous number of tasks that are carried out in the Company, it will be necessary to prioritize the task for which SWP's need to be written. The following is an example of the order that could be followed:

- New task/processes/equipment where there are medium to high risks.
- Existing tasks where there are high risks.
- Existing tasks where there are medium risks.
- Existing or new tasks where training is required.
- Existing tasks that are low risk carried out by a large number of workers.
- Existing tasks that are low risk carried out frequently.

### SAFE WORK PRACTICES SHOULD INCLUDE

- The author of the SWP.
- The title of the SWP and a basic description of the activity (i.e., using a drill) or a process (i.e., decanting a hazardous substance).
- A list of potential hazards and controls as identified during a risk assessment including specific precautions required. Include title and location or link to the associated risk management document.
- Any resources required to perform that task including job sites, chemicals and personal protective equipment and clothing to be worn.
- Requirements from legislation, standards, codes of practice, and manufacturer's information used in the development of the SWP.
- Clear step by step instructions for completing the task in a safe manner.
- Instructions on emergency shutdown of the jobsite or process.
- Emergency procedures for how to deal with fires, spills, or exposure to hazardous substances while completing the process.
- Normal operating clean-up and waste disposal requirements.
- A list of the competency and training required by those carrying out the task or process (e.g., qualifications, certifications, licensing, etc.).
- Person or position that has Supervisory responsibility for the activity or process and the person that has responsibility to review the SWP.



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- The sign off sheet on the form can be used as a means of demonstrating and witnessing that a person is competent in following the SWP.

### USE OF SAFE WORK PRACTICES

The SWP should be displayed prominently in the jobsite trailers and work locations or equipment where practical. All SWP's should be readily accessible by persons who undertake the activity or process.

### USE OF MANUFACTURER'S MANUALS AS A SAFE WORK PRACTICE

As the manufacturer's manual may not contain all the information required to qualify as a SWP, manufacturer's manuals or instructions alone cannot be used as a SWP.

Manufacturer's manuals can be listed and used as reference points for any questions in addition to the step-by-step instructions in the SWP.

### REVIEW OF SAFE WORK PRACTICES

SWP's should be reviewed when new information becomes available (i.e., legislative changes), an incident has occurred, the work environment has changed, equipment has been modified and at a frequency determined based on the risk.

### TRAINING

Workers must be trained in the SWP and be deemed competent in that activity. Training provision, competency assessment and recordkeeping must comply with the Health & Safety training program and the New Hire Orientation procedures. Where there have been changes to jobsites or processes, a review of the SWP and training/competency of users must be undertaken.


Evaluation of the Safe Work Practices will be completed through on the job worker observations, worker interviews and random surveys. Results will be reviewed by the JHSC and Senior Management to determine any gaps and develop a plan for improvement. Acknowledgement for training competency will be recorded on e-Compliance.

Training records shall be maintained for workers and Subcontractors involved in hazard assessments and control procedures. The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiry date. Training records shall be maintained by the Health & Safety Department.

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings



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- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual Health & Safety Day

## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Safe Work Practices Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Safe Work Practices Program.
- Provide active support for activities associated with the Safe Work Practice Program including job site audits.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary equipment inspection, purchasing procedures and protocols to support the Program.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete appropriate training regarding the safe work practices to ensure worker, visitor, and subcontractor safety.
- Maintain a valid training certification for the Basics of Supervision from IHSA.
- Ensure workers, visitors and subcontractors are aware of the locations of the safe work practices on the jobsite or work locations.
- Complete field communication of the SWP and the worker's competency completing the task.
- Consult with the Health & Safety Department as required regarding developing changes to the SWP's as required based on controls for onsite hazards when required (refer to the priorities for the development of SWP's).

### Subcontractors will:

- Ensure that their workers have access to SWP's for any process, equipment, or task they complete on our jobsites.
- Ensure that only competent workers are assigned to the job site or work location.

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- Provide proof of training for workers assigned to work on the project.

#### **Workers will:**

- Complete training on safe work practices as required.
- Participate in the development of SWP with management.
- Follow the guidelines listed in the SWP.
- Report to your immediate Supervisor any deficiencies with the SWP.

#### **Joint Health & Safety Committee members will:**

- Work together with workers and Senior Management to create, review and update SWP's as required.
- Participate in the monthly jobsite inspection program to ensure SWP's are available to the workers and they are deemed competent for the tasks and processes they are completing.
- Correct any non-compliance on jobsites found during the inspection process.
- Review the policy on an annual basis and make recommendations to improve the Safe Work Practices Program.


#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating practices are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with OHSA and the Safe Work Practice Program.
- Provide feedback to Senior Management at safety meetings on program compliance.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continue understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through the annual Health & Safety Day, job site visits, toolbox talks or onsite training.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation regarding the Safe Work Practice Program standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Record any revisions on the policy maintenance and continuous improvement log.

#### **REFERENCES**

IHSA Construction Health & Safety Manual 2017 Edition

Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16 Sched. A

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Z1002-12 Occupational Health and Safety training (Hazard identification and elimination and risk assessment and control)

O. Reg. 213/91: Construction Projects

R.R.O. 1990, Reg. 851: Industrial Establishments

### EVALUATION AND CONTINUOUS IMPROVEMENT


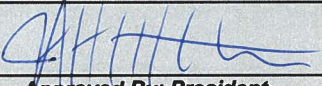
This policy and process for Safe Work Practice Program will be reviewed annually jointly by Senior Management and JHSC.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	HSMS requirement standard	Dec 12, 2017	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003



<b>Safe Job Procedure Policy</b>	Issue Date: December 12, 2017	
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<b>Policy Number: HSMS 4-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, contractors, and visitors. The purpose of this policy is to establish written and practical instructions for work activities that pose a risk to the health and safety of people undertaking activities for the company.

## SCOPE AND REGULATIONS

This policy pertains to all workers and management who work for the company. Both workers and management are jointly responsible for the development of safe job procedures to address detailed processes and work activities.

A safe job procedure is generally written outlining how to perform a task with minimum risk to people, materials, environment, and processes. Safe job procedures are a series of specific steps that guide an employee through a task from start to finish in a chronological order. Safe job procedures are designed to reduce the risk by minimizing potential exposure.

All workers and contractors are charged with the responsibility of following these written and practical instructions.

Work must be performed according to rules and procedures from a variety of sources, included but not limited to the following:

- WSIB
- Occupational Health and Safety Regulations
- Municipal By-laws
- Manufacture's rules and guidelines for safe use
- Governing bodies for the industry
- Company/Prime Contractor policy

Superintendents/Foremen need to understand the rules and regulations that are directly related to the work being performed and ensure all workers are compliant.


The applicable rules and regulations must be included in all SJP, training must be provided to the workers and they must be aware they are required to comply.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used:

**Risk** – A risk is the consequence and likelihood of harm occurring when exposed to the hazard.

**Safe Job Procedures (SJP)** – A procedure which describes how work is to be carried out in safe and standardized process. It identifies the risks associated with a specific work task and incorporates the appropriate

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risk control measures into a detailed sequence of steps for doing the task safely. The SWP includes a description of the equipment used in the work, the standards, or codes to be complied with and the qualifications and training to the activity.

**Work** – Any activity or process undertaken by an employee on behalf of the company.

**Worker** – A person is an employee if the person carries out work in any capacity for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, or an employee of a recruitment company assigned to work for the company, an apprentice or trainee or a student gaining work experience.

### DEVELOPMENT OF THE SAFE JOB PROCEDURES

SJP's must be developed by workers and management with hands on experience and knowledge of the tasks. Gaining input from several workers will greatly enhance the usefulness of the procedures.

Safe Job Procedures are usually developed by management and workers as a result of a Hazard Assessment, an accident investigation and/or as a supplement to a safe job procedure.

For some processes or tasks, it may be necessary to seek the input of a person with mechanical, and other technical competence. This may be through in-house expertise or an external expert.

The legislation, Code of Practice, manufacturer's user manual and any relevant Safety Data Sheets may be consulted for safety information included in the SJP.

For complex or unusual situations, it is recommended that the Health & Safety Department be consulted during the development of the SJP.

Due to the diversity and complexity of the construction industry, general job procedures as well as specific job procedures will be developed to provide both the general requirements of the work force and the specific requirements of the projects.

### PRIORITIES FOR THE DEVELOPMENT OF SJP'S


Safe Job Procedures are usually developed by management and workers as a result of a hazard assessment, accident investigation and/or as a supplement to a safe job procedure.

Safe Job Procedures must be developed and documented for critical tasks (high priority) identified in COR Element #2 Critical Task List and other activities/operations that the company performs.

This may be conducted through a Job Hazard Analysis. The job should be broken down according to the following steps:

**Step 1:** A breakdown of critical job/task into a sequence of steps or sub-tasks to determine how it is done.



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**Step 2:** Identification of potential hazards for each sub task, is there a potential for exposure to gases or vapours, slip/trip/fall hazards, overhead hazards, lighting inadequacies, inclement weather, or sources of noise.

**Step 3:** Determination and implementation of control measures for the identified hazards prior to starting or resuming work.

**Step 4:** Development of a safe job procedure based on the breakdown of steps so the job tasks can be completed safely from start to finish.

Developing the SJP is a straightforward process consisting of several steps:

1. Understand the scope of the work to be done.
2. Conduct a hazard assessment to identify the hazards.
3. Understand the rules and procedures governing each task, the work is being performed safely and the noted hazards are being controlled.
4. Combine the information together in a SJP.
5. Train all applicable workers on the SJP.
6. Monitor the effectiveness of the SJP by getting feedback from workers and management.
7. Complete revision of the SJP as required.

## SCOPE OF WORK

Superintendent/Foremen are to ensure they fully understand the scope of work prior to starting the project. For example, they are required to review all applicable drawings and make note of any materials or equipment they required to complete the work. The pre-job start checklist and hazard assessment form is required to be completed once the job has been accepted.

These assessments will assist the Project Managers and Superintendents with the development of site-specific safe job procedures. Not completing or completely understanding the importance of the work requirements may expose workers to possible risks which can be reasonably controlled.

Other trades may work in close proximity during the different stages of work and must also be protected from exposure of hazards.


Supervisors/Foremen need to anticipate that the work zone will have to be shared with other trades. Coordination of controls will need to be taken into consideration to ensure a safe work area for all trades.

## USE OF SAFE JOB PROCEDURES

The SJP should be located on the company share drive and in the safety binders. These safety binders will be in the jobsite trailers or with the site Foreman.

All SJP's should be readily accessible by persons who undertake the activity or process.



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## USE OF MANUFACTURER'S MANUALS AS SAFE JOB PROCEDURES

As the manufacturer's manual may not contain all the information required to qualify as a SJP. Manufacturer's manuals or instructions alone cannot be used as a SJP.

Manufacturer's manuals can be listed and used as reference points for any questions in addition to the step by step instructions in the SJP.

## REVIEW OF SAFE JOB PROCEDURES

SJP's should be reviewed when new information becomes available (e.g., legislative changes, an incident has occurred, the work environment has changed, and equipment has been modified and at a frequency determined based on the risk).

## TRAINING

Workers must be trained in the SJP and be deemed competent in that activity. Training provision, competency assessment and recordkeeping must comply with the Health & Safety training program and the New Hire Orientation procedures. Where there have been changes to jobsites or processes, a review of the SJP and training/competency of users must be undertaken.

Evaluation of the Safe Job Procedures will be completed through on the job worker observations, employee interviews and random surveys. Results will be reviewed by the JHSC and management to determine any gaps and develop a plan for improvement. Acknowledgement for training competency will be recorded on eCompliance.


Safe Job Procedures are included in the "worker orientation" program. All workers will be made aware that safe job procedures have been established, are in effect, are written down and must be followed.

Training records shall be maintained for workers and subcontractors involved in hazard assessments and control procedures using the eCompliance form. The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiry date. Training records shall be maintained by the Health & Safety Department.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors and Workers will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage

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- Equipment alerts
- Toolbox talks
- Online training
- Annual safety day

## **ROLES AND RESPONSIBILITIES**

### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Safe Job Procedure Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Safe Job Procedure Program.
- Provide active support for activities associated with the Safe Job Procedure Program including jobsite audits.
- Review the policy at least annually and approve all alterations. Signatures are required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary equipment inspection, purchasing procedures and protocols to support the Program.


### **Foremen/Supervisors/Managers/Superintendents will:**

- Complete appropriate training regarding the safe job procedures to ensure worker, visitor, and subcontractor safety.
- Maintain a valid training certification for the Basics of Supervision from IHSA.
- Ensure workers, visitors and subcontractors are aware of the locations of the safe job procedures on the jobsite or work locations.
- Complete field communication of the SJP and the worker's competency completing the task.
- Consult with the Health & Safety Department as required with regards to developing changes to the SJP's as required based on controls for onsite hazards when required (refer to the priorities for the development of SJP's).
- Complete the required pre-job start checklist and hazard assessment prior to commencing work.

### **Subcontractors will:**

- Ensure that their workers have access to SJP's for any process, equipment, or task they complete on our jobsites.
- Ensure that only competent workers are assigned to the job site or work location.
- Provide proof of training for workers assigned to work on the project.



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**Workers will:**

- Complete training on safe job procedures as required.
- Participate in the development of SJP.
- Follow the guidelines listed in the SJP.
- Report to your immediate Supervisor any deficiencies with the SJP.

**Joint Health & Safety Committee members will:**

- Work together with workers and Management to create, review and update SJP's as required.
- Participate in the monthly jobsite inspection program to ensure SJP's are available to the workers and they are deemed competent for the tasks and processes they are completing.
- Correct any non-compliance on jobsites found during the inspection process.
- Review the policy on an annual basis and make recommendations to improve the Safe Job Procedure Program.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating practices are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with OHSA and the Safe Job Procedure Program.
- Provide feedback to management at safety meetings on program compliance.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through safety day, jobsite visits, toolbox talks or onsite training.
- Review and advice on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to Safe Job Procedure standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Record any revisions on the policy maintenance and continuous improvement log.

**REFERENCES**


IHSA Construction Health and Safety Manual 2017 Edition

Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A

Z1002-12 Occupational Health and Safety Training (Hazard Identification and Elimination and Risk Assessment and Control)

O. Reg. 213/91: Construction Projects



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R.R.O. 1990, Reg. 851: Industrial Establishments



### EVALUATION AND CONTINUOUS IMPROVEMENT

This policy and process for Safe Job Procedure Program will be reviewed annually by Senior Management and the JHSC.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Created new policy	COR policy requirement	Dec 12, 2017	000
Update policy	Annual review & company name change	Oct 17, 2019	001
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Update policy	Annual review	Jan 11, 2021	003

Cranes, Hoists, and Rigging Procedures	Issue Date: December 1, 2020	
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Policy Number: HSMS 4-02	Revision Number: 001	
	 Approved By: President	

## POLICY GOAL

The purpose of this policy is to ensure that all workers at sites where cranes, hoists, and lift trucks are used understand the safety procedures that must be followed to provide a safe work environment.

## SCOPE

This policy pertains to all workers, project managers, superintendents, foremen, and subcontractors who may be on a King Paving & Construction site.

## DEFINITIONS

**Rigging** - The process of attaching slings or other devices to a load prior to lifting it.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of effective Crane, Hoists & Rigging Procedures.
- Allocate appropriate resources, training, and workers to implement and maintain these procedures.
- Review the Policy at least annually and approve all revisions. A signature is required on this Policy as proof of approval.
- Ensure that the policy elements have been communicated to all members of the Company.

### Foremen/Supervisors/Managers/Superintendents will:

- Ensure that workers are following the procedures for cranes, hoisting and rigging.
- Ensure that all workers who use cranes and hoists and all workers who will be rigging a load are trained accordingly and are competent.
- Ensure that all areas under which a load may pass are clear of personnel


### Workers will:

- Wear all the appropriate PPE.
- Be aware of their surroundings when loads are being lifted or moved.
- Trained accordingly when directly involved with rigging or lifting loads.

## STANDARD/PROCEDURE

All crane work must be pre-planned to ensure the safety of the process. It is the responsibility of the contractor and/or crane equipment supplier to ensure any crane used at the construction site is in safe working condition.

Due to the seriousness of crane safety procedures, any operator or supervisor who violates procedures will be subject to immediate disciplinary action, up to and including removal from the site.

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The following documentation must be supplied with the crane and reviewed by project management prior to any work:

- The crane has been inspected and maintained in accordance with standard regulations.
- The crane complies with all applicable regulatory or special requirements of the site. Cranes will be equipped with an anti-two-blocking device.
- Operator's plan must be available in the cab of the crane.
- The crane has a current annual inspection by a person qualified to inspect and certify cranes and legislation requirement.
- Logs for daily, weekly, monthly, and annual inspections are available in the crane cab for inspection.
- The operator must have a current crane safety-training card or documentation verifying the operator's qualifications to operate this specific type of crane. The crane operator will be licensed by the local authority having jurisdiction.
- Written safe crane operating procedures are available in the cab of the crane. These are to be written by the company. The operator's plan may not be used in lieu of separate safety procedures.

At no time will a crane be operated with computer systems or limit switches in a non-functioning or override condition.

The weight of the load must be known (not estimated) or means taken to accurately weigh the load before any the load is lifted.

The rated load capacity (or load chart) must be clearly marked on a lifting device and in readable condition

All cranes, hoists, forklifts, or other lifting devices must be inspected by the operator of the device at the beginning of each shift prior to use in accordance with the manufacturer's recommendation. Operators are to use the pre-shift inspection form located on e-Compliance and submit the form upon completion of the inspection. Any defective equipment must be taken out of service, tagged or locked out and reported to the supervisor. Equipment that has been taken out of service must not be used until the repairs have been completed by a competent source.

All outriggers must be fully extended and set on stable ground and solid cribbing before any lift.

All rigging gear is inspected before each use. Damaged equipment must be immediately taken out of service.


All rigging gear must be rated safe capacity for the lift.

Use of a dedicated signal person must be considered in site planning.

More than one load rigged from the hook is prohibited.

Under no circumstances will workers ride the hook.



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## Critical Lifts

A critical lift is any lift that is 80% or greater of the rated capacity of the crane pick configuration, will require a lift plan. It may be considered a critical lift if a collision, upset, or dropping could result in any one of the following:

- Unacceptable risk of worker injury or significant adverse health impact (on or off site).
- Significant release of a hazardous material or other undesirable conditions.
- Undetectable damage that would jeopardize future operations or the safety of a facility.
- Damage that would result in unacceptable delay to schedule or other significant program impact such as loss of vital data.
- If the load requires exceptional care in handling because of size, weight, close-tolerance installation, high susceptibility to damage, or other unusual factors.

## Multiple Cranes

When multiple cranes are on site the following procedures must also be followed:

- Crane Lift operating meetings will be held before work starts

Attendance: Operators, Dedicated signal workers and riggers, Foremen of crews using cranes.


- A written working lift plan, Work plan, JHA (Job Hazard Analysis) must be submitted as part of the project safety plan to project management for the use of multiple tower cranes, including a tower crane and mobile cranes, prior to work on a site. Crane Lift Plan meetings must be held between Safety Officers, Supervisors, and project owners/engineers to verify and approve such plan before lifting.
- Radio communications between all operators and signal personnel.
- Quadrants of operation clearly defined.

The following regulations must be strictly adhered to with respect to cranes (including tower cranes), hoists and rigging:


### CRANES, HOISTING AND RIGGING

**150.** (1) Subject to subsection (2), no worker shall operate a crane or similar hoisting device unless the worker holds a certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, or the worker is an apprentice and is working pursuant to a training agreement registered under that Act, that is not suspended, in the trade of,

- (a) hoisting engineer — mobile crane operator 1, if the worker is operating a crane or similar hoisting device capable of raising, lowering or moving any material that weighs more than 30,000 pounds;


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- (b) hoisting engineer — mobile crane operator 1 or hoisting engineer — mobile crane operator 2, if the worker is operating a crane or similar hoisting device capable of raising, lowering, or moving only material that weighs more than 16,000 pounds but no more than 30,000 pounds; or
- (c) hoisting engineer — tower crane operator, if the worker is operating a tower crane. O. Reg. 88/13, s. 1.
- (1.1) Subsection (1) does not apply when a worker is using excavation equipment to place pipes into a trench. O. Reg. 631/94, s. 3.
- (2) No worker shall operate a crane or similar hoisting device, other than one described in subsection (1), unless,
  - (a) the worker has written proof of training indicating that he or she is trained in the safe operation of the crane or similar hoisting device; or
  - (b) the worker is being instructed in the operation of the crane or similar hoisting device and is accompanied by a person who meets the requirements of clause (a). O. Reg. 213/91, s. 150 (2).
- (3) A worker shall carry his or her proof of training while operating a crane or similar hoisting device. O. Reg. 213/91, s. 150 (3).
- 151.** (1) No crane or similar hoisting device shall be subjected to a load greater than its rated load-carrying capacity. O. Reg. 213/91, s. 151 (1).
- (2) The manufacturer of a crane or similar hoisting device or a professional engineer shall determine its rated load-carrying capacity in accordance with,
  - (a) for a mobile crane, Canadian Standards Association Standard Z150-1974 Safety Code for Mobile Cranes; and
  - (b) for a tower crane, Canadian Standards Association Standard Z248-1976 Code for Tower Cranes. O. Reg. 213/91, s. 151 (2).
- (3) Every crane or similar hoisting device shall have affixed to it a load rating plate,
  - (a) that the operator can read while at the controls; and
  - (b) that contains enough information for the operator to determine the load that can be lifted for each configuration of the crane. O. Reg. 213/91, s. 151 (3).
- (4) A luffing boom crane, other than a tower crane, shall have affixed to it a boom angle indicator that the operator can read while at the controls. O. Reg. 213/91, s. 151 (4).
- 152.** (1) The owner of a crane or similar hoisting device shall keep a permanent record of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device. O. Reg. 213/91, s. 152 (1).
- (2) The owner of a crane or similar hoisting device shall prepare a logbook for it for use at a project that shall include the record referred to in subsection (1) covering the period that is the greater of,
  - (a) the immediately preceding twelve months; and
  - (b) the period the crane or similar hoisting device is on the project. O. Reg. 213/91, s. 152 (2).
- (3) The logbook shall be kept with the crane or similar hoisting device. O. Reg. 213/91, s. 152 (3).
- (4) The owner of a crane or similar hoisting device shall retain and make available to the constructor on request copies of all logbooks and records for the crane or similar hoisting device. O. Reg. 213/91, s. 152 (4).
- 153.** (1) No worker shall use as a workplace a platform, bucket, basket, load, hook, sling or similar device that is capable of moving and is supported by a cable attached to the boom of a crane or similar hoisting device, except in accordance with this section. O. Reg. 631/94, s. 4.
- (2) A crane may be used to raise, support, or lower a worker only if,
  - (a) conventional access equipment cannot be used;
  - (b) the platform that the worker is on,

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- (i) is designed by a professional engineer in accordance with good engineering practice,
  - (ii) is constructed in accordance with the design drawings,
  - (iii) is equipped with more than one means of suspension or support,
  - (iv) is equipped with anchor points for the attachment of the worker's fall arrest systems,
  - (v) is equipped with a guardrail in accordance with section 26.3,
  - (vi) is suspended from, or supported by, a direct attachment to the boom of the crane,
  - (vii) is designed, constructed, and maintained so that the failure of one means of support or suspension will not cause the collapse of all or part of the platform, and
  - (viii) has its maximum rated load capacity legibly and permanently marked in a conspicuous place on it; and
- (c) the crane,
- (i) is equipped with fail-safe mechanisms that will prevent the boom and the suspended platform from free falling in the event of a power source or system failure or the inadvertent release of any operating controls,
  - (ii) is not used to hoist material while the platform is being used to support a worker,
  - (iii) is not loaded in excess of 25 per cent of its maximum rated load,
  - (iv) has a revised load rating chart prepared by a professional engineer in accordance with good engineering practice and affixed in a conspicuous place on the crane,
  - (v) has, on its hoist line, hooks equipped with self-closing safety catches at the point where the platform is suspended, and
  - (vi) is equipped with an automatic limit switch that prevents the platform and load from reaching beyond the highest permissible position specified by the crane manufacturer. O. Reg. 631/94, s. 4; O. Reg. 527/00, s. 5.
- (3) Any modifications or repairs to the boom of the crane shall be made in accordance with the instructions of the crane manufacturer or a professional engineer. O. Reg. 631/94, s. 4.
- (4) Every worker on the platform shall wear a full body harness connected independently to anchor points on the platform and used in conjunction with a lanyard fitted with a shock absorber. O. Reg. 631/94, s. 4.
- (5) The design drawings of the platform shall,
- (a) set out the size and specifications of all components of the platform, including the type and grade of materials used for it;
  - (b) state the maximum live load of the platform;
  - (c) specify the model and type of crane to be used in conjunction with the platform; and
  - (d) include a statement that, in the opinion of the professional engineer who designed the platform, the design meets the requirements of clauses (a), (b) and (c).
- (e) REVOKED: O. Reg. 85/04, s. 16.
- O. Reg. 631/94, s. 4; O. Reg. 85/04, s. 16.
- (6) Before the platform is used, a competent worker shall inspect it and verify in writing that it has been constructed in accordance with the design drawings. O. Reg. 631/94, s. 4.
- (7) No person shall use the platform until the verification required under subsection (6) is given. O. Reg. 631/94, s. 4.
- (8) Before the crane is first used to lift persons, and at least once every 12 months after the first test, a professional engineer shall ensure that the crane be subjected to non-destructive testing to ensure the structural integrity of the crane. O. Reg. 242/16, s. 15.



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(9) A competent worker shall visually inspect the crane's structural elements and the rigging equipment for defects before each use of the crane. O. Reg. 631/94, s. 4.

(10) The employer shall ensure that an adequate means of communication between the worker on the platform and the crane operator is established, maintained, and used. O. Reg. 631/94, s. 4.

(11) Before beginning any hoisting operation under this section, the constructor shall notify by telephone an inspector in the office of the Ministry of Labour nearest to the project. O. Reg. 631/94, s. 4.

(12) The employer shall ensure that every worker involved with the hoisting operation receives adequate instructions about the requirements, restrictions and hazards associated with the hoisting operation. O. Reg. 631/94, s. 4.

(13) The employer shall develop adequate emergency rescue procedures and communicate these in writing to all workers involved with the hoisting operation. O. Reg. 631/94, s. 4.

(14) The constructor shall keep all design drawings, test reports, written statements and certification documents required under this section with the crane at all times during the hoisting operation. O. Reg. 631/94, s. 4.

(15) On request, the constructor shall provide an inspector with copies of any document described in subsection (14). O. Reg. 631/94, s. 4.

**154.** (1) A crane or similar hoisting device shall be set up, assembled, extended and dismantled only by a competent worker acting in accordance with the written instructions of the manufacturer and in such a manner as to not endanger any person or property. O. Reg. 213/91, s. 154 (1).

(2) No crane or similar hoisting device shall include sections that are not designed for it or that are damaged. O. Reg. 213/91, s. 154 (2).

(3) No crane or similar hoisting device shall include nuts, bolts, pins or fastenings that are not the size and quality specified by the manufacturer. O. Reg. 213/91, s. 154 (3).

**155.** Unless otherwise specified by its manufacturer, a crane or similar hoisting device,

- (a) shall be equipped with a device to indicate whether its turntable is level; and
- (b) shall be operated with its turntable level. O. Reg. 213/91, s. 155.


**156.** An outrigger or stabilizing device used on a crane or similar hoisting device,

- (a) shall be extended to meet load capacity chart requirements; and
- (b) shall rest on blocking able to support the crane or similar hoisting device and its maximum load without failure or without deformation or settlement which affects its stability. O. Reg. 213/91, s. 156.

#### ROTARY FOUNDATION DRILL RIGS

**156.1** (1) Before the start of any drilling operation on a project with a rotary foundation drill rig,

- (a) an inspection of the work area shall be conducted to identify,
  - (i) potential hazards, including utilities, services, obstructions, structures and soil conditions that may endanger a worker engaged in, or in the vicinity of, the drilling operation, and
  - (ii) buildings and structures adjacent to, or in the vicinity of, the drilling operation that may be affected by it;
- (b) any hazards identified under subclause (a) (i) shall be removed if practicable;
- (c) if it is not practicable to remove the hazards identified under subclause (a) (i),
  - (i) if practicable, they shall be disconnected or inactivated so as not to endanger workers engaged in, or in the vicinity of, the drilling operation, and
  - (ii) they shall be located and marked by signs; and
- (d) a written report shall be prepared that indicates,

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- (i) all of the hazards identified under subclause (a) (i),
- (ii) which hazards have not been removed, and
- (iii) which hazards have been disconnected or inactivated. O. Reg. 345/15, s. 19.

(2) The constructor shall keep a copy of the report mentioned under clause (1) (d) at the project until the drilling operation is completed, and make the report available, upon request, to an inspector and an employer responsible for the drilling operation. O. Reg. 345/15, s. 19.

**156.2** (1) Before a drilling operation begins, the employer responsible for it shall,

- (a) develop written measures and procedures in accordance with subsection (2) to protect the health and safety of workers engaged in, or in the vicinity of, the drilling operation; and
- (b) have a copy of these written measures and procedures provided to, and reviewed with, the workers engaged in the drilling operation. O. Reg. 345/15, s. 19.

(2) The written measures and procedures required under subsection (1) shall include, at a minimum, details of,

- (a) the measures and procedures to be implemented to protect workers from all unremoved hazards;
- (b) the procedures to be implemented for the assembly, erection, disassembly, alteration and operation of the drilling equipment;
- (c) the safe work areas that have been designated for,
  - (i) the drilling operation,
  - (ii) the staging, disassembly and alteration of the drilling equipment, and
  - (iii) the storage of any excavated soil and material;
- (d) the procedures to be implemented for removing excavated soil and material;
- (e) the restricted access zone that has been designated around the drilling operation to restrict or prevent access by persons or equipment;
- (f) the fall protection measures, in addition to those required under sections 26.1 to 26.9, to be implemented to prevent workers from falling into a drill hole or being engulfed by collapsing soil around a drill hole, while or after the hole is drilled; and
- (g) the communications system to be used among the drill rig operator, the drill rig front-end worker and other workers in the restricted access zone, or a system of prearranged visual signals to be used among them if those signals are clearly visible and understood by them. O. Reg. 345/15, s. 19.

(3) Workers shall follow the written measures and procedures. O. Reg. 345/15, s. 19.


**156.3 Sections** 156.4 and 156.5 apply when a drilling operation at a project uses a rotary foundation drill rig that can exert a ground pressure of 200 kilopascals or more under its tires, crawlers or outrigger pads in any configuration, including during its operational activities. O. Reg. 345/15, s. 19.

**156.4** (1) Before a drilling operation described in section 156.3 begins, a professional engineer shall,

- (a) design a supporting surface for the drill rig in accordance with good engineering practice to adequately support the drill rig during all drilling and drill rig set-up activities;
- (b) designate and design a path of travel for the drill rig to use on the project to ensure the path of travel safely supports the drill rig; and
- (c) prepare a written report described in subsection (2). O. Reg. 345/15, s. 19.

(2) The written report required under clause (1) (c) shall include, at a minimum, details of,


- (a) the project and its location;

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- (b) the designs and specifications for the supporting surface and path of travel;
  - (c) any operating restrictions imposed by the drill rig manufacturer's instructions, including the maximum safe ground slope for the drilling operation;
  - (d) the existing soil conditions, all associated hazards to workers' health and safety and the precautions to be taken to protect workers from the hazards associated with the soil conditions;
  - (e) the minimum load-bearing capacity of the supporting surface required for each activity to be undertaken by the drill rig;
  - (f) the surface preparation required for the supporting surface and path of travel to safely support the drill rig during its operation and travel;
  - (g) the parts of the drill rig and the attachments of the drill rig that are permitted on the supporting surface;
  - (h) the precautions to be taken to ensure that the drilling operation and movement of the drill rig on the path of travel,
    - (i) do not damage or affect the stability of any building, structure, property or public way adjacent to, or in the vicinity of, the drilling operation, and
    - (ii) do not endanger a person using any building, structure, property or public way adjacent to, or in the vicinity of, the drilling operation;
  - (i) the frequency of inspections of the supporting surface and the path of travel of the drill rig, and the type of inspection required, to ensure they remain stable, do not deteriorate and continue to function as designed by the professional engineer, and any specific weather or other conditions that could affect the supporting surface or path of travel that would require additional inspections to be conducted; and
  - (j) the qualifications of the person who conducts the inspections of the supporting surface and path of travel and whether the person needs to be a professional engineer, a person under the direction of a professional engineer, a competent worker or another person with specified qualifications. O. Reg. 345/15, s. 19.
- (3) The supporting surface and path of travel for the drill rig shall be prepared or constructed in accordance with the professional engineer's written report. O. Reg. 345/15, s. 19.
- (4) No deviation from the written report is permitted unless the deviation is approved, in advance and in a written report, by a professional engineer. O. Reg. 345/15, s. 19.
- (5) The supporting surface and path of travel for the drill rig shall be inspected by a professional engineer after they are prepared or constructed and before the drill rig is assembled and erected on the supporting surface or uses the path of travel to confirm that they were prepared or constructed in accordance with the professional engineer's report. O. Reg. 345/15, s. 19.
- (6) The professional engineer shall prepare a written report of the results of the inspection under subsection (5). O. Reg. 345/15, s. 19.
- (7) While a rotary foundation drill rig is in service at a drilling operation described in section 156.3, the employer responsible for the drilling operation shall ensure that,
- (a) the supporting surface and path of travel are regularly inspected in accordance with, and by the person identified by, the report described in subsection (2); and
  - (b) a written report of the inspections and results are kept at the project and made available to an inspector upon request. O. Reg. 345/15, s. 19.
- (8) The constructor and employer responsible for the drilling operation shall keep at the project a copy of all reports described in this section and make them available to an inspector upon request until the drilling operation is completed. O. Reg. 345/15, s. 19.

**156.5 (1)** Before a drilling operation described in section 156.3 begins, the employer responsible for it shall,



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- (a) develop a drilling procedure for the drill rig in accordance with subsection (2) and have it approved by a professional engineer; and
- (b) have a copy of the drilling procedure provided to, and reviewed with, the workers engaged in the drilling operation. O. Reg. 345/15, s. 19.

(2) The drilling procedure shall be in writing and shall include, at a minimum, details of,

- (a) the sequence of activities of the drilling operation to be followed including, if applicable, the delivery of concrete, rebar, steel piles and other materials related to the drilling operation;
- (b) the procedures to be implemented for removing excavated soil and material from an auger or drilling tool and away from the supporting surface of the drill rig;
- (c) the location to be used for storing excavated soil and material so that it does not endanger workers;
- (d) the working area and designated path of travel to be used for any machinery or equipment used in the vicinity of the drilling operation so that the machinery or equipment does not affect the stability and integrity of the supporting surface of the drill rig;
- (e) the measures and procedures to be implemented during the drilling operation to ensure that unremoved hazards do not endanger workers; and
- (f) the areas that have been designated at, or in the vicinity of, the drilling operation where,
  - (i) only persons authorized by the employer are allowed to enter, and
  - (ii) no persons or equipment are allowed to enter. O. Reg. 345/15, s. 19.

(3) While a rotary foundation drill rig is in service at a drilling operation described in section 156.3, the employer responsible for the drilling operation shall ensure that,

- (a) the drilling procedure described in subsection (2) is implemented; and
- (b) the drilling procedure is followed by the workers engaged in, and in the vicinity of, the drilling operation. O. Reg. 345/15, s. 19.

**156.6** (1) An employer shall ensure that a worker who operates a rotary foundation drill rig,

- (a) is qualified in accordance with section 156.7;
- (b) has completed a training program that meets the requirements of section 156.9, or is participating in a training program that meets such requirements and is being instructed on the operation of the drill rig;
- (c) has demonstrated to the employer that the worker has adequate knowledge and proficiency in operating the drill rig to be used at the project; and
- (d) is authorized by the employer to operate the drill rig at the project. O. Reg. 345/15, s. 19.

(2) The employer shall maintain a record of the training program described in section 156.9 provided to the worker that includes,


- (a) the worker's name and the training dates; and
- (b) the name and signature of the training provider. O. Reg. 345/15, s. 19.

(3) The employer shall make the training record available to an inspector upon request. O. Reg. 345/15, s. 19.

**156.7** (1) No worker shall operate a rotary foundation drill rig except in accordance with this section. O. Reg. 345/15, s. 19.

(2) The worker shall,

- (a) have completed a training program that meets the requirements of section 156.9 and have written proof of training available at the project to an inspector upon request; or

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(b) be participating in a training program that meets the requirements of section 156.9 and is being instructed on the operation of the drill rig. O. Reg. 345/15, s. 19.

(3) If a worker is operating a drill rig with an effective torque equal to or greater than 50 kilonewton metres, the worker shall have a certificate of qualification or written proof of training as required by section 156.8 available at the project to an inspector upon request. O. Reg. 345/15, s. 19.

**156.8** (1) No worker shall operate a rotary foundation drill rig with an effective torque greater than 270 kilonewton metres unless the worker,

- (a) holds a certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1; or
- (b) is an apprentice who is working pursuant to a training agreement registered under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1. O. Reg. 345/15, s. 19.

(2) No worker shall operate a rotary foundation drill rig with an effective torque greater than 190 kilonewton metres but less than or equal to 270 kilonewton metres unless the worker,


- (a) holds a certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1, or hoisting engineer – mobile crane operator 2; or
- (b) is an apprentice who is working pursuant to a training agreement registered under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1, or hoisting engineer – mobile crane operator 2. O. Reg. 345/15, s. 19.

(3) No worker shall operate a rotary foundation drill rig with an effective torque equal to or greater than 50 kilonewton metres but less than or equal to 190 kilonewton metres unless the worker,

- (a) holds a certificate of qualification issued under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1, or hoisting engineer – mobile crane operator 2;
- (b) is an apprentice who is working pursuant to a training agreement registered under the *Ontario College of Trades and Apprenticeship Act, 2009*, that is not suspended, in the trade of hoisting engineer – mobile crane operator 1, or hoisting engineer – mobile crane operator 2; or
- (c) has written proof that the worker has completed a training program on the operation of a 0-8 ton mobile crane that included instruction on,
  - (i) the relevant requirements of this Regulation,
  - (ii) how to use the manufacturer's operating manuals,
  - (iii) minimum distances when approaching an overhead electrical conductor,
  - (iv) communications and signals,
  - (v) types of mobile cranes and their components, including wire and synthetic rope, hydraulics, rigging and rigging hardware,
  - (vi) pre-operational inspections and checks, and
  - (vii) safe work practices related to mobile cranes, including crane set-up, load charts, assembly and disassembly of manual boom extensions, basic crane operation and maintenance. O. Reg. 345/15, s. 19.

**156.9** A training program for the operation of a rotary foundation drill rig shall include instruction on,

- (a) the relevant requirements of this Regulation and the drill rig manufacturer's operating manual;
- (b) safe work practices;

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- (c) communications and signals;
- (d) pre-operational inspections and checks;
- (e) site assessment;
- (f) drill rig set-up, securing and operation; and
- (g) equipment maintenance. O. Reg. 345/15, s. 19.

#### TOWER CRANES

**157.** (1) No tower crane shall be erected at a project except in accordance with this section. O. Reg. 213/91, s. 157 (1).

(2) The foundations supporting a tower crane shall be designed by a professional engineer in accordance with the crane manufacturer's specifications and shall be constructed in accordance with the design. O. Reg. 213/91, s. 157 (2).

(3) The shoring and bracing that support a tower crane or tie it in place shall be designed by a professional engineer in accordance with the crane manufacturer's specifications and shall be installed in accordance with the design. O. Reg. 213/91, s. 157 (3).

(4) The structural engineer responsible for the structural integrity of the building or structure shall review the design drawings for the foundation, shoring and bracing for a tower crane before the crane is erected at a project to ensure the structural integrity of the building or structure. O. Reg. 213/91, s. 157 (4).

(5) The structural engineer who reviews the design drawings shall sign the drawings upon approving them. O. Reg. 213/91, s. 157 (5).

(6) The constructor shall keep at the project while a tower crane is erected a copy of the signed design drawings for its foundation, shoring and bracing and any written opinion about the drawings by a structural engineer. O. Reg. 213/91, s. 157 (6).

**158.** (1) Before a tower crane is erected at a project, a professional engineer shall ensure that the structural elements and components of the crane be subjected to non-destructive testing to ensure the structural integrity of the crane. O. Reg. 242/16, s. 16.

(2) The professional engineer conducting an inspection or under whose direction an inspection is done shall prepare a written report of the test results. O. Reg. 213/91, s. 158 (2); O. Reg. 85/04, s. 17.

(3) The constructor shall keep the report at the project while the crane is erected. O. Reg. 213/91, s. 158 (3).

**159.** (1) A professional engineer or a competent worker designated by a professional engineer shall visually inspect for defects the structural elements and components of a tower crane,

(a) after the crane is erected and before it is used; and

(b) after the inspection under clause (a), at intervals not greater than twelve months. O. Reg. 213/91, s. 159 (1).

(2) No tower crane shall be used until any defects found during an inspection are repaired in accordance with the instructions of the crane's manufacturer or a professional engineer. O. Reg. 213/91, s. 159 (2).

(3) A professional engineer or a competent worker designated by a professional engineer shall inspect a tower crane that has been repaired to ensure that the defects are corrected. O. Reg. 213/91, s. 159 (3).

(4) The professional engineer conducting an inspection or under whose direction the inspection is done shall prepare a written report of the test results. O. Reg. 213/91, s. 159 (4); O. Reg. 85/04, s. 18.


(5) The constructor shall keep the report at a project while the crane is erected. O. Reg. 213/91, s. 159 (5).

**160.** (1) A tower crane shall have automatic limit switches and automatic overload limit devices that prevent,

(a) overloading at relative radii;

(b) a load on the crane from reaching beyond the highest permissible position specified by the manufacturer; and



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(c) the trolley from reaching beyond the permissible travel limit specified by the manufacturer. O. Reg. 213/91, s. 160 (1).

(2) In addition to automatic limit switches and overload limit devices, a tower crane shall have such other switches and devices as the manufacturer specifies. O. Reg. 213/91, s. 160 (2).

**161.** (1) A competent worker shall perform operational tests on a tower crane to ensure that its automatic limit switches and overload limit devices are installed and functioning in accordance with the manufacturer's specifications, if any. O. Reg. 213/91, s. 161 (1).

(2) Operational tests shall be done,

(a) after the tower crane is erected on the project and before it is used; and

(b) at one-week intervals after the test under clause (a) while the crane is erected on the project. O. Reg. 213/91, s. 161 (2).

(3) Overload limit devices for a tower crane shall be tested using test blocks designed for the purpose that have their weight clearly marked on them. O. Reg. 213/91, s. 161 (3).

(4) The test blocks shall be kept on the project while the crane is erected. O. Reg. 213/91, s. 161 (4).

**162.** (1) A tower crane boom shall be able to slew freely when the crane is unattended except when,

(a) the boom may collide with another crane, a structure or another object; or

(b) to slew freely would be contrary to the written procedures of the crane's manufacturer. O. Reg. 213/91, s. 162 (1).

(2) When a tower crane boom is not permitted to slew freely it shall be secured in accordance with the written procedures of the crane's manufacturer. O. Reg. 213/91, s. 162 (2).

**163.** (1) Subject to subsection (2), the operator's cabin of a tower crane shall be located on and attached to or positioned on the crane in accordance with the instructions of the crane's manufacturer for the specific model and configuration of the crane and in such a manner that in the event of a failure of the boom, the cabin will not be crushed against the mast. O. Reg. 213/91, s. 163 (1).

(2) The operator's cabin shall not be located on or attached to the boom unless,

(a) the cabin and its attachments have been specifically designed and fabricated for that purpose by the original manufacturer of the crane in accordance with good engineering practice;

(b) the boom of the crane cannot affect or be affected by the operation of another crane or make contact with a structure or equipment;

(c) the crane is not overlapped by any part of another crane;

(d) because of specific site conditions, the location of the cabin on the boom provides greater visibility for the operator than does the manufacturer's standard cabin location;


(e) the means of access to the cabin or other locations on the boom is by a catwalk constructed of skid resistant expanded metal or similar material and fitted with solidly constructed guardrails and devices which provide fall protection for the operator;

(f) the structural, environmental and ergonomic design of the cabin is equal to or greater than that of the crane's manufacturer's standard cabin design; and

(g) the proposed location and attachment method provide a structural and mechanical safety factor equal to or greater than that of a cabin located on the crane mast or attached to the slewing ring. O. Reg. 213/91, s. 163 (2).

(3) If the crane manufacturer specifies the location of the operator's cabin to be on the boom of a tower crane, the crane manufacturer shall provide to the owner of the crane a report for the specific model and specific configuration of crane on a project. O. Reg. 213/91, s. 163 (3).

(4) The crane manufacturer's report shall include,

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- (a) the crane load restrictions, reductions or modifications resulting from the effect of the cabin weight and its offset from the boom centreline;
- (b) the crane configuration and operating restrictions resulting from the effect of the cabin location and attachment method; and
- (c) engineering design drawings that include,
  - (i) the structural and ergonomic design of the cabin,
  - (ii) the location of the cabin on the boom,
  - (iii) the attachment method including all fittings and hardware, and
  - (iv) all means of access. O. Reg. 213/91, s. 163 (4).

**164.** A load block of an unattended tower crane shall be left empty, at the top position and located at minimum radius. O. Reg. 213/91, s. 164.

**165. (1)** The track bed of a rail-mounted tower crane shall have a sound and rigid base capable of carrying all loads to which it is likely to be subjected without deformation or settlement which affects the stability of the crane. O. Reg. 213/91, s. 165 (1).

(2) The undercarriage of a rail-mounted tower crane shall be fitted with rail clamps that can be firmly attached to the rails to lock the crane in position. O. Reg. 213/91, s. 165 (2).

(3) A rail-mounted tower crane shall be locked in position on the rails when not in use. O. Reg. 213/91, s. 165 (3).

(4) A rail-mounted tower crane shall have rail stops or bumpers that extend at least as high as the centre of the undercarriage wheels and that are securely attached to the rail at both ends. O. Reg. 213/91, s. 165 (4).

#### DERRICKS, STIFF-LEG DERRICKS AND SIMILAR HOISTING DEVICES

**166. (1)** No derrick, stiff-leg derrick or similar hoisting device shall be attached to a building or structure unless this section is complied with. O. Reg. 213/91, s. 166 (1).

(2) A professional engineer shall prepare design drawings and specifications for the attachment of a derrick, stiff-leg derrick or similar hoisting device to a building or structure. O. Reg. 213/91, s. 166 (2).

(3) The design drawings and specifications shall include,


- (a) the location of the derrick, stiff-leg derrick or similar hoisting device on the building or structure;
- (b) the location of anchor bolts, guy wires, supports and shoring for it;
- (c) particulars of the weight of the loads and the radius at which the loads are to be lifted; and
- (d) particulars of the loads and forces on the building or structure imposed by the derrick, stiff-leg derrick or similar hoisting device. O. Reg. 213/91, s. 166 (3).

(4) The constructor shall ensure that the structural engineer responsible for the structural integrity of a building or structure reviews and approves in writing the design drawings and specifications for a derrick, stiff-leg derrick or similar hoisting device before it is installed. O. Reg. 213/91, s. 166 (4).

(5) A professional engineer shall inspect a derrick, stiff-leg derrick or similar hoisting device before it is first used on a building or structure to ensure that it is installed in accordance with the design drawings and specifications. O. Reg. 213/91, s. 166 (5).

(6) The professional engineer conducting the inspection shall prepare a written report of the inspection. O. Reg. 213/91, s. 166 (6); O. Reg. 85/04, s. 19.

(7) The constructor shall keep a copy of the design drawings and specifications for a derrick, stiff-leg derrick or similar hoisting device and the report prepared under subsection (6) at a project while the derrick, stiff-leg derrick or similar hoisting device is on the project. O. Reg. 213/91, s. 166 (7).

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**167.** (1) The pilot of a helicopter that is hoisting materials shall be competent to fly an externally-loaded helicopter. O. Reg. 213/91, s. 167 (1).

(2) The pilot shall be in charge of the hoisting operation and shall determine the size and weight of loads to be hoisted and the method by which they are attached to the helicopter. O. Reg. 213/91, s. 167 (2).

(3) Ground personnel including signallers for a helicopter being used to hoist materials shall be competent workers. O. Reg. 213/91, s. 167 (3).

(4) The constructor shall take precautions against hazards caused by helicopter rotor downwash. O. Reg. 213/91, s. 167 (4).

#### CABLES, SLINGS, RIGGING

**168.** (1) A cable used by a crane or similar hoisting device,

- (a) shall be steel wire rope of the type, size, grade and construction recommended by the manufacturer of the crane or similar hoisting device;
- (b) shall be compatible with the sheaves and the drum of the crane or similar hoisting device;
- (c) shall be lubricated to prevent corrosion and wear;
- (d) shall not be spliced; and
- (e) shall have its end connections securely fastened and shall be kept with at least three full turns on the drum. O. Reg. 213/91, s. 168 (1).


(2) No cable used by a crane or similar hoisting device,

- (a) subject to subsection (3), shall contain six randomly-distributed wires that are broken in one rope lay or three or more wires that are broken in one strand in a rope lay;
  - (b) shall be smaller than its nominal rope diameter by more than,
    - (i) one millimetre for a diameter up to and including nineteen millimetres,
    - (ii) two millimetres for a diameter greater than nineteen millimetres up to and including twenty-nine millimetres, and
    - (iii) three millimetres for a diameter greater than twenty-nine millimetres;
  - (c) shall be worn by more than one-third of the original diameter of its outside individual wires;
  - (d) shall show evidence of kinking, bird-caging, corrosion or other damage resulting in distortion of the rope structure; or
  - (e) shall show evidence of possible rope failure including rope damage caused by contact with electricity. O. Reg. 213/91, s. 168 (2).
- (3) No cable that is static or is used for pendants,
- (a) shall contain three or more broken wires in one lay or in a section between end connectors; or
  - (b) shall have more than one broken wire at an end connector. O. Reg. 213/91, s. 168 (3).
- (4) Rotation-resistant wire rope shall not be used for a cable for boom hoist reeving and pendants. O. Reg. 213/91, s. 168 (4).
- (5) Rotation-resistant wire rope shall not be used where an inner wire or strand for a cable is damaged or broken. O. Reg. 213/91, s. 168 (5).

**169.** A cable used by a crane or similar hoisting device shall be capable of supporting at least,

- (a) three and one-half times the maximum load to which it is likely to be subjected if it is used on a device other than a tower crane and it winds on a drum or passes over a sheave;



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- (b) five times the maximum load to which it is likely to be subjected if it is used on a tower crane and it winds on a drum or passes over a sheave;
- (c) three times the maximum load to which it is likely to be subjected if it is a pendant or is not subject to winding or bending; and
- (d) ten times the maximum load to which it is likely to be subjected if the crane or similar hoisting device is used for supporting persons. O. Reg. 213/91, s. 169.

**170.** (1) All cable used by a crane or similar hoisting device shall be visually inspected by a competent worker at least once a week when the crane or similar hoisting device is being used. O. Reg. 213/91, s. 170 (1).

(2) The worker performing an inspection shall record the condition of the rope or cable inspected in the log book for the crane or similar hoisting device. O. Reg. 213/91, s. 170 (2).

**171.** (1) A cable used by a crane or similar hoisting device shall be securely attached,

- (a) by binding and fastening the cable around an oval thimble in a way that is strong enough to prevent the cable thimble from separating; or
- (b) by fastening the cable within either a tapered socket by means of virgin zinc or a wedge-type socket fitted with a wire rope clip at the dead end to prevent the accidental release or loosening of the wedge. O. Reg. 213/91, s. 171 (1).

(2) The dead end cable of a wedge socket assembly on a hoisting line shall extend between 100 millimetres and 300 millimetres out of the socket. O. Reg. 213/91, s. 171 (2).

**172.** (1) A container, sling or similar device for rigging or hoisting an object, including its fittings and attachments,

- (a) shall be suitable for its intended use;
- (b) shall be suitable for and capable of supporting the object being rigged or hoisted;
- (c) shall be so arranged as to prevent the object or any part of the object from slipping or falling;
- (d) shall be capable of supporting at least five times the maximum load to which it may be subjected; and
- (e) shall be capable of supporting at least ten times the load to which it may be subjected if it is to be used to support a person. O. Reg. 213/91, s. 172 (1).

(2) A sling or similar device made of web-type fabric or nylon shall be labelled to indicate its load rating capacity. O. Reg. 213/91, s. 172 (2).

(3) No sling or similar device for rigging or hoisting made of web-type fabric or nylon shall be used if it may be cut. O. Reg. 213/91, s. 172 (3).

**173.** (1) Every hoisting hook shall be equipped with a safety catch. O. Reg. 213/91, s. 173 (1).

(2) No safety catch is required on a hoisting hook used in placing structural members if the method of placing protects workers to the same standard as a safety catch does. O. Reg. 213/91, s. 173 (2).


(3) A hoisting hook shall have its load rating legibly cast or stamped on it in a location where the person using the hook can readily see it. O. Reg. 213/91, s. 173 (3).

(4) A hoisting hook shall not be used if it is cracked, has a throat opening that is greater than as manufactured or is twisted from the plane of the unbent hook. O. Reg. 213/91, s. 173 (4).

**174.** A hook block shall have its load rating and weight legibly cast or stamped on it in a conspicuous location. O. Reg. 213/91, s. 174.

**175.** (1) An overhauling weight used on the cable of a crane or similar hoisting device,

- (a) shall be prevented from sliding up or down the cable; and
  - (b) shall be securely attached to the load hook and the cable. O. Reg. 213/91, s. 175 (1).
- (2) No overhauling weight used on the cable of a crane or similar hoisting device shall be split. O. Reg. 213/91, s. 175 (2).

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**176.** (1) Only an alloy steel chain or a chain manufactured for the purpose shall be used for hoisting. O. Reg. 213/91, s. 176.

(2) No alloy steel chain shall be annealed or welded. O. Reg. 345/15, s. 20.

(3) A chain used for hoisting shall,

(a) be labelled to indicate its load rating capacity;

(b) be repaired and reconditioned in accordance with the specifications of its manufacturer;

(c) after being repaired or reconditioned, be proof tested in accordance with the specifications of its manufacturer; and

(d) be visually inspected by a competent worker as frequently as recommended by its manufacturer and, in any case, at least once a week when the chain is in service. O. Reg. 345/15, s. 20.

**177.** REVOKED: O. Reg. 345/15, s. 21.

**178.** A friction-type clamp used in hoisting materials shall be constructed so that an accidental slackening of the hoisting cable does not release the clamp. O. Reg. 213/91, s. 178.

**179.** (1) If a worker may be endangered by the rotation or uncontrolled motion of a load being hoisted by a crane or similar hoisting device, one or more guide ropes or tag lines shall be used to prevent the rotation or uncontrolled motion. O. Reg. 213/91, s. 179 (1).

(2) No guide rope or tag line shall be removed from a load referred to in subsection (1) until the load is landed and there is no danger of it tipping, collapsing or rolling. O. Reg. 213/91, s. 179 (2).

**180.** (1) Piles and sheet-piling shall be adequately supported to prevent their uncontrolled movement while they are being hoisted, placed, removed or withdrawn. O. Reg. 213/91, s. 180 (1).

(2) No worker shall be in an area where piles or sheet-piling are being hoisted, placed, removed or withdrawn unless the worker is directly engaged in the operation. O. Reg. 213/91, s. 180 (2).


## COMMUNICATION

Communication of this program regarding the roles and responsibilities will be completed to the appropriate workers through any of the following forums:

- Annual Safety Day Training
- Third party training providers
- Safety communication board postings
- Toolbox talks

Records of communication will be recorded and stored using e-Compliance or other means when required.

Pre-lift communication meetings are to be held prior to any critical lift. Lift plans are to be developed to ensure for the safety of all workers in the proximity of the lift.

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## TRAINING


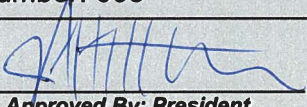
- Crane training for crane operators
- Rigging training for riggers (may be part of trade courses such as millwrights)
- Basics of safety for workers in 4 steps or equivalent
- Basics of safety for supervisors in 5 steps or equivalent
- WHMIS

## EVALUATION

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		Dec 1, 2020	New
Update Policy	Annual Review	Jan 11, 2021	001



<b>Company Rules Policy</b>	Issue Date: January 11, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this policy is to ensure King Paving & Construction Ltd. has established the company's expectations and requirements for compliance with health and safety, environmental and other regulations.

## SCOPE AND REGULATIONS

This policy pertains to all employees, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business. The policy will outline the roles and responsibilities that have been established and will be enforced as part of our due diligence.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used:

**Company** – Means the company to whom the Subcontractor is providing services for. (e.g., King Paving & Construction Ltd.)

**Company Property** – Means property that is owned, leased, or rented on behalf of King Paving & Construction Ltd. that may be used in the scope of work.

**Laws** – Mean any municipal, provincial, or federal regulations that must be complied with in the course of business.

**Services** – Means a service or work performed by a Subcontractor for the company.

**Subcontractor** – Means a person or company who performs work or provides a service to the company.


**Violation** – Means any failure of the Company's or Subcontractor's workforce to comply with the Company's rules.

**Progressive Discipline** – Is a process for dealing with job-related behaviour that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement.

## COMPANY RULES

### Mandatory Requirements

- Perform all work in accordance with safe work practices and your supervisor's direction.
- Wear or use the appropriate personal protective equipment (PPE) or clothing and use the appropriate safety devices.
- Maintain good housekeeping in your work area.

<b>Company Rules Policy</b>	Issue Date: January 11, 2018	
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- Inspect all tools and equipment in accordance with site rules, regulations, and manufacturer's specifications.
- Report any near misses, unsafe conditions, incidents, and damage (to property or equipment) to your immediate supervisor as soon as you are aware.

### **Prohibitions**

The following are prohibited at all times on all company property and all company jobsites:

- Possession or consumption of alcohol or illegal drugs
- Possession of firearms
- Engage in fighting or horseplay
- Unlawful harassment or discrimination
- Theft, vandalism
- Damage, disabling or interfering with safety, firefighting or first aid equipment
- Reckless or negligent use of company equipment or vehicles including operating vehicles without a valid driver's license
- Arriving for work or remaining at work when ability to perform the job safely is impaired

## **ROLES AND RESPONSIBILITIES**


### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Company Rules Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Company Rules Program.
- Provide active support for activities associated with the Company Rules Policy.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Senior management will review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implement the necessary tools such as the Progressive Discipline forms to support the program.

### **Foremen/Supervisors/Managers/Superintendents will:**

- Complete appropriate training regarding roles and responsibilities for jobsite compliance.
- Have access and use the company progressive discipline forms when required.
- Foremen must bring all progressive discipline concerns to their immediate Superintendent when progressive discipline is required. Ultimately, the progressive discipline form must be signed by the Superintendent.



<b>Company Rules Policy</b>	Issue Date: January 11, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-01</b>	Revision Number: 003	
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- Be consistent to apply the company rules to all workers on the jobsite including subcontractors and their workers.
- Provide a copy of the progressive discipline form to the employee.
- Consult Senior Management for any termination potential prior to any action being taken.

**Subcontractors will:**

- Comply with the Company's rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety Agreement.

**Joint Health & Safety Committee members will:**

- Work together with employees and Management to review the Company Rules annually and make recommendations for continued improvements.
- Re-enforce compliance of the Company Rules in the workplace.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JSHC.


### TRAINING/RECORD KEEPING

Training records shall be maintained for employees involved in Company Rules training.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Training records shall be maintained by the Health & Safety Department.



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## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

## REFERENCES

OHSA Construction and Industrial Regulations

Company Rules Policy

Progressive Discipline Policy


## CONTINUOUS IMPROVEMENT

This policy and process for Company Rules will be reviewed annually and jointly by Senior Management and JHSC.


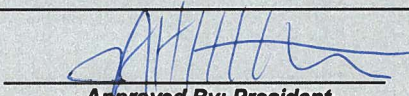
Legislative updates will be reviewed to ensure the Company Rules meet the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

<b>Company Rules Policy</b>	Issue Date: January 11, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-01</b>	Revision Number: 003	
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Created new policy	COR requirement Element #5	Jan 11, 2018	NEW
Update policy	Annual review	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003

<b>Company Rules</b>	Issue Date: January 11, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-02</b>	Revision Number: 002	
	 <b>Approved By: President</b>	

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of the Company Rules is to ensure King Paving & Construction Ltd. has established the company's expectations and requirements for compliance with health and safety, environmental and other regulations in the workplace.

### **Mandatory Requirements**

1. Perform all work in accordance with safe work practices/procedures and your supervisor's direction.
2. Wear or use the appropriate personal protective equipment (PPE) or clothing and use the appropriate safety devices.
3. Maintain good housekeeping in your work area.
4. Inspect all tools and equipment in accordance with site rules, regulations, and manufacturer's specifications.
5. Report any near misses, unsafe conditions, incidents, and damage (to property or equipment) to your immediate supervisors as soon as you are aware.
6. All workers must follow the guidelines in the Social Media policy.


All positions in the construction field operations are classified as safety sensitive. The company will review the job tasks for each individual case to determine the best course of action to ensure fit for work.

### **Prohibitions**


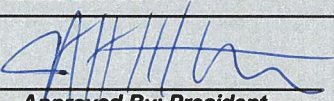
The following are prohibited at all times on all company property and all company jobsites:

- Possession or consumption of alcohol or illegal drugs
- Possession of firearms
- Engaging in fighting or horseplay
- Unlawful harassment, bullying or discrimination
- Theft or vandalism
- Damage, disabling or interfering with safety, firefighting or first aid equipment
- Reckless or negligent use of company equipment or vehicles including operating vehicles without a valid driver's license
- Arriving for work or remaining at work when ability to perform the job safely is impaired



<b>Company Rules</b>	Issue Date: January 11, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-02</b>	Revision Number: 002	
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created			
Update policy	Annual review	Feb 13, 2020	001
Update policy	Annual review	Jan 11, 2021	002

<b>Fall Protection Program</b>	Issue Date: August 17, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-03</b>	Revision Number: 004	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe work environment for their workers, subcontractors, and visitors by preventing injuries due to falls.

Fall protection is an integral part of our commitment to a safe work environment. Any time an individual is exposed to a fall hazard, there will be a procedure and required PPE to reduce and/or eliminate the hazard of working at heights.

## SCOPE AND REGULATIONS

This policy pertains to all workers, subcontractors and visitors that enter or work on any of our jobsites or workplace locations that are exposed to a fall hazard.

Occupational Health and Safety Act, R.S.O., and O. Reg. 851. R.R.O. Industrial Establishments, Section 85 and Reg. 213/91 Construction Projects, Section 26, and Section 27. (Reference to the most current editions of the OHSA)


- O. Reg. 297/13 Occupational Health and Safety Awareness Training
- Canadian Standards Association, Z259. 16-04, Design of Active Fall Protection Systems
- Canadian Standards Association, Z1156, Fall Arrest Systems Practical Essentials
- Canadian Standards Association, Z259. 10-06, Full Body Harness
- Canadian Standards Association, Z259. 2.1-98, Fall Arresters, Vertical Lifelines
- Canadian Standards Association, Z259. 11-5, Energy Absorbers and Lanyards
- Canadian Standards Association, Z259. 2.2-98 Self Retracting Devices for Personal Fall Arrest Systems
- Canadian Standards Association, Z259. 1-05, Body Belts and Saddles for Work Positioning and Travel Restraint
- Canadian Standards Association, Z259. 12-01, Connecting Components for Personal Fall Arrest Systems
- Canadian Standards Association, Z259. 17, Guide to Selection of Fall Protection Components
- Canadian Standards Association, Z259. 2.3-99, Descent Control Devices

## DEFINITIONS

For the purpose of this policy, the following definitions will be used:

**Anchorage Point** – A secure point of attachment for lifelines, lanyards or deceleration devices that is independent of all means of supporting or suspending the worker. The anchor point must be a fixed support able to withstand the maximum arrest forces that could be applied and be free of sharp edges.

**Buddy System** – A system of organizing individuals into work groups so that each individual within the group is designated to be observed, but at least one other person in the work group.

<b>Fall Protection Program</b>	Issue Date: August 17, 2017	
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**Authorized Workers** – Individuals who have been trained and certified as being competent to work safely on a specific task involving the use of scaffolds, suspended scaffolds, or powered elevated platforms.

**Competent Person (OHSA)** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance.
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health and safety in the workplace

**Constructor** – Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by him or herself or by more than one employer.

**Equipment Inspection Tag** – Tag identified with a unique number that has been installed by a certified equipment inspector during the inspection process. This tag identifies the piece of fall arrest system as a King Paving & Construction Ltd. asset. The tag is not to be removed by anyone other than the designated equipment inspector.

**Employer** – A person who employs one or more worker or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with the owner, constructor, contractor, or subcontractor, to perform work or supply services.

**Ensure** – Take every reasonable precaution to achieve the stated objective.

**Fall Arrest System** – An assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting if a worker fell; consists of a full body harness with back mounted “D” ring, a shock absorber lanyard, a lifeline, connecting hardware and anchorage point(s).

**Fall Protection** – Specialized personal protective equipment designed to prevent falls from height or to bring an individual to a safe and controlled stop after falling.


**Fall Restricting System** – A type of fall arrest system that has been designed to limit a worker’s fall to a specific distance.

**Guardrail System** – An assembly of components joined together to provide a barrier to prevent a person from falling from the edge of a surface.

**Lifeline** – Will be a minimum of 16mm (5/8”) diameter polypropylene rope or other durable 16mm material that provides at least equal protection to the wearer. It must be free of knots, splices and imperfections and used so it cannot be cut or chaffed.

**Pre-Inspection** – The fall arrest equipment shall be visually inspected by the user prior to each use and concerns directed to the site Foreman/Superintendent or Manager. Any defective equipment must be taken out of service and tagged “Do Not Use”. Any equipment tagged out of service, must be reviewed by an authorized training person that will determine whether the equipment should be repaired if possible or destroyed.



<b>Fall Protection Program</b>	Issue Date: August 17, 2017	
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**Safety Net** – A safety net that complies with O. Reg. 213/91, section 26.8, and is located and supported in such a way that it arrests the fall of a worker who may fall into it without endangering the worker.

**Swing-fall** – The hazard of swinging into an obstruction after falling.

**Supervisor** – Person who has charge of a workplace or authority over another worker.

**Travel Restraint System** – An assembly of components capable of restricting a person's movement on a work surface and preventing the person from reaching location from which he or she could fall that includes: equipment designed to keep a person away from the location of a fall hazard; a mechanism which restricts that movement of a person on a work surface; consists of a full body harness, a lifeline or retractable lanyard, and an anchorage point also referred to as a fall restraint.

**Worker** – Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school board.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, or other post-secondary institution.
- A person who receives training from an employer, but who under the "Employment Standard Act, 2000" is not a worker for the purposes for that Act because of the condition set out in subsection 1(2) of that Act have been met.
- Such other person as may be prescribed who perform work or supply services to an employer for no monetary compensation.


**Worker Safety Representative** – Worker member of the JHSC or a Health and Safety representative as defined in the OHSA.

#### Acronyms –

- **FAS** – Fall Arrest System
- **JHSC** – Joint Health and Safety Committee
- **MOL** – Ministry of Labour
- **OHSA** – Occupational Health and Safety Act
- **SOP** – Standard Operating Procedure

#### COMMUNICATION/TRAINING/RECORDS

All workers/subcontractors/visitors who are potentially exposed fall hazards are required to comply with provincial regulations with regards to fall prevention. Workers who may be exposed to fall hazards shall be trained to recognize the hazards and procedures to follow to minimize the hazards.

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Working at Heights certification training will be provided by third party providers approved by the Chief Prevention Officer from the Ministry of Labour only. Only training certificates from the Ministry of Labour approved providers will be accepted.

Training records shall be maintained for all workers. The record will contain the name of the worker trained, date of training and the signature of the person who conducted the training.

The WAH refresher will be conducted every three years or sooner if there are changes to the OHSA standard or if the worker demonstrates he/she has not retained the understanding or skills important to fall protection.

The competent training provider shall train in the following areas:

- Fall hazards in the work area
- Required daily inspection of the equipment
- Selection, proper use, care, and maintenance of equipment comprising of the fall protection system used
- Annual inspect requirements
- Donning and doffing of equipment
- Roles of workers in the fall protection and rescue plans
- Overview of the OHSA fall protection standards


New hires will be required to provide a copy of the Ministry of Labour approved WAH card as proof of training at the time of hire. A temporary record of training card may be accepted if the worker has just completed the WAH training. Once the MOL approved card has been received, a copy must be provided to the office.

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through the following events:

- Scheduled meetings
- Safety communication board postings
- Worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Training courses

### **Equipment Inspection Records**

Equipment inspection of the fall arrest and travel restraints systems shall be maintained by the Health & Safety Department and kept for a period of three years after the use of such equipment.

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Any equipment that must be removed from service and cannot be repaired is to be destroyed. Any such equipment must be logged, photographed, and destroyed. Defective equipment must not be taken home for personal use.

A designated competent person will complete annual inspections on the harness, lanyard, lifeline, and rope grab to meet inspection standards.

All fall rescue equipment including SRL's and tripod will be sent to a third-Party provider to complete the annual inspection.

### **Fall Hazards**

Identification of the fall hazards will be completed throughout the job.

Elimination of the fall hazards are the first line of defense to protect the workers.

### **Strategies to Eliminate the Risk of Falls include:**


- Remove the reason for the work at heights
- Move the task to ground level
- Ensure that the elevated workplace is capable of supporting the weight of the worker
- Install permanent safe access to the elevated workplace
- Build safe work platforms or use a cage or lift
- Enclose the workplace
- Install permanent rigid covers over openings and/or erect barriers or guardrails
- Select anchorage points carefully for fall restraint and fall arrest systems

### **Rescue Plans**

- A written rescue plan for any situation where a worker(s) is working at heights greater than 3 meters, enters a trench, a confined or restricted space or when there is a chance of a fall.
- The rescue plan can be prepared by the onsite Foreman, Supervisor, Superintendent or Manager with the assistance the JHSC members if available.
- All workers need to be aware of the rescue plan and their role such a rescue of a fellow worker be required.
- The plan needs to be reviewed prior to entering the trench, confined or restricted space. This plan may need to be altered depending on site conditions, scope of work changes or for other reasons.

The King Emergency Response Kit must be on site where the work is located for easy access during emergency situations.



<b>Fall Protection Program</b>	Issue Date: August 17, 2017	
	Revision Date: January 11, 2021	
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## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Fall Protection Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Fall Protection Program.
- Provide active support for activities associated with the Fall Protection Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Senior Management will review deficiencies and take actions to correct identified deficiencies.
- Ensures that the Health and Safety Department implements the necessary equipment inspection, purchasing procedures and protocols to support the Program.

### Foremen/Supervisors/Managers/Superintendents will:

- Be trained and authorized to recognize and supervise work that involves the use of fall protection equipment.
- Ensure that all fall arrest, travel restraint and rescue equipment components are CSA approved and have a current inspection tag. Inspection of the equipment are to be inspected by a competent person before and after each use and defective components are taken out of service immediately.
- Ensure that all workers assigned to work that requires the use of fall protection equipment are trained and deemed to be competent in the safe use, care, and maintenance of the equipment.
- Provide written record of such inspection and approval for continued use.
- Implement a buddy system whenever fall arrest, restraint or rescue systems are required.
- Provide a SJP for all work that involves the use of fall protection equipment.
- Provide a written rescue plan for workers in advance of all work requiring the use of a fall arrest system or safety net.

### Subcontractors will:

- Ensure that all related requirements under OHSA and O. Reg. 851 RRO. 1990 and O. Reg. 213/91 Construction Projects and O. Reg. 297/13 Occupational Health and Safety Awareness Training are met by all workers of subcontractors that work on our King Paving & Construction Ltd. jobsites.
- Ensure that regular inspections and safety audits are conducted on all project sites.
- Ensure that only competent workers are assigned to the project.
- Provide proof of training for workers assigned to work on the project.

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**Workers will:**


- Attend the required training to develop an understanding of the requirements and procedures of the Program. Authorized workers are deemed to be competent in the safe use, care, and maintenance of the equipment.
- Ensure work being carried out on the jobsite be completed as per O. Reg. 297/13 and O. Reg. 213/91.
- Participate in the development of the SOP and rescue plan for the work involving the use of fall arrest equipment or safety nets.
- Wear the appropriate PPE, as required.
- Participates in training, as required.
- Provides the Supervisor with feedback and suggestions for improvements to the Program.
- Follow the safety procedures outlined in the SOP and observe the regulatory requirements.
- Inspect all the components of fall arrest and travel restraint equipment before and after each use and report defective components to their immediate supervisor.
- Report all incidents involving personal injury or property damage to their immediate supervisor.

**Joint Health & Safety Committee members will:**

- Work together with workers and management to identify fall hazards, exercise appropriate due diligence, and prioritize safety concerns daily.
- Participate in Fall Prevention Program training as assigned.
- Ensure fall hazards are identified and equipment is properly worn to prevent falls and enable rescues as required in the workplace.
- Correct and non-compliance on jobsites found during the inspection process.
- Review the policy on an annual basis and make recommendations to improve the Fall Protective Program.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the job sites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Be responsible to arrange the annual equipment inspections and maintain inspection records for all components of the fall arrest systems as per manufacturer's requirements and OSHA regulations.
- Complete formal field audits to ensure compliance with OSHA and the Working at Heights requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from workers.
- Review and advise on the audits results and findings.
- Assist in revisions to the Program, as required.

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- Keep abreast of the updated legislation with regards to Fall Protection standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

## REFERENCES

Occupational Health & Safety Awareness & Training:

<http://www.ontario.ca/law/regulation/130297>

Requirements of O. Reg. 851 for Industrial Establishments Section 85:

<https://www.ontario.ca/laws/regulation/900851#BK14>

Requirements of O. Reg. 213/91 for Construction Projects, Section 26, Section 207:

<https://www.ontario.ca/laws/regulation/910213#BK9>

<https://www.ontario.ca/laws/regulation/910213#BK38>

## EVALUATION AND CONTINUOUS IMPROVEMENT

This policy and process for fall protection will be reviewed annually by Senior Management and the JHSC.


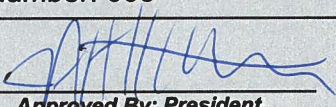
Legislation updates will be reviewed to ensure the fall protection policy meets the provincial Occupation Health and Safety Act.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	OHSA Regulation new standards	Aug 17, 2017	000
Revision of standard	HHCA Safety Group Pre Audit	Nov 23, 2017	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy	Annual review	Jan 11, 2021	004



<b>Vehicle Safety Policy</b>	Issue Date: June 1, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-04</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors.

The purpose of this policy is to provide written guidelines for the operational requirement of Company vehicles and equipment which is a vital aspect of the Health & Safety Program.

This policy has been developed to define standards of conduct and establish mandatory training for workers who operate motor vehicles while conducting business on behalf of King Paving & Construction Ltd.

The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

## SCOPE AND REGULATION

This policy applies to individuals who are required to operate a motor vehicle, either Company owned or rented, to conduct business on behalf of the Company.

## DEFINITIONS


For the purpose of this policy, the following definitions will be used.

**Motor Vehicle Operator** – Refers to any worker 18 years of age or older, who operates a motor vehicle while conducting company business.

**Suspended License** – Administrative License Revocation or ALR is when a driver's license is taken away by law enforcement at the time of the offense or stop by police upon the failure or refusal of a chemical test. Judicial or court ordered license revocation, is done post-conviction by a judge.

**Criminal Code Convictions** – Your license will be suspended if you are convicted of any of the following Criminal Code offences:

- Driving or having care and control of a vehicle while your ability is impaired by alcohol or drugs.
- Refusing to submit to a breath test for alcohol
- Failing or refusing to provide a breath sample for roadside testing
- Driving or having care and control of a vehicle when your blood-alcohol concentration is more than 90 milligrams per 100 milliliters of blood (.08).
- Driving or having care and control of a boat, motorized or not, when your blood-alcohol concentration is more than 80 milligrams per 100 milliliters of blood (.08).
- Failing to remain at the scene of a collision to escape criminal or civil liability.
- Dangerous driving.
- Causing bodily harm by criminal negligence.
- Causing death by criminal negligence.

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- Failing to stop for police.

**Revoked License** – A revoked driver's license means your license has been fully canceled and cannot be reinstated.

**Vehicle Impound Program** – To counter the dangerous behaviours of impaired and suspended driving, Ontario law includes seven-day vehicle impoundments for:

- Drivers operating a vehicle while under a *Highway Traffic Act* license suspension (excluding suspensions for defaulted fines or medical conditions).
- Drivers required to have a vehicle ignition interlock device and are caught driving without such a device.
- All drivers caught with a blood-alcohol concentration over 0.08 or who fail/refuse to comply with a demand made by a police officer under the Criminal Code of Canada.

If you are caught driving while your license is suspended for a Criminal Code offence, the vehicle you are driving will be impounded for a minimum of 45 days. These vehicle impoundments apply regardless of whether the vehicle is borrowed from a friend or family member, used for business or employment purposes, rented, or leased. The owner of the vehicle must pay the towing and storage costs before the vehicle will be released. This program applies to all motor vehicles, including passenger vehicles, motorcycles, trucks and buses.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.


#### ELEGIBILITY TO OPERATE COMPANY VEHICLES

- All drivers must have a valid driver's license in the province of Ontario for the class of vehicle to be operated.
- All workers, both new and returning, must sign an authorization form to authorize a quarterly Driver's Abstract Check to be eligible to operate any Company vehicles.
- All drivers must hold a minimum of a Class G license to operate Company owned or leased vehicles.
- All drivers are required to operate all vehicles in accordance with the Highway Traffic Act.
- Obtaining a driver's license is a personal expense.

#### DRIVER ABSTRACT REVIEW PROCESS

- The driver's license master data base will be submitted on a quarterly basis to the third-party verification provider.
- The Health & Safety Department will receive and review the results of the inquiry.



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- Based on the status change notification, a full driver's abstract will be requested.
- Senior Management will be notified of any changes to the status of any Company driver.
- Senior Management will schedule a meeting with drivers with a change to their driver's abstract for any of the following reasons:
  - Suspended driver's license
  - Accumulation of 6 points
  - Conviction of an alcohol or drug related offense while driving
  - Being involved in a chargeable accident
  - Reported dangerous driving
- Senior Management will determine if the driver will be placed on a restricted status. If there is a restricted status, the following departments will be notified:
  - Health & Safety Department
  - Operations Management

Drivers with a restricted status are not allowed to operate any Company vehicles or equipment on roadways.

Management is not allowed to assign work involving driving on highways to any worker with a restricted status until the status is changed to active.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Vehicle Safety Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Vehicle Safety Program.
- Purchase the required printed materials and program support needed to support the Vehicle Safety Program.
- Review the policy at least annually and approve all alterations. Signatures are required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.


### Senior Project Managers will:

- Arrange meeting and interview with any drivers who are identified as a risk.
- Review the report provided by the Health & Safety Department on a quarterly basis.
- Determine if the driver's privileges are to be placed on restricted status.
- Determine if any disciplinary action may need to be taken.

### Foremen/Supervisors/Managers/Superintendents will:

- Ensure that workers operate only the vehicles that they are licensed to operate.



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- Report any safety concerns regarding drivers to Senior Management.

**Workers will:**

- Operate all Company vehicles in accordance with Highway Traffic Act.
- Follow all posted speed limits.
- Ensure driver and all passengers wear available personal restraints.
- Ensure proper maintenance for the vehicle is kept current as per the manufacturer's requirements.
- Complete daily vehicle inspection and record on eCompliance.
- Operate the vehicle for Company business only (unless authorized for personal use).
- Not use a cell phone while operating a vehicle.
- Be responsible for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned driver.
- Report any violations, vandalism or accidents to your Foreman or Superintendent.


**Joint Health & Safety Committee members will:**

- When consulted, provide input for the development and updating of Vehicle Safety Program.
- Advise Management about any workers who operate vehicles or equipment without a valid driver's license.
- Review and make recommendations on the Vehicle Safety Program within the area of their responsibility.
- Ensure that the confidentiality requirements are maintained throughout the validation process.

**Health & Safety Department will:**

- Complete the onboarding process with new hires and have the Driver's Abstract Authorization form completed.
- Be responsible to create, review, and provide the approved Driver Abstract Authorization form for this program.
- Submit the spreadsheet on a quarterly basis to Ontario Motor Coach Association.
- Update the driver status report on eCompliance.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Review the quarterly report and advice on the audit results and findings.
- Communicate status changes to the Senior Project Managers.
- Provide guidance to Management regarding any questions or concerns that arise during the review process.
- Assist in revisions to the Program, as required.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

**COMMUNICATION**

<b>Vehicle Safety Policy</b>	Issue Date: June 1, 2018	
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Communication of this program with regards to the roles and responsibilities will be completed through any of the following forums:

- Scheduled safety meetings
- Safety communication board postings
- Employee orientation
- Toolbox talks
- Specific training courses

Records of communication will be recorded and stored using e-Compliance or other means when required.

#### TRAINING/RECORD KEEPING

All workers of King Paving & Construction Ltd. who are required to comply with the Vehicle Safety Program. Training records will be maintained by the Health & Safety Department for a period of three years.

Annual training awareness for this program may be completed through any of the different forums:

- New Hire Orientation
- Toolbox Talks
- Management Meetings
- JHSC Meetings

Training records will be maintained by the Health & Safety Department in eCompliance.

Training awareness updates will be completed every three years.

#### REFERENCES

New Worker Orientation Form

Site Orientation & Specific Guidelines for Workers Form

Driver Abstract Authorization Form


Ontario Motor Coach Association

Ministry of Transportation

Service Ontario Driver's Abstract

Commercial Vehicle Operator Registration (CVOR)

#### CONTINUOUS IMPROVEMENT

<b>Vehicle Safety Policy</b>	Issue Date: June 1, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-04</b>	Revision Number: 003	
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This standard and process for the Vehicle Safety Program will be reviewed annually jointly by Senior Management and JHSC.

Legislation updates will be reviewed to ensure the Vehicle Safety Program meets the Ministry of Transportation guidelines, Provincial Occupational Health and Safety Act and other governing legislation. If there are legislative or updates in the company policies, the document will be revised and approved.

Evaluation of the Vehicle Safety Program will be conducted annually using surveys, internal audits, or management reviews. A summary review based on the actual results will be prepared for review. The results of the surveys and annual performance results will be reviewed, and recommendations made based on the findings.

The amended policy shall be kept as record of review and the required changes.



The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

An action plan is to be created based on the results of the standard evaluation. The action plan will identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New standard development	New	Jun 1, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003



<b>Respiratory Protection Program</b>	Issue Date: January 31, 2014	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-05</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

It is the Company's goal to use engineered or administrative control measures to protect our workers from exposure to any hazardous materials within the workplace. As it may not be practical or feasible in all instances, we have developed a respiratory protection program designed to maintain the health of our workers.

It is our goal to ensure that we meet the Canadian Standard Association's Z94.4-02 "Standard for the Selection, Use and Care of Respirators", Occupational Health and Safety Act (OHSA), R.S.O. and Regulations 1990, Section 25-28, O. Reg 851, R.R.O. 1990, Industrial Establishments, 79, 127, 128 (2)(b), 130, 137, 138. O. Reg 833/90 Control of Exposure to Biological or Chemical Agents, Section 3.7, and Schedule (1) and CSA: Z94.4-2011: Selection, "Use and Care of Respirators".

## SCOPE

This program applies to all workers of King Paving & Construction Ltd., as well as all subcontractors and visitors, who are exposed to any hazardous materials while performing work or visiting at any of our sites or facilities.

## DEFINITIONS

**Aerosols** – Airborne solid or liquid particles.

**Air Line Respirator** – Supplies breathing air through a hose to the wearer's face piece.


**Air-Purifying Respirator** – Removes contaminants from the workplace air passing it through a filter, a cartridge, or a combination of both to provide protection from particulates, vapours, or gases. Types of air-purifying respirators include full face (fits over the mouth, nose, and eyes), and the half mask piece (fits over mouth and nose) that have attachments for filters and/or cartridges. Air-purifying respirators will not provide protections in oxygen deficient atmospheres.

**Assigned Protection Factor (APF)** – A measure of the minimum anticipated workplace level of respiratory protection that would be provided by a properly functioning respiratory or class of respirators to a percentage of properly fitted and trained users.

**Clean Shaven** – A worker, visitor, subcontractor, or other person with no facial hair that will interfere with an effective seal between the individual's face and the respirator face piece. The individual must have no more than one day (24 hours) facial hair growth to achieve a good seal.

**Chemical Cartridge** – Removes specific gases or vapours from the workplace atmosphere. High concentrations of contaminants, high humidity, and high breathing rates will shorten the breakthrough time and usefulness of chemical cartridges.

**Dusts** – Solid, mechanically produced particles or fibres; airborne solid particles caused by abrasive procedures such as grinding and cutting.

<b>Respiratory Protection Program</b>	Issue Date: January 31, 2014	
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**Engineering Controls** – The use of engineered machinery or equipment to eliminate or reduce exposure to a hazard. Examples: fume hoods, biosafety cabinets, mechanical ventilation, adding clean air to oxygen-deficient spaces, enclosure or isolation of the process or work equipment and substitution with less hazardous material.

**Fit Testing** – Procedure to ensure a good seal between the respirator face piece and the face: may be qualitative (i.e., negative and positive pressure tests and tests relying on personal sensory response) or quantitative (i.e., utilize a particle generator and particle counter).

**Fumes** – Occur when metal is heated and suddenly cooled; regarded as airborne condensation of solid particles from hot processes involving metal (i.e., welding, brazing).

**Gases** – Substances that are in the gaseous state at ambient temperature and pressure.

**HEPA Filter** – High efficiency particulate air filter (99.7% efficient removal of 0.3 um particles).

**Mist** – Tiny liquid droplets caused by a spraying or blowing operation.

**Particulate Filter** – Removes particulates (i.e., dusts, mists, and fumes) from workplace air.

**Powered Air-Purifying Respirator** – Utilizes a blower which passes air through a filter or cartridge and then supplies air to the face piece; may be suitable for persons with facial hair or respiratory difficulties.

**Respirator** – Device worn over the mouth and nose to protect the respiratory tract by filtering out hazardous contaminants.

**Respiratory Protection** – Systems of personal protective equipment designed to protect individual employees from exposure to airborne contaminants.

**Smoke** – Airborne solid and liquid particulates and gases emitted when a material undergoes combustion.

**Supervisor** – A person who has charge of a workplace or authority over a worker.

**Supplied Air Breathing Apparatus** – An airline breathing apparatus that supplies breathing air to the wearer in accordance with CSA Standard Z180.1-00.

**Vapours** – Substances that evaporate from a liquid or solid at ambient temperature and pressure.

**Worker** – A person who has entered into employment or is employed under a contract of service or apprenticeship, written or oral, expressed, or implied, manual labour or otherwise.

#### **Acronyms:**

**ACGIH** – American Conference of Governmental Industrial Hygienists


**APF** – Assigned Protection Factor

**JHSC** – Joint Health & Safety Committee

**CSA** – Canadian Standards Association

**IDLH** – Immediately dangerous to life or health



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**MOL** – Ministry of Labour  
**NIOSH** – National Institute for Occupational Health & Safety  
**QLFT** – Qualitative Respirator Fit Testing  
**QNFT** – Quantitative Respirator Fit Testing  
**SCBA** – Self Contained Breathing Apparatus  
**SOP** – Standard Operating Procedures

### APPLICABLE FORMS

- Medical Surveillance Form
- Fit Testing Form
- Respiratory Hazard Assessment Form
- Standard Operating Procedures
- Employee Fit Test Cards

### ROLES AND RESPONSIBILITIES


#### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Respiratory Protection Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Respiratory Protection Program.
- Provide active support for activities associated with the Program.
- Review the Policy at least annually and approve all revisions. A signature is required on this Policy as proof of approval.

#### Program Administrator (which is carried out by the Health & Safety Officer) will:

- Design and implement the Respiratory Protection Program
- Ensure that the defined roles of the program are filled
- Ensure that all hazard assessments are completed by qualified persons
- Ensure that a list of accepted respirators is maintained for each hazard
- Ensure that proper instructions, both written and through training, are provided to workers requiring the use of respirators
- Ensure ongoing monitoring of the use of respirators
- Ensure the maintenance and annual review of the Respiratory Protection Program is completed
- Ensure that all records are kept in a central file or database for a period of no less than ten (10) years
- Ensure that a health surveillance procedure is in place to determine the medical requirements of respirator use.



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#### **Respirator Users will:**


- Participate in training and fit testing program
- Where tight-fitting respirators are used, ensure that they are clean-shaven and that no object or material could interfere with the seal or operation of the respirator
- Ensure that the respirator assigned is clean and in good working condition prior to each use
- Follow the manufacturer's specifications with regards to storage, cleaning, and maintenance of the respirator
- Ensure that the negative and/or positive pressure seal check is done when wearing a tight-fitting respirator prior to entering the hazardous work area
- Ensure that all defective respirators are reported to the supervisor immediately
- Advise their supervisor of any change in condition that would affect their ability to safely use a respirator
- Advise their supervisor if there is a personal weight gain or loss of more than 10lbs that will require a scheduled re-fit
- Use respirators as per written instructions and training, as applicable. Altering or modifying the respirator is strictly prohibited
- Follow the program guidelines for changing the masks and cartridges

#### **Foremen/Supervisors/Managers/Superintendents will:**

- Ensure that the appropriate health screening questionnaire, any fit testing, and training on the use of a respirator are completed before assigning a worker to a task requiring the use of the respirator
- Ensure the proper use, maintenance, storage, cleaning, and inspection of the respirators as noted in the written instructions and the manufacturer's recommendations
- Ensure that workers requiring tight-fitting respirators remain clean-shaven
- Notify the program administrator of any changes in process or materials that would require changes to the respirators and to the program
- Notify the program administrator of any incidents where the use of a respirator would have prevented or contributed to an injury
- Ensure that respirators are maintained by qualified persons, and that records are provided for maintenance for the respirators
- Issue approved respirators to the employee

#### **Healthcare Professional:**

- The worker who will be required to use a respirator must obtain clearance from a qualified medical practitioner. This does not apply to the use of dust masks.

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## STANDARD/PROCEDURE

### Hazard Assessments

Hazard assessments of the work area are to be completed by either the health & safety officer, or a qualified subcontractor. The hazard assessment will be done as part of the Health & Safety Program but will include identification of hazards that require the use of respiratory protection.

The hazard assessment should include:

- the contaminants present
- the physical state of the contaminants
- estimated concentrations of the contaminants
- determination of oxygen levels, to determine the potential for oxygen deficiency
- identification of the occupational exposure limits
- determination of the presence of oil
- determination of immediate danger to life and health (IDLH) conditions
- determination of the existence of adequate warning properties

### Selection of Appropriate Respirators

The selection of respirators will be based on the following criteria:

A systematic review of the airborne contaminants' hazards, appropriate standards, regulatory criteria, and manufacturer's information on the types of respirators and their limitations.

### Respirator Fit Testing


The fit testing process for the respiratory protection will follow the CSA Standard Z94.4 "Selection, Use and Care of Respirators" and the manufacturer's instructions for the selected respirator.

#### Certified Fit Tester

- The Company will acquire the services of a certified fit tester, as required.
- A copy of the fit tester's certification must be provided to the company as proof of competency and provided to the Program Administrator.

Respirator fit testing is to be carried out:

- Prior to the initial use of a tight-fitting respirator
- Every two (2) years, or when a change in respirator is done
- When there are changes to the employee's physical condition that would impact the fit of the respirator
- Using the same make and model as the respirator to be worn
- All workers being fit-tested must be clean-shaven in the area where the face piece seals to the skin

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- Any additional personal protective equipment that is worn during the use of the respirator should also be worn to ensure the proper fit of the respirator

## TRAINING/RECORD KEEPING

A competent person will provide the training for respiratory protection use, care, and maintenance in accordance with the CSA Standard Z94.4. "Selection, Use and Care of Respirators" and the manufacturer's instructions for the selected respirator, including:

- Policy/Procedure/Responsibilities
- Overview of respirator selection process
- Proper use, care, and maintenance of the selected respirator
- Donning and doffing the respirator
- Negative and positive pressure seal checks

The program trainer must complete and maintain records of attendance for all training sessions. All records of training will be provided to the program administrator for recordkeeping purposes.

All workers will be issued a user card indicating the type of respirator the worker is authorized to use and the expiry date of the cardholder's training.

As it is the responsibility of the Program Administrator to maintain records, the following records are to be kept in a central file or database:

- Hazard assessments
- Records of respirator selection
- Records of respirator fit training
- Records of training
- Records of inspection, maintenance, and storage
- Records of program evaluation


## EVALUATION AND CONTINUOUS IMPROVEMENT

To continuously improve the Respiratory Protection Program, the Company will review at least annually jointly by Senior Management and the JHSC and will be based on the evolution of the needs of the Company.

The program review will include:



- Written policy and training program
- Training records
- Exposure assessments
- Safe work procedures
- Health assessment program



<b>Respiratory Protection Program</b>	Issue Date: January 31, 2014	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-05</b>	Revision Number: 003	
	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Approved By: President</b>	

- Relevant changes in the practice and/or industrial hygiene which may have been adopted

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New standard development	New	Jun 31, 2014	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003

<b>Social Media Policy</b>	Issue Date: February 3, 2020	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-06</b>	Revision Number: 001	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, contractors, and visitors by ensuring everyone, regardless of their positions within the company use social media accounts in safe and effective fashions.

Although social media can benefit the company – especially in terms of relationship building and prospect communication – poorly judged or timed activity can hurt the company's reputation.

## SCOPE AND REGULATION

King Paving & Construction Ltd.'s social media policy pertains to all workers as well as subcontractors, who log onto social media platforms during work hours, or to complete work-related activities outside of standard times, or on personal time.


**For the purposes of this policy, social media may refer to:**

- Popular social networks such as Twitter and Facebook
- Photo-sharing websites such as Pinterest and Instagram
- Professional social networks such as LinkedIn
- Review systems such as Yelp and Google Reviews
- Discussion forums such as the ones found on Reddit
- Question and answer-based networks such as Yahoo Answers

## PROCEDURES

The following principles apply to professional use of social media on behalf of King Paving & Construction Ltd. as well as personal use of social media when referencing King Paving & Construction Ltd.

- Workers need to know and adhere to the Company Rules.
- Workers should be aware of the effect their actions may have on their images, as well as King Paving & Construction Ltd.'s image. The information that workers post or publish may be public information for a long time.
- Workers should be aware that King Paving & Construction Ltd. may observe content and information made available by workers through social media. Workers should use their best judgement in posting material that is neither inappropriate nor harmful to King Paving & Construction Ltd., its workers, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

<b><i>Social Media Policy</i></b>	Issue Date: February 3, 2020	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-06</b>	Revision Number: 001	
	<hr/> <b><i>Approved By: President</i></b>	

- Workers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, workers should check with the supervisor or senior management.
- Social media networks, blogs and other types of online content sometimes generate press and media attentions or legal questions. Workers should refer these inquiries to senior management.
- If workers encounter a situation while using social media that threatens to become antagonistic, workers should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Workers should get appropriate permission before posting images of current or former workers, vendors, or suppliers. Additionally, workers should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, or other intellectual property.
- Subject to applicable law, after-hours online activity that violates the Company Rules or any other company policy may subject an employee to disciplinary action or termination.

### **Best Advice and General Guidelines for Using Social Media**

Adhere to these standards to avoid common social media mistakes:


- **Understand the social network.** Different social media platforms have different purposes. For example, it is common to see more personal status updates on Facebook than LinkedIn. Before posting, become familiar with the network by reading FAQs and quickly researching what is and is not acceptable.
- **Correct your own mistakes.** When you make a factual error in a post, create an update to correct it. Deleting or editing the original post should come at your own discretion, depending on the situation.
- **Beware potential security threats.** Hackers can use social networks to distribute spam and malware. They can also launch phishing attempts. You should report suspicious activity, including questionable comments and friend requests.
- **Be careful when sharing information about yourself or others.** Hackers can also use personal information to their advantage.
- **Do not escalate issues.** Responding to other social media users, especially concerning a contentious subject, can result in a heated argument. To avoid such arguments, it may be best to avoid commenting if you feel it may spark conflict.
- **Think before posting.** This is the golden social media rule. Not only should you check grammar and spelling, but you should also ensure there won't be any negative effects of posting a status update. These include creating arguments and divulging sensitive information.

### **ROLES AND RESPONSIBILITIES**

**Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Social Media Policy
- Allocate appropriate resources, and employees to implement and maintain the Social Media Policy



<b>Social Media Policy</b>	Issue Date: February 3, 2020	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-06</b>	Revision Number: 001	
	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

- Review the policy at least annually and approve all revisions. A signature is required on the policy as proof of approval
- Ensure compliance with all those who have a relationship with the organization
- When a complaint has been made, work together with those involved to come to a solution (which may include termination if necessary)

**Foremen/Supervisors/Managers/Superintendents will:**

- Be knowledgeable in the Social Media Policy
- Enforce the policy and procedures and monitor for compliance
- Work together with the senior management when a complaint has been made
- Communicate the policy to the workers as required

**Workers will:**

- Understand and comply with the Social Media Policy
- Report all violations of this policy to your supervisor immediately.
- Seek support when confronted with any social media harassment or threats of violence

**Subcontractors will:**

- Understand and comply with the Social Media Policy
- Report all violations of this policy to your supervisor immediately

**Joint Health & Safety Committee members will:**

- Work together with Senior Management to review the Social Media Policy annually and make recommendations for continuous improvements
- Re-enforce compliance of the Social Media Policy

### TRAINING/RECORD KEEPING

All new hires will complete the training during the new hire orientation process.


The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Training records shall be maintained by the Health & Safety Department.

### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings

<b><i>Social Media Policy</i></b>	Issue Date: February 3, 2020	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-06</b>	Revision Number: 001	
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- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

#### CONTINUOUS IMPROVEMENT



The Social Media Policy will be reviewed annually jointly by Senior Management and Joint Health and Safety Committee.

Legislative and industry updates will be reviewed to ensure the Social Media Policy meets the Occupational Health and Safety Act, and any other governing legislation that pertain to this program.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	New	Feb 3, 2020	000
Update policy, correct errors	Annual Review	Jan 11, 2021	001

<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
	Revision Date: January 11, 2021	
Policy Number: HSMS 5-07	Revision Number: 004	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise.

King Paving & Construction Ltd. has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of King Paving & Construction Ltd.'s employees, property, and our business practices.

## SCOPE AND GUIDELINES

This policy applies to all employees that work for King Paving & Construction Ltd.

This policy addresses the following:

- The Progressive Discipline Process
- The Levels of Progressive Discipline
- Investigation and Documentation
- Suspension and Review Period
- Suspension with Pay
- Termination

## DEFINITIONS

**Performance Management** – Is the process through which supervisors and those they lead, gain a shared understanding of work expectations and goals, exchange performance feedback, identify learning and development opportunities, and evaluate performance results.

**Collective Agreement** – Regulates the terms and conditions of employees in their workplace, their duties, and the duties of the employer. It is usually the result of a process of collective bargaining between an employer (and a number of employers) and a trade union representing workers.


**Suspension** – Is defined as the placing of an employee, for disciplinary reasons, in a temporary status without duties and pay.

**Workplace Investigation** – Is an impartial information gathering process that can be conducted by an external investigator. It is used to establish the facts and circumstances relating to a complaint or grievance. Investigations into misconduct issues can also be conducted.

## PROGRESSIVE DISCIPLINE PROCESS

In the event that an employee of King Paving & Construction Ltd. violates company policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.



<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-07</b>	Revision Number: 004	
	<hr/> <b>Approved By: President</b>	

Progressive Discipline can be issued on either: attendance, conduct, health & safety, or performance concerns.

Employees will be given four opportunities to correct the unwanted behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. Coaching – informal
2. Verbal Warning – formal
3. Written Warning – formal
4. Final Written Warning with Possible Suspension – formal
5. Termination

*(It is understood that reference needs to be given to Progressive Discipline guidelines within the most current respective collective agreements. Where the collective agreements dictate specific performance management steps, the company will follow the guidelines. Senior Management must be contacted if there is not a clear understanding of the steps of progressive discipline that are to be followed.)*

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide a reiteration of the correct company policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of 18 months. If no further discipline happens within that time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions. All copies of progressive discipline letters will remain in the employees' files even though they may become inactive.


Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, King Paving & Construction Ltd. reserves the right to skip the three-step disciplinary process and move straight to termination when necessary.

### **Progressive Discipline Levels**

This policy outlines the Progressive Discipline Levels. The table outlines the progressive discipline steps for common workplace issues. The chart provides clear examples of unacceptable offences and the resulting violation in general terms. The chart does not contain all offences and depending on the nature and severity of the offense King Paving & Construction Ltd. reserves the right to advance discipline to a higher level.

Chart (Examples of Common Performance Concerns)

Failure to wear safety protection (1 <sup>st</sup> offense)	Verbal Warning
Failure to wear safety protection (2 <sup>nd</sup> offense)	Written Warning

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Actions causing intentional harm to another employee	Suspension
Insubordination (1 <sup>st</sup> offense)	Verbal Warning
Failure to follow a company policy (3 <sup>rd</sup> offense)	Final Written Warning

### **Investigation and Documentation**

All violations or alleged violations will be properly investigated and documented by a manager, and/or Senior Management. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

### **Suspension and Review Period**

During the final written warning, an employee may be suspended and/or put-on review.

- **Suspension:** Employees put on suspension will be excluded without pay from the workplace for a period of one to three days depending on the violation. Typically, suspension will be for three days unless the employee is required at work to complete projects or perform required duties.
- **Review:** Employees may be put on a review period following the final written warning. The review period will last two months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.
- *The collective agreements must be reviewed if there is a specific guideline for performance management.*

### **Termination of Employee**


The final stage of progressive discipline is termination of employment. Termination of employment with King Paving & Construction Ltd. may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

### **Appeals**

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Senior Management. Written appeals must contain:

- Details of the discipline
- Events surrounding the discipline
- Why the employee feels the discipline is not warranted or appropriate

Senior Management shall review and respond to all written appeals within ten business days.

<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-07</b>	Revision Number: 004	
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### **Suspension with Pay – Pending Investigation**

In the event that a King Paving & Construction Ltd. employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to all King Paving & Construction Ltd. to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, King Paving & Construction Ltd. will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employees fail to make him/herself available, King Paving & Construction Ltd. will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a King Paving & Construction Ltd. representative present at any such interview and will be given 24 hours' notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request to be granted approved leave.

Any King Paving & Construction employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and King Paving & Construction Ltd. identification and credit cards. All King Paving & Construction Ltd. property, business information, and confidential information are to remain at the worksite. In the event that any King Paving & Construction Ltd. employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of King Paving & Construction Ltd., he/she will be required to turn these items over to a King Paving & Construction Ltd. representative, until such time as the investigation is completed.

King Paving & Construction Ltd. employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contract.


### **Program Guidelines**

The following progressive discipline actions should be performed given the nature of the offence (serious offences such as physical or sexual assault and/or theft will have zero tolerance).

- **Verbal Warning**

- Employee will be given a verbal warning regarding the undesirable behaviour or action.
- Employee will be given an explanation of when and how the behaviour or action took place. This will include the reason as to why the behaviour or action was unacceptable.



<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
	Revision Date: January 11, 2021	
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- Employee will be given an opportunity to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be informed that further disciplinary actions, up to and including termination, will follow if unacceptable behaviour continues.
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.
- Employee will be informed that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.
- **NOTE:** Some examples of reasons for verbal warnings are: First late arrival for scheduled shift, first incident of not following proper work procedures, first incident of not wearing proper PPE.

- **Written Warning**

- Employee will be given a written warning regarding his/her undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal warning or the behaviour or action was considerably severe in nature.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the written warning and another will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.
- **NOTE:** Some examples of reasons for written warnings are: Inappropriate or rude interaction with a customer such as a raised voice, sarcastic comments, or impatience, not showing up for a scheduled shift with no reasonable explanation, insubordination such as talking back to management or lack of adherence to service standards.

- **Suspension**

- Employee will be given written documentation regarding the suspension in relation to the undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal or written warning or the behaviour or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.

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	<hr/> <b>Approved By: President</b>	

- Employee will be provided a copy of the suspension and another copy will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.
- **NOTE:** Some examples of reasons for suspensions are: Repetitive lateness or absences with no reasonable explanation, an incident of verbal abuse to customer, co-worker or management and repetitive lack of adherence to appearance or service standards.

- **Termination**

- Employee will be given written documentation regarding his/her termination and the undesirable behaviour or action leading to and justifying the termination.
- Documentation should include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the termination notice and another copy will be placed in the employee's file.
- Employee will be escorted from the location maintaining the dignity of the terminated employee by not making obvious to other employees that the employee has been terminated and for what reasons.

## TRAINING/RECORD KEEPING

Training on the "Progressive Discipline Policy" shall be conducted as part of the worker orientation process, with follow-up refresher training conducted every three years.


Training records shall be maintained for employees involved in Progressive Discipline Management.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Training records shall be maintained by the Health and Safety Department.

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Toolbox talks
- Company emails

<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-07</b>	Revision Number: 004	
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- Annual safety day

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Progressive Discipline Program
- Allocate appropriate resources, training, and employees to implement and maintain the Progressive Discipline Program
- Provide active support for activities associated with the Progressive Discipline Program
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval
- Senior management will review deficiencies and take actions to correct identified deficiencies

### Foremen/Supervisors/Managers/Superintendents will:

- Complete appropriate training regarding how to administer the progressive discipline policy
- Use the Progressive Discipline form only and provide the designated copy to the employee
- Consult with their next level of Supervisor if there are any questions as how to complete the form
- Complete training on how to identify unwanted behaviour and manage performance in the workplace
- Consult Senior Management prior to any terminations to verify the correct course of action is taken in relation to the situation

### Subcontractors will:

- Ensure that all their employees follow all site guidelines for job performance as well as Health and Safety requirements
- Provide proof of training for employees assigned to work on the project


### Employees will:

- Follow established and communicated work practices, health and safety requirements and corporate policies and procedures
- Participate in training as scheduled
- Cooperate in investigations as required
- Work to promote a safe and healthy work environment

### Joint Health & Safety Committee members will:

- Work together with employees and Management to identify employees who are not complying with safe work procedures
- Review the policy on an annual basis and make recommendations to improve the Progressive Discipline Program



<b>Progressive Discipline Policy</b>	Issue Date: October 27, 2017	
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**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the job sites or workplace
- Communicate the requirements of the Program and associated procedures to all relevant parties. Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training
- Promote feedback and recommendations from employee.
- Assist in revisions to the Program, as required
- Keep abreast of the updated legislation with regards to Progressive Discipline Management standards through industry education
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC

**Payroll Department will:**

- Notify the respective Union Local representative as required of citations as issued
- File and maintain all copies of the progressive discipline and correspondence in the employee files


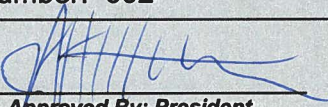
**REFERENCES**

This policy and process for progressive discipline will be reviewed annually jointly by Senior Management and the JHSC.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	New procedure guidelines	Oct 27, 2017	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy	Annual review	Jan 11, 2021	004

<b>Cell Phone &amp; Device Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-08</b>	Revision Number: 002	
	 <b>Approved By: President</b>	

## POLICY GOAL

The purpose of this policy is to protect all King Paving & Construction Ltd. workers from injuries associated with the IMPROPER use of cell phones while driving, operating equipment, or working. These devices cause distraction that prevents you from concentrating on the safe operation of vehicles and equipment and from focusing on the job at hand.

## SCOPE AND REGULATIONS

This policy pertains to all workers, visitors, and subcontractors at all work locations where King Paving & Construction Ltd. conducts business.

## RULES

**SHOULD COMPANY ASSIGNED DEVICES BE REQUIRED FOR USE, THE RULES FOR DRIVERS, EQUIPMENT OPERATORS AND WORKERS ARE:**

### INCOMING CALLS

- Make sure the device has caller ID and/or voicemail
- If operating a vehicle or equipment, DO NOT answer unless and until you pull over in a safe location (or let a passenger, co-worker, or voicemail answer the call). If your vehicle is equipped with Bluetooth then you can utilize that
- If not operating a vehicle or equipment, DO NOT answer until you move to a safe location and clear of any moving equipment
- You may not resume your duties until your conversation ends


### OUTGOING CALLS

- You may not make outgoing calls while operating a vehicle or equipment or working
- If operating a vehicle or equipment, and you need to place a call, pull over to a safe location (or let a passenger or co-worker place the call)
- If not operating a vehicle or equipment, and you need to place a call, move to a safe location and clear of any moving equipment
- You may not resume your duties until your conversation ends

The use of hands-free devices such as external speakers or ear buds (single ear only) will be permitted for the following operations:

- Operating a truck
- Operating an automobile



<b>Cell Phone &amp; Device Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-08</b>	Revision Number: 002	
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\*\*\* The use of a personal cell phone while on an active jobsite must be authorized by the foreman or superintendent. In that situation, ensure that your position is filled while you are on the phone \*\*\*

**\*\* VIOLATIONS OF THESE RULES WILL BE CONSIDERED A SERIOUS OFFENCE AND MAY RESULT IN THE IMPOSITION OF DISCIPLINE UP TO AND INCLUDING TERMINATION \*\***

## RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Cell Phone & Device Policy
- Provide active support for activities associated with the Cell Phone & Device Policy
- Review the policy at least annually and approve all alterations. Signature is required on the policy as proof of approval

### Foremen/Supervisors/Managers/Superintendents will:

- Communicate the policy to all workers
- Ensure that the rules of this policy are followed by all workers
- Report any violations of this policy to your immediate supervisor

## COMMUNICATION


Foremen/Supervisors/Managers/Superintendents will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Toolbox talks
- Company emails
- Annual safety day

## CONTINUOUS IMPROVEMENT

This policy and process for cell phone and device use will be reviewed annually and jointly by Senior Management and the JHSC.




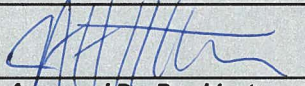
<b>Cell Phone &amp; Device Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-08</b>	Revision Number: 002	
	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Approved By: President</b>	

Legislative updates will be reviewed to ensure the policy meets the Occupational Health and Safety Act, and other governing legislation.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		Jan 31, 2016	New
Revise Policy & Name Change	To bring to current standards	June 2, 2020	001
Update Policy	Annual Review	Jan 11, 2021	002

<b>Personal Use of Company Vehicles Policy</b>	Issue Date: June 10, 2020	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 5-09</b>	Revision Number: 001	
	 <b>Approved By: President</b>	

## POLICY OVERVIEW

This policy covers the personal use of King Paving & Construction Ltd. company vehicles. A 'company vehicle' is any type of vehicle the company assigns to employees to support their transportation needs for their jobs.

## POLICY ELEMENTS

### Authorized Drivers:

Authorized drivers of a company vehicle for personal use are:

- Employees
- Spouse with employee's permission
- Personnel conducting repairs and service to the vehicle
- Other supervisory employees authorized by senior management to use a company vehicle for company business and to travel to and from their residence to job sites, customer's facilities, and King Paving & Construction offices.

Company vehicles that are used to travel to work must be parked and secured until required.

**\*\*You must ask for approval from senior management if you plan on travelling outside of Canada in your company vehicle\*\***


### Accident/Incident/Stolen Vehicle Reporting:

It is King Paving & Construction's policy that **ANY** incident involving injury to persons, a motor vehicle, and/or an incident involving damage to or theft of property is to be reported immediately to your supervisor and the health & safety department.

A Vehicle Accident & Loss Report form must be completed on scene whenever possible. Please ensure that you take pictures from various vantage points. This form must be submitted to your supervisor the same day or at the very latest, the next day.

**NO EMPLOYEE IS TO ACCEPT RESPONSIBILITY, OFFER TO PAY FOR DAMAGES OR ADMIT LIABILITY TO A THIRD PARTY IN ANY WAY, FOR AN ACCIDENT**

Failure to report an incident in a timely manner can jeopardize our ability to claim, particularly with respect to our insurance policies. The fact that we carry a deductible does NOT relieve us of the obligation to report potential claims. Our insurance carrier is prepared to investigate incidents on our behalf and provide advice and guidance when necessary. This part of our carrier's service can only be taken advantage of when incidents are reported in a timely manner.

<b>Personal Use of Company Vehicles Policy</b>	Issue Date: June 10, 2020	
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Vehicles in an accident must be repaired promptly, they must not be driven for extended periods of time without having accident damage repaired.

**Insurance:**

The company carries insurance against Third Party Bodily Injury and Property Damage Liability on all company vehicles. The Liability Certificate must always be carried in the vehicle.

**Preventative Maintenance:**

The maintenance of light trucks and cars is the responsibility of the operator and the fleet manager. In view of the varying requirements of manufacturers regarding periodic maintenance, routines, and warranty requirements, the operator is expected to follow the manufacturer's recommendations. A maintenance record is to be maintained for every vehicle.

I \_\_\_\_\_ acknowledge the receipt of the above policy.

\_\_\_\_\_


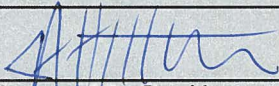
Employee Signature

\_\_\_\_\_

Date

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		June 10/20	New
Update Policy	Annual Review	Jan 11, 2021	001



<b>Personal Protective Equipment</b>	Issue Date: January 16, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 6-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this policy is to control hazards on the jobsite by using engineering, administration or behavioural controls. Despite being the last resort of protection (control at the worker) on construction projects, personal protective equipment (PPE) can be of vital importance.

The company will endeavor to ensure that consideration is given to engineering and administrative controls, as well as the use of proper PPE on each project. In order to ensure that workers are protected from hazards where possible, it is policy that all personnel on King Paving & Construction Ltd. projects wear the appropriate PPE always required by the construction regulations.

This regularly includes the following equipment that meets or exceeds current CSA standards: head protection, foot protection, and eye protection, hearing protection, fall arrest protection and other applicable equipment where appropriate.

The Occupational Health and Safety Act requires employers to ensure that PPE is available, and employees are trained on the proper care and use of it.

## SCOPE AND REGULATION

This policy pertains to all employees, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

The policy will outline the roles and responsibilities that have been established and will be enforced as part of our due diligence.


- Occupational Health and Safety Act
- Regulations for Construction Projects (O. Reg. 231/91)
- CSA Standard for Protective Clothing
- ANSI American National Standard for Personal Protection

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the company to whom the subcontractor is providing services for. (e.g., King Paving & Construction Ltd.)

**Defective** – Means the PPE device does not meet the CSA standards and must be taken out of service. A repair or replacement must be completed in order to meet compliance. The device must be taken out of service and tagged with a “Do Not Use” tag.

<b>Personal Protective Equipment</b>	Issue Date: January 16, 2018	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 6-01</b>	Revision Number: 003	
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**Personal Protective Equipment** – Specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body. (i.e., eyes, head, face, hands, feet, and ears).

**Pre-Use Inspection** – Visual inspection completed by the person going to use the PPE. The inspection should focus on the current condition of the unit. Look for excessive wear or damage that would prevent the PPE from performing its function of protecting the person wearing the device.

**Annual Inspection** – Pertains to specialized PPE that requires annual inspection by a competent and certified inspector. Inspections are outline in the manufacturer's manual.

**Services** – Means a service or work being performed by a subcontractor for the company.

**Subcontractor** – Means a person or company who performs work or provides a service to the company.

**Violation** – Means any failure of the Company's or subcontractor's workforce to comply with the Company's rules.

**Progressive Discipline** – Is a process for dealing with job-related behaviour that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement.

## PERSONAL PROTECTIVE EQUIPMENT SELECTION PROCESS

The selection of PPE will be based on the requirements as outlined in OHSA (Construction Regulation 213/91), hazard assessments, required by SDS, or other requirements.

The Company has developed a required PPE use chart which outlines the type of PPE to be worn when completing certain tasks. Additional or specialized PPE may be required on a site-specific situation and may be defined by the constructor.

## PERSON PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is the last means of protecting workers from injury.

PPE is only employed when administrative and engineering controls are ineffective or insufficient.


Hazards should be minimized by ensuring that all jobs are well planned, workers are properly trained, and safe work practices and safe job procedures are followed.

PPE provides an additional degree of protection from injury.

## TYPES OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE generally falls into two categories:



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- Basic – The PPE that should be worn at all times by all personnel in the workplace. This includes hard hats, safety glasses, safety footwear and appropriate clothing.
- Specialized – Covers PPE which is used only for specific jobs or for the protection from specific hazards. This includes gloves, welder's gloves, respiratory protective equipment, fall arresting equipment and special clothing.

## EYE AND FACE PROTECTION

This PPE is designed to protect the workers from hazards such as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared, and visible radiation (welding)

There are two types of eye and face protection:

- Basic Eye Protection includes:
  - Eye cup goggles
  - Monoframe goggles and spectacles with side shields
- Face Protection includes:
  - Metal mesh face shields for radiant heat or hot and humid conditions
  - Chemical and impact resistant (plastic) face shields
  - Welder's shields or helmets with specified cover
  - Filter plates and lenses

Welders should wear eye protection adequate for the job they are doing. Anyone else working in the area should wear eye protection where there is a chance they could be exposed to a flash.


## FOOT PROTECTION

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear against compression, puncture injuries and impact.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols.

- The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The symbol indicates the strength of the sole. I.e., a triangle means a puncture resistant sole able to withstand 135 kg (300 lbs.) of pressure without being punctured by a 5 cm (2 inch) nail.
- The Company requires all personnel on jobsites to have a minimum of a 6" CSA work boot with the green triangle grade which will provide ankle support or what is necessary to meet site specific requirements (i.e., Stelco).



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- Choose footwear according to the job hazard and approved standards.
- Lace up boot and tie laces securely (boots do not provide protection if they are a tripping hazard or fall off).
- Use a protective boot dressing to help the boot last longer and provide greater water resistant (wet boots conduct current).
- Choose a high cut boot (6 in at least) to provide ankle support (fewer injuries).

#### Do Not:

- Wear defective safety footwear (i.e., exposed steel toe caps or excessive wear, where the boot is broken down and socks are exposed).
- Under protect your feet.
- Modify safety footwear.

## HEAD PROTECTION

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemical or harmful substances and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is a hard hat which has the required “dielectric strength”. There are many designs, but they all must meet CSA requirements for Class E.

Most head protection is made up of two parts:

- The shell: light and rigid to deflect blows.
- The suspension: to absorb and distribute the energy of the blow.


Both parts of the headwear must be compatible and maintained according to the manufacturer’s instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

### Inspection and Maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight, and ultraviolet radiation. The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

#### Do:

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Consult regulations or your supplier for information on headgear.

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**Do not:**

- Drill, remove peak or alter the shell or suspension in any way.
- Apply unauthorized stickers, write, or paint on your hard hat.
- Put chin straps over the brims.
- Use any liner that contains metal or conductive materials.
- Carry anything in the hard hat while wearing the hard hat.

**Refer to:**

Occupational Health and Safety Act and Regulations for Construction Projects

CSA Standard CAN/CSA-Z94.1-1977

CAN/CSA-Z89.1-1986 Industrial Headwear

## **HAND/SKIN PROTECTION**

In construction, hands and skin are susceptible to physical, chemical and radiation hazards. Personal hand/skin protection is often the only practical means of preventing injury from:

- Physical hazards (heat, vibration or sharp or jagged edges on materials and tools)
- Corrosive or toxic chemicals
- Ultraviolet radiation

### **Physical Hazards**

Workers who use vibrating tools such as jackhammers, grinders, and compactors daily may develop HAVS (Hand Arm Vibration Syndrome). Preventing this disease requires cooperation from both employees and employers.


The company rents a large portion of tools from third party rental companies. Additional controls include:

- All equipment that is rented should have built in vibration reducing components.
- Monitor exposure times and allow rest breaks away from vibrating tools.
- Ensure proper tool maintenance (worn grinding wheels or tool bearing can lead to higher vibration levels).
- Train exposed worker in prevention techniques.
- Provide anti-vibration gloves.

### **Workers should:**

- Wear appropriate clothing in cooler weather to maintain core body temperature.
- Wear gloves whenever possible.
- Wear anti-vibration gloves when using power tools and equipment.
- Avoid smoking which contributes to circulatory problems.



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- Report any poorly functioning tools immediately.

### Chemical Hazards

For protection against chemical hazards, the (material) safety data sheet for the product being used should identify whether gloves are needed and what they should be made of. An (M) SDS must be available on the jobsite for every controlled product being used.

<b>Glove Selection Chart (Sample)</b>	
<b>Chemical Name</b>	<b>Glove Selection</b>
Acetone	Butyl rubber
Cellosolve	PVA, PCA, Neoprene
Methyl Alcohol	Neoprene, Rubber, NBR
Mineral Spirits	Neoprene
Naphtha	NBR, PVA
Turpentine	PVA, NBR
PVA – Polyvinyl Alcohol PVC – Polyvinyl Chloride NBR – Nitrite Butyl Rubber Viton – DuPont Tradename Product	


Gloves requirements should be discussed with the Health & Safety Department prior to ordering to ensure the correct glove is selected to provide adequate protection.

### Skin Protection

In recent years, there has been growing concern over the health risks of exposure to the sun's ultraviolet radiation (UV). Construction workers are particularly at risk because they often work outdoors.

Long term health risks include skin cancer. There has been an increase in the incidence of skin cancer. Exposure to the sun's UV radiation is widely recognized as a highly preventable cause of skin cancer.



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The following trades have a higher risk of exposure:

- Concrete finishing
- Roofers
- Rod workers
- Road workers
- Traffic signalers
- Iron workers

#### **Prevention Techniques:**

- Apply a broad screen sunscreen with a sun protection factor (SPF) of 30 or greater to all skin areas that are exposed to the sun. Apply 30 minutes prior to being exposed and reapply every 2 hours.
- Add UV protection to the back of the neck by using a fabric neck protector
- Wear UV absorbent, CSA approved safety glasses.
- Wear clothing that covers as much of the skin as possible. Tightly woven material will offer greater protection as a physical block to UV rays.
- Find a shaded area for lunch and breaks.
- Educate workers on the hazards of UV radiation.

### **RESPIRATORY PROTECTION**

Respirators are designed to protect against respiratory hazards in the workplace. These hazards may include gases, vapours, fumes, mist, dust, or bio aerosols.


The company has designated N95 and 3M QuickLatch Release as the company provided respiratory protection. They are selected using the CSA Standards Z94.4: Selection, Care and Use of Respirators.

To ensure that the respiratory fits well, a fit test must be carried out prior to use. Each fit tester is required to fill a medical surveillance form that will be provided to Senior Management for review. Workers may be requested to consult with their family physician based on the questionnaire. Once the worker has been approved, a fit test will be scheduled.

#### **Qualitative Fit Tests**

Two methods of qualitative fit tests will be used. Note, confirm that the user can taste or smell the agent used to test.

- Irritant Smoke Test – The wearer will have a cloud of irritant smoke created around them. The respirator is adjusted if there is any leakage or irritation. For the safety of the worker, they should be advised to step out of the smoke as soon as they notice any leakage or irritation.
- Bitter Solution Aerosol Test – The user wears the respirator with any articulate filter. A hood/test enclosure is placed over the user's head, then the bitter solution is sprayed inside the hood/test enclosure. If the user cannot taste the bitter solution, the respirator is a right fit.

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## User Seal Checks

Before each use of a tight-fitting respirator, a seal check must be performed using:

- **Negative-Pressure Seal Check** – User puts on and adjusts the respirator until it is comfortable. The air inlets are covered with their hands or a plastic cover. The user then inhales softly and holds for five seconds. If the respirator is a proper fit, it should collapse slightly, and no air will be allowed into the face piece. If a leakage is present, readjust the respirator and repeat the test until a proper fit is determined.
- **Positive-Pressure Seal Check** – User puts on and adjusts the respirator until it is comfortable. The exhaust port is covered and the user exhales. If the respirator is a proper fit, the face piece should move away from the user, but no leakage is present. If a leakage is present, readjust the respirator and repeat the test until a proper fit is determined.

## Respirator Maintenance

- Filters should be changed according to their specific guidelines.
- Damaged parts should be replaced with original parts only.
- Face pieces should be washed according to guidelines.
- Respirators should be assigned to individual workers (if assigned to multiple workers, it should be disinfected after each use).
- Check all parts of the respirator and maintain them according to the manufacturer's recommendations.
- Storage of the respirators should be away from sun, heat, extreme cold, dust, ozone, excessive moisture, vermin, damaging chemicals, oils and grease.

**NOTE:** IHSA recommends that only NIOSH approved equipment be used for protection against respiratory hazards.

## HEARING PROTECTION


Hearing protection is designed to protect against noise exposure hazards. These hazards may include noise-induced hearing loss (NIHL), tinnitus (ringing in the ears), high blood pressure, and fatigue.

The company has designated earplugs and earmuffs as the company provided hearing protection. They are selected using the CSA Standards Z94.2-14: Hearing Protection Devices – Performance, Selection, Care and Use. Earplugs and earmuffs should conform to the latest issue of CSA Standard Z94.2.

Workers who are required to wear hearing protection devices must be provided adequate training and instruction on the care and proper use of the device. This includes its limitations, proper fitting, inspection, and maintenance and, if applicable, cleaning and disinfection.

## FALL PROTECTION

Ontario has introduced a Working at Heights (WAH) Training Standard and made changes to legislation to reduce the number of fall-related injuries and fatalities. The minimum requirements for fall protection are

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described in Section 26 of the Construction Projects regulation (213/91). All workers that are working on the sites will be required to have a Working at Heights card.

Fall protection must be used where a worker may be exposed to any hazards listed in O. Reg. 213/91, s. 26).

A guardrail system must be used as a method for protection when workers are exposed to a fall of 2.4m (8ft) or more and have access to the perimeter or an open side of any of the work surfaces listed in O. Reg. 213/91, s. 26.3(1).

In the cases where it is not practical to install guardrails, the worker must be protected by the highest-ranked method of fall protection that is practical (O. Reg. 213/91, s. 26.1(2)). These may include:

- Travel restraint system
- Fall restricting system
- Fall arrest system
- Safety net

Mandatory training is required for any worker who may use one of the four methods of protection.

Refer to the company Fall Protection Program for further details.

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Personal Protective Equipment Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Personal Protective Equipment Program.
- Provide and maintain all PPE required by the worker with the exception of safety boots. All PPE or clothing will be of a safe design and construction for the work performed and will meet Canadian Standards Association (CSA) Standards.
- When required, management will provide hard hats and safety glasses for any visitors on jobsites.
- Provide active support for activities associated with the Personal Protective Equipment Program.
- Review the policy at least annually and approve all alterations. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete appropriate training regarding roles and responsibilities for jobsite compliance.
- Complete a pre-job hazard assessment based on the scope of work to be completed.
- Provide PPE guidelines based on project site as determined in the JHA.
- Contact the Health & Safety Department to purchase any required PPE.



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- Ensure employees are trained on the care and maintenance of the PPE and storage instructions have been provided.
- Ensure subcontractors follow and have the required PPE for the specific tasks.
- Determine the PPE free zone where applicable.
- Arrange for training related to any specialized PPE for workers and maintain training records.
- Keep records of PPE issued to workers and have them sign the acknowledgement form.
- When required, discipline workers found in contravention of this policy using the Progressive Discipline Policy.
- Ensure there is an adequate amount of PPE available on the jobsites.
- Ensure that any damaged or missing PPE is either repaired or replaced by the Company.
- Inform new workers using the Site Orientation Process of any and all PPE requirements for the jobsite.
- Identify any hazards arising from the scope of work and materials and make PPE available to all workers as required.

#### **Workers will:**

- Understand, acknowledge, and comply with the Company's PPE requirements, storage, and safe use.
- Maintain records of training for specialized PPE such as Working at Heights and respirators on the jobsite.
- It is the responsibility of the worker to wear foot protection that meets the requirements of the company.
- Workers are responsible to regularly, or as designated by the Occupational Health and Safety Act and applicable regulations and/or the Company, inspect their personal PPE provided by the Company.
- PPE provided by the worker, if found to be substandard, must be replaced by the worker. If PPE provided by the Company, is found to be substandard, it must be tagged and removed from service to be replaced or repaired by the Company.

#### **Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety Agreement.

#### **Joint Health & Safety Committee members will:**

- Work together with employees and Senior Management to review the Personal Protective Equipment Program annually and make recommendations for continued improvements.
- Re-enforce compliance of the Personal Protective Equipment Program in the workplace.
- When completing the monthly inspections, report any worker to site management for failing to comply with this policy.
- When requested, assist the Health & Safety Department in the selection of PPE.

#### **Healthy & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsite or workplace.

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- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHSA Standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Provide training to management and workers on the proper use, care and maintenance of PPE and other safety devices.
- Complete required training to maintain program certification required to instruct training courses.

#### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Certification training will be provided by competent and qualified third-party providers.

The Health & Safety Department will request a copy of the trainer's certification for the course being provided.

Training records shall be maintained for employees involved in Personal Protective Equipment Program training. The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.


Training records shall be maintained by the Health & Safety Department.

Any training that does have a standard expiration date will be considered valid for three years. Awareness training will be provided on an ongoing basis and considered to be valid for a period of three years. More frequent training may be required if deemed necessary.

#### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts

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- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

Occupational Health and Safety Act Construction and Industrial Regulations

Company Rules Policy

Personal Protective Equipment Program

Manufacturer's Product Manuals

Company Personal Protective Equipment Chart

## CONTINUOUS IMPROVEMENT

This policy and process for the Personal Protective Equipment Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.


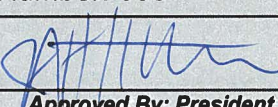
Legislative updates will be reviewed to ensure the Personal Protective Equipment Program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.


Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	COR requirement Element #6	Jan 16, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 11, 2021	003




<b>Personal Protective Equipment Chart</b>	Issue Date: January 4, 2019	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 6-02</b>	Revision Number: 003	
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This chart has been developed as a reference tool for King Paving & Construction Ltd. It is the responsibility of any subcontractors or brokers to ensure that they provide, maintain, and train their employees on the personal protective equipment provided.

<b>PPE Type</b>	<b>Where PPE must be worn</b>	<b>Task (when PPE is required)</b>	<b>Supplied &amp; Replaced by</b>	<b>Storage &amp; Other Requirements</b>	<b>Type</b>
Safety glasses	Jobsite, as required performing tasks	When noted on the JHA, roadwork, construction sites, grinding, cutting	Company	As determined by the worker to prevent breakage and scratching	CSA Z94.3-15 Bolle prescription safety glasses program in place
Safety goggles	As required when performing tasks or when required by client	When noted on the SDS/MSDS, SWP	Company	As determined by the worker to prevent breakage and scratching	CSA Z94.3-15 Min Class 1 Group B
Face shield	Jobsite, as required performing tasks	Grinding/cutting	Company	Return to jobsite Foreman to prevent damage and scratches	CSA Z94.3-15
Safety footwear	On all jobsite locations	On all jobsites unless otherwise posted	Worker	At worker's changing area or personal area e.g., vehicle or home	CSA approved green triangle minimum 6" to protect ankle or CSA rubber boot Section 23 O Reg. 213/91, or what is needed to meet specific site requirements
Ear plugs	On all jobsite locations	Where noise levels will exceed 85dB, when noted on the SWP	Company	Demonstration for proper use, single use only, follow manufacturer's instructions	CSA 3M 31dB protection rating
Ear muffs	On all jobsite locations	Where noise levels will exceed 85dB, when noted on the SWP	Company	Follow care and maintenance as per manufacturer's instructions	CSA Z94.2 3M Peltor 25dB
Fall protection/rescue devices	On jobsites when a fall is present	Fall protection or confined space entry rescue	Company	Follow care and maintenance as per manufacturer's	CSA/ANSI O Reg. 213/91 Section 26 Miller Titan Harness,

<b>Personal Protective Equipment Chart</b>	Issue Date: January 4, 2019	
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				instructions WAH card must be carried by all workers on jobsite at all times. Kits to stay with the Foreman	Lifeline, Rope Grab, Lanyard, Self-Retracting Lifeline
Respirator/dusk mask	Jobsite, as required performing tasks	Cutting, Welding, when noted on the SDS/MSDS, SWP Confined space	Company	Dusk mask is disposable, uses zip lock bag and storage pouch for respirator. Follow care and maintenance as per manufacturer's instructions. Record of training to be provided during fit test.	Dust with particulate, 3M Quick release half mask respirator with applicable cartridges
Gloves	On jobsites	When noted on the SDS/MSDS, or SWP	Company	Use appropriate type to be determined on task requirement. Storage is dependent on jobsite. Worker may keep in personal storage.	Rubber, cloth, Nitrile rubber, Kevlar, Anti vibration
Head Protection	On all jobsites	All times on jobsites	Company	Storage to be provided by the worker to prevent breakage, exposure to UV, dulling and scratch potential. Follow care and maintenance as per manufacturer's instructions	CSA Z94.1-05 Class E Type 1 3M UV Hardhat 3 designated colors. White - management Yellow - workers Green - workers under 25 Section 22 O. Reg. 213/91
Coveralls	Spill clean up Asbestos cutting	When performing spill cleanup, when cutting asbestos pipe	Company	With spill kit. Coveralls to be disposed of when dealing with asbestos	Disposable Tyvek suit

<b>Personal Protective Equipment Chart</b>	Issue Date: January 4, 2019	
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Reflective clothing including vest, arm, and leg bands	On all jobsites Traffic control	All times on jobsites as per SWP Special requirements for night work to comply with Book 7	Company	Safety vest is kept by worker for storage. Special requirements for night work such as arm and leg bands are usually stored with the Foreman.	Reflective vest yellow hi vis for flag person so they stand out on jobsite. See requirements for night work min Class 2 with level ½ CSA Z96-15
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All PPE requires a pre-inspection prior to use by the worker. If a worker finds a device that does not meet the standard, report this to your immediate Supervisor.


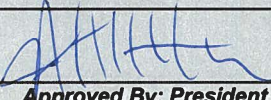
All workers have a duty to wear or use PPE as required by the employer OHSA Section 28(1)(b).

All workers will be trained in the use and care of the equipment O. Reg. 213/91 s21.

Please contact the Health & Safety Department prior to ordering any PPE that has not already been specified by the company to ensure proper protection and standards are met.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy created	New	Jan 4, 2019	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update Policy	Annual review	Jan 11, 2021	003



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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for the preventative maintenance of tools, vehicles and equipment that is owned or rented by the company.

The preventative maintenance program will ensure regular maintenance of equipment to improve equipment life, minimize breakdowns and delays on jobsites and prevent injury to workers.

## SCOPE AND REGULATION

This policy pertains to all workers, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

The policy will outline the roles and responsibilities that have been established and will be enforced as part of our due diligence.

- Occupational Health and Safety Act Part III, Section 25 (2)(h)
- Ministry of Transportation (MTO)
- Commercial Vehicles Operator's Registration System
- Manufacturers Maintenance Program

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.


**Company** – Means the company to whom a subcontractor is providing services for. (e.g., King Paving & Construction Ltd.)

**Commercial Vehicle Operator's Registration (CVOR)** – An automated monitoring system that tracks the on-road safety performance of Commercial Motor Vehicle (CMV) operators. The goal of the CVOR System is to improve safety for all users of Ontario highways and develop effective compliance strategies with emphasis on safety and protection of the highway infrastructure.

**Defective** – Means the tool, vehicle or equipment does not meet the operating standards and must be taken out of service. A repair or replacement must be completed to meet compliance. The tool must be taken out of service and tagged with a "Do Not Use" tag.

**Pre-Use Inspection** – Visual inspection completed by the person/operator going to use the tool/vehicle or equipment. The inspection should focus on the current condition of the unit. Look for excessive wear or damage that would prevent the tool/vehicle or equipment from performing safely.

**Annual Inspection** – Pertains to tools, vehicle or equipment that requires annual inspection by a competent and certified inspector. Inspections are outlined in the manufacturer's manual.

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**Preventative Maintenance** – Is a schedule of planned maintenance actions aimed at the prevention of breakdowns, failures, and potential risk of injury to workers.

**CVOR Schedule 1** – Standard list of required vehicle components that must be checked daily as outlined in the MTO schedule 1 chart.

**Ministry of Transportation** – Is a ministry responsible for transportation within Canada. It usually is administered by the Minister of Transport. The term is also sometimes applied to the departments or other government agencies administering transport within nations that do not employ ministers.

**Commercial Motor Vehicle** – For the purpose of every provision of the Act and the regulations, “commercial motor vehicle” includes the following, even if it does not have a truck or delivery body attached to it:

- A motor vehicle commonly known as a tow truck.
- A mobile equipment vehicle.
- A vehicle built on a truck chassis O. Reg. 399/16, s.2.

**Qualified Person** – Is deemed to be qualified due to training and experience with the operations, inspection, and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

## GENERAL RULES AND REQUIREMENTS

- Only properly trained workers are to use tools, equipment, and vehicles.
- Inspect all tools, equipment, and vehicles prior to use.
- For vehicles and equipment, daily inspections consist of performing a Pre-Trip Inspection (circle check).
- When applicable, maintenance schedules for all tool, equipment, and vehicles are to be respected.
- Each jobsite Foreman/Superintendent is to ensure weekly inspections of all tools, equipment, and vehicles on the jobsite. Inspections are to be completed using the eCompliance app.
- The inspection should assess the condition of the tools, equipment and vehicles and take any action required. Action can include such things as putting air in the tires, adding fluids, or removing from service.
- If any worker judges that any tool, equipment, or vehicle is unsafe for use, they are to properly tag the item (tools must be tagged out of service) and inform the Supervisor immediately.
- Tools, equipment, or vehicles that are tagged unsafe shall be either repaired immediately or removed from service.


## EQUIPMENT/TOOLS MAINTENANCE LIST

A list of tools, equipment, and vehicles along with written maintenance procedures will be established.

Refer to Safe Work Practices – tool use and maintenance.

Annual list of equipment will be verified at the end of each season by a designated management team.



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## OPERATOR TRAINING AND QUALIFICATIONS

All individuals who operate mobile equipment, forklifts, vehicles etc. will have the appropriate skills, accreditation and/or certification. This applies to both company workers and contracted equipment services.

Only competent and qualified technicians/inspectors will perform inspections and/or repairs required.

Operators will be trained in the following:

- Their responsibilities to ensure they operate the equipment in a safe manner.
- Familiarity and comprehension of safety requirements for the piece of mobile equipment which they operate.
- Manufacturer's operating and typical maintenance procedures.
- How to communicate to maintenance personnel when there is a problem with a specific piece of equipment.
- Hand signals and/or other requirements set by the manufacturer, the company or dictated by site conditions.

## COMMERCIAL MOTOR VEHICLES

- A commercial motor vehicle is a vehicle or combination of vehicle and trailer with a gross weight (GW) or registered weight over 4500kg or (9920 lbs.).
- The GW of a vehicle is located on the manufacturer's plate attached to the driver door or doorjamb.
- The registered GW of a vehicle is located on the plate portion of the vehicle registration.
- The GW of a trailer is located on the manufacturer's plate attached to the tongue of the left front side of the trailer.

### Vehicle Requirements:

CVOR regulations require the operator maintain a file of each CMV (Commercial Motor Vehicle). The file will contain a statement of the company maintenance schedule (which must be strictly adhered to), records of all maintenance completed and copies of vehicle inspection reports. The inspection files will be kept on site at the Howard Road location by the trucking foreman.

### Driver License Abstract:


A copy of each operator's license shall be obtained quarterly. The company reserves the right to suspend any driver who has points in excess of six indicated on the driver's abstract after meeting with senior management.

Any violations will be reviewed with the driver independently. If necessary, disciplinary action will be taken and all results documented on the driver's personnel file for infractions obtained during working hours.

### Documents to be carried in the vehicle:

- A copy of the vehicle registration



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- Valid insurance certificate
- A current copy of the CVOR registration
- A current copy of the annual inspection
- A current copy of the trailer registration (Located in the document holder mounted on the trailer)

#### **Roadside Inspections:**

CMV's are subject to random roadside inspections. Upon completion of an inspection the driver will be issued a CSVA report. The driver shall notify the trucking foreman by phone immediately. The driver shall give the copy of the CVSA report to management with 24 hours of the inspection.

#### **Equipment Maintenance Schedule Matrix**

All mobile equipment is to be inspected and maintained in accordance to the Equipment Maintenance schedule as a minimum.

#### **A matrix will be developed to include:**

- A complete list of all equipment requiring regular maintenance
- A complete list of inspection tasks for each piece of equipment – i.e. oil change, brake inspections
- The frequency of inspections for each piece of equipment

#### **The type of maintenance performed:**

- Preventative Maintenance i.e., every 6 months/250 hours
- Predictive Maintenance i.e., when a prescribed level of wear/time has been reached
- Corrective Maintenance i.e., due to a breakdown or malfunction
- Situational Maintenance i.e., as the result of a specific work task


### **MAINTENANCE CHECKLIST AND REPORTS**

The maintenance program will contain a recording system. Part of this system is to be made up of inventories and schedules. In addition, the recording system should document what maintenance work was completed, date and by which technician.

All inspections and reports will be documented and kept on file for not less than five years.

#### **Inspection/Reports will include but are not limited to:**

- The date of inspection
- The nature of the inspection
- Inspection results
- The type of maintenance performed
- Maintenance/repair details
- The signature of the qualified person conducting the inspection/repairs

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## PRE-USE INSPECTIONS

Pre-use inspections are also referred to as a “walk around” or “circle check”. Pre-use inspections on all pieces of mobile equipment are necessary to ensure the unit is safe to operate from the personnel standpoint and for the equipment. The inspection includes all fluid levels to the correct level, general condition of all components, and safety devices etc.

Pre-use inspections must be completed by the first driver/operator of the day. If there are multiple shifts, then an inspection is to be completed at the start of each shift. The report will be valid for 24 hours. If the report is not completed and the vehicle is stopped by the Health & Safety Department or company management to verify compliance of pre-use inspection, the driver/operator will be subject to performance management from the company.

In the case where the driver/operator is stopped at MTO officer and found to be in contravention of the highway traffic act, the driver/operator will be subject to a fine and possible CVOR points for himself/herself and the company.

Prior to the commencement of a pre-inspection, the driver/operator should check the cab area to ensure there are no workers who may be working in or around the unit who may be injured during the inspection process.


Whenever a deviation from standard operating conditions occur, the driver/operator will report to the Foreman/Superintendent immediately. The deviation will be recorded on the eCompliance app and an action item identified as to the appropriate level of action that is required.

All major defects shall be repaired immediately before the vehicle is operated that day or the driver will be subject to disciplinary action. The vehicle will be tagged out of service. Violation of this procedure will result in disciplinary action to the driver/operator.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Preventative Maintenance Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Preventative Maintenance Program.
- Purchase and maintain equipment as required, minimum maintenance will be as per manufacturer's guidelines.
- Ensure that maintenance program is being completed as required and records are available.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Senior Management will review deficiencies and take actions to correct identified deficiencies.

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**Foremen/Supervisors/Managers/Superintendents will:**

- Complete appropriate training regarding roles and responsibilities for jobsite compliance of the preventative maintenance program.
- Ensure drivers/operators complete daily pre-use inspection on equipment and vehicles.
- Workers complete a pre-use inspection of tools prior to use.
- Ensure subcontractors follow the pre-use inspection guidelines on the jobsites.
- Ensure that the manufacturer's manuals are provided with all rental equipment over 10HP and onsite management is aware of maintenance requirements for the equipment.
- Be aware of any vehicle/equipment deficiencies and ensure it is recorded on the eCompliance app. Any critical repairs must be communicated directly to the trucking foreman who will then decide where the repair should be made (i.e., third-party company) and arrange for immediate service.
- Ensure all workers are operating/using the tools, vehicles, and equipment for the correct intended use as per the manufacturer's guidelines.
- Ensure any tools that have been tagged "out of service" are repaired or replaced and recorded on eCompliance.
- Complete the new equipment purchase form on eCompliance so it can be added to the equipment list upon receipt of the new equipment.
- Complete the annual end of season inventory check list with management.
- Ensure that any tools, vehicles, and equipment are operated by competent workers only. Verify that the worker has the required training to operate specific pieces of equipment such as forklift etc. Certification shall be verified before allowing workers to operate specialty equipment.
- Ensure anyone driving a commercial vehicle has a minimum of a class "G" driver's license.
- Ensure that the maintenance program is completed; any and all units requiring maintenance.
- Provide onsite training for the safe operation, storage and maintenance of any new equipment brought to the jobsite.
- Record any training for new equipment using the eCompliance app.
- Only allow competent technicians to perform service work on vehicles and equipment.
- Complete a monthly review to ensure adherence to the maintenance equipment matrix.

**Workers will:**

- Understand, acknowledge, and comply with the company's preventive maintenance program.
- Maintain their individual training records of training for specialized pieces of equipment such as a forklift etc.
- It is the responsibility of any worker to complete a pre-inspection on tools, vehicles, and equipment prior to use.
- Workers are responsible to report any deficiencies immediately to their immediate supervisor and/or their JHSC reps.
- Not operate any tool, vehicle or piece of equipment that is not operating as per manufacturer's guidelines.
- Not remove any type of safety guards or modify the unit without permission.



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- Not perform any type of repair without permission to do so.
- Keep all vehicles and equipment free of garbage and debris (e.g., mud) on a shift basis.
- All workers are required to complete training on how to perform the required pre-use inspections on tools, vehicles, and equipment.

**Equipment Rental Companies will:**

- Ensure that only certified technicians complete repairs on the vehicles/equipment.
- Ensure that the required maintenance records are completed and kept on file for a minimum of five years.
- Follow up with the Foremen/Superintendents on all maintenance requests when they are completed or when there are delays.
- Ensure the required documentation has been provided in all CVOR vehicles.
- Ensure that the field is notified of required maintenance to be performed as per the manufacturer's guidelines.
- Ensure all CVOR vehicles and trailers have annual inspections completed as required.
- Advise Superintendents of any type of abuse including poor housekeeping noticed during regular service maintenance.
- Provide reference paperwork in each vehicle on how to complete inspections for CVOR vehicles.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety agreement.

**Joint Health & Safety Committee members will:**

- Work together with workers and Management to review the Preventative Maintenance Program annually and make recommendations for continuous improvements.
- Review the policy on an annual basis and make recommendations to improve the Preventative Maintenance Program.
- Re-enforce compliance of the Preventative Maintenance Program in the workplace.
- When completing the monthly inspections, report any worker to site management for failing to comply with this policy.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively

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communicated. This can be achieved through any of the following: Safety Day, Toolbox Talks or onsite training.

- Promote feedback and recommendations from workers.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Provide training to management and workers on the proper use, care and maintenance of PPE and other safety devices.
- Complete required training to maintain program certification required to instruct training courses.

### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Certification training will be provided by competent and qualified third-party providers.

The Health & Safety Department will request a copy of the trainer's certification for the course being provided.

Training records shall be maintained for workers involved in preventative maintenance program training.

The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiry date.


Training records shall be maintained by the Health & Safety Department and recorded on eCompliance.

Any training that does not have a standard expiration date will be considered valid for three years. Awareness training will be provided on an ongoing basis and considered to be valid for a period of three years. More frequent training may be required if deemed necessary.

### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails

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- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

Occupational Health and Safety Act Construction and Industrial Regulations

Company Rules Policy

Personal Protective Equipment Program

Owners/Maintenance Manuals

Company Preventative Maintenance Matrix

General Safety Rules and Regulations

Service Ontario Driver's Abstract

Ministry of Transportation of Ontario

Driver's CVOR Logs

eCompliance Company Vehicle Pre-Trip Inspection form

eCompliance Operator's Daily Pre-Shift Inspection form

Schedule 1 Inspection Checklist

## CONTINUOUS IMPROVEMENT

This policy and process for the Preventative Maintenance Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.


Legislative updates will be reviewed to ensure the preventative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.



The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Refer to eCompliance under Operator's Daily/Pre-Shift Inspection (Required for all operators who operate equipment. Must be completed by first operator for each shift).



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<b>Description of Change(s)</b>	<b>Reason for Change (s)</b>	<b>Date</b>	<b>Revision No.</b>
Create new policy	COR requirement Element #7	Jan 16, 2019	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review & revisions made to reflect changes within the company.	Feb 13, 2020	002
Update policy	Annual Review	Jan 18, 2021	003

<b>Training and Communication</b>	Issue Date: January 23, 2018	
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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for the education and training requirements for our employees.

Our goal is to ensure workers are adequately trained and equipped to perform their work in a safe and healthy manner, thus reducing workplace illnesses and injuries.

## SCOPE AND REGULATION

This policy pertains to all employees, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

The policy will outline the roles and responsibilities that have been established and will be enforced as part of our due diligence. The policy will include:

- Roles and Responsibilities for Training and Communication
- Training Matrix
- Training Needs Schedule Timetable
- Orientation and Review Checklist (Workers)
- Orientation and Review Checklist (Subcontractors)
- Safety Talk Form
- Training Class Sign in Sheet
- Occupational Health & Safety Act Part III, Section 25(2)(a)
- Occupational Health & Safety Regulation 213/91 Construction Projects


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the company to whom the subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Certified Trainer** – An individual who has completed required training on subject matter and adult learning. The individual has completed a Train the Trainer course and completed some type of testing to verify competence. The governing body for the subject matter will determine the requirement for recertification. Typically, this will be the Ministry of Labour.

**Safety Training** – Safety training is a teaching tool used to help employees become more safety-conscious in all aspects of safety.

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**Qualified Person** – Is deemed to be qualified due to training and experience with the operations, inspection, and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

### MINIMUM TRAINING REQUIREMENTS

All King Paving & Construction Ltd. employees will receive, but are not limited to, training on the following:

- Legislated Health and Safety responsibilities
- AODA
- Industry Standards
- Ministry of Labour (MOL) Worker Health and Safety Awareness – 4 Step Program (where applicable)
- Ministry of Labour (MOL) Supervisor Health and Safety Awareness – 5 Step Program (where applicable)
- Worker Rights – Right to know, Participate, and to Refuse Unsafe Work
- Company Health & Safety Program
- Early and Safe Return to Work obligations
- Safe Material Handling
- WHMIS/SDS
- Working at Heights (where applicable)
- Prescribed Designated Substances (when required)
- The Care and Maintenance of PPE
- Basics of Supervision (where applicable)
- First Aid (where applicable)
- Other required training which is based on the scope of work
- JHSC Part 1 and/or 2 Certification (where applicable)
- National Construction Safety Officer (where applicable)

### WORKER RIGHTS


The Occupational Health and Safety Act recognize the three rights of the worker: the right to know, the right to participate, and the right to refuse unsafe work.

Management recognizes the knowledge base and experience that our workers bring to the Company. We encourage workers to engage in the development and implementation of the Health & Safety program.

Management believes that through empowerment and working together with the workers and the JHSC, a strong safety culture can be achieved.

The Company will confirm that all workers have completed the online training for worker awareness. In attaining our health and safety goals, the Company will recognize and respect the three rights of the worker: the right to know, the right to participate and the right to refuse unsafe work.



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### **The Right to Know**

Management recognizes the workers right to know and will endeavor to provide all information required to ensure the worker has adequate knowledge to perform their work in a safe and healthy manner.

Through the process of hazard assessments, workplace inspections and other processes, the Company will identify all existing hazards and potential hazards. Once identified, controls will be implemented to reduce the risk and eliminate injury to the worker. Workers will be educated and when necessary, trained on the controls.

Information will be provided to the worker through, but not limited to, the following methods:

- Training – informal/formal
- Memos
- Posting on the Health & Safety Board
- Safety Talks
- Equipment instructions and manuals

### **The Right to Participate**

Workers have the right to be part of the process of identifying and resolving workplace health and safety hazards and to recommend solution through the Health & Safety Representatives and JHSC members.


Management will ensure that selection of the Health & Safety Representatives follow the guidelines listed under the roles and responsibilities policies and procedures. Management recognizes the workers Right to Participate in other ways. We want to always encourage questions and recommendations from our workers and will ensure that no question will be treated as “dumb”.

Management will ensure that employees will be treated with respect and consideration.

Management values the wealth of knowledge through our workers.

This knowledge has accumulated over many years of on-the-job work experience. In the attempt to capitalize on this wealth of knowledge, we encourage workers to participate in the improvement of our Health & Safety Program through:

- Safety Talks
- Health & Safety Representatives
- Safety Committee
- Training Evaluations
- One on One meetings with Management
- Support from the Health & Safety Department

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## The Right to Refuse Unsafe Work

All workers at King Paving & Construction Ltd. have the obligation to refuse unsafe work when they believe that it could be a potential risk of injury to a worker or equipment damage. If any of the following conditions should exist, the worker must refuse to continue the task:

- If any equipment, machine, device, or tool the worker is to use or operate is likely to endanger himself/herself or any other person.
- If the physical condition of the workplace, or the part in which the workers are performing work, is likely to endanger himself/herself or any other person.
- If any equipment, machine, device, or tool used or operated of the physical condition of the workplace, or part in which they are working, is in contravention of the Occupational Health and Safety Act or applicable regulations and such contravention is likely to endanger themselves or any other person.

## Work Refusal Procedures


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

- The worker must notify their Supervisor immediately that they are refusing to perform work. They must offer an explanation as to why they believe the work is unsafe.
- Upon notification of the work refusal, the Supervisors will immediately stop the work.
- If the Supervisor is unable to control the risk to the satisfaction of the worker, then Management will meet with the Health & Safety Department and a certified member of the JHSC. The team may also include another member of Senior Management and the worker who is refusing the work.
- If the worker chooses not to participate in the investigation, then they will remain in a safe place near the workstation or location.
- The team will investigate the circumstances.
- Once corrective measures to resolve the Work Refusal are implemented, and if all parties agree that the situation is considered to now be safe, work can resume.

## If Parties Reach an Impasse

In the event that an agreement cannot be reached, the following steps must be followed:

- If the worker still believes that threat remains, the Supervisor must contact the Ministry of Labour.
- The worker is to remain in a safe place near the workstation or location or can be assigned to alternate meaningful work.
- The MOL inspector will present a written report when they have completed their investigation.
- Only when all condition(s) required by the MOL inspector are implemented should it be considered safe for the worker to return to the prior task that was considered unsafe.

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## WORKERS RIGHTS

### Training Matrix

A training matrix will be developed to identify and outline the training requirements for all levels of employees within the company.

The matrix will identify the following components:

- Specific training requirements
- Competent trainers and training organizations
- Timeframes
- Method of ensuring transfer of knowledge
- Expiry timeframe
- Verification process

### Training Schedule

Each year the Company will identify the minimum training qualifications for the workers. The Company will establish the topics to be covered at the annual Health & Safety Day which is held before the spring start of the season.

The Health & Safety Department will work in conjunction with the JHSC members, and Supervisors to identify what training would be beneficial to provide the workers to ensure they can perform their work tasks in a safe and healthy manner.

### Training Goals and Objectives will:


- Identify the training – what topics need to be completed
- Responsibility – who is competent to perform the training
- Acknowledgement – how to confirm transfer of knowledge
- Feedback – evaluate and how to improve training courses

Senior Management will review and approve the training goals and objectives.

### Record of Training

- A Record of Training (ROT) provides a systematic approach to ensure that training participants are recognized for attending a particular training session.
- Training records will allow for a quick and general overview of the training status of all workers within the Company. The overview will also allow the Company to ensure they are in compliance with the Occupational Health and Safety Act and any other provincial regulations.
- The record will include the training topic, date training was delivered, the name of the facilitator, the printed names, and signatures of those attending the training along with their position in the Company.



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- The ROT will include a brief description of the course content when training outlines/materials are not provided.
- All training records, including orientation records, will be filed, stored, and maintained on eCompliance by the Health & Safety Department.
- Training records will be updated after the training has been delivered and/or training records have been received by the third-party provider.

### Training Evaluations

- Training evaluation forms have been developed to allow the participant to provide input into the Health & Safety Program.
- Training evaluations will identify the topic of the course, date of course, and the name of the facilitator.
- Training evaluations will provide the opportunity for participants to rank the effectiveness of the course content and location on a scale from poor to excellent.
- They will be able to rank the following components of the course:
  - Quality of training presented
  - Value of the presentation
  - Relevance of topic to your job
  - Suggestions for improvement
- Training evaluations will allow the participant to provide comments on:
  - Which information was most valuable to them?
  - Which information was least valuable to them?
  - Their suggestions on what they feel would improve the value of the training

### PROCEDURES

- The Company will ensure that the annual training goals and objectives are identified and communicated.
- It will be the Health & Safety Department's responsibility to track the annual goals and objectives to ensure completion.
- During the onboarding process, workers will be required to participate in and, when required, successfully complete all components of the Company Health & Safety Orientation.
- Through this process, the Company will ensure that the worker has adequate skills and training for the position for which they have been hired.
- Upon hiring, the Company will verify that any completed legislated training requirements are valid (i.e., WAH, MOL Health & Safety Awareness). If records are found to be non-compliant, the worker will be required to complete the current legislated training necessary.
- If a worker is found to be lacking in required skills, arrangements will be made by the Health & Safety Department to either provide or arrange to have the necessary training provided.
- The Health & Safety Department will be responsible to ensure Records of Training (ROT) are recorded and kept on file for a minimum for five years.

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- The Company will monitor workplace inspections (refer to the Workplace Inspection Policy) to ensure workers are performing their duties in compliance with training standards.
- Supervisors will reinforce training standards through safety talks or by any other means when and where necessary.
- Refreshers will be delivered to all workers at the annual Health & Safety Day or as necessary.

## ENFORCEMENT

Any worker who does not comply with this policy may be subjected to disciplinary actions as per the Company Progressive Discipline Policy.

Supervisors/Foremen may be reassigned if they fail to meet their responsibilities.

The appropriate consequences will depend on the facts of the case, including the nature of the violation, prior violations, and the seriousness of the violation.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Training and Communication Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Training and Communication Program.
- Ensure that the Training and Communication Program is being completed as required and records are available. Training will be provided by both in house and third-party certified training professionals.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Senior Management will review deficiencies and take actions to correct identified deficiencies.
- Ensure that training records are recorded and kept on file for a minimum of five years.
- Develop a written training schedule to identify the minimum standards required for training.
- Ensure workers are trained in the Legislated Health and Safety responsibilities and industry standards.
- Ensure that any worker that has been absent from the Company for more than six months, will complete the full Company Orientation Program.
- Conduct and participate in monthly health & safety meetings with Management and continuous improvement will be reviewed on a quarterly basis.

### Foremen/Supervisors/Managers/Superintendents will:

- Be knowledgeable in the training expectations and standards of the company.
- Review training expectations and training records of all company workers on a project to ensure compliance to this policy.

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- Communicate minimum training requirements and health and safety expectations on a project through a "Site Specific Worker Orientation" or "Site Specific Subcontractor Orientation".
- When a worker is found to lack required training, provide training, or arrange to have the worker trained as required.
- If a worker is performing work not in compliance with Company or legislated standards, ensure the worker is removed from the work task until they agree and demonstrate that they will work in compliance or, when necessary training has been delivered.
- In the case of a subcontractor or one of their workers, the Supervisor may require the worker(s) to be removed from the project until proof of adequate training can be provided.
- Keep accurate records of training delivered to workers onsite. This must be completed using the e-Compliance "Training" tab.
- All Supervisors and Foremen are required to complete the Basics of Supervision training. Newly hired or promoted Supervisors must complete the next available course with IHSA in order to meet the Company requirements for training.
- When necessary, should a worker refuse to participate in required training activities, the Supervisor should discipline the worker in a manner consistent with the Company "Progressive Discipline Policy".


#### **Workers will:**

- Participate in any safety meeting and/or training required by the Company.
- Upon completion, sign all records of training.
- Comply, when required, to successfully complete a quiz or test to prove the transfer of knowledge.
- When required, provide written acknowledgement of receipt of information by signing either a hard copy form or an electronic form on e-Compliance.
- Carry proof of training on their person at all times while on the construction project sites.
- Work in a manner consistent with the Company and training expectations.
- Report any infractions of the Occupational Health and Safety Act and applicable regulations to your immediate Superintendent/Foreman.

#### **Subcontractors will:**

- Ensure their workers are adequately trained as required by the Company.
- Be required to accept full responsibility for ensuring their workers are adequately trained as per the Occupational Health and Safety Act and other regulations as required.
- Provide proof of training for all workers on the jobsite. If a subcontractor or their worker(s) is/are found to have inadequate skills, Company Management or the Health & Safety Department may require the worker to leave the jobsite until proof of training can be provided.



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**Joint Health & Safety Committee members will:**


- Work together with employees, the Health & Safety Department and Management to review the Training and Communication Program annually and make recommendations for continuous improvements.
- Comply with Company requirement that all Joint Health & Safety Committee members must be certified Level 1 and the committee itself must have a minimum of two certified Level 2 worker members.
- Re-enforce compliance of the Training and Communication Program in the workplace.
- When completing the monthly inspections, report any worker(s) to site Management who fail to comply with this policy.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplaces.
- Communicate the requirements of the Program and associated procedures to all relevant parties
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the program are embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Ensure new workers have adequate training assigned for the tasks they will be expected to perform.
- Ensure that the person conducting the orientation signs the New Employee Orientation form.
- Review the training records regularly to ensure that they are adequate, and that the worker training is current.
- Ensure all Health & Safety forms and records are completed and filed on e-Compliance.
- Ensure that additional training is provided for those promoted or to those individuals who assume responsibilities for a new position (e.g., JHSC).
- Ensure that a competent and qualified person (s) delivers all training. Record of certification is required as proof of competency.
- Deliver or arrange for training when it is deemed a worker has inadequate training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHSA standards through industry education.
- Be responsible to update the Policy on an annual basis with Senior Management and the JHSC.
- Complete required training to maintain program certification required to instruct training courses.
- Work with Senior Management to establish the agenda for the annual Health & Safety Day.

**TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department, Management, or qualified third-party providers.

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Certification training will be provided by competent and qualified third-party providers.

The Health & Safety Department will request a copy of the trainer's certification for the course being provided.

Training records shall be maintained for employees involved in the Training and Communication Program on e-Compliance for a period of at least five years.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training (where applicable) and expiry date.

The Company will ensure that any worker that has been absent from the Company for more than six months, will complete the full Company Orientation Program.

Any training that does not have a standard expiration date will be considered valid for three years. Awareness training will be provided on an ongoing basis and considered to be valid for a period of three years. More frequent training may be required if deemed necessary.

Whenever possible, training will include a theoretical and practical component.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.


## REFERENCES

Occupational Health and Safety Act Construction and Industrial Regulations

Company Rules Policy

Training Matrix

Record of Training (ROT)

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## Training Records

New Worker Orientation form

Site Orientation – Worker

Safety Toolbox Sign in Sheet

Training Class Sign in Sheet

e-Compliance Safety Toolbox

e-Compliance Operator's Daily Pre-Shift Inspection form

Training Evaluation Feedback Form

## CONTINUOUS IMPROVEMENT

This policy and process for the Training Communication Policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.


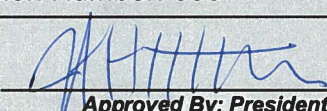
Legislative updates will be reviewed to ensure the Training and Communication Policy meets the Occupational Health and Safety Act, other governing legislation, and updated Company policies.

The amended Policy shall be kept as record of review and the required changes.

The revision of the Policy shall be tracked on the bottom of the Policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	COR requirements Element #8	Jan 23, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 18, 2021	003



<b>Health &amp; Safety Orientation Policy</b>	Issue Date: May 29, 2018	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 8-02</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors.

The purpose of this policy is to provide written guidelines for the orientation of employees, students and subcontractors which is a vital aspect of the Health & Safety Program.

Through orientation, Management can provide new/student, transferred/promoted and/or returning employees as well as subcontractors with information on the specific requirements for health and safety within our organization.

## SCOPE AND REGULATION

This policy applies to newly hired employees and to any employees (including acting positions) who are assigned new or unfamiliar work and/or equipment.

Certain provisions of the policy (as indicated) also apply to summer students, supplied labour, and contract employees. For the purpose of this policy, a new hire would also include anyone returning to the company with a break of service of more than six months.

Health & Safety orientation is conducted for workers as soon as possible after accepting employment with the Company, and before the assignment of work that places their health and safety at risk.

Job-specific health and safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Health & Safety Orientation** – Means acquainting workers and others to the KING Health & Safety Program and the hazards to which they may be exposed and familiarizing those individuals with KING's expectations regarding occupational health and safety and the roles and responsibilities of the workplace parties within the Health & Safety program.

**Job-Specific Health and Safety Training** – Means a formalized training program geared to a specific job/task (e.g., confined space entry) that provides participants with the necessary knowledge and skills to perform the job/task safely.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

<b>Health &amp; Safety Orientation Policy</b>	Issue Date: May 29, 2018	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 8-02</b>	Revision Number: 003	
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**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op student, and certain other learners.


## TRAINING AND ORIENTATION PROGRAM

### Health & Safety Orientation Training shall include:

- Health & Safety Policy
- Drug & Alcohol Policy
- Progressive Discipline Policy
- Workplace Violence & Harassment Policy
- Company Safety Standards
- Employee Roles & Responsibilities
- Standards and Procedures for:
  - Reporting injury/illness
  - Hazard Awareness and reporting hazards
  - Emergency response & procedures
  - Early and Safe Return to Work
  - JHSC/Worker Health and Safety Representative activities
  - Refusal to Work
  - PPE Care & Maintenance
  - Complete assigned specific training courses online and external as required

### Site Specific Orientation Training shall include:

- **Workplace/Jobsite Tour including:**
  - Introduction to JHSC/Worker Health & Safety Representative for the work area
  - Emergency equipment, exits, first aid stations, etc.
  - Health & Safety board and postings
- **Training in the following areas:**
  - Review of assigned job activities
  - Review of operating instructions for equipment/process
  - Review of hazards and controls
  - Review of any safe operating procedures/safe work instructions
  - Time frames for training completion
- **Specific training programs:**
  - Complete assigned in house training modules based on job position
  - Complete any third-party training as required to meet provincial requirements or determined by OHSA

<b>Health &amp; Safety Orientation Policy</b>	Issue Date: May 29, 2018	
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<b>Policy Number: HSMS 8-02</b>	Revision Number: 003	
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## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Health & Safety Orientation Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Health & Safety Orientation Program.
- Purchase the required printed materials and training needed to support the Health & Safety Orientation Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure the requirements as defined in Section 25 and 26 of OHSA are completed.

### Senior Project Managers will:

- Approve all hiring and promotions of workers.
- Follow the hiring and onboarding process established by the Human Resource Department.
- Present a job offer letter to all potential candidates.
- Advise all departments including Payroll, and the Health & Safety Department once an offer has been accepted.
- Verify the candidate holds a valid Working at Heights certification. Proof of valid driver's license may be required depending on the position of employment.


### Foremen/Supervisor/Managers/Superintendents will:

- Ensure that workers receive site specific health and safety orientation once assigned to a jobsite using the designated orientation form. A signature is required by the individual completing the site safety orientation and the person receiving the orientation.
- Attend and be familiar with all health & safety training programs required by workers under their supervision.
- Monitor worker's performance to ensure the skills and knowledge are put into practice and for modifying training as needed.
- Maintain sit specific training materials such as Health & Safety binders.
- Communicate aspects of the program standard applicable to their work operations to those newly hired workers and workers with new tasks or equipment who report to them (e.g., toolbox talks, staff meetings, training sessions, posting in the workplace).

### Workers will:

- Participate and complete all assigned training.



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- Follow the policies and procedures as outlined in the training program.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or Supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Provide evidence of training records when requested by either the Company or third parties including Ministry of Labour.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures.

**Joint Health & Safety Committee members will:**

- When consulted, provide input for the development and updating of both health & safety orientation and job-specific health & safety training programs.
- Maintain current joint health and safety committee membership lists and post them prominently in their workplaces.
- Both Management and union members of joint health and safety committees should be encouraged and permitted to take part in the health & safety orientation.
- Review and make recommendations on the health & safety orientation and job specific health & safety training programs within the area of their responsibility.

**Health & Safety Department will:**

- Assign the required training materials including both online programs of job specific training.
- Complete onsite orientation when required.
- Develop and deliver on a regular basis, generic health & safety training programs to assist departments in meeting their responsibilities under this policy.
- When developing new training programs and revising existing programs, build in participant evaluations, either written and/or practical.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Promote feedback and recommendations from employees.
- Provide consultation in the design and/or delivery of health & safety orientation and job-specific health & safety training programs, in accordance with the accompanying training standard, in conjunction with the respective joint health and safety committee.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Make the training records available to departments, joint health and safety committee, and the Ministry of Labour, upon request.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

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<b>Policy Number: HSMS 8-02</b>	Revision Number: 003	
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## TRAINING/RECORD KEEPING

All workers of King Paving & Construction Ltd. who are required to complete Health & Safety Orientations will be trained on how to complete the different components of the onboarding process.

Training records will be maintained by the Health & Safety Department for a period of three years.

Annual training awareness for this program may be completed through any of these different forums:

- Health & Safety Day
- New Hire Orientation
- Toolbox talks
- Management Meetings
- JHSC Meetings
- Specific training courses through external providers

Training records will be maintained by the Health & Safety Department in eCompliance.

Training awareness updates will be completed every three years.

## COMMUNICATION

Communication of this program with regards to the roles and responsibilities will be completed through any of the following forums:

- Scheduled safety meetings
- Safety communication board postings
- Employee orientation
- Subcontractor orientation
- Toolbox talks
- Specific training courses

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES



New Worker Orientation Form

Site Orientation & Specific Guidelines for Workers Form

Launching a Safe Start: A Worker's Guide

Prevention Fact Sheet to Developing a Workplace Health & Safety Policy and Program

Ministry of Labour Worker and Supervisor Awareness Training

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## CONTINUOUS IMPROVEMENT

This standard and process for the Health & Safety Orientation will be reviewed on an annual basis, jointly by Senior Management and JHSC.

Legislation updates will be reviewed to ensure the Health & Safety Orientation Standard meets the provincial Occupational Health & Safety Act and other governing legislation. If there are legislative or updates in the company policies, the document will be revised and approved.

The amended policy shall be kept as record of review and the required changes.



The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

An action plan is to be created based on the results of the standard evaluation. The action plan will identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New standard development	Safety Group Element	May 29, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy & training	Annual review	Jan 18, 2021	003



<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-01</b>	Revision Number: 005	
	 <b>Approved By: President</b>	

## POLICY GOAL

The goal of Company's inspection program is to prevent occupational injuries and illnesses by identifying hazards and eliminating actual and potential hazards before they occur. The inspection policy will ensure that KING complies with the requirements of the Occupational Health and Safety Act (OHSA), take a proactive approach and action to eliminate or reduce the hazards found.

Workplace inspections ensure an effective audit of the company's Internal Responsibility System (IRS) and the Health and Safety Management System. Regular planned inspections are an important way to identify hazards.

Once hazards have been identified, they can be eliminated or minimized. Workplace inspections are used to check that hazard controls are adequate and working, identify possible solutions to problems, and allow for the follow up to ensure that problems have been corrected.

The written workplace inspection program will provide confirmation of due diligence, documenting that KING is taking every reasonable precaution under the circumstances to protect its workers, subcontractors, business affiliated and the general public.

## SCOPE

This policy applies to all persons of King Paving & Construction Ltd. which includes workers, subcontractor(s) and management personnel that are required to perform workplace inspections as part of the roles and responsibilities for the Company.

## DEFINITIONS

**Workplace Inspection** – A documented physical inspection of the company premises that would include all areas of the workplace including construction sites, company equipment and other company owned assets.


**Inspection Frequency** – Established criteria for inspections as outlined in the Occupational Health and Safety Act and recommended manufacture specifications.

**Worker Rep** – A worker who is selected by workers at the workplace who does not exercise managerial functions or by the union where the workplace is unionized.

**IRS (Internal Responsibility System)** – Established joint responsibility between worker and management to ensure a safe work environment. Every worker who sees a health and safety concern such as hazards in the workplace, has a duty to report the situation to management. Once the hazard is reported, management and the supervisor have a duty to review the problem and better the best means available to either eliminate or reduce any hazard that could injure workers.

**Hazard** – Is the potential to cause harm or adverse effect on workers in the workplace.

**Risk** – Is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.

<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-01</b>	Revision Number: 005	
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**Near Miss** – Is an unintentional incident that could have caused damage, injury or death but was narrowly avoided. In the context of safety, a near miss may be attributed to human error, or might be a result of faulty safety systems or processes in an organization.

**Risk Control** – Is the method by which firms evaluate potential losses and take action to reduce or eliminate such threats.

### APPLICABLE FORMS

The forms used in the inspection process are as follows:

- Operator's Daily Inspection
- Vehicle Pre-Trip Inspection
- CVOR Schedule 1 Daily/Pre-Shift Inspection
- Hand & Power Tool Daily/Pre-Shift Inspection
- Site Inspection Report
- Office Inspection Report
- Near Miss Report
- JHSC Monthly Site Inspection or Super/JHSC Monthly Site Inspection

These inspection reports will be completed using e-Compliance.

### COMMUNICATION & TRAINING

All workers of King Paving & Construction Ltd. who are required to complete inspections will be trained on how to complete workplace inspections that pertain to the scope of work being performed.

Pre-inspections are required of all equipment including hand tools, vehicles, heavy equipment, and other devices used in the workplace.


Training records will be maintained by the Health & Safety Department.

Training awareness updates will be completed every three years.

Any Subcontractors that perform work for the Company, must provide proof of training for their workers during the prequalification process. Subcontractor(s) and their workers are required to comply with the pre-inspection policy.

Communication of the inspection requirements will be completed by any of the following: toolbox talks, safety meetings, JHSC meetings or other means as required by the Health and Safety Department. Records of communication will be maintained in e-Compliance.



<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-01</b>	Revision Number: 005	
	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

## INSPECTION FREQUENCIES

All levels of management have a responsibility to perform workplace inspections. Based on the position in the organization. The frequency of inspections are as follows:

POSITION	FREQUENCY	LOCATION
Worker/Operator	Pre-use of tools/equipment – daily	Active job locations
Foreman	Daily JHA & Weekly Site Inspection	Active job locations
Superintendent	Pre-job start hazard assessment – monthly	Active job locations
JHSC Worker Rep	Monthly	Designated job locations
JHSC Management Rep	Monthly	Designated job locations
Health & Safety Dept.	Monthly	Designated job locations
JHSC Worker Rep/Mgmt. Rep	Annually	Designated job locations
Vehicle Operators	Daily	Company vehicles
JHSC Members	Monthly	Active job locations


Persons completing inspections have the following responsibilities:

- Ensure that a pre-determined schedule has been established.
- Observed hazards, substandard acts or conditions are corrected immediately if possible.
- Notify Management of the identified hazards in the area and record on inspection form.
- Use the appropriate inspection form on e-Compliance.

Upon completion of the inspection:

- The inspector will identify time frames to correct identified hazards based on the level of hazard. These timeframes are subject to review by management.
- Management must review the completed inspection form and approve using e-Compliance.
- If corrective action is required, complete form and initiate action item on e-Compliance.
- JHSC members will review the completed reports and make recommendations.



<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
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## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Workplace Inspection Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Workplace Inspection Program.
- Provide active support for activities associated with the Workplace Inspection Program.
- Review the policy at least annually and approve all alterations. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisor/Managers/Superintendents will:

- Work together to eliminate workplace hazards and to prioritize safety concerns.
- Advise the Health & Safety Department of any safety concerns that cannot be easily rectified by onsite personnel.
- Perform random audits on their job sites to ensure compliance with the inspection policy.
- Schedule workers who are required to complete inspections adequate time to meet compliance.
- Complete the required inspections as identified in the inspection frequency chart (O. Reg. 213/91, s. 14(4), at least weekly or more if deemed necessary.
- Take corrective action to rectify deficiencies found in the workplace or jobsites.
- Report any technical issues with e-Compliance that would prevent compliance with this policy.
- Ensure workers have access to devices to record Near Misses to identify site hazards. Near Miss reports completed with e-Compliance will be automatically filed with the Health & Safety Department for review.

### Workers will:

- Report to their immediate Supervisor any potential or actual workplace hazards they come across during their workday and complete a Near Miss report.
- Complete a pre-use inspection of tools and equipment prior to commencing work as per Reg. 213/91, section 93(3) and 94(1),(2).
- Take all reasonable precautions to minimize risk in the performance of their duties.
- Work with leadership to eliminate workplace hazards and exercise appropriate due diligence.
- Use the provided workplace checklists and inspection forms.
- Complete tagout procedures for any equipment or tools that are found to be deficient.
- Report any safety concerns to the JHSC.

<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
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**Joint Health & Safety Committee Members will:**

- Work together with workers and Management to eliminate workplace hazards, exercise appropriate due diligence, and prioritize safety concerns daily.
- Participate in JHSC certification training as assigned.
- Use designated forms to complete the monthly inspections.
- Correct any minor deficiencies found during the inspection process.
- Review the prior period's inspection report to review any outstanding deficiencies and make recommendations to management.

**Health & Safety Department will:**

- Review the completed inspection reports and ensure all required inspections are completed as per the inspection frequency chart.
- Provide an inspection compliance report overview to Management at the quarterly safety meeting.
- Complete an independent workplace inspection monthly.
- Assist the Management team to identify gaps in compliance and create an action plan for improvement to meet established inspection frequencies.
- Maintain and protect all inspection records for the required amount of timeframe established by the governing jurisdiction.
- Attend training or educational sessions to keep abreast of current legislation changes and requirements. Update Management of any required changes to this policy.


## EVALUATION

This policy and process for workplace inspections will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislation updates will be reviewed to ensure the inspection policy meets provincial requirements.


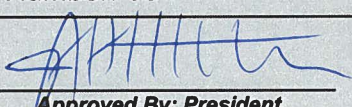
The amended policy shall be kept as record of review and the completed amendments.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance tracking log.

<b>Workplace Inspection Policy</b>	Issue Date: January 31, 2016	
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	Policy development	Jan 31, 2016	000
Update inspection frequency	Annual review	Jun 15, 2017	001
Update policy to reflect online reporting forms and procedures	Annual review	Jun 6, 2018	002
Update policy	Annual review, update forms list & company name change	Oct 17, 2019	003
Update policy	Annual review	Feb 13, 2020	004
Update policy	Annual review	Jan 18, 2021	005



<b>Housekeeping Policy</b>	Issue Date: September 23, 2020	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-02</b>	Revision Number: 001	
	 <b>Approved By: President</b>	

## POLICY GOAL

The goal of this policy is to ensure that all King Paving & Construction sites are managed in accordance with the Housekeeping Policy.

## SCOPE AND REGULATION

This policy pertains to all workers as well as subcontractors, visitors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

## DEFINITIONS

**Housekeeping** – keeping work areas neat and orderly, maintaining halls and floors of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas and walkways

## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Housekeeping Policy
- Allocate appropriate resources, training, and employees to implement and maintain the Housekeeping Policy
- Provide active support for activities associated with the Housekeeping Policy
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval

### Foremen/Supervisors/Managers/Superintendents will:

- Always maintain clean and orderly work sites
- Eliminate slipping and tripping hazards
- Ensure that all emergency routes and pathways to emergency devices are kept clear of obstructions

### Workers will:

- Follow the policy and procedures for housekeeping
- Continuously monitor work areas
- Follow the practice of “clean as you go”

<b><i>Housekeeping Policy</i></b>	Issue Date: September 23, 2020	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-02</b>	Revision Number: 001	
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## STANDARD/PROCEDURE

Failure to comply with our housekeeping policy may result in the loss of revenue and/or site privileges for the Company, subcontractors, or their workers. The project Superintendent shall strictly enforce the housekeeping policy daily.

All workers and subcontractors shall ensure that their waste material and debris is removed to a disposal area and reusable material shall be removed to a storage area at least once a day or as often as necessary to prevent a hazardous condition from arising. **Disposal areas are to be designated by the King Paving & Construction project Superintendent.**

1. Work areas should be cleaned before, during, and after during a task.
2. Make sure all cords and hoses are properly wound, and out of walking path, and away from mobile equipment tires so they do not run over or stop on top of them.
3. Pick up all hand tools when finished use. Do not leave them around as a tripping hazard. Ensure that tools are stored properly.
4. Clean any spills immediately.
5. Dispose of any unused oil, cleaning supplies, or any other chemical properly.
6. Ask for help for lifting any object that is too heavy for one person.

## TRAINING/RECORD KEEPING

Workers will be trained on the Housekeeping Policy via toolbox talks.


Records of this training will be maintained via eCompliance.

## COMMUNICATION

Communication is to take place between all King Paving & Construction workers and subcontractors and with the site Superintendents.

Communication of this policy will be done through any of the following events:

- Job Hazard Assessments
- New employee orientation
- Subcontractor orientation
- Toolbox talks
- Annual safety day
- Weekly site inspections

<b>Housekeeping Policy</b>	Issue Date: September 23, 2020	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 9-02</b>	Revision Number: 001	
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### EVALUATION/REVIEW


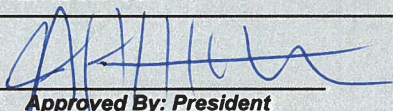
This policy and for Housekeeping will be reviewed annually and jointly by Senior Management and JHSC.

### ASSOCIATED DOCUMENTS/FORMS

- SJP for housekeeping
- Housekeeping TBT
- Site inspections on eCompliance

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	New Policy	Sep 23, 2020	New
Update Policy	Annual Review	Jan 18, 2021	001



<b>Investigation and Reporting Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 10-01</b>	Revision Number: 007	
	 Approved By: President	

## POLICY GOAL

This policy outlines the reporting and investigation procedures for King Paving & Construction Ltd. The Company will ensure that incidents and injuries are investigated and reported to the Workplace Safety and Insurance Board and/or the Ministry of Labour when required.

The objective of this policy is to establish a consistent means of recording incident/accident and investigation information into the cause of the accidents, incidents and near misses for the purpose of implementing controls to prevent future occurrences.

## SCOPE

This policy applies to management, supervisors, workers, H&S representatives or JHSC members, Payroll and the Health & Safety Department.

- Fatality near miss
- Property damage/utility hits
- Fire
- Occupational illness
- Environmental release/spill
- Critical injury
- Lost time injury
- Health care
- First aid
- Vehicle/equipment accidents


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Critical Injury** – Section 1 of Ontario Regulation 834 under the OHSA defines “critical injury” as an injury of a serious nature that: places life in jeopardy, causes unconsciousness, results in significant blood loss, involves the fracture of a leg or arm, but not a finger or a toe, amputating all or part of an arm or leg, but not a finger or toe, consists of burns to major portion of the body, or causes loss of sight in an eye.

Clause 1(d) states that a “critical injury” includes the fracture of a leg or arm but not a finger or toe. The Ministry of Labour has clarified that it interprets the fracture of a leg or an arm to include the fracture of a wrist, hand, ankle, or foot.

In addition, while clause 1(d) excludes the fracture of a finger or a toe, the Ministry of Labour takes the position that the fracture of more than one finger or more than one toe does constitute a “critical injury” if it is an injury of a serious nature.

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Clause 1(e) provides that a “critical injury” includes the amputation of a leg, arm, hand, or foot, but not a finger or toe.

While the amputation of a single finger or single toe does not constitute a critical injury, the Ministry of Labour interprets the amputation of more than one finger or more than one toe to constitute a “critical injury” if it is an injury of a serious nature.

**Occupational Illness** – Any time a person is over-exposed to a chemical, physical, biological agent or ergonomic condition that results in harm to the person’s body.

**Occupational Injury** – Is a work-related physical harm or damage to a person.

**Fatality** – Is a death.

## LEGISLATION REFERENCE

Occupational Health and Safety Act – section 51-53, 9(31)

Occupational Health and Safety Regulation 213/91 – Construction Projects

Occupational Health and Safety Regulation 851 – Industrial establishments

Occupational Health and Safety Regulation 834 – Critical Injury – Defined

Ontario Highway Traffic Act Regulation 455/07

St. John Ambulance Training Manual

WSIA Regulation 1101

IHSA Construction Safety Manual, Chapter 4

## LEGAL AND COMPANY REQUIREMENTS FOR REPORTING ACCIDENTS/INCIDENTS

The appropriate reporting form must be completed by the injured worker, witnesses, first aid responders, and other workers involved that have valuable input on what happened.

The form should be completed on eCompliance within 4 hours of occurrence.

Accidents, incidents, and occupational illnesses must be reported to the Ministry of Labour (as required)

Refer to the table that outlines the company’s responsibilities to report:






**KING**  
PAVING & CONSTRUCTION

## LEGAL REQUIREMENTS FOR REPORTING PRESCRIBED INCIDENTS

**All prescribed incidents listed below must be reported in writing to the MOL within two days:**

- A worker falling a vertical distance of three meters or more.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment.
- Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized powerline rated at more than 750 volts.
- Structural failure of all or part of falsework.
- Structural failure of a principal supporting member, including a column, beam, wall, or truss of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent support for a shaft, tunnel, caisson, cofferdam, or trench.
- Failure of a wall of an excavation or of similar earthwork.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.



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#### **Notice of accident, explosion or fire causing injury:**

- In the event of an accident involving fire or an explosion, the MOL must be notified within 4 days.
- In the event of an accident where a worker is not critically injured but requires medical treatment or is unable to perform their usual work, the Ministry of Labour must be notified within 4 days.
- Notices will be completed by the Health & Safety Department using the MOL occurrence report as required with all prescribed information.
- Copies of the report must be submitted within 4 days to the JHSC members and the trade unions.


#### **Notice of Occupational Illnesses:**

- When the company is advised that a worker has files with the Workplace Safety and Insurance Board (WSIB) that they have an occupational illness, the Ministry of Labour must be notified within 4 days.
- Copies of the report will be submitted within 4 days to the JHSC and the trade unions.

#### **Procedures for Reporting a Vehicle Accident:**

In the event of a vehicle accident involving a company vehicle, the following procedures should be followed:

- Stay calm, park safely.
- Assess the situation-evaluate your medical condition. Do not move if there is a possible neck/back injury.
- If you have warning devices, set them out.
- Wear Hi Vis clothing or use portable lighting if available when incident occurs during low light conditions or poor visibility.
- Call Police or 911 (if physically able). Insist on an incident report, no matter how minor the accident is.
- Be courteous. Answer Police questions. Give identifying information to the other party involved, but no comments about assuming responsibility.
- Assist injured parties, but do not move the injured unless a life-threatening situation exists.
- Provide any First Aid, if physically able and/or if medical attention is needed and you are trained.
- Protect yourself and the vehicle from further injury or damage, if physically able to do so. Direct traffic around the accident scene, move vehicle from roadway, when directed, position yourself away from the vehicle, if the vehicle cannot be moved.
- Report the accident to your Supervisor.
- Identify yourself and the Company. Supply vehicle information such as CVOR, license and registration if asked.
- Do not discuss the accident with other driver(s) or witnesses.
- Ask all witnesses to give witness information.
- Comply with all legal paperwork, such as completing the "Vehicle Accident & Loss Report". Provide copies to the Health & Safety Department for manual report only.
- If possible, include with the "Vehicle Accident & Loss Report", photographs taken from all four sides of vehicles involved in the accident, including the road or weather conditions, any skid marks, and the

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collision scene (i.e., intersection, parking lot, or other location). Include pictures of all license plates of vehicles involved in the accident.

- If applicable, return the manually completed report to the Health & Safety Department within 24 hours.

#### **Treatment Log:**

All accidents and injuries requiring a minimum of first aid treatment shall be recorded on the company's "First Aid Treatment Log" on eCompliance.

Injury information will include:

- Date of injury
- Type of injury
- Treatment required
- Cause of injury
- Name of person providing treatment
- ESRTW plan implemented

The Treatment Log will be reviewed at least monthly by management and provided to the JHSC for review.

#### **Contact the Health & Safety Department within 4 hours of incident:**

Failure to manage an injury as required by the WSIB and/or the MOL may result in fines to the Company.


- WSIB Form 7's must be completed and submitted to the WSIB within 3 days of notification of the injury. Failure to submit may result in late filing charge of \$250.00.
- At all times when describing what happened, be sure to use terms such as "worker states" or "worker claims" since the information cannot be verified as accurate by the Company.
- Always include the following statement: "The Company reserves the right to revise this statement as a result of further investigation".
- Management should always think of a Form 7 as a blank cheque. Do not allow Supervisors, workers or other support staff complete the form of the Company's behalf. The Health & Safety Department should always review the form prior to submitting online.
- Never provide information that you know to be false. This is considered to be fraud and will be treated accordingly. There is a possibility of charges and/or fines to the person who signs the form.

#### **Follow up:**

- The designated ESRTW Coordinator must ensure that the claim is handled correctly to minimize the financial burden of the Company.

#### **Begin the ESRTW Program:**

- The onsite management must keep accurate documentation of all events related to the accident and injury(s) sustained by the worker.

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- If the worker is injured, ensure that the worker has been provided with the ESRTW package and is aware of our modified work program. Workers must provide a Form 8 at the initial assessment and a Functional Ability form when requested when seen by a Health Care Provider.
- Only when a worker has provided the FAF stating that the worker is “Fit for regular duties” can the worker return to his/her regular work activities. Inform the WSIB that the worker has been cleared to return to work.

## INVESTIGATION PROCESS


### Investigations will consist of the following steps:

1. Collection of Information – This will be achieved by conducting interviews. Interviews will be documented using the company “Witness Statement” form and all interviews will ensure the confidentiality of the workers.
2. Assessing the Scene – Photographs and/or sketches may be taken to provide a visual description of the scene. Any pictures taken as part of the investigation are not to be shared on social media without the written consent of the company.
3. Identification of the Contributing Factors – Investigators will consider the people, equipment, materials, environment as well as policies and procedures which may have contributed to the accident.
4. Investigations Report – A Company Equipment Damage/Loss/Theft Investigation form will be completed on eCompliance. Reports will be filed with the Health & Safety Department and will be available to workers upon request.
5. Root Causes/Corrective Actions – Will be developed and implemented for the driver/maintenance deficiencies for the sole purpose of ensuring the accident/incident is not repeated. These controls will be reviewed by the JHSC prior to being implemented.

## APPLICABLE FORMS

- Return to Work Early & Re-Employment Policy
- First Aid Treatment Log
- Functional Abilities Form (Ontario)
- Refusal of Medical Treatment and/or Refusal of Transportation for Medical Treatment Form
- Incident Reporting Forms
- ESRTW Package
- Near Miss Report
- Corporate Safety Goals
- MOL Incident Reporting Forms



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## RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Investigation and Reporting Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Investigation and Reporting Program.
- Provide active support for activities associated with the program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified gaps.
- Participate in the executive review of the disability management performance and participate in strategy development to create an action plan as required.


### Workers/Subcontractors/Supplied Labour/Visitors on Jobsites will:

- All workers or subcontractors sustaining an injury or occupational illness as a result of workplace conditions must verbally report their condition to a Manager/Foreman/Superintendent or Supervisor immediately (Refer to WSIB form 82).
- If the worker is unable to report due to the nature of the injury, then another employee who assisted the injured worker must report it immediately.
- The Supervisor/Manager will contain the incident area to prevent further injury or damage and to maintain it for investigation purposes.
- Emergency Response/Ambulance will be contacted, and first aid treatment will take place as required.
- Notify the Health & Safety Department allowing them to notify the placement agency of any injuries or illnesses sustained to any supplied labour during their employment term.

### Foremen/Supervisor/Managers/Superintendents will:

#### Non-Critical Injury or Illness: (Upon being notified of the injury or illness they shall)

- Immediately ensure first aid is provided from a qualified individual.
- In cooperation with the first aider and injured worker, complete a first aid log sheet form noting all details of the illness or injury.
- Determine if subsequent medical aid is necessary. If so, the Supervisor will arrange transportation, as appropriate. Injured/ill workers are not to drive themselves to a hospital or doctor.
- Inform the JHSC and the Health & Safety Department, ensuring a proper investigation is completed.
- Ensure that any worker who requires medical attention away from the workplace will receive full pay for the balance of the regularly scheduled shift for the day of injury, including any premium or shift bonuses that would normally be paid.

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- Determine if the injury or illness that occurred has the potential to reoccur and take the appropriate steps to prevent reoccurrence.
- Once the completed Form 8 has been received, must be provided to the ESRTW Coordinator to draft the Return to Work to the injured worker.
- Follow up with the injured worker daily to ensure that any restrictions are being followed.
- Provide the completed Accident Investigation Form to the Health & Safety Manager and Senior Project Manager for filling if using hard copies. Send to [safety@kingpaving.com](mailto:safety@kingpaving.com).

**Critical Injury or Illness:** (Upon being notified of the injury or illness they shall)

- Contain the incident area with caution tape to prevent further injury or damage and to maintain the incident location for investigational purposes.
- No one should disturb the scene including, tools, equipment, etc. for any reason unless a life-threatening situation exists. Take pictures as part of the investigation.
- Emergency response/Ambulance will be contacted, and first aid treatment will take place as appropriate.
- Contact the Health & Safety Department immediately once treatment for the worker has been initiated and it is safe to do so.
- The Health & Safety Department will contact the appropriate of the following: Ministry of Labour (MOL), certified JHSC members, Police, Senior Management, and the worker's family.
- The Health & Safety Department will arrange for support for the worker through counselling or other means.
- The Health & Safety Department will work with the jobsite management, JHSC members and workers to conduct the workplace investigation.
- The Health & Safety Department will provide the MOL with a written report within 48 hours of the incident describing what happened and provide any other requested information required by the MOL.
- Contact the Payroll Department to proceed with the WSIB Form 7 filing.

**First Aid Provider(s) will:**

- Provide treatment based on the needs of the injured worker in order to achieve a full recovery.
- Provide initial treatment based on their level of first aid training.
- Professional medical help will be provided by dialing 911, or if emergency services are not required, arrangements by the onsite Foreman/Superintendent will be made to transport the injured employee to the nearest health care facility.
- Upon being informed of an injured or ill worker, a qualified first aider shall:
  - Attend to the injured/ill party and administer proper treatment.
  - Record all first aid treatment or advice.
  - Assist in ensuring that subsequent medical treatment is provided as required.
  - If a worker is refusing medical treatment or transportation, please complete a "Treatment Refusal" Form.

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**JHSC Certified Members will:**

- Assist at the incident scene if available.
- Participate in the incident investigation.
- Provide support to the injured worker.
- Review the results of the investigation and make recommendations to management.

**Payroll Department will:**


- Complete the WSIB Form 7 and submit within 3 days either by hard copy or electronically for the following:
  - Lost time injuries from the day of injury.
  - Medical Aid injuries.
  - Modified duties greater than 7 days.
  - Earns less than regular pay.
- Update the WSIB Case Manager as required until the claim has been closed.
- Provide personal contact information for injured worker as required.
- Maintain all WSIB information in worker's file.

Note: The Health and Safety Department can also complete and submit the WSIB Form 7 and work with the WSIB case manager

**Health & Safety Department will:**

- Advise and coach on site Management for emergency procedures.
- Contact all required governing bodies and provide reports as requested.
- Manage all media inquiries.
- Contact Senior Management and other contacts depending on the severity of incident.
- Ensure onsite investigation is completed immediately.
- Add the injury/illness to the injury statistics for tracking.
- Ensure first aid statistics are reviewed at least quarterly by the Joint Health and Safety Committee.
- Ensure the WSIB is notified within 72 hours if it a reportable injury.
- Update the WSIB Case Manager as required until the claim has been closed.
- Provide personal contact information for injured worker as required.
- Notify Senior Management of all injuries/illnesses.
- Manage the RTW claim.
- Perform a post review of the RTW process and make recommendations for continuous improvement.
- For disabling injuries that require medical attention or occupational illness, the Health & Safety Department will deliver within (4 days) to the JHSC committee a written description of the circumstances surrounding the injury/illness.



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## COMMUNICATION

Communication of this program with regards to the roles and responsibilities will be completed through any of the following forums:

- Scheduled safety meetings
- Safety communication board postings
- Employee orientation
- Subcontractor orientation
- Toolbox talks
- Specific training courses

This policy will be communicated to new employees during the orientation process.

Records of communication will be maintained on eCompliance.

## TRAINING

All workers of King Paving & Construction Ltd. who are required to complete investigation and incident reporting will be trained on how to complete the specific forms required based on the type of workplace incident or accident.

Training records will be maintained by the Health & Safety Department for a period of three years.

Annual training awareness for this program may be completed through any of the different forums:

- Safety day
- New Hire Orientation
- Toolbox talks
- Management Meetings
- JHSC Meetings
- Specific training courses through external providers


Training records will be maintained by the Health & Safety Department in e-Compliance.

Training awareness updates will be completed every three years.

## EVALUATION AND CONTINUOUS IMPROVEMENT

This standard and process for the Investigation and Reporting Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislation updates will be reviewed to ensure the Investigation and Reporting Program meets the provincial Occupational Health and Safety Act and other governing legislation. If there are legislative or updates in the company policies, the document will be revised and approved.

<b>Investigation and Reporting Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 10-01</b>	Revision Number: 007	
	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Approved By: President</b>	

Evaluation of the Investigation and Reporting Program will be conducted through any of the following:

- monthly management safety meetings
- annually using surveys
- site audits
- safety observations.

A summary review based on the actual results will be prepared for review. The results of the surveys and annual performance results will be reviewed, and recommendations made based on the findings.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

An Action Plan is to be created based on the results of the standard evaluation. The Action plan identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Title correction	Corrections	Jun 16, 2017	001
Reporting guidelines	Revision of reporting requirements	Aug 7, 2017	002
Update reporting process	Annual review	Jun 23, 2018	003
Policy update	Annual review	Oct 17, 2019	004
Policy update	Annual review. Updated the procedures for reporting an accident.	Feb 13, 2020	005
Policy update	Vehicle accident reporting updated	June 18, 2020	006
Policy update	Annual Review	Jan 18, 2021	007

<b>Emergency Preparedness Policy</b>	Issue Date: August 17, 2017	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 11-01</b>	Revision Number: 004	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors.

The purpose of this policy is to establish procedures for emergency response in the event of the incident occurring on the jobsite.

The prevention and effective management of emergency situations can assist to minimize the negative impact of an unexpected event.

## SCOPE AND REGULATIONS

This policy pertains to all workers, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

An Emergency Plan is required for all company workplaces. All managers are required to ensure the Emergency Plan is current and communicated at the daily JHA and relevant to the specific scope of work being performed.

Specific job tasks such as confined space entry require additional emergency procedures to be developed and communicated to the workers involved in the specific work.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Hazard** – A source of potential harm to people or a situation with potential to cause injury or loss to the plant, property, and equipment. Hazards can be grouped as physical, chemical, ergonomics, biological or psychological.

**Hazard Control** – The process of implementing measure to reduce the risk associated with a hazard.

**Hazard Identification** – The process of identifying all situations or event that could give rise to injury, illness or damage to plant or property.

**Health** – Refers to the physical and psychological health of a worker.


**Supervisor** – Person who has charge of a workplace or authority over another worker.

**Visitor** – A person who is not employed by the Company. This person may be a salesperson, trainer, client, or someone who may have interest in the operations.

**Worker** – Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program:

- A person who performs work or supplies services for monetary compensation.



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- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school board.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied art and technology, university, or other post-secondary institution.
- A person who receives training from an employer, but who under the "Employment Standard Act, 2000" is not a worker for the purposes for that Act because of the condition set out in subsection 1(2) of that Act have been met.
- Such other person as may be prescribed who perform work or supply services to an employer for no monetary compensation.


**Worker Safety Representative** – Worker member of the JHSC or a Health and Safety representative as defined in the OHSA.

#### GUIDELINES FOR PREPARING AN EMERGENCY PLAN

All projects require an Emergency Plan. The magnitude and complexity of the plan depends on the size of the project/workplace. The plan can also be reviewed with local authorities.

Required elements are:

- A method for reporting the emergency, generally telephone is the most effective. However, an alternative should exist (perhaps notification with the plant, or police notification from the nearest available phone if the emergency disables the site's office phone lines).
- A list of workers responsible in emergency situations and how to contact them.
  - This should be plainly posted and available.
- A plan for incident investigation and correction of hazard.
- A list of phone numbers for emergency and support services.
  - This listing is in the onsite safety manual as well as posted on the health and safety board.
- A method for sounding the alarm:
  - For all jobsites, the air horn is to be used to advise all onsite workers of emergency situations. Everyone is to use three short blasts to acknowledge a stop work situation. All workers are then to gather at the muster point.
- A description of potential emergencies.
  - This is extremely important from an educational standpoint. Emergency preparedness is essentially based on anticipating all possible crises. Everyone should discuss at the daily JHA any potential emergencies that may occur on the jobsite.
- A map of the workplace that shows evacuation routes and head count location, as well as the location of emergency equipment, first aid station, fire sprinklers, alarm pulls, and extinguishers. For field jobsites, the head count and evacuation routes will be discussed at the JHA. Most company owned vehicles are equipped with fire extinguishers and identified with the sticker located on the outside of the vehicles. First aid kits are in all Foremen's trucks and identified with the sticker on the outside of the vehicle.

<b>Emergency Preparedness Policy</b>	Issue Date: August 17, 2017	
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- Emergency response kits are provided to all Foremen. These kits should be readily available in the immediate work area in case of emergency.

## PROGRAM REQUIREMENTS

**Visitor Logs** – All visitors and subcontractors are required to sign in the company's visitor log as record on being on the jobsites for office locations. The visitor log will provide emergency coordinators with a list of individuals on site that will need to be included in our head count during the emergency evacuation when required.


**Short- and Long-Term Mobile Jobsites** – All visitors and subcontractors are required to notify site management whenever they are to begin work. Each site location will be required to maintain visitor log records. Visitor logs will be designed as a standard format for King Paving & Construction Ltd. Visitors to construction sites should be included on the Job Hazard Analysis form as attendance records. All visitors need to be made aware of procedures while on company premises.

**Site Fire Plans** – All work locations are required to have an emergency floor plan posted throughout the site in a high traffic area. Temporary work sites are required to have a site-specific plan that all workers including subcontractors are aware of. Emergency floor plans must include emergency exits, location of first aid kits/fire extinguishers/eye wash stations/pull stations/fire blankets/emergency air horns/muster points and other emergency support tools such as an AED if available. A current copy of the Emergency Preparedness Plan must also be posted on the Health and Safety Board or Safety binders for construction sites.

**Training** – The risk of an incident cannot be totally eliminated; therefore, King Paving & Construction Ltd. will take the following steps to help ensure the proper reaction to any emergency situation that may occur.

- Provide initial emergency first aid training and refresher training ensuring that the appropriate number of first aid trained individuals are available at each workplace/jobsite at all times (Ontario WSIB Reg. 1101).
- Ensure that first aid trained personnel are known and a list of their names and certificates are posted on the Health & Safety board/Safety binders.
- Provide transportation to a medical facility for injured workers.
- Provide training on fire extinguisher inspections and operations.
- Provide training to management and supervisory personnel on how to handle emergency situations.
- Conduct annual fire drills and post evaluation by the JHSC and Floor Wardens.
- Establish and provide communication in the form of cell phones/radios/air horns or other means. If air horns are to be used as the means of communication to evacuate, the standard will be three short blasts. Other air horn standards may be determined for site specific sites.
- There may be a situation arise where the general contractor has an established emergency communication procedure for a jobsite. In this case, King Paving & Construction Ltd. would adopt the general contractor's program for the duration of the project.
- Provide appropriate first aid kits and ensure that inspection records are maintained.
- Ensure all emergency equipment is being inspected as per the company inspection policy.



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- Training awareness shall be conducted as part of the worker orientation process, with follow-up refresher training conducted every three years or when there are significant changes to the Working at Heights Program or related procedures at King Paving & Construction Ltd.

## EQUIPMENT INSPECTION RECORDS

**Fire Extinguishers** – All fire extinguishers are to be inspected at least monthly by a competent person. All units must be inspected visually to ensure each unit is fully charge, has an authorized inspection tag, and has a safety pin secured by a tear away tie.

All fire extinguishers must be either mounted on a wall or other method in vehicles and equipment to prevent accidental discharge. Once the inspection is completed the competent inspector must sign his/her initials in the designated month.

If the unit has been discharged or there appears to be damage, it must be taken out of service immediately and returned to the construction trailer to be inspected by a third-party provider. Once the unit has passed inspection, it can be returned to normal use.

**First Aid Kits** – First Aid kits must be inspected at least quarterly by a certified First Aid Attendant. All kits should be outfitted with an inspection sticker on the outside of the kit. Once the kit has been inspected and meets the Reg. 1101 requirements, a security seal may be placed on the outside of the kit.

The inspector's initials are to be signed on the security seal. The security seal identifies the kit meets the requirements of Reg. 1101.


If the seal is broken, a full inspection of the kit is required. Any missed contents are to be ordered and replaced in the kit. Once the contents have been replaced a new security seal can be installed.

**Spill Kits** – Spill kits are located on all jobsites where a potential spill could occur. All workers should be trained on how to use the spill kits.

## RESCUE PLANS

- A written rescue plan is required for any situation where a worker(s) enter a trench, a confined or restricted space or when there is a chance of a fall. The plan needs to include and not be limited to the following components: rescue equipment required, adequate first aiders on site, type of communication to be used, availability of emergency services, location of work being performed, conditions that may interfere with the emergency plan, roles, and responsibilities for everyone involved in the rescue, and other particulars of the rescue plan.
- The rescue plan can be prepared by the onsite Foreman, Supervisor, Superintendent or Manager with the assistance from the JHSC members if available.
- All workers need to be aware of the rescue plan and their role such as rescue of a fellow worker may be required.



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- The plan needs to be reviewed prior to entering the trench, confined or restricted space. This plan may need to be altered depending on site conditions if the scope of work changes or for other reasons.
- The King Emergency Response kit must be on site where the work is located for easy access during emergency situations.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Emergency Preparedness Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Emergency Preparedness Program.
- Provide active support for activities associated with the Emergency Preparedness Policy.
- Review the policy at least annually and approve all alterations. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary equipment inspections, purchasing procedures and protocols to support the Program.
- Ensure that emergency plan including evacuation maps are posted in areas throughout the main facilities and is accessible to all people that may be affected by an emergency.
- Ensure that fire drills are conducted at least annually in compliance with the fire code (Ontario Fire Code 2.8.3.2).

### Foremen/Supervisors/Managers/Superintendents will:


- Complete appropriate training regarding emergency roles and responsibilities for jobsite emergency planning.
- Maintain a valid St. John Ambulance Standard First Aid certificate or an equivalent.
- Establish a muster(s) for each jobsite as part of the emergency plan. Multiple locations may need to be established depending on the size of location of the jobsite. If there is already an established muster point at the jobsite, then we would adopt the site muster point in our emergency plan.
- Complete fire protection training as assigned.
- Create required emergency plans for the jobsites and review with all workers, visitors, and subcontractors. Rescue plans must include confined space, working at heights and trench rescue plans based on the scope of work being performed.
- Ensure that all workers, visitors and subcontractors are aware of the locations of onsite first aid kits, fire extinguishers, air horns, spill kits and muster points.
- Coordinate onsite emergency services with the client, general contractor or other designated person or company when required to do so.

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- Ensure Lead Hands and workers are provided with the location of the nearest emergency facilities such as hospitals or emergency care locations. Emergency numbers must be available for each job and posted on the Health & Safety boards or kept in the Health & Safety binder.
- Identify hazards related to the specific work zone conditions that could interfere with the site emergency plan.
- Ensure site compliance with all permits including Hot Work, Lock out Tag out, and Confined Space. Permits must be available upon request.
- Consult with the Health & Safety Department as required with regards to developing site specific emergency plans.
- Ensure all workers are wearing the required personal protective equipment and/or devices.
- Ensure that workers have the machinery, equipment and/or devices needed to carry out the work and are inspected for good working condition.
- Ensure there is appropriate means of communication to notify everyone on the jobsite or locations of emergencies. The means of communication can either be by phone, speaker systems, air horn or other method. The type of communication must be established prior to the start of work on the jobsite.
- Supervise workers to ensure procedures are being followed.
- Verify the emergency action plans are in place during the monthly inspections and informal site visits. Take appropriate action to correct any deficiencies.
- Ensure there is always at least one certified First Aider on all crews/shifts. Each shift/crew must meet the requirements of Reg. 1101.
- Fire drills must be conducted at least annually as per the Fire Code. Participation and attendance must be taken by the designated site coordinator or Floor Warden(s).
- Post evaluation of the fire drill must be complete along with any recommendations for improvement. The post evaluation will be reviewed by management and the JHSC at least annually.
- Visually display the JHSC/First Aid stickers on their hardhats.

#### **Subcontractors will:**

- Ensure that all related requirements under OHSA and O. Reg. 851 RRO. 1990 and O. Reg. 213/91 Construction Projects and O Reg. 297/13 Occupational Health and Safety Awareness Training are met by all workers of subcontractors that work on our King Paving & Construction Ltd. jobsites.
- Follow all site guidelines for Emergency Procedures for all job sites and work locations.
- Ensure that workers who work for any subcontractors have completed the required training including but not limited to MOL Awareness training for workers, fire extinguishers, WHMIS 2015, hazard awareness, PPE requirements and maintenance, Inspection procedures and other required training depending on the scope of work.
- Ensure that only competent workers are assigned to the jobsite or work location.
- Provide proof of training for workers assigned to work on the project.

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**Joint Health & Safety Committee members will:**

- Work together with workers and Management to identify fall hazards, exercise appropriate due diligence, and prioritize safety concerns daily.
- Participate in the Emergency Preparedness Program training as assigned.
- Participate in the monthly jobsite inspection program to identify hazards that may interfere with the emergency plan such as blocked exit doors, emergency exit lights not illuminated, etc.
- Correct any non-compliance on jobsites found during the inspection process.
- Review the policy on an annual basis and make recommendations to improve the Emergency Preparedness Program.
- Visually display the JHSC/First Aid Stickers on their hardhats.


**Floor Warden(s) will:**

- Be familiar with the emergency evacuation plan.
- Assist in implementing and improving effective emergency procedures in the workplace or jobsite.
- Help prevent emergencies by monitoring the adequacy of the fire risk control measures.
- Raise awareness with other workers about the fire hazards that exist in your workplace. Report any fire hazards such as blocked first exits.
- Instruct workers, visitors, and subcontractors where to go in the event of a workplace emergency.
- Lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area.
- Ensure all workers, visitors and subcontractors are accounted for during an evacuation.
- If it is safe to do so, provide assistance to all people in the workplace should an emergency occur, including assisting people with special needs, such as helping someone in a wheelchair to evacuate. If the fire alarm/or air horn is sounded, floor wardens have a duty to assist in the safe evacuation of workers and visitors from your workplace immediately, and to ensure that their designated area has been cleared.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Maintain a valid St. John Ambulance Standard First Aid certificate or an equivalent.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Be responsible to arrange the annual equipment inspections and maintain inspection records for all components of the fall arrest systems as per manufacturer's requirements and OHSA regulations.
- Complete formal field audits to ensure compliance with OHSA and the Working at Heights requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from workers.



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- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to Emergency Preparedness standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

## COMMUNICATION

Communication of this program with regards to the roles and responsibilities will be completed through any of the following forums:

- Scheduled safety meetings
- Safety communication board postings
- Worker orientation
- Subcontractor orientation
- Toolbox talks
- Specific training courses

Records of communication will be recorded and stored using e-Compliance or other means when required.

## TRAINING/RECORD KEEPING


Training records shall be maintained for workers involved in emergency preparedness. The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiry date. Training records shall be maintained by the Health & Safety Department.

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual Safety Day
- Specific specialized training such as First Aid

## REFERENCES

Occupational Health & Safety Awareness & Training:

<b>Emergency Preparedness Policy</b>	Issue Date: August 17, 2017	
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<http://www.ontario.ca/laws/regulation/130297>

Requirements of O. Reg. 851 for Industrial Establishments Section 85:

<http://www.ontario.ca/laws/regulation/900851#BK14>

Requirements of O. Reg. 213/91 for Construction Projects, Section 26, Section 207:

<http://www.ontario.ca/laws/regulation/910213#BK9>

<http://www.ontario.ca/laws/regulation/910213#BK38>

<http://www.ihsa.ca/PDFs/Products/Id/B030.pdf>

WSIB Reg. 1101

#### CONTINUOUS IMPROVEMENT

This standard and process for the Emergency Preparedness Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.


Legislation updates will be reviewed to ensure the Emergency Preparedness Program meets the provincial Occupational Health and Safety Act and other governing legislation. If there are legislative or updates in the company policies, the document will be revised and approved.

Evaluation of the Emergency Preparedness Program will be conducted annually using site audits and safety observations. A summary review based on the actual results will be prepared for review. The annual performance results will be reviewed, and recommendations made based on the findings. The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

An action plan is to be created based on the results of the standard evaluation. The action plan will identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

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<b>Description of Change(s)</b>	<b>Reason for Change (s)</b>	<b>Date</b>	<b>Revision No.</b>
Create new policy	OHSA regulation new standard	Aug 17, 2017	000
Updated procedures	Update to e-Compliance program	Jun 28, 2018	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy	Annual review	Jan 18, 2021	004




# Emergency Preparedness

## Emergency Action Plan

### KING PAVING & CONSTRUCTION LTD.

### FIELD GUIDE

Approved by:   
Date: January 18, 2021

# EMERGENCY ACTION PLAN

For

**Facility Name:**

King Paving & Construction Ltd.  
Head Office

**Facility Address:**

3385 Harvester Rd., Suite 107, Burlington, Ontario

**DATE PREPARED:** June 28<sup>th</sup>, 2018

**REVISION DATE:** January 18, 2021

A large red rectangular box with the text "Emergency Preparedness" in white, bold, sans-serif font.

**Emergency  
Preparedness**

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

### DESIGNATED RESPONSIBLE SENIOR OFFICIAL(S)

(Highest Ranking Manager(s) at 1077 Howard Rd Burlington:

Name: Roger Hutter Phone: 905-639-2993 ext. 6622/cell 905-577-3194

Name: John Hutter Phone: 905-639-2993 ext. 6619/cell 905-577-7621

### HEALTH & SAFETY ADMINISTRATORS:

Name: Sherry Hankinson Phone: 905-633-6643

Name: Mike Gzik Phone: 905-975-1522

### FLOOR WARDENS:

FLOOR WARDEN: Office Name: Sherry Hankinson Phone: (905-633-6643)

FLOOR WARDEN: Office Name: Trudi Moir Phone: (905-633-6656)

### ASSISTANT(S) TO THE PHYSICALLY CHALLENGED:

Name: Tim McKinnon Phone: (905-633-6616)

**CERTIFIED FIRST AIDERS:** Please refer to the list posted on the Health & Safety Board or in the Health & Safety Binder.










## EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Air Horn locations
5. First Aid Kit locations
6. Muster point
7. Eye Wash locations
8. Spill Kits
9. Gas Shut Off
10. Fire Plan Box

Site personnel should know at least two evacuation routes.

### Symbols Legend:

Fire Extinguisher	
First Aid Kits	
Gas Shut off	
Spill Kit	
Air Horn	
Fire Hydrant	
Eye Wash Station	

## **EMERGENCY PHONE NUMBERS**

**FIRE DEPARTMENT: 911**

**PARAMEDICS: 911**

**AMBULANCE: 911**

**POLICE: 911**

**SPILL RESPONSE: 905-388-4444**

**POISON CONTROL: 1-800-268-9017**

**MINISTRY OF ENVIRONMENT: 1-800-268-6060**

**MINISTRY OF LABOUR: 1-877-202-0008**

## REGIONAL EMERGENCY CONTACTS

Region/Town/City- Police	Contact Number
Brantford	519-756-7050
Cambridge/Kitchener/Waterloo	519-653-7700
Grimsby	905-945-2211
Halton (Burlington/ Oakville/Milton/Halton Hills)	905-825-4777
Hamilton	905-546-4925
St. Catharines	905-688-4111

Region/Town/City- Fire	Contact Number
Brantford	519-752-4346
Burlington	905-637-8207
Cambridge	519-621-6001
Haldimand	905-701-5364
Hamilton	905-546-3333
Kitchener	519-741-2496
Mississauga	905-615-3777
Niagara: Grimsby/St. Catharines	905-945-2211
Oakville	905-845-7114
West Lincoln	905-957-3361
<b>Hamilton EMS</b>	905-540-5782
<b>Halton EMS</b>	905-825-6000
<b>Telehealth Nurse</b> (link to registered nurse)	1-866-797-0000



## UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

**ELECTRIC/WATER:** Burlington Hydro Electric Inc.

1340 Brant St.

905-332-1851

Report an outage: 1-877-310-4937

*\*\*Burlington Hydro tweets during extreme weather events  
and major power outages Twitter @ burlingtonhydro*

**GAS:**

Union Gas / Natural Gas Emergencies

For gas leak/odor detections and other gas related  
emergencies, please call [1 877 969-0999](tel:18779690999)

For Emergency Locates, please contact Ontario One Call  
at [1 800 400-2255](tel:18004002255).

The emergency numbers are available 24 hours a day, 7  
days a week.

**TELEPHONE:**

Bell Canada

1-866-310-2355

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

1. MEDICAL
2. FIRE
3. EXTENDED POWER LOSS
4. CHEMICAL SPILL
5. POWERLINE CONTACT
6. TRAIN DERAILMENT
7. BOMB THREAT
8. SEVERE WEATHER
  - Tornado
  - Earthquake
  - Flood
  - Hurricane
  - Blizzard
9. HANDLING SUSPICIOUS MAIL PACKAGE
10. ARMED ROBBERY/THREATENING OFFENDER
11. CRITICAL OPERATIONS ASSIGNMENTS
12. TRAINING RECORDS
13. COPY OF FLOOR PLAN

## **MEDICAL EMERGENCY**

**Call medical emergency phone number (check applicable): 911**

- Paramedics
- Ambulance
- Fire Department
- Other

**Provide the following information:**

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and number of casualties
- c. Your name and phone number from which you are calling.

**Complete Emergency Scene Management:**

- Scene Survey
- Primary Survey
- Secondary Survey
- Ongoing Care

Do not move casualty unless absolutely necessary.  
(Unless life threatening situation such as fire, explosion etc. exists.)

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

If personnel trained in First Aid are not available as a minimum, attempt to provide the following assistance:

1. Stop severe bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Choking procedures in case of choking.
3. If casualty is not breathing, begin CPR using chest compressions and ventilations.
4. Cover the casualty with a blanket, coat or other material to keep warm and prevent shock.



In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.

**Note: Transportation to Medical Facility**

Transportation to medical facility or hospital will be completed by the most senior person on the job site for all non-life threatening injuries that require treatment beyond first aid.

The Superintendent or Health & Safety Personnel may be required to facilitate transportation of the injured worker as an alternative.

Company vehicles are to be used for transportation purposes. Refer to Work Reintegration Policy specific instructions regarding modified work.

## **FIRE EMERGENCY**

### ***When fire is discovered:***

- Activate the nearest air horn (see Emergency Plan for closest location)
- Notify the local Fire Department by calling **911**

### ***Fight the fire ONLY if:***

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

### ***Upon being notified about the fire emergency, occupants must:***

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location): Back of parking lot behind the building. See fire plan
- Remain outside until the competent authorities (Floor Wardens Sherry Hankinson or Trudi Moir) announces that it is safe to re-enter.

### ***Floor Warden(s) must:***

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

***Area/Floor Warden must:***

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

***Assistants to Physically Challenged should:***

- Assist all physically challenged employees in emergency evacuation.

## **EXTENDED POWER LOSS**

Senior management will designate someone to call the local power company to confirm the estimated length of the power outage. If the outage is expected to be longer than 2 hours, all staff in the shop and administrative office will be send home. If the outage is expected to last less than 2 hours, employees will be expected to continue regular duties as long as it is safe to do so.

In the event of extended power loss, certain precautionary measures may be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- The extent of the power outage will determine the specific requirements for emergency set up.

**Upon Restoration of heat and power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.



## **CHEMICAL SPILL**

**The following are the locations of spill kits:**

1. Fueling tank station main parking lot (see emergency map)
2. On board fuel truck
3. Designated locations in the shop.

**Personal Protective Equipment (PPE):** Located in the area of the Spill Kits

**SDS:** Fire Box and online data base

### ***When a Large Chemical Spill has occurred:***

- Immediately notify the designated official(s):  
John Hutter, President  
  
Emergency Coordinators:  
Health and Safety Officer: Mike Gzik
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel. Evacuate building as necessary
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

**Name of Spill Cleanup Company:**

**Quantum Murray Emergency Response - Stoney Creek 905-388-4444**

### ***When a Small Chemical Spill has occurred:***

- Notify the site management and Floor Warden for the designated area.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Contain and control the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

### **POWER LINE CONTACT**

In an emergency, accidents can be prevented with "safety first" in mind. If you or a co-worker come into contact with an overhead line, remember:

- If you are alone and do not have a radio, stay in the vehicle until help arrives this is the safest place.
- Stay alert and keep other workers away from the area.
- Try to break contact with the lines by moving the vehicle at least 10m (32 feet) away.
- Do not try to break contact if the cable or equipment appears to be welded to the line – this could cause the line to whip or snap.
- Do not touch power lines with wood, the wood maybe damp and conduct electricity.
- If a line is on the ground, it could be charging the surrounding area. Stay back 30 feet from the line. As well, if a line is touching a piece of equipment, do not come near to the equipment or touch it. Never assume the breaker is open or the line is dead.
- Do not assume the lines are dead.
- Transmission lines are on a 30-second breaker delay which reactivates three times.

### **WORKING NEAR OVERHEAD POWER LINES**

- A distribution feed line is two lines, one carrying power into the property and the second line carrying power back. If contact is made with both of these wires, it is fatal.
- Contact the electrical utility to turn off the power.

## **TRAIN DERAILMENT**

In the event that a train derailment occurs; local authorities will determine what types of materials are present. Employees must avoid on looking and stay clear of the accident scene.

If hazardous materials are involved, authorities will notify appropriate municipal/city resources. It may be necessary to evacuate all or part of the facility.

If partial evacuation is required, follow instruction provided by the emergency coordinator. If full evacuation is necessary, the air horns will sound, and employees will follow emergency evacuation procedures and await further instruction from the Emergency coordinator or Floor Wardens.



## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_

<p><b>VOICE CHARACTERISTICS</b></p> <p> <input type="checkbox"/> Loud      <input type="checkbox"/> Soft  <input type="checkbox"/> High Pitch      <input type="checkbox"/> Deep  <input type="checkbox"/> Raspy      <input type="checkbox"/> Pleasant  <input type="checkbox"/> Intoxicated      _____                                           Other       </p>	<p><b>SPEECH</b></p> <p> <input type="checkbox"/> Fast      <input type="checkbox"/> Slow  <input type="checkbox"/> Distinct      <input type="checkbox"/> Distorted  <input type="checkbox"/> Stutter      <input type="checkbox"/> Nasal  <input type="checkbox"/> Slurred      _____                                           Other       </p>	<p><b>LANGUAGE</b></p> <p> <input type="checkbox"/> Excellent      <input type="checkbox"/> Good  <input type="checkbox"/> Fair      <input type="checkbox"/> Poor  <input type="checkbox"/> Foul      _____                                           Other       </p>
<p><b>ACCENT</b></p> <p> <input type="checkbox"/> Local      <input type="checkbox"/> Not Local  <input type="checkbox"/> Foreign      <input type="checkbox"/> Region  <input type="checkbox"/> Race       </p>	<p><b>MANNER</b></p> <p> <input type="checkbox"/> Calm      <input type="checkbox"/> Angry  <input type="checkbox"/> Rational      <input type="checkbox"/> Irrational  <input type="checkbox"/> Coherent      <input type="checkbox"/> Incoherent  <input type="checkbox"/> Deliberate      <input type="checkbox"/> Emotional  <input type="checkbox"/> Righteous      <input type="checkbox"/> Laughing       </p>	<p><b>BACKGROUND NOISES</b></p> <p> <input type="checkbox"/> Factory      <input type="checkbox"/> Trains  <input type="checkbox"/> Machines      <input type="checkbox"/> Animals  <input type="checkbox"/> Music      <input type="checkbox"/> Quiet  <input type="checkbox"/> Office      <input type="checkbox"/> Voices  <input type="checkbox"/> Machines      <input type="checkbox"/> Airplanes  <input type="checkbox"/> Street      <input type="checkbox"/> Party  <input type="checkbox"/> Traffic      <input type="checkbox"/> Atmosphere       </p>

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour Time Remaining

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Call Police and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your immediate supervisor immediately.

COR Element #11 Emergency Preparedness

## SEVERE WEATHER AND NATURAL DISASTERS

### **Tornado:**

When a warning is issued by sirens or other means, seek inside shelter.  
Follow the instructions:

All employees should move to the lunchroom area. Stay away from outside walls and windows.

Use arms to protect head and neck.

Remain sheltered until the tornado threat is announced to be over.

### **Earthquake:**

Stay calm and await instructions from the Emergency Coordinator or the designated floor wardens.

Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

Assist people with mobility challenges in finding a safe place.

Evacuate as instructed by the Emergency Coordinator and/or the designated floor wardens.

### **Flood:**

*If indoors:*

Be ready to evacuate as directed by the Emergency Coordinator and/or the designated floor wardens.

Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

Move to high ground and stay there.

Avoid walking or driving through flood water.

If car stalls, abandon it immediately and move to a higher ground.

### **Hurricane:**

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

*Once a hurricane watch has been issued:*

Stay calm and await instructions from the Emergency Coordinator or the designated floor wardens.

Continue to monitor local TV and radio stations for instructions.

Collect drinking water in appropriate containers.

*Once a hurricane warning has been issued:*

Be ready to evacuate as directed by the Emergency Coordinator and/or the designated floor wardens.

Leave areas that might be affected by storm tide or stream flooding.

*During a hurricane:*

Remain indoors and consider the following:

Small interior rooms on the lowest floor and without windows,

Hallways on the lowest floor away from doors and windows, and

Rooms constructed with reinforced concrete, brick, or block with no windows.

***Blizzard:***

*If indoors:*

Stay calm and await instructions from the Emergency Coordinator or the designated floor wardens.

Stay indoors!

*If there is no heat:*

Close off unneeded rooms or areas.

Stuff towels or rags in cracks under doors.

Cover windows at night.

Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

Wear layers of loose-fitting, lightweight, warm clothing, if available.

*If outdoors:*

Find a dry shelter. Cover all exposed parts of the body.

If shelter is not available:

Prepare a lean-to, wind break, or snow cave for protection from the wind.

Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.

Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

Stay in the vehicle!

Run the motor about ten minutes each hour.

Open the windows a little for fresh air to avoid carbon monoxide poisoning

Make sure the exhaust pipe is not blocked.

Make yourself visible to rescuers.

- Turn on the dome light at night when running the engine.

- Tie a colored cloth to your antenna or door.

- Raise the hood after the snow stops falling.

Exercise to keep blood circulating and to keep warm.



## **HANDLING SUSPICIOUS MAIL / PACKAGES**

It is appropriate that staff handling mail remain vigilant and cautious at this time, but it should be remembered that most reports of suspicious packages are false alarms.

All employees handling mail should be made aware of the emergency procedures for responding to and reporting a suspicious article.

- Where possible, the sorting and processing of mail and packages should be conducted in an area that is separate from the main area of business.
- The procedures outlined below are to be followed should staff receive a suspicious package or mail item.
- If the package or mail item has not been opened: Do not disturb, move or touch the item any further.
- If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth. If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area – this also applies to co-workers in the same room – and prevent others from entering the area and becoming contaminated. Remember – you are not in immediate danger.
- Call 911 for help. Inform the dispatch operator about: the exact location of the incident – street address, building floor; the number of people potentially exposed; a description package/device; and the action taken.
- Wait for help to arrive.
- If the package or mail item has been opened: Do not disturb, move or touch the item any further.
- If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth. If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area - this also applies to employees in the same room – and prevent others from entering the area and becoming contaminated.
- Remember – you are not in immediate danger

## **ARMED ROBBER / THREATENING OFFENDER**

In the event of an armed hold-up situation:

- Comply with the instructions given by the offender at all times.
- Try to REMAIN CALM.
- Only do what you are told to do – NO MORE, NO LESS.
- DO NOT argue with, threaten, or stare at the offender.
- DO NOT attempt to disarm or otherwise apprehend the offender.
- Assume the offender is armed, even if a weapon cannot be seen.
- If the offender is carrying a firearm, it should be regarded as being loaded.
- Raise the alarm only if it is safe to do so.
- Answer any question when asked.
- Avoid any sudden movement that could panic the offender. Observe as many details of the offender as possible.
- Note any items and surfaces touched by the offender.
- Immediately after the incident, the site manager is to: secure the immediate vicinity (for example, lock the office/room in which the hold-up occurred).
- Do not allow anyone to approach the area in which the offender was located.
- Notify police.
- Advise the Health & Safety Department office as soon as possible to attend the site to complete post-incident needs of employees; and or customers.

## CRITICAL OPERATIONS PLAN

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Description of Assignment
Field	Paul McCarthy	Snr Project Manager	Emergency Response

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

In case an emergency situation will not permit any of the personnel to remain at the site, the designated official or other assigned personnel shall notify the appropriate company designates to initiate backups.

This information can be obtained from the Emergency Evacuation Procedures included in the Emergency Preparedness Manual.







[illegible]





<b>Statistics and Records Policy</b>	Issue Date: January 23, 2018	
	Revision Date: January 18, 2021	
Policy Number: HSMS 12-01	Revision Number: 003	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide an analysis report for monthly, quarterly, and annual statistics and records at King Paving & Construction Ltd. related to the health and safety requirements.

## SCOPE AND REGULATION

This policy pertains to all Senior Management, Project Managers, Superintendents, Foremen, Workers, and the Health & Safety Department who are involved in the management of health and safety.

The policy will outline the roles and responsibilities that have been established with regards to the review of trend analysis for the following items:

- Man Hours Worked
- Accident Reporting
- Return to Work Cases
- Progressive Discipline
- Third Party Claims
- Equipment Theft
- Legislative Inspections

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services to e.g. King Paving & Construction Ltd.

**Lost Time Frequency Rate** –  $\frac{\# \text{ of Lost-Time Injuries} \times 200,000}{\text{Total Hours Worked}}$


**Lost Time Severity Rate** –  $\frac{\# \text{ of Workdays Lost} \times 200,000}{\text{Total Hours Worked}}$

**Frequency Rate** –  $\frac{\# \text{ of OSHA Recordable Injuries/Illnesses} \times 200,000}{\text{Total Hours Worked}}$

**Vehicle Incident Rate** –  $\frac{\# \text{ of Vehicle Accidents}}{\# \text{ of Licensed Vehicles}}$

**WSIB** – Workplace Safety Insurance Board

**WSIR** – Workplace Summary Injury Report

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**CAD-7** – Is an experience rating program that automatically applies to firms that have total yearly premiums of \$25,000 or more and operate in at least one construction rate group. Please note that the CAD-7 was phased out in 2020 and replaced with a new experience rating program.

#### **Safety Trend Analysis –**

- Tracking and monitoring workplace injuries and illnesses on an on-going basis.
- Grouping injuries and illnesses by nature, body part affected, event or exposure, source, etc.
- Determining if any trends in workplace injuries or illnesses exist and graphing those trends if possible.
- Identifying any equipment, materials, or environmental factors that may be commonly involved in workplace injury or illness incidents.
- Identifying possible solutions and suggesting improvements to reduce or prevent the likelihood of future workplace injuries or illnesses.

### **PROCEDURES**

#### **Statistical Data/Review**

The Health & Safety Department will be responsible to gather the information monthly and present results at the Management safety meeting and quarterly at the Senior Management meeting.


The Superintendents and Project Managers will be responsible to ensure the data is accurate.

Once the data has been verified, the Superintendents will be responsible to communicate the results at the next scheduled Toolbox Talk and post in the site trailers and binders.

The quarterly results will be reviewed by the Senior Management Team with the Health & Safety Department. An action plan will be developed to ensure the established corporate safety goals are achieved on an ongoing basis.

The following categories will be reviewed quarterly by all levels of the Company's management team:

- Fatalities
- Critical Injuries
- Lost Time Injuries
- Days Lost
- Medical Aids
- First Aids
- Near Misses
- MOL Inspections
- MOL Orders
- MOE Inspections
- Superintendent Inspections Completed

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- Foremen Inspections Completed
- JHSC Inspections Completed
- H&S Inspections Completed
- Vehicle Accidents
- Property Theft Incidents

### Man Hours

A headcount and total number of hours worked will be provided by the Payroll department monthly to assist the Health & Safety Department in the statistical calculations.

The information will also be used to upload to the ISNetworkworld account.

### Frequency and Severity Rates

The information will be used to calculate the results to reflect the accountability and review goals for improvement for the Management team.

The Health & Safety Department will provide comparative data from WSIB and MOL as a standard for benchmarking performance of the Company compared to industry average.

## WORKERS RIGHTS

### Training Matrix

A training matrix will be developed to identify and outline the training requirements for all levels of workers within the Company.

The matrix will identify the following components:


- Specific training requirements
- Who is competent to provide training?
- Timeframes
- Method of ensuring transfer of knowledge
- Expiry timeframe
- Verification process

### Training Schedule

Each year the Company will identify the minimum training qualifications for the workers. The Company will establish the topics to be covered at the annual Health & Safety Day which is held before the start of the season.

The Health & Safety Department will work in conjunction with the JHSC members, and Supervisors to identify what training would be beneficial to provide the workers to ensure they can perform their work tasks in a safe and healthy manner.



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## Record of Training


- A Record of Training (ROT) provides a systematic approach to ensure that training participants are recognized for attending a particular training session.
- Training records will allow for a quick and general overview of the training status of all workers within the Company. The overview will also allow the Company to ensure they are in compliance with the Occupational Health and Safety Act and any other provincial regulations.
- The record will include the training topic, date training was delivered, the name of the facilitator, the printed names, and signatures of those attending the training along with their position in the Company.
- The ROT will include a brief description of the course content when training outlines/materials are not provided.
- Records will be filed and stored on e-Compliance by the Health & Safety Department.
- Training records will be updated after the training has been delivered and/or training records have been received by the third-party provider.

## PROCEDURES

- The Company will ensure that the annual training goals and objectives are identified and communicated.
- It will be the Health & Safety Department's responsibility to track the annual goals and objectives to ensure completion.
- Upon hiring, a worker will be required to participate in, and when required, successfully complete all components of the Company Health & Safety Orientation.
- Through this process, the Company will ensure that the worker has adequate skills and training for the position for which they have been hired.
- If a worker is found to be lacking in required skills, arrangement will be made by the Health & Safety Department to either provide or arrange to have the necessary training provided.
- The Health & Safety Department will be responsible to ensure Records of Training (ROT) are recorded and kept on file for a minimum of five years.
- The Company will monitor workplace inspections (*refer to the Workplace Inspection Policy*) to ensure workers are performing their duties in compliance with training standards.
- Supervisors will reinforce training standards through safety talks or by any other means when and where necessary.
- Refreshers will be delivered to all workers at the Annual Health & Safety Day or as necessary.

## ENFORCEMENT

Any worker who does not comply with this policy may be subjected to disciplinary actions as per the Company Progressive Discipline Policy.

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Supervisors/Foremen may be reassigned if they fail to meet their responsibilities.

The appropriate consequence will depend on the facts of the case, including the nature of the violation, prior violations, and the seriousness of the violation.

## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Statistics and Records Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Statistics and Records Program.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that reviews are completed monthly, quarterly, and annually as stated in the policy.
- Participate in establishing goals and objectives for the reduction of workplace injuries.
- Use the statistical data as part of performance review process for the Superintendents and Foremen.
- Establish the guidelines for which data is to be tracked as part of the analysis process.

### Foremen/Supervisors/Managers/Superintendents will:

- Be knowledgeable in the Statistics and Records program and established safety goals of the Company.
- Complete all incident reporting requirements as per Company guidelines on e-Compliance.
- Contact the Health & Safety Department for direction as needed when an incident occurs on the jobsite.
- Provide feedback on the site incidents during the monthly Management safety meeting.
- Post the Company monthly trend analysis results on the jobsites.
- Communicate the site safety action plan if required based on the analysis.

### Workers will:

- Participate in the monthly review toolbox talk on safety performance and analysis.
- Review the posted monthly trend analysis report as required.
- Report any infractions of the Occupational Health and Safety Act and applicable regulations to your immediate Superintendent/Foreman.

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**Subcontractors will:**

- Be responsible to provide the Company safety data as required to review safety performance.

**Joint Health & Safety Committee members will:**

- Work together with workers, Health & Safety Department and Management to review the Statistics and Records Program annually and make recommendations for continuous improvements.
- Re-enforce compliance of the Statistics and Records Program in the workplace.
- Review the quarterly safety trend analysis report and make recommendations for improvement.

**Health & Safety Department will:**


- Ensure that the Program and relevant operating procedures are maintained at the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Health & Safety Day, Toolbox Talks, or onsite training.
- Ensure tracking of the safety data and prepare the monthly, quarterly, and annual reports for review.
- Present the results to all levels of Management and the JHSC.
- Promote feedback and recommendations from workers.
- Review and advice on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OSHA standards through industry education.
- Be responsible to update the Policy on an annual basis with Senior Management and the JHSC.
- Complete required training to maintain program certification required to instruct training courses.
- Secure the required reports from WSIB that will be included as reference.
- Verify that the information is correct with WSIB with regards to claims and status.

### TRAINING/RECORD KEEPING

Training for those individuals responsible for reviewing, analyzing, and preparing the reports will be completed as required. Third party consultants are available through the Safety Group membership as required.

The Health & Safety Department will retain the trend analysis records for a minimum of three years to provide a baseline comparison for overall safety performance improvement.



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## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual health & Safety day

Records of communication will be recorded and stored using e-Compliance or other means when required.

## REFERENCES

WSIB CAD-7 Report

WSIB WSIR Report

Trend Analysis Report

ISN Reports


## CONTINUOUS IMPROVEMENT

This policy and process for statistics and records program will be reviewed on an annual basis, jointly by Senior Management and JHSC.


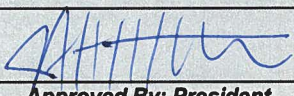
Legislative and industry updates will be reviewed to ensure the statistics and records program meets the Occupational Health and Safety Act, WSIB guidelines for injury classification stats, OHSA Incident classification chart and any other governing legislation that pertain to this program.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	COR requirement Element #8	Jan 23, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 18, 2021	003

<b>Legislation</b>	Issue Date: January 16, 2018	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 13-01</b>	Revision Number: 003	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for health and safety compliance for all jobsites.

It is critical that everyone understands their roles and responsibilities under the Internal Responsibility System (IRS). The basis of this concept is that everyone in the workplace has a direct responsibility for health and safety.

Whether you are a worker, supervisor, or the owner of the Company, health and safety is everyone's responsibility.

## SCOPE AND REGULATION

This policy pertains to all employees, visitors, subcontractors, and service providers at all work locations where King Paving & Construction Ltd. conducts business.

The policy will outline the roles and responsibilities that have been established and will be enforced as part of our due diligence.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.)

**Compliance** – Means the act of being in accordance with established standards, guidelines, or legislation.

**Green Book** – Occupational Health and Safety Act, O. Reg. 213/91 Regulations for Construction Projects, O. Reg. 851 Regulations for Industrial Establishments

**Form 1000** – Registration of Constructors and Employers Engaged in Construction.


**Notice of Project** – Form 0175 required to be filed with the Ministry of Labour.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.



<b>Legislation</b>	Issue Date: January 16, 2018	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 13-01</b>	Revision Number: 003	
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**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Legislative Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Legislative Program.
- Purchase the required printed materials needed to support the Legislative program.
- Review the policy at least annually and approve all alterations. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure the requirements as defined in Section 25 and 26 of OHSA are completed.
- Complete a review of the safety performance monthly, quarterly, and annually for supervisors and implement an action plan as required.
- Conduct an annual performance for supervisors review to health and safety compliance.

### Foremen/Supervisors/Managers/Superintendents will:

- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person, do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required postings are available in the construction trailers or Health & Safety binders.
- Maintain a company provided Logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed.
- Complete site orientation for workers and subcontractors as required.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.

<b>Legislation</b>	Issue Date: January 16, 2018	
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- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Follow the chart for any work refusals. Contact the Health & Safety Department when advised of a work refusal.
- Complete the Ministry of Labour Worker and Supervisor Awareness Training.

#### **Workers will:**

- Comply with the health and safety legislation.
- Never use or operate work in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective device.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site (includes but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running).
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures.
- Complete the Ministry of Labour Worker Awareness Training.

#### **Health & Safety Representatives will:**


- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Makes recommendations or reports findings about hazards to the employer.
- Get information from the employer about testing of equipment or materials at the project.
- Be present during an investigation of a work refusal.
- Be consulted about testing and will be present to ensure test results are valid.
- Inspect the scene of a critical injury or death (when required)
- Report findings to a Ministry of Labour Director.
- Complete the Ministry of Labour Worker and Supervisor Awareness Training.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety agreement.

#### **Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspects part of the workplace in accordance with a schedule agreed upon by the committee and employer.

<b>Legislation</b>	Issue Date: January 16, 2018	
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- Make recommendations to the employer about health and safety in the workplace.
- Participate in the first and second stage investigation of work refusals and inspect workplaces when there are critical injuries or fatalities.
- Be composed of an equal number of worker and employer representatives.

#### Health & Safety Department will:

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHS standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

### RIGHTS OF A WORKER

Workers in Ontario have three basic rights:


- **The right to know** what hazards are in the workplace (The employer has duty to give that information to the Health and Safety Representative or the JHSC).
- **The right to participate** in keeping the workplace healthy and safe by joining the JHSC or becoming a health and safety representative.
- **The right to refuse unsafe work** that the worker believes endangers their health or safety or the health and safety of others. Refer to the Work Refusal Chart.
  - All workers should be aware of and knowledgeable about the local/onsite procedures for refusing unsafe work.
  - Workers should talk to their supervisors first and try to resolve the problem before initiating the work refusal process.

### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

All Supervisors and Foremen are required to complete the Basics of Supervision. Newly hired or promoted supervisors must complete the next available course in order to meet the Company requirements for training.



<b>Legislation</b>	Issue Date: January 16, 2018	
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Senior Management, Supervisors, Foremen and the Health & Safety Department will participate in training that is required for the Certificate of Recognition (COR) Program in Ontario.

The Joint Health & Safety Committee members must be certified Level 1 and have a minimum of two certified Level 2 worker members.

A refresher course must be completed every three years to maintain certification.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

### COMMUNICATION


Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

### REFERENCES

- Work Refusal Chart
- Occupational Health and Safety Act Construction and Industrial Regulations
- Company Rules Policy
- General Safety Rules and Regulations
- Emergency Response Checklist
- Posted Materials Checklist
- Progressive Discipline Form

<b>Legislation</b>	Issue Date: January 16, 2018	
	Revision Date: January 18, 2021	
<b>Policy Number: HSMS 13-01</b>	Revision Number: 003	
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## Ministry of Labour Worker and Supervisor Awareness Training

### CONTINUOUS IMPROVEMENT


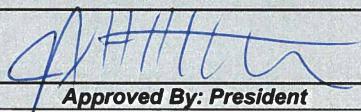
This policy and process for legislative program will be reviewed on an annual basis, jointly by Senior Management and JHSC.

Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Updated policy to new format	COR requirements Element #13	Jan 16, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 18, 2021	003

<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
	Revision Date:	
<b>Policy Number: HSMS 13-02</b>	Revision Number: New	
	 Approved By: President	

## POLICY GOAL

Information in this procedure is intended to provide an outline of the various duties and responsibilities for all workplace parties. This guideline exceeds the minimum requirements of the current Occupational Health and Safety Act, Part III Duties of Employers and Other Persons, Sections 23 – 32. Should any information in this section conflict with any Federal, Provincial, or local law, the most stringent requirement shall apply.

## SCOPE AND REGULATION

The responsibilities reflect the requirements of all workplace parties (Management, Supervisors & Workers) from the Occupational Health and Safety Act (OHS sections 25, 26, 27 & 28).


## RESPONSIBILITIES

### Employer

The employer shall ensure that:

1. The equipment, materials, and protection devices as prescribed are provided, maintained in good condition, and used as prescribed.
2. The measures and procedures prescribed by legislation and our health & safety program manual are carried out in the workplace.
3. Information, instruction, and supervision are provided to a worker to protect the health and safety of the worker.
4. In a medical emergency, upon request by a medical professional or other such persons as prescribed, provide information for diagnosis or treatment.
5. When appointing a supervisor, appoint a competent person.
6. A worker or a person in authority is acquainted with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical, or physical agent.
7. Assistance and co-operation are afforded to a committee and health & safety representative in the carrying out of their functions.
8. Only persons employed in or about a workplace are over such an age as prescribed. (15)
9. Every precaution reasonable in the circumstances is taken for the protection of a worker.
10. A copy of the Act and any explanatory material prepared by the Ministry of Labour, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers is posted in the workplace.
11. Preparation and review are conducted at least annually of a written occupational health & safety policy and develop and maintain a program to implement that policy.
12. The occupational health & safety policy is posted at a conspicuous location in the workplace.



<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
	Revision Date:	
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13. The committee or health & safety representative is informed and provided the results and reports respecting occupational health & safety in the possession of the employer.
14. A worker is provided with written instruction as to the measures and procedures to be taken for the protection of a worker where so prescribed.
15. Training programs are carried out for workers, supervisors and committee members as may be prescribed.
16. Protection is maximized and inconvenience from our work is minimized for the public and others.
17. New King Paving & Construction workers are to complete the New Worker Orientation form on eCompliance, as well they will receive a copy of King Paving & Construction's Health & Safety Policy, which they are to read and understand.
18. All workers including contractor and subcontractor workers are WHMIS trained and that documentation is retained on file at head office.
19. The current WHMIS and Safety Data Sheets (SDS) are provided to project superintendents and supervisors.
20. Health & safety information is provided to project superintendents and supervisors to facilitate toolbox meetings.

### **Superintendents**

Superintendents are the King Paving & Construction workers in physical charge at the job site. They must accept the responsibility for preventing accidents in their jurisdiction. They understand the company's health & safety program and must set the example for all workers under their authority.

Superintendents are responsible to:

1. Conduct hazard analysis and explain the inherent hazards to all project workers.
2. Ensure that the new project worker receives a safety orientation prior to starting work.
3. Investigate all accidents which occur in areas under their control and provide the health & safety department with as much information as possible.
4. Ensure proper use and maintenance of health & safety devices, equipment and personal protective equipment by workers and educate workers on the reasons for using such equipment.
5. Document accidents or near misses in full on eCompliance and report them to the health & safety department and senior management. In addition, all other workers should be informed of accidents and counselled on ways to prevent recurrence.
6. Enforce health & safety rules and to take prompt corrective or disciplinary action for violations.
7. Ensure work is performed only by those who have the proper qualifications.
8. Ensure work is performed with adequate supervision.
9. Ensure that work is assigned to enough qualified workers in order that all tasks can be performed in a safe manner.
10. Monitor work areas and practices for hazards and to take corrective action taken where required.
11. Conduct a weekly safety inspection of their jobsite and complete the appropriate form on eCompliance.
12. To ensure that toolbox talks are conducted weekly and documented on eCompliance.

<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
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The Superintendent is responsible to ensure that the site trailer contains the following equipment and supplies at all times:


- First aid kit as per WSIB Regulation 1101
- A fire extinguisher - Type ABC – multipurpose – 10lbs minimum
- A current copy of the Occupational Health & Safety Act and Regulations for Construction Projects.
- WHMIS Regulation
- SDS book for the hazardous materials used on the jobsite
- Current Health & Safety Board which includes but is not limited to:
  - first aid certificates
  - health & safety policy
  - workplace violence & harassment policy
  - JHSC members & the latest meeting minutes
  - Regulation 1101
  - Employment Standards Poster
  - Accident Prevention Poster
  - Company Rules
  - In Case of Injury Poster
  - Emergency Procedures & Numbers
  - GHS Pictograms

### **Supervisors/Foremen**

Supervisors/Foremen must ensure that:

1. Workers use or wear the equipment, protective devices, or clothing that the employer requires to be or worn.
2. Workers work in the manner and with the protective devices, measures and procedures required by the Act, the Regulations and the company's health & safety program.
3. The new King Paving & Construction workers receive a copy of the health & safety policy and the orientation form is completed and signed on eCompliance.
4. Workers are provided with instructions as to the measures and procedures to follow for their protection.
5. A worker is advised of the existence of any potential or actual danger to the health & safety of the worker of which the supervisor is aware.
6. Where so prescribed, *by the Ministry of Labour* provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
7. Take every precaution reasonable in the circumstances for the protection of a worker.

All accidents are thoroughly investigated and the information including preventative recommendations is recorded on the appropriate form in eCompliance.

<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
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<b>Policy Number: HSMS 13-02</b>	Revision Number: New	
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### **Worker(s)**

A worker shall:

- Work in compliance with the provisions of the Act, the Regulations and this company's health & safety program manual.
- Use or wear the equipment, protective devices, or clothing that his/her employer requires be using or wearing.
- Report to their employer or supervisor the absence of or defect in equipment, or protective device of which the worker is aware, and which may endanger the worker or another worker.
- Report to their employer or supervisor any contravention of the Act, the Regulations, King Paving & Construction's health & safety program or the existence of any hazard of which the worker knows.
- Workers must report all accidents promptly to management and the immediate supervisor regardless of severity.
- To help new workers recognize job hazards and follow proper procedures.
- To familiarize themselves with the location and operation of fire extinguishers and safety equipment.
- To request information, clarification and/or training necessary to perform assigned tasks in a safe manner.


No worker shall:

- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself or any other worker.
- Remove or make ineffective any protective device required by the regulations or by the employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
- Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.
- Bring or be under the influence of alcohol, narcotics, or drug-related substances while at work.
- Endanger the health, safety, or welfare of others.

### **SUBCONTRACTORS**

The use of subcontractors on a construction project introduces the possibility of different safety standards and quality of performance. This is due to the number of companies, the health & safety attitude of the companies and their workers and the specialized work. To overcome this problem, King Paving & Construction has included in its Subcontractor Health & Safety Agreement that all subcontractors commit to complying with all federal, provincial legislation and the King Paving & Construction health & safety program.



<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
	Revision Date:	
<b>Policy Number: HSMS 13-02</b>	Revision Number: New	
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Prior to commencing their work on our project, all subcontractors shall submit to King Paving & Construction's head office:

- an up-to-date WSIB Clearance Certificate
- Ministry of Labour Form 1000
- an up-to-date Certificate of Insurance with the Company listed as Certificate Holder & Additional Insured with at least \$2M CGL and Automobile Liability insurance annually
- a copy of training records based on scope of work to be performed (minimum required: Workplace Violence & Harassment, Working at Heights, MOL Worker Health & Safety Awareness or Supervisor Health & Safety Awareness, WHMIS, AODA)
- a signed copy of the Subcontractor Health & Safety Agreement
- an inventory of all WHMIS controlled products that will be on site along with the safety data sheets

All subcontracting site workers are required to attend a subcontractor safety orientation prior to starting their work on site. All workers are required to sign the Subcontractor Orientation form on eCompliance to document this training.

All subcontractors under the Occupational Health & Safety Act, Section 25 & 26, are to fulfill the duties and responsibilities of the employer designation for their own workers while on our site.

Accidents that occur to the workers of our subcontractors who are working on our sites **must be reported immediately to our superintendent**. Subcontractor supervisory personnel are required to thoroughly investigate all accidents involving their workers, equipment, or materials. Documentation of the accident investigation shall be submitted on the same day of the occurrence to the King Paving & Construction Superintendent and retained on file at the site.


**Failure to comply with all Occupational Health and Safety Act and Regulations, King Paving & Construction's Health & Safety Program and site-specific safety rules and procedures could be cause for contract termination or worker loss of site privileges.**

**Health & Safety Representatives have a responsibility to:**

1. identify situations which may be dangerous
2. investigate and help deal with work refusals
3. assist in accident investigations
4. make health & safety recommendations to management

**Joint Health & Safety Committee has a responsibility to:**

1. inspect the workplace at least once per month
2. identify situations which may be dangerous
3. investigate work refusals and reports of dangerous conditions
4. assist in accident investigations
5. create health and safety reports
6. make health & safety recommendations to management

<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
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7. initiate bilateral work stoppage or unilateral work stoppage where special permission has been granted by the Ministry of Labour (Certified members only)

## TRAINING

- Superintendents and Foremen will receive at minimum, formal training for their legislated health and safety roles and responsibilities.
- All new workers will receive orientation upon hire which will include their roles and responsibilities.
- JHSC members will receive Certification training.
- Subcontractors will show proof of training for at least one Supervisor who will be on the sites.

A review of Roles and Responsibilities for all workplace parties may be done at the King Paving & Construction Health & Safety Day or as changes occur.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Toolbox talks
- Company emails
- Annual safety day

## REFERENCES


Ontario legislation – Occupational Health & Safety Act sections 25, 26, 27 & 28

## EVALUATION

This policy for Duties & Responsibilities will be reviewed annually and jointly by Senior Management and JHSC.

Legislative updates will be reviewed to ensure the policy meet the Occupational Health and Safety Act, other governing legislation, and updated company policies.


The amended policy shall be kept as record of review and the required changes.

<b>Duties &amp; Responsibilities</b>	Issue Date: January 22, 2021	
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The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		Jan 22, 2021	New



<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-01</b>	Revision Number: 000	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Disease** – An occupational disease is any chronic ailment that occurs as a result of work or occupational activity.

<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-01</b>	Revision Number: 000	
	<hr/> <b>Approved By: President</b>	

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.


**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

#### **Occupational Health Policies and Procedures:**

To ensure for a safe work environment for all personnel, the following Occupational Health and Safety policies and procedures have been developed and are included in the health & safety program manual. This manual is located at the head office and site trailers:

HSMS 14-01 General Occupational Health Policy  
 HSMS 14-02 Hearing Conservation Policy  
 HSMS 14-03 WHMIS Policy  
 HSMS 14-04 Confined Space Policy and Procedures  
 HSMS 14-05 Pandemic Preparedness Policy  
 HSMS 14-06 Environmental Policy  
 HSMS 14-07 Lead Policy  
 HSMS 14-08 Silica Policy  
 HSMS 14-09 Asbestos Policy  
 HSMS 14-10 Cold Stress Policy and Procedures  
 HSMS 14-11 Heat Stress Policy and Procedures  
 HSMS 14-12 Hazardous Noise Policy  
 HSMS 14-13 Biohazardous Wastes and Sharps Policy and Procedures  
 HSMS 14-14 PCB Policy  
 HSMS 14-15 Animal and Insect Bites Policy and Procedures  
 HSMS 14-16 Animal Droppings Policy  
 HSMS 14-17 Mold Policy  
 HSMS 14-18 Man made Vitreous Fibres (MMVF) Policy and Procedures  
 HSMS 14-19 Musculoskeletal Disorders Policy and Procedures  
 HSMS 14-20 Back Care Policy  
 HSMS 14-21 Sanitation, Hygiene and Lunchroom Cleaning Policy and Procedures

<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
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HSMS 14-22 High Bacteria in Standing Water and Sewers Policy and Procedures  
 HSMS 14-23 Poisonous Plants Policy  
 HSMS 14-24 Fatigue Management Policy and Procedures  
 HSMS 14-25 Mental Health Policies and Procedures

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Occupational Health Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Occupational Health Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OSHA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health & Safety binders.
- Maintain a Company provided Logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.



<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
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**Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively

<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
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communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.

- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation with regard to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

### COMMUNICATION


Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

### REFERENCES

IHSA Construction Manual

<b>Occupational Health Policy</b>	Issue Date: February 1, 2021	
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Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

#### CONTINUOUS IMPROVEMENT

This policy and process for legislative program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.



Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedures	Annual Review. 2021 Action Plan recommendation to separate all policies and procedures in the original Occupational Health Policy for auditing purposes	Feb 01, 2021	000



<b>Hearing Conservation Program</b>	Issue Date: August 9, 2017	
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<b>Policy Number: HSMS 14-02</b>	Revision Number: 004	
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## POLICY GOAL

This policy outlines the hearing conservation program for King Paving & Construction Ltd.

These procedures are in accordance with the Occupational Health and Safety Act R.S.O. 1990 c.0.1 Reg. 381/15 Noise.

A risk assessment is required to identify problem areas and establish the standards for recognizing, assessing, and controlling noise.

A study of prior noise information including injury records where noise could be a contributing factor, review of moving equipment that hearing instructions were a contributing factor, hearing loss claims or workers complaints will be reviewed as part of the risk assessment.

## SCOPE

This policy pertains to all workers, subcontractors and visitors that enter or work on any of our jobsites or workplace locations.

Noise exposure represents the most common health hazard at King Paving & Construction Ltd. Overexposure to noise can result in symptoms ranging from annoyance and loss of productivity to irreversible hearing loss and other permanent health effects.

This program provides information on the hazards, risk factors and regulatory requirements associated with exposure to noise, as well as the practices and procedures specific to the conservation of hearing at King Paving & Construction Ltd.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.


**Attenuation** – Means a reduction in sound pressure level incident upon the ear.

**dBA** – Means a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter.

**Decibel** – Means a unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals.

**Sound Exposure Level** – Is determined in accordance with the formula:

$$L_{ex,8} = 10 \log_{10} \left( \frac{\left[ \sum_{i=1}^n (t_i \times 10^{0.1 SPL_i}) \right]}{8} \right)$$

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## HEALTH AFFECTS OVERVIEW

### Sound and Noise

Sound is defined as vibration transmitted through a fluid (i.e., gas or liquid), capable of being detected by the human organs of hearing. Sound pressure is the scientific term for the measure of energy exerted by pressure waves in air on the human ear. Noise is defined as unwanted sound pressure. Therefore, for the purposes of this program, the terms 'noise' and 'sound pressure' are equivalent and are used interchangeably.

Variations in air pressure that enter the ear cause the eardrum (tympani) to deflect and rebound. This energy is transferred to the small bones (ossicles) of the middle ear which act as connected levers that exert pressure on the cochlear wall of the fluid-filled inner ear, which in turn results in a pressure wave of cochlear fluids that cause movement of fine hair (cilia). The movement of these cilia sends electrochemical signals down sensory neurons to the brain stem, which leads to the neurological sensation of sound.

### Health Effects

Damage to the cilia is a major cause of hearing loss. As we age, cilia become damaged or fall out, leading to a decrease in both the range of pitch and sensitivity to pressure changes. The natural aging process of the ear and the resulting hearing loss is referred to as presbycusis. The cilia can also be affected by subjecting them to excessive sound pressure, which can lead to permanent, irreversible damage, referred to as Noise Induced Hearing Loss (NIHL). NIHL is the basis of occupational exposure limits to sound pressure. The resulting permanent decrease in sound pressure sensitivity is referred to as Permanent Threshold Shift (PTS). In addition to NIHL, other health effects associated with exposure to excessive sound pressures include sleep disturbance, hypertension, and ischemic heart disease.


## REGULATORY REQUIREMENTS

The following is a summary of prescribed requirements under Ontario Regulation (O. Reg.) 381/15 – Noise, made under the Occupational Health and Safety Act that are relevant and specific to the assessment and control of exposure to noise at King Paving & Construction Ltd.:

### Duty to Protect Workers

2. (1) Every employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.
- (2) The protective measures shall include the provision and use of engineering controls, work practices and, subject to subsection (5), hearing protection devices.
- (3) Any measurement of sound levels in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to the use of hearing protection devices.
- (4) Without limiting the generality of subsections (1) and (2), every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound level of 85 dBA,  $L_{\text{ex}}$  for an eight-hour shift.



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(5) Except in the circumstances set out in subsection (6), the employer shall protect workers from exposure to a sound level greater than the limit described in subsection (4) without requiring them to use and wear hearing protection devices.

(6) Workers shall wear and use hearing protection devices appropriate in the circumstances to protect them from exposure to a sound level greater than the limit described in subsection (4) if engineering controls are required by subsections (1) and (2) and,

- (a) are not in existence or are not obtainable;
- (b) are not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work;
- (c) are rendered ineffective because of a temporary breakdown of such controls; or
- (d) are ineffective to prevent, control or limit exposure because of an emergency.

(7) Where practicable, a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level, measured as described in subsection (3), regularly exceeds 85 dBA.

## TRAINING


All workers who are potentially exposed to noise sources at or above 80 dBA are required to participate in the hearing conservation training program.

The content of the program shall include but not be limited to the following general and workplace-specific elements:

- Health hazards and potential risks of exposure to noise.
- Nature of noise exposure, i.e., tasks, procedures, equipment, processes, unit operations and areas which could result in noise overexposure.
- Noise assessment techniques.
- Control of noise exposure, including engineering, administrative, and hearing protective devices.
- Selection and use of hearing protective devices.
- Overview of this Hearing Conservation Program.
- Audiometric procedures, handling of confidential information and records, communication and follow-up.

Training shall be conducted as part of the worker orientation process, with follow-up refresher training conducted when there are significant changes to the Hearing Conservation Program or related procedures, or the source(s) or potential exposure pattern of elevated noise levels at King Paving & Construction Ltd.



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## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- Employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks

## RISK ASSESSMENTS


### Exposure Limits

Permissible exposures to noise at King Paving & Construction Ltd. are regulated under O. Reg. 381/15. Specifically, worker exposure to noise must not exceed a sound pressure level of 85 dBA when averaged over an eight-hour period. This is also known as the criterion level, which forms the basis of all occupational exposure limits for noise. The criterion level is the maximum permissible sound pressure level when averaged over an eight-hour period. The American Conference of Governmental Industrial Hygienists (ACGIH) refers to the criterion level as the threshold limit value (TLV) for noise.

Noise exposure risk is dose-related, where  $\text{Dose} = (\text{Exposure Level}) \times (\text{Duration})$ . Therefore, as sound pressure levels increase above the criterion level, the maximum allowable exposure period must be decreased accordingly. The amount of time that the exposure period must be decreased when the sound pressure level is doubled is called the exchange rate.

The criterion level and exchange rate are the defining factors in determining permissible noise exposure levels. Permissible exposures to continuous or intermittent noise under O. Reg. 381/15 are based on a criterion level of 85 dBA and an exchange rate of 3 dBA. This translates to the following table of permissible exposures:

<b>Table 1: Maximum Permissible Exposures to Noise</b>	
<b>Average Sound Level (dBA)</b>	<b>Maximum Exposure Duration (hours)</b>
82	16
83	12
84	10
85	8
88	4

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91	2
94	1
97	0.5
100	0.25

In addition to the above criteria, no employee shall be exposed to impulse or impact noise above 140 dBA.

### Adjustment for Extended Shifts

There are two conventions for determining permissible exposures to noise for extended shifts. The standard work shift at King Paving & Construction Ltd. is 10 hours, which has a corresponding maximum permissible average sound pressure level of 84 dBA. However, in assessing an employee's exposure to noise by dosimetry (see Section 5.2.2 below), the resulting data will provide the average sound pressure level of a dosimeter run in the following two formats:

**LEQ** – The sound pressure level averaged over the exact duration of the dosimeter run.

**LEX** – The sound pressure level averaged over the run duration that is then recalculated as an equivalent average sound pressure level over eight hours.

It is not practical to deploy a noise dosimeter over a period of exactly 12 hours. Therefore, the use of **LEX** is preferred, since it allows direct comparison of the dosimeter output to the eight-hour permissible criterion level, regardless of the duration of the dosimeter run. However, the use of **LEX** requires that dosimetry be performed over a period of time that is representative of the entire shift, which requires a dosimeter run duration greater than nine hours to be representative of a ten-hour shift.

### SELECTION CRITERIA FOR HEARING PROTECTION

- (1) A hearing protection device shall be selected having regard to,
  - (a) sound levels to which a worker is exposed
  - (b) the attenuation provided by the device
  - (c) the manufacturer's information about the use and limitations of the device.
- (2) A hearing protection device shall be used and maintained in accordance with the manufacturer's instructions.


### NOISE ASSESSMENT GUIDELINES

Noise measuring instrumentation must conform to one of the following standards:

ANSI S1.4-2014 – Electroacoustics – Sound Level Meters

IEC 61672: 2013 – Electroacoustics – Sound Level Meters



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## Sound Pressure Level Measurements

Sound pressure level measurements are conducted for the following reasons:

- As a preliminary indicator of exposure risk and to assist in the classification of similar exposure groups (SEGs) that require noise dosimetry.
- To define areas or zones where specific control measure are required (e.g., signage, mandatory use of hearing protection).
- To identify and characterize significant sources of sound energy.
- To provide feedback on the effectiveness of engineering controls.

Sound pressure level measurements must be conducted with a Type/Class 2 sound level meter operating under the following settings and conditions:

- Slow response (i.e., one second integrating time constant) for continuous or intermittent noise.
- Fast or peak-hold response (i.e., 35 millisecond or less integrating time constant) for impulse or impact noise.
- A-weighted network for continuous or intermittent noise sources.
- C-weighted network for impulse or impact noise sources.

After establishing the correct instrument settings, the sound level meter is used by holding the device at arm's length and orienting the microphone in the direction and at a known distance from the noise source.

The sound level meter should not be placed on a hard surface where it may be subject to direct transfer of vibrational energy, which in turn may lead to a positive bias (error).

Sound level meters are designed to permit screw mounting onto a tripod, which should be used when not conducting measurements by hand.

The sound level meter must be recalibrated in accordance with the manufacturer's instructions to confirm acceptable performance with respect to frequency, amplitude linearity, time response, distortion and phase match.

Manufacturers typically recommend that sound level meters be subjected for a full recalibration every 12 to 24 months.


## NOISE ASSESSMENT GUIDELINES

### Noise Dosimetry

Full shift assessments of employee exposures to sound pressure level are conducted with Type/Class 2 noise dosimeters that are programmed to the following set points:

- Criterion level of 85 dBA
- Exchange rate of 3 dBA



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- A-weighted network
- Lower threshold of 74 dBA or lower
- Upper limit of 130 dBA

The following are procedures to be followed for the deployment of noise dosimeters:

- Ensure the dosimeter is fully charged and properly programmed (i.e., criterion level, exchange rate, lower threshold, upper limit).
- Turn on the dosimeter and leave in 'standby' mode until properly attached to the employee's collar bone or upper lapel region – ensure that the subject will not cover the device with outer clothing after deployment.
- Once in place, active to 'run' mode – starting a run before attaching the dosimeter to the employee will result in artifact (false) sound pressure readings resulting from physical disturbance of the microphone.
- Strive for continuous, uninterrupted data collection over as much of the entire shift as possible to be representative of full shift exposures.
- Upon completion of the run, switch to 'standby' mode before removing the dosimeter from the employee.
- Record the following summary data (Serial #, Run Time, L<sub>EX</sub>, L<sub>EQ</sub>, L<sub>MAX</sub>, %Pdose) before turning off.

There are specific observations and other qualifying data that must be collected to validate and interpret noise dosimetry results for risk assessment purposes. These results must be recorded and attached to the dosimeter histograms and appropriately recorded/stored:

- Name of subject employee
- Date/shift
- Dosimeter serial number
- Programmable settings of the dosimeter
- Relevant environmental conditions (temperature, air currents/wind speed)
- Relevant mitigating workplace factors (operating or idle machinery or equipment, significant sources of vibration, equipment, or production downtime, etc.)
- Name of IH technician


## AUDIOMETRY

Audiometric testing must be performed on a pre-placement basis, and on an annual basis for all employees who routinely work in an environment where sound pressure levels are anticipated to exceed 80 dBA.

## CONTROLS

### Engineering Controls

Engineering controls for noise exposure start at the design stage of plant and equipment and with the decision to purchase machinery. This is the most cost-effective point at which to implement effective controls. The design

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and acquisition of plant and machinery should continuously strive to reduce exposure to noise through effective engineering and a 'buy quiet' policy.

The following are engineering controls that should be considered for application to reduce hazardous noise:

- Installation of inlet and outlet silencers on ventilation fans.
- Purchase equipment with effective sound dampeners or mufflers.
- Installation of noise dampening foam or paneling.
- Installation of anti-vibration mounts and flexible couplings to prevent transmission of moving parts.
- Mounting of motors and pumps on anti-vibration mounts.
- Installation of enclosures around noisy machinery or workstations.

## HEARING PROTECTION

The hierarchy of controls applies to noise, as with other hazardous agents in the workplace. As such, engineering controls (fan silencers, vibration dampeners, isolation, etc.) and administrative controls (limited exposure duration) are the required methods for noise reduction.

However, hearing protection (in the form of earmuffs and/or plugs) may be required to further reduce exposure to acceptable levels, after the implementation of all reasonable and practicable engineering and administrative controls.

The predominant indices of noise reduction effectiveness of hearing protection devices (HPDs) are the U.S. Environmental Protection Agency Noise Reduction Rating (NRR) number assigned to the HPD.

The NRR is a value that is subtracted from the sound pressure level in the work environment to obtain the resulting theoretical exposure level of the worker who is wearing the HPD. For example, if a worker wears hearing protection with a NRR of 28 in a work environment with a sound pressure level of 103 dBA, then his/her theoretical exposure level is (103-28) or 75 dBA.

However, the NRR for HPDs is generated by the manufacturer through tightly controlled laboratory test procedures and represent conditions of optimal performance. Under practical application conditions, HPDs consistently underperform the assigned NRR value.

The following NRR adjustment factors are to be used for the determination of both single and double hearing protection:

### Single Hearing Protection


For A-weighted measurements: actual dBA = unprotected dBA – (NRR – 7)

For C-weighted measurements: actual dBA = unprotected dBC – NRR

### Double Hearing Protection

For A-weighted measurements: actual dBA = unprotected dBA – (NRR<sub>HIGHER</sub> + 5 – 7)



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For C-weighted measurements: actual dBA = unprotected dBC – (NRR<sub>HIGHER</sub> + 5)

(Where NRR<sub>HIGHER</sub> is the manufacturer's NRR value of the more protective device)

## SIGNAGE REQUIREMENTS

As a prescribed requirement under O. Reg. 381/15, where practicable, a clearly visible warning sign shall be posted at every approach to a work area, building or other location where sound pressure levels regularly exceed 85 dBA.

The purpose of the signage is to make employees and visitors aware of the risk of exposure to excessive noise, and the required level of hearing protection, as indicated in the following table:

Table 2: Hearing Protection Signage Requirements	
Average Sound Level (dBA)	Posting Requirements
Less than 83	No signage requirement
83 to 100	Hearing protection required
Greater than 100	Double hearing protection required

## RISK ASSESSMENTS

King Paving & Construction Ltd. shall retain all records that are pertinent to hearing conservation, including but not limited to noise exposure and sound pressure level assessment data, quality control procedures, training requirements and rosters, listing of noise based SEGs and relevant statistics, and the Hearing Conservation Program and procedures.


The records of medical examinations and audiometric assessments of a worker obtained under the requirements of the Hearing Conservation Program shall be kept in a secure location for the longer of:

- The period of 40 years from the time such records were first made.
- The period of 20 years from the time the last of such records were made, or the closure of the mine.

If medical records can no longer be maintained by the Physician, such records shall be surrendered to the Ontario Workplace Safety and Insurance Board (WSIB).

Listed below are the approximate noise levels for equipment that is commonly used in construction. Please keep in mind that newer equipment tends to produce lower levels of hazardous noise.



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### Typical Noise Measurements for Construction

* EQUIPMENT	NOISE LEVEL (DBA) AT OPERATOR'S POSITION
Cranes	78 – 103
Backhoes	85 – 104
Loaders	77 – 106
Dozers	86 – 106
Scrapers	97 – 112
Trenchers	95 – 99
Compactors	90 – 112
Grinders	106 – 110
Chainsaws	100 – 115
Concrete saw	97 – 103
Sand blasting nozzle	111 – 117
Jackhammers	100 – 115
Compressors	85 – 104

### ROLES AND RESPONSIBILITIES

#### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Hearing Conservation Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Hearing Conservation Program.
- Provide active support for activities associated with the Hearing Conservation Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

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- Ensures that the Health & Safety Department implements the necessary audiometry and other medical surveillance procedures and protocols to support the Program.

**Foremen/Supervisors/Managers/Superintendents will:**

- Communicate objectives, duties, and responsibilities of the Program to employees.
- Ensure that the required procedures are carried out at all operational levels.
- Ensure that employees wear the required hearing protection and undertake audiometric testing as required by the Program.

**Workers will:**


- Attend the required training to develop an understanding of the requirements and procedures of the Program.
- Carry out the required procedures of the Program.
- Wear the appropriate hearing protection, as required.
- Participate in audiometric testing, as required.
- Provide the Supervisor with feedback and suggestions for improvements to the Program.
- Complete proper care, daily inspection, and maintenance of the Hearing Protection PPE.

**Joint Health & Safety Committee members will:**

- Work together with employees and Management to identify workplace noise level hazards, exercise appropriate due diligence, and prioritize safety concerns daily.
- Participate in Hearing Conservation training as assigned.
- Ensure proper hearing protection is used when required in the workplace.
- Correct any non-compliance on jobsites found during the inspection process.
- Review the policy on an annual basis and make recommendations to improve the Hearing Conservation Program.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites and workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Be responsible to arrange the re-calibration of the sound meter as per manufacturer's specifications.
- Communicate with the external Health Clinic, Joint Health & Safety Committee (JHSC) and different levels of Management to ensure that effective controls are maintained, and medical surveillance and employee notification requirements are carried out.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated.
- Promote feedback and recommendations from employees.

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- Review and advise on the interpretation of the results and findings of all Program related assessment activities.
- Conduct a risk assessment of noise related potential injuries, worker related claims and any worker complaints.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to hearing protection through industry education.
- Be responsible to update the policy on an annual basis.

## REFERENCES

American Conference of Governmental Industrial Hygienists (ACGIH, 2017). *TLVs® and BEIs® Based on the Documentation of the Threshold Limit Values for Chemical Substances and Physical Agents & Biological Exposure Indices*.

CAN/CSA Z107.56-13 – Procedures for the Measurement of Noise Exposure

CAN/CSA Z94.2-14 – Hearing Protection Devices – Performance, Selection, Care and Use

CAN/CSA Z1007-16 – Hearing Loss Prevention Program Management

ANSI S1.4-2014 – Electroacoustics – Sound Level Meters

IEC 61672: 2013 – Electroacoustics – Sound Level Meters

## CONTINUOUS IMPROVEMENT

This policy and process for the Hearing Conservation Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Hearing Conservation Program meets the provincial Occupational Health and Safety Act and other governing legislation.


The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.



Action plan is to be created based on the results of the standard evaluation. Action plan will identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.



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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	OHSA regulation new standard	Aug 10, 2017	000
Policy updated to meet Safety Group requirements	New standards for Safety Group	Nov 15, 2017	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy/Added section indicating the average noise produced by various equipment used in construction/Removal of Safety Group Reference	Annual review	January 18, 2021	004

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## POLICY GOAL

King Paving & Construction Ltd. is committed to achieving excellence in safety, health, and environmental concerns. This policy outlines the responsibilities that King Paving & Construction Ltd. must follow to ensure that the criteria set out under Workplace Hazardous Information System (WHMIS) legislation are implemented and maintained.

## SCOPE

This policy applies to all workers at King Paving & Construction Ltd.

## DEFINITIONS

**American Conference of Governmental Industrial Hygienists (ACGIH®)** – An international association of occupation hygienists that develops guidelines for the practice of occupational hygiene, including Threshold Limit Values (TLVs®) and Biological Exposure Indices (BEIs®). This publication serves as the basis for occupational exposure limits in many jurisdictions around the world.

**Aspiration Hazards** – Hazardous products classified in this hazard class may be fatal if the hazardous product is swallowed and enters the airways. Aspiration toxicity includes severe acute effects, such as chemical pneumonia, varying degrees of pulmonary injury or death, following the entry of a liquid or solid directly through the mouth or nose, or indirectly from vomiting, into the trachea and lower respiratory system.


**Biological Exposure Indices (BEIs®)** – Guidance values developed by the ACGIH to assess biological monitoring results. Biological monitoring involves the measurement of the concentration of a chemical indicator (such as the substance itself or a chemical formed from the substance by the body) in body components (e.g. blood, urine) of people who have been exposed to the substance. Biological monitoring is used to indicate how much of the substance has been absorbed into the body. The BEI generally identifies a concentration below which nearly all workers should not experience adverse health effects.

**Canadian Centre for Occupational Health and Safety (CCOHS)** – An occupational health and safety information service with the mandate to promote workplace health and safety and encourage attitudes and methods that will lead to improved worker physical and mental health. CCOHS provides a wide range of products and services, including free access to a large collection of factsheets on occupational health and safety topics.

**CANUTEC** – CANUTEC stands for Canadian Transport Emergency Centre, which is operated by the Transportation of Dangerous Goods (TDG) Directorate of Transport Canada. CANUTEC provides information and communication assistance in case of transportation emergencies involving dangerous goods. It is accessible in Canada by telephone, 24 hours a day, year-round at (613) 996-6666 (collect) or \*666 on a cell phone.

**CAS Registry Number** – The Chemical Abstracts Service Registry Number. This identification number is assigned to a chemical by the Chemical Abstracts Service, a division of the American Chemical Society.

**Chemical Name** – A scientific designation of a material or substance:

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- That is made according to the naming rules of either the Chemical Abstracts Service, a division of the American Chemical Society, or the International Union of Pure and Applied Chemistry, or
- That is internationally recognized and that clearly identifies the material or substance. .

**Continuous Improvement Plan** – Also often called a continuous improvement process (abbreviated as CIP or CI), is an ongoing effort to improve products, services, or processes. These efforts can seek ‘incremental’ improvement over time or ‘breakthrough’ improvement all at once.

**Globally Harmonized System of Classification and Labelling of Chemicals (GHS)** – An international system that defines and classifies the hazards of chemical products and communicates health and safety information on labels and SDSs in a standardized way. The GHS is developed through consensus at the United Nations. The GHS ‘purple book’ is a guidance document. Only the elements of GHS that have been explicitly adopted by Canadian legislation are enforceable.

**Hazard** – Is the potential to cause harm or adverse effect on workers in the workplace.

**Hierarchy of Controls** – Hierarchy of hazard control is a system used in industry to minimize or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organizations. Examples include elimination, substitution, engineering, administrative and PPE.

**IRS (Internal Responsibility System)** – Established joint responsibility between workers and Management to ensure a safe work environment.

**Route of Exposure** – Refers to the way in which a product can enter the body. Workplace chemicals can affect the body if inhaled, following skin contact (including absorption through the skin) or eye contact, and if ingested (swallowed).

**Safety Data Sheet (SDS)** – A document that contains specified, required information about a hazardous product, including information related to the hazards associated with any use, handling or storage of the hazardous product in a workplace. (Formerly called MSDS or Material Safety data Sheets)


**STEL** – STEL stands for Short-Term Exposure Limit (see occupational exposure limit values).

**Substance** – Any chemical element or chemical compound – that is in its natural state or that is obtained by a production process – whether alone or together with:

- Any additive that is necessary to preserve the stability of the chemical element or chemical compound,
- Any solvent that is necessary to preserve the stability or composition of the chemical element or chemical compound, or
- Any impurity that is derived from the production process.

**Threshold Limit Values (TLVs®)** – Airborne concentrations of substances to which it is believed that nearly all workers may be exposed day after day without experiencing adverse effects. ACGIH® develops these values.



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**NIOSH** – NIOSH stands for National Institute for Occupational Safety and Health. NIOSH is a branch of the United States government. It is the mission of NIOSH to develop new knowledge in the field of occupational safety and health, and to transfer that knowledge into practice.

**WHMIS** – WHMIS stands for Workplace Hazardous Materials Information System. WHMIS is Canada's national hazard communication system for hazardous products in the workplace. It applies to suppliers, importers, and distributors of hazardous products that are sold in or imported into Canada and intended for use, handling or storage in Canadian workplaces, as well as to the employers and workers who use those products.


**WHMIS 1988** – The original WHMIS system enacted in 1988 through the Hazardous Products Acts and the Hazardous Products Regulations is now referred to as 'WHMIS 1988'.

**WHMIS 2015** – On February 11, 2015, the Government of Canada published the Hazardous Products Regulations (HPR), which, in addition to the amendments made to the Hazardous Products Act (HPA), modified WHMIS 1988 to incorporate the GHS for workplace chemicals. This modified WHMIS is referred to as 'WHMIS 2015'.

**Workplace** – The Occupational Health and Safety Act (OHSA) defines a workplace as any land, premises, location, or thing at, upon, in or near which a worker works. A workplace could be a building, construction site, vehicle, open field, road, or other place where the Company conducts business.

## STANDARDS/PROCEDURES

- An up-to-date inventory of chemical substances used and stored at King Paving & Construction Ltd. worksites will be maintained by the Health & Safety Department.
- Labelling and identifying hazardous workplace products will be an ongoing process at KING.
- All departments shall have access to Safety Data Sheets (SDS) for hazardous products in their location.
- SDS must precede new product shipments of WHMIS Hazardous Products and be turned over directly to the Health & Safety Department for review, distribution, and filing.
- SDS must precede new product shipments and pass the Health & Safety Department's review before KING will receive them.
- A master set of all SDS will be on file, located in both hard copy and digitally at head office and with all site management personnel.
- Primary containers are those containers in which a manufacturer/distributor supplies and product to the facility. In such cases, the manufacturer/distributor shall ensure that WHMIS labelling requirements are met. No future in house labelling is required provided that the material is not transferred to another container or that the primary label is not/does not become defaced/illegible.
- Secondary containers store substances which have been prepared in house or transferred from a primary container. The worker transferring any product from a primary to a secondary container shall ensure that the container is labeled with a workplace label.
- An annual workplace assessment of the WHMIS program will be completed by the Health & Safety Department in conjunction with the JHSC.

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- All workers must receive both generic WHMIS training and task specific WHMIS training. The Health & Safety Department will be responsible for coordinating and recording participation details of generic WHMIS training.
- Supervisors will be responsible for coordinating and recording participation in specific WHMIS training.
- Worker training must be completed at the following times:
  - Prior to the introduction of a new chemical to the workplace.
  - Prior to starting work as a new work assignment.
  - Prior to starting work as a new worker.
- Worker training must cover the following:
  - Information contained on SDS.
  - WHMIS 2015 legislation and symbols.
  - Protective equipment for each particular task.
  - The safe handling and disposal of chemicals and biological agents.
- Bi-annually the Health & Safety Department will review all SDS for expiry. Any SDS found to be expired will be removed from the binder(s) an online data base. SDS are valid for three years. SDS do not have an expiry date. An email will be sent to the supplier to request the current SDS or completed by performing an online search for current sheet. Once the current SDS has been received, it will be updated to all files.

#### **Supplier Labels:**

- The supplier must determine if the product contains any hazardous ingredients. If so, the supplier is responsible to attach a supplier label to the product prior to shipping.
- If at any time the supplier label becomes illegible or is missing, it must be immediately reported to the Supervisor and must not be used. The supervisor is to contact the Health and Safety department who will acquire a new label.


#### **Workplace Labels:**

- Workplace labels are required when product is transferred from the supplier container to another container or when the supplier label becomes illegible or is missing.
- It is the employer/workers responsibility to attach a workplace label to the new container.
- Workers must read and follow instructions.

### **RESPONSIBILITIES**

#### **Senior Management will:**

- Ensure they are familiar with the hazardous materials procedures and application.
- Ensure workers, contract personnel or temporary workers are identified and provided with proper and adequate time, tools, and training to perform the work safely.
- Provide information on special requirements for the safe use of a product.

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- Ensure all workers understand the need for WHMIS. This also means that responsibilities and procedures are known, understood, and used.
- Ensure proper enforcement of this policy is followed.
- Review and sign the updated standard annually.
- Ensure all required documents are posted in the workplace.
- Review and participate in the program evaluation and action plan for improvement.

#### **Workers will:**

- Attend and participate in training provided by the Company on hazardous materials procedures.
- Advise Management/Foremen when procedures cannot be followed.
- Follow any component of this policy. Disciplinary action will be taken with any person failing to do so.
- Review the SDS prior to using the product.
- Wear required PPE as outlined on the SDS.

#### **Joint Health & Safety Committee will:**

- Inspect the workplace to ensure compliance of this policy.
- Advise on-site Management for any non-compliance of the program.
- Participate in the program updates and inventory listing.

#### **Health & Safety Department will:**


- Coordinate the development and administration of the WHMIS 2015 program.
- Ensure current SDS for all materials are accessible for all workers.
- Review SDS for any new materials to be used at KING before purchase to determine if the material is suitable for use.
- Facilitate and/or coordinate training programs.
- Maintain training records.
- Keep abreast of the new legislation in health and safety that will affect the development of the WHMIS program.
- Create and provide a quarterly Continuous Improvement Plan (CIP) to Senior Management.

### **COMMUNICATION**

Communication of this program with regards to the roles and responsibilities will be completed through any of the following forums:

- Annual Safety Day Training
- Safety communication board postings
- New hire worker orientation
- Toolbox talks
- JHSC meetings



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The following WHMIS documents are required to be posted in the workplace:

- Any legislated documents.
- WHMIS symbols and classes shall be posted by all chemical storage areas, as well as the Health & Safety Board.
- Valid copies of SDS must be readily available to workers.
- An up-to-date chemical inventory list ensuring that hazardous products are labeled or identified.

Management is responsible for communicating any revisions of this standard to all workers as soon as reasonably practical.

Records of communication will be maintained on e-Compliance by the Health & Safety Department for a period of three years.

## TRAINING

Management and workers of King Paving & Construction Ltd. will be trained in the WHMIS program. Training will include specific information on:

- The contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels.
- The contents required on a safety data sheet and the purpose and significance of the information contained on the SDS.
- Procedures for the safe use, storage, handling, and disposal of a hazardous product.
- Procedures to be followed in case of an emergency involving a hazardous product.

Training records will be maintained by the Health & Safety Department for a period of three years using e-Compliance.

Training awareness updates on this program will be completed every year at any of the following:


- Annual Safety Day training
- New Hire Orientation
- Toolbox talks
- Management Meetings
- JHSC Meetings

## REFERENCES

Occupational Health and Safety Act: Sections 37, 38, 41 and 42

Regulations 860 WHMIS Regulation

Workplace Hazardous Materials Inventory

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## EVALUATION AND CONTINUOUS IMPROVEMENT

This policy and process for the WHMIS Program will be reviewed on an annual basis, jointly by Senior Management and the JHSC or when:

- Ever the job task or activity changes.
- Ever a new chemical is introduced in the workplace.
- A hazard is identified.
- An incident, injury or illness is associated with the job task or activity.
- Ever there is a change to legislation, standards, or codes of practice.

Evaluation of the WHMIS Program will be conducted using surveys, site audits and inspection reports. The results of the review will be made in consultation with the JHSC to determine the success of the program.

Any gaps will be identified and corrected as required.

Notification of the success of this program will be communicated to all departments and posted on the Health & Safety Board.



The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Action plan is to be created based on the results of the standard evaluation. Action plan will identify the gap, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	New	Jan 1, 2016	000
Update policy to meet program requirements	CIP review for Safety Group	Feb 17, 2017	001
Update policy	Annual review	Feb 18, 2018	002
Update policy	Annual review & company name change	Oct 17, 2019	003
Update policy	Annual review	Feb 13, 2020	004
Update policy	Annual review	January 25, 2021	005

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## POLICY GOAL

The purpose of this Confined Space policy is to establish guidelines for the safety of workers who are exposed to or required to work in confined spaces. This policy has been developed in accordance with the Regulations for Confined Spaces, Occupational Health and Safety Act/R.S.O. 199 O. Reg. 632/05 and includes provisions for worker training, hazard identification and control, an entry permit and rescue procedures.

## SCOPE AND REGULATIONS

This policy pertains to all workers, Project Managers, Superintendents, Subcontractors and Foremen who may be exposed to or work in a confined space.

Occupational Health and Safety Act Regulation 632 Confined Space.

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services to (e.g. King Paving & Construction Ltd.).

**Acceptable Entry Conditions** – The conditions that must exist in a confined space to allow entry and to ensure the workers involved with a permit required confined space entry can enter into and work within the space.

**ACGIH** – American Conference of Governmental Industrial Hygienists.

**Assessment** – Assessment of hazards with respect to one or more confined spaces in a workplace described in O. Reg. 632/05.

**Attendant** – A worker stationed outside the confined space who monitors the authorized entrants and who performs attendant's duties as required by this policy (Safety Watch).

**Authorized Entrant** – A worker who is trained and authorized by the Company to enter the confined space.

**Cold Work** – Work that is not capable of producing an ignition.

**Competent Worker/Competent Person** – Means a person who:


- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**CPR** – Cardiopulmonary Resuscitation

**Confined Space** – A space that is:



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- Large enough and configured space, so that a worker can easily enter and perform assigned work.
- Has limited or restricted means for entry or exit for example (tanks, vessels, wet wells, storage bins, manholes, vaults, and pits are spaces that may have limited means of entry).
- Is not designed for continuous occupancy.

**Control Measures** – A system, device used and or action taken to control or prevent the introduction of physical hazards into a confined space.

**Emergency** – An occurrence including any failure of hazard control(s), monitoring equipment or event internal or external to the permit space that could endanger entrants.

**Engulfment** – The surrounding and effective capture of a worker by a liquid or finely divided solid substance that can be aspirated to cause death by filling or plugging the respiratory system of that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

**Entry** – The action by which a worker passes through an opening into a confined space. Entry includes work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the pane of an opening into the space.

**Entry Permit** – Written or printed document that is provided by the employer to allow and control entry into a permit space.

**Hazardous Atmosphere** – An atmosphere that may expose workers to the risk of health, incapacitation, and impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:


- Flammable gas, vapour or mist in excess of 1% of its lower flammable limit (LFL).
- Airborne combustible dust at a concentration that meets or exceeds its LFL, atmosphere oxygen concentration below 19.5% or above 23% oxygen.
- Atmospheric concentration of a substance for which a dose of permissible exposure limit as published in the case of a workplace that is not a project, the exposure to atmospheric contaminants does not exceed any applicable limit set out in Regulation 833 of the Revised Regulations of Ontario, 1990 (Control of Exposure to Biological or Chemical Agents) made under the Act or Ontario Regulation 490/09 (Designated Substances).
- Any other atmospheric condition that is immediately dangerous to life or health.

**IDLH** – Any condition that poses an immediate or delayed threat to life or that would cause irreversible health effects of that would interfere with an individual's ability to escape unaided from a confined space (Immediately Dangerous to Life or Health).

**Non-Permit Confined Space** – A confined space that does not contain or, with respect to the atmospheric hazards, has the potential to contain any hazard capable of causing death or serious physical harm.

**Oxygen Deficient Atmosphere** – An atmosphere containing less than 19.5% oxygen by volume.

**Oxygen Enriched Atmosphere** – An atmosphere containing more than 23.5% oxygen by volume.

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**Permit Required Confined Space** – A confined space for which a written permit is required prior to entry. Permit required confined spaces normally have one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has the internal configuration such that the entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
- Contains any other recognized serious safety or health hazard (such as noise, electricity, radiation, or moving parts of the machinery).

**Purging** – The method by which hazardous gases, vapours, or other air borne impurities are removed from a confined space.

**Rescue** – An established emergency response procedure whereby both the rescue personnel and all necessary rescue equipment are available at the incident scene in a timely manner so that it should be possible to commence rescue within five minutes of the start of an emergency.

**Testing** – The process by which the hazards that may confront entrants in a confined space are identified and evaluated. Testing includes specific tests that must be performed in a confined space.


**TLV** – Threshold Limit Value

**TWAEV** – Time Weighted Average Exposure Limit

#### GENERAL RULES FOR CONFINED SPACE ENTRY

During all permit required confined space entries, the following safety rules must be strictly enforced:

- Only authorized and trained workers may enter the confined space or act as a standby person.
- A pre-entry briefing must take place between the supervisor, attendants, entrants, and all personnel who will be working in the area that the entry is to take place.
- A rescue plan must be determined and in place prior to the confined space entry.
- Air monitoring equipment must be tested prior to entry.
- Personal protective equipment will be provided to workers as necessary for safe entry to a confined space.
- Initial testing to the entry location will be completed to ensure the entry area is safe above at ground level.
- Before a worker enters a confined space, the internal atmosphere must be tested at minimum three levels (top, middle, and bottom) of the confined space with a calibrated direct reading instrument of oxygen content, flammable vapours, and potential toxic air contaminants.
- All testing shall be conducted by a properly trained individual. Upon entry, continuous atmospheric monitoring is required.
- No smoking is permitted in a confined space or near an entrance or exit locations.

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- During a permit required confined space entry, an attendant must be present at all times. The attendant must not have any other duties assigned to them as their primary function is to monitor the activities in the space.
- Constant visual or voice communication must be maintained between the attendant and workers entering the confined space.
- No bottom or side entry will be take place, or work conducted below the level of any material that could cause engulfment.
- Any conditions making it unsafe to remove an entrance cover shall be eliminated before the manhole cover is removed.
- When the entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each worker working in the space from foreign objects entering the confine space.
- There may be NO hazardous atmosphere within the space when a worker is inside the space except during rescue operations. These individuals would be considered as trained professionals in confined space entry such as site-specific rescue teams, third party confined space rescue professionals or the fire department.
- Continuous forced air ventilation shall be provided for confined space entries when gas levels are not acceptable and shall include the following:
  - A worker may not enter the space until forced air ventilation has been in operation for a minimum of five minutes to eliminate any hazardous atmosphere.
  - The forced air ventilation shall be directed as to ventilate the immediate areas where a worker is or will be present within the space and shall continue until all workers have left the space.
  - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- All confined space shall be considered 'Permit required Confined Space' until the pre-entry procedures as required for a Non-Permit Confined Space Entry, as detailed elsewhere in this policy demonstrates otherwise.


## CONFINED SPACE PERMIT

To control and monitor confined space entries, a written entry permit is hereby established and shall require the following:

A confined space hazard assessment and permit form must be completed before any worker enters a permit required confined space. The hazard assessment and the entry point may be completed and signed by either the site Foreman and/or the attendant depending on the jobsite. The permit must be signed before entry is permitted which is controlled by the attendant. The Foreman and/or attendant will ensure the permit specifies the following:

- Location
- Type of work



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- Personal protection measures
- Authorized entrants
- Monitoring equipment
- Hazards of the permit space
- Control measures

If rescue equipment is required, it must be noted on the permit. The procedures for contacting rescue services will be included in the permit which is considered to be site specific. Company rescue procedures must always be arranged prior to any confined space entry.

Only persons trained in confined space entry procedures may use the permit system. Training will expire every three years from the date of training.

Permits may expire before the completion of work on the shift or if any pre-entry conditions change. When this is the case, the space will be evacuated, re-evaluated, and a new permit will be utilized. The permit will be available at the worksite outside the confined space area. All confined space entry permits will be submitted to the office within 48 hours once the work has been completed. Permits and related information will be kept on file for a period of one year. In the event of a chemical exposure during a confined space entry, records pertaining to that exposure will be kept for the duration of the employment plus 20 years for medical surveillance.

The attendant shall sign the permit prior to allowing entry and ensure that entry operation remains consistent with the terms of the permit.

If during the course of the entry a potential hazardous situation occurs which exceeds the conditions authorized on the permit, the confined space shall be terminated immediately and the individual permit for this entry shall be revoked. The immediate Supervisor must be contacted and made aware of the situation.

Hot work requires additional consideration and must be discussed with the immediate Supervisor.


The permit is terminated after the entry has been completed or at the end of a ten-hour shift.

Rescue procedures may need to be coordinated with the specific site. Ensure all workers are fully aware of the site requirements and procedures in the event onsite rescue is required. Everyone on the team needs to be fully aware of the emergency procedures prior to entry of the confined space. This will be communicated at the JHA which is to be completed prior to entry.

#### **ENTRY PROCEDURES FOR PERMIT REQUIRED CONFINED SPACES**

Each worker who enters or is involved in a permit required confined space must:

- Understand the procedures for confined space entry.
- Know the hazards of the specific space.
- Review the specific procedures for each entry.
- Understand how to use entry and rescue equipment.

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- Review the rescue plan and each person's role in the plan.
- Wear a personal monitor while entering and working in the confined space.

Confined Space Entry Permit and a Confined Space Pre-Entry Checklist must be properly completed by a qualified person prior to entry into a permit required confined space.

Only properly trained and authorized individuals will be allowed to enter a permit required confined space. Authorized entrants will always maintain contact with the attendant.

Atmospheric testing of all confined spaces must be completed, in accordance with acceptable procedures, for a minimum of five minutes, prior to entry and use of any mechanical ventilation of the space. Record the results on the Pre-Entry checklist.

Continuous atmospheric monitoring is required once entrants are in the confined space. If at any time during this process, a potentially hazardous atmosphere is detected, the confined space entry shall terminate immediately. The space is to be vented and retested prior to any re-entry. If ventilation does not clear the hazardous condition, the immediate Supervisor must be contacted.

All permit required confined spaces shall be adequately ventilated a minimum of five minutes prior to entry and continuous ventilation is required for the duration of the entry only if the test fails.

Each worker entering the confined space will have a safety of retrieval line/fall protection attached to the body harness. The other end of the retrieval line will be secured to an anchor point or lifting device outside the entry portal.

The anchor point must not be secured to a motor vehicle in a manner that would pull the line out of the space if the vehicle moved.


During confined space entry, all safety rules and procedures will be followed. This shall include the use of any other required personal protective equipment. A metal ladder **MUST NOT** be used when working around electrical equipment. There will be no smoking in the confined space. All workers must follow the site-specific smoking policy or Company smoking policy whichever is stricter. Any use of chemicals, welding, soldering, or cutting must be pre-approved by the immediate Supervisor and implement additional controls as required.

A breathing apparatus is required for entry into an unknown atmosphere and rescue situations. Breathing systems (SCBA systems will be rented and will be pre-arranged by the immediate Supervisor when required). No entry is permitted when there is an atmosphere that poses a potential danger to life or health without a proper breathing system.

Electrical equipment used in the confined space will be appropriate for the hazard and meeting the requirement of the National Electrical Code or the hazardous atmosphere that is present.

Any condition making it unsafe to remove an entrance cover will be eliminated before the cover is removed. Before the cover is removed, the opening(s) shall be guarded to prevent an accidental fall into the opening and prevent objects from falling into the opening.



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Appropriate vehicle and general public barrier will be used to protect the worker.

## RESCUE PROCEDURES


- If the gas alarms alert, the entrant(s) must leave the work site and exit the confined space.
- If the gas alarms alert, the entrant(s) must leave the work site and exit the confined space.
- The attendant must initiate the emergency plan for the site. Other workers on the site location must be made aware of the emergency by either radio or air horn.
- The designated rescue team must immediately start rescue procedures by engaging the winch on the tripod.
- If the worker becomes unconscious, NEVER LET ANYONE ENTER THE CONFINED SPACE.
- The attendant will need to ensure 911 is called and provide the location of jobsite and the number of workers in distress. If the site is large, someone may have to be designated to meet the ambulance and direct them to the location.
- If the rope or cable becomes tangled, DO NOT ENTER the confined space. Attempt to untangle from the surface if possible.
- Once the entrant(s) have been removed from the confined space, the designated rescue person must initiate first aid procedures. First aid must not be administered inside the confined space.
- The designated first aider must immediately report the first aid after the worker has been treated and everyone is safe.
- Notify the immediate Supervisor and the Health & Safety Department when it is convenient to do so without interfering with the safety of the workers on site.
- Follow up meetings will be arranged as part of the accident investigation with the Health & Safety Department, JHSC certified members and the Management for the jobsite.
- Do not discuss the details of the event with anyone other than Company officials.
- Any pictures taken as part of the event shall only be shared with Company officials. Pictures are not to be posted on social media without written consent from the Company.
- In the event that Ministry of Labour has to be notified, all Company personnel are expected to fully cooperate with the investigation.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Confined Space Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Confined Space Program.
- Review the Policy at least annually and approve all revisions. A signature is required on this Policy as proof of approval.
- Review gap analysis and take the assigned actions to correct identified gaps in the programs.



<b>Confined Space Policy</b>	Issue Date: October 1, 2006	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-04</b>	Revision Number: 005	
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- Ensure that compliance reviews are completed quarterly and annually at the established Management meetings.
- Ensure that the equipment is properly inspected for the Confined Space Program action plan.
- Ensure worker training is completed for confined space entry.
- Ensure that all records for confined space are kept on file for at least one year.
- Ensure that the Program elements have been communicated to all members of the Company.

**Foremen/Supervisors/Managers/Superintendents will:**

- Establish approved methods to ensure the responsibilities are met by all levels in the organization.
- Be knowledgeable in the Confined Space Policy Program and establish safety goals of the Company.
- Contact the Health & Safety Department for support, as required, to ensure the ongoing compliance of the Confined Space Program.
- Provide properly inspected equipment for the confined space entry.
- Ensure confined space assessments have been completed and reviewed.
- Ensure all required permits are completed and submitted to the office within 48 hours.
- Ensure the policy and procedures are applied consistently.

**Confined Space Attendant will:**

- Be knowledgeable of the hazards workers may encounter upon entering a confined space.
- Perform a pre-operational review of activities in designated confined spaces and discuss with entrants the potential hazards, safeguards and PPE required for the project.
- Verify training certificates of third-party entrants and maintain a copy of training records on site. If training records are not present at time of entry for the attendant's review, no entry is permitted. Supervisor should be notified immediately.
- Hold a valid First Aid certificate and have immediate access to a first aid kit. CPR may have to be initiated in an emergency situation when a worker shows no sign of life.
- Ensure there is one rescue person assigned for each entrant for the purpose of emergency response.
- Sign the confined space permit verifying that all actions and conditions necessary for safe entry are provided and maintained.
- Take appropriate measures to remove unauthorized personnel from working in and around the confined space area.
- Complete all required atmospheric testing before anyone is allowed to enter the confined space.
- Ensure lock out tag out has been completed if required prior to the job start.
- Ensure that all individuals who enter or leave a permit required confined space are continually accounted for and signed in and out on the permit.
- Assist in creating the site-specific emergency plan. Implement that rescue plan as required.
- Always establish and maintain good communications with the entrant(s) either by verbal, hand signals or radio contact.
- Sign the confined space permit and follow the guidelines of the permit.

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- Ensure entrance to the confined space is adequately secured against unauthorized entry.
- Provide the work zone with adequate barricades and adequate warning signs regarding unauthorized entry or both if required.
- Never leave the assignment while workers are inside the confined space.
- Notify everyone to evacuate the confined space if you observe a hazardous condition.
- Call EMS/911 for help if an emergency arises (Do not attempt to enter a confined space during an emergency). The attendant/rescue team will rescue a victim from a confined space using a retrieval system.

#### **Workers Entering Confined Space (Entrants) will:**

- Complete the required training for confined space as provided by the employer. Entrants must be able to prove that they have received effective training on either this procedure or an equivalent training program and understand the requirements of O. Reg. 632/05.
- Be competent and knowledgeable to recognize the hazards associated with working in confined spaces.
- Follow the direction of the Foreman/Attendant with regards to work instruction and hazard controls for the project.
- Always complete an inspection of all PPE prior to entering the confined space. Report any concerns to the onsite attendant or the immediate Supervisor.
- Establish and maintain good communications with the entrant(s) at all time either by verbal, hand signals or radio contact.
- Alert the attendant whenever the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation or any prohibited condition is detected.
- Establish and maintain good communication with the attendant at all times either by verbal, hand signals or radio contact. If line of sight cannot be maintained, two-way radio or voice communications between the attendant and the entrant in the confined space will be required. One radio per group of workers inside the space is acceptable as long as entrants can maintain line of sight with each other.

#### **Subcontractors will:**


- Have awareness, understanding and acknowledgement of King Paving & Construction Ltd.'s Confined Space Program.

#### **Joint Health & Safety Committee members will:**

- Work together with the Health & Safety Department and Management to review the Confined Space Program annually and make recommendations for continuous improvements.
- Re-enforce compliance of the Company's Confined Space Program.
- Report any non-compliance of the Program and initiate stop work as required.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained at the jobsites or workplace.

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- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the Policy requirements.
- Ensure that the requirements of the Program are embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Health & Safety Day, Toolbox Talks or onsite training.
- Review and log all confined space entries in the Company's database. Scanned copies of the confined space permits will be kept at Head Office and available for review as requested.
- Ensure tracking of all confined space permits is completed. Provide a monthly report at the Management safety meeting for review.
- Present the results to all levels of Management and the JHSC.
- Promote feedback and recommendations from workers.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Be responsible to schedule meetings and invitations to those involved in the review process.
- Keep abreast of the updated legislation with regards to OHSA standards through industry education.
- Be responsible to update the Policy on an annual basis with Senior Management and the JHSC.
- Complete required training to maintain and support the Confined Space Program.
- Ensure compliance with the audit requirements of the Confined Space Program.

## TRAINING/RECORD KEEPING

All workers and Management who may be required to participate in confined space entry shall be trained at least every three years on the policy and procedures.

Additional training with regards to site specific requirements will be reviewed prior to confined space entry on any jobsite.

Any training for confined space must be completed by a certified trainer. Proof of training certification will be required prior to any classes being scheduled for the Company. Individual training cards will be issued and required as proof of training on the jobsite.


Digital copies of the record of training will be maintained in the Company's training matrix or through eCompliance.

All Subcontractors will be required to provide evidence of training compliance for any workers who may be required to perform confined space entry on behalf of the Company.

Training must be provided to workers when:

- There is a change in the worker's duties.
- There is a change in permit space operations that present a hazard which a worker has been previously trained.



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- There are deviations from the permit space entry procedures outlined by this Policy or when there are inadequacies in the worker's knowledge or use of these procedures.

Workers shall be trained in the proper use of air monitoring equipment prior to conducting confined space entry work including the use of any applicable safety equipment.

Workers involved in confined space entry shall be trained and fitted to use the 3M half mask respirators. Fit testing will be completed every two years or if there is a change in facial structure and the seal cannot be achieved when conducting positive and negative seal checks. Fit testing will be completed by the a competent, qualified source.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors who participate in confined space entry will be trained in their responsibilities to communicate this Policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual Safety Day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Health & Safety Manual 2017 Edition

IHSA Entry and Work in Confined Space Manual SPG3

Regulation 632 – Confined Spaces


Reg. 1101 First Aid

Occupational Health and Safety Act

Confined Space Permit

Confined Space Decision Tree

Confined Space Hazard Assessment

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## Confined Space Rescue Plan

### CONTINUOUS IMPROVEMENT



This Policy and process for the Confined Space Program will be reviewed on an annual basis, jointly by Senior Management, the Health & Safety Department and the JHSC.

Legislative and industry updates will be reviewed to ensure the Confined Space Program meets the guidelines as required for Elements #2, 4, and 14 in the Ontario Provincial COR Program.

The amended policy shall be kept as record of review and the required changes.

The revision of the Policy shall be tracked on the bottom of the Policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy development	New	Oct 1, 2006	000
Edit confined space procedures	Legislative requirements	Sep 20, 2017	001
Revise existing policy to meet legislative requirements	COR requirement Element 2, 4, 14	Jan 23, 2018	002
Policy update	Annual review & company name change	Oct 17, 2019	003
Policy update	Annual review	Feb 13, 2020	004
Policy Update/Changes to wording	Annual Review	January 25, 2021	005

<b>Pandemic Preparedness Policy</b>	Issue Date: July 20, 2020	
	Revision Date: January 25, 2021	
Policy Number: HSMS 14-05	Revision Number: 002	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, contractors, and visitors.

The purpose of this policy is to introduce protocols to aid in protecting workers, contractors, and visitors from viral and bacterial outbreaks.

## SCOPE AND REGULATIONS

This policy pertains to all workers, subcontractors, service providers, and visitors at all work locations of King Paving & Construction Ltd.

## DEFINITIONS

**Bacteria:** a member of a large group of unicellular micro-organisms which have cell walls but lack organelles and an organized nucleus, including some which can cause disease.

**Virus:** A micro-organism that is smaller than a bacterium that cannot grow or reproduce apart from a living cell. A *virus* invades living cells and uses their chemical machinery to keep itself alive and to replicate itself. *Viruses* may contain either DNA or RNA as their genetic material.

**Fungus/Fungi:** any of a group of spore-producing organisms feeding on organic matter, including molds, yeast, mushrooms, and toadstools.

**Parasite:** an organism that lives in or on an organism of another species (its host) and benefits by deriving nutrients at the other's expense

**Infection:** The invasion and multiplication of micro-organisms such as bacteria, viruses, and parasites that are not normally present within the body. An **infection** may not cause symptoms and be subclinical, or it may cause symptoms and be clinically apparent.

**Outbreak:** A disease outbreak is the occurrence of disease cases more than normal expectancy. The number of cases varies according to the disease-causing agent, and the size and type of previous and existing exposure to the agent.


**Epidemic:** a widespread occurrence of an infectious disease in a community at a particular time.

**Pandemic:** an epidemic of disease that has spread across a large region; for instance, multiple continents, or even worldwide.

**Contagion:** the communication of disease from one person to another by close contact.

**Sanitize:** make clean and hygienic; disinfect.



<b>Pandemic Preparedness Policy</b>	Issue Date: July 20, 2020	
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**Sanitizer:** Type of antimicrobial that (according to EPA specifications) kills or irreversibly inactivates at least 99.9 percent of all bacteria, fungi, and viruses (called microbials, microbiologicals, micro-organisms) present on a surface. Most sanitizers are based on toxic chemicals such as chlorine, iodine, phenol, or quaternary ammonium compounds, and which (unlike some antiseptics) may never be taken internally.

**Route of Entry:** How the contagion enters the body. With most bacteria and viruses, the common routes of entry into the body are inhalation, ingestion and entering the body when a person rubs his/her eyes with contaminated hands.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Pandemic Preparedness Policy.
- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.
- Allocate appropriate resources, training, PPE, and workers to implement and maintain the Pandemic Preparedness Program.
- Provide active support for activities associated with the Pandemic Preparedness Policy.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary procedures and protocols to support the Program.
- Ensure that hand washing facilities, hand sanitizer and disinfecting towelettes and/or disinfectant spray are available at all King Paving & Construction locations such as the head office, site trailers and mobile equipment.
- Ensure that face masks are available and worn by all personnel in accordance with municipal, provincial, and federal regulations and bylaws.
- Inform all personnel of the signs and symptoms of Covid-19 and methods to prevent spread of the virus such as wearing masks, proper hand washing, using sanitizers and instructing people to stay home if they are experiencing any possible symptoms of Covid-19.
- Allow employees 14 days for self-isolation if they believe that they have come in contact with a person who has tested positive for Covid-19 or is experiencing symptoms.
- Prepare and enact a Covid-19 questionnaire for all personnel entering a KPC location and denying entry if the person answers negatively to any of the questions and/or is experiencing symptoms of Covid-19.
- Develop a plan for continuation of work activities if a large percentage of personnel become ill. This includes allowing for recovery time of self-isolation, allowing people to work from home, and limiting contact with other KPC employees or the general public.

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- Establish and enact external and/or customer communications procedures that limit in person interactions.
- Ensure that all personnel such as employees, contractors and visitors follow social (physical) distancing protocols such as maintaining a distance of at least 6 feet or 2 meters.
- Ensure that large groups or gatherings are limited to no more than 10 people indoors and 50 people outdoors. As provincial and federal regulations and recommendations change, all personnel will be informed as to the maximum sizes of groups or gatherings.
- Review the effectiveness of this pandemic preparedness quarterly and develop improvements, corrective actions and controls based on the lessons learned throughout the course of the pandemic.


**Foremen/Supervisors/Managers/Superintendents will:**

- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.
- Complete appropriate training regarding procedures and protocols and that they are followed regarding potential illness in the workplace.
- If a person has the potential of spreading an illness in the workplace, the supervisor shall make arrangements for the worker to be sent home or to a medical facility.
- Ensure that hand washing facilities, hand sanitizers, disinfecting towelettes and/or disinfectant spray, masks and gloves are readily available and are used as prescribed.
- Ensure that equipment and tools are cleaned and disinfected regularly.
- Limit the sharing of tools and equipment and ensure for cleaning and disinfecting between users.
- Ensure that the Covid-19 questionnaire is in place and utilized for all personnel entering a KPC site.
- Inform all personnel of the pandemic preparedness protocols and review regularly during weekly toolbox talks and focus on illness prevention techniques.
- Ensure that all personnel entering a KPC site for the first time, all contractors, and all visitors to KPC sites take part in the KPC safety orientation and the pandemic preparedness protocols.
- Not allow gathering of more than 10 people indoors and 50 people outdoors until the provincial regulations, recommendations and restrictions are changed as the pandemic progresses.

**Workers will:**

- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.
- Follow all established protocols during outbreaks of illnesses.
- Report any possible signs or symptoms of Covid-19 to their supervisor.
- Workers are to stay home if they are feeling ill, experiencing possible symptoms or have been in contact with a person who may have Covid-19. If this occurs, the worker is to contact their supervisor by telephone and inform him/her of the situation.
- Maintain a distance of at least 6 feet from others. Where this is not possible, masks must be worn.
- Wear masks in public places and when indoors.



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- Wash hands frequently using soap and water. Hands must be washed for at least 20 seconds.
- Follow the procedure listed below regarding hand washing, sanitizing, coughing, sneezing, and touching eyes or faces.
- Use hand sanitizer after touching potentially contaminated surfaces.
- Clean and disinfect equipment and tools regularly.
- Avoid sharing tools or equipment where possible.
- If, experiencing symptoms and/or are currently ill, contact their immediate supervisor and leave work to contact their doctor or Tele-Health (1-866-797-000).

## PROCEDURES & PROTOCOLS

Many viral and bacterial infections are transmitted from person to person via tiny water droplets that are released when infected people sneeze or cough and by touching contaminated surfaces such as telephones, door handles, light switches, toilets, pens, computer keyboards, tools, equipment etc.

### Control Measures

**Coughing or Sneezing:** Cough or sneeze into your elbow, NOT into your hands. Discard used tissues immediately after use and wash hands with soap and water for at least 20 seconds.

**Hand Washing:** Studies have shown that washing hands in water alone can prolong the life of the bacteria or virus. Wash your hands thoroughly with soap and water often and for a minimum of 20 seconds. Wash fingertips, in between fingers, thumbs and back of hands.

Where hand washing is not available, use hand sanitizer with a minimum of 60% alcohol content.

**Other Bodily Fluids:** Depending on the type of illness, persons may become infected through other bodily fluids such as blood, vomit, sweat, tears, mucous and discharges from pustules that are emitted from an infected person. Avoid contact with these fluids and follow universal precautions such as disinfecting with a bleach and water solution, ensuring masks worn by both the infected person and the person responding or involved in clean up and "double gloving".


**People:** Avoid shaking hands and close contact with people. Wash hands after contact with a person and before and after meals.

**Vaccinations:** Speak to your doctor or pharmacist about vaccinations for illnesses such as influenza, pneumonia and other vaccinations that may be available that are specific to outbreaks.

**Disinfecting Sprays:** Lysol or similar alcohol-based sprays may reduce the potential of exposure to contaminated surfaces however, these sprays do not eliminate the potential for exposure or infection.

**Disinfecting Wipes:** Clorox or similar sanitizing wipes have proven effective at reducing exposure to contaminated surfaces and may be preferable to using sprays on electronic equipment. Specialized anti-



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bacterial and anti-viral wipes are also available and have proven to be more effective than regular sanitizing wipes.

**Masks:** Since most masks do not create a seal to the face of the user, masks have proven to be only partially effective unless all personnel are wearing masks where prescribed. Masks work best when potentially infected people are wearing masks as the mask can capture the small water droplets that are projected when a person sneezes or coughs. The effectiveness of masks dramatically improves if all personnel in close contact with each other are wearing masks and when all other pandemic precautions such as physical distancing, frequent hand washing and using sanitizer are being taken.

Replace temporary masks frequently. Clean and disinfect reusable masks daily.

**Work:** People who are ill with a communicable illness should not go to work until such time as they are no longer considered contagious. When this is the case, KPC requires a minimum of 2 negative tests before allowing the person to physically return to a King Paving & Construction location such as the office or a site.

King Paving & Construction has many duties available if a person is required to work from home. The employee is to contact their supervisor to arrange for suitable assignments.

**Physical Distancing:** Also referred to as social distancing. Personnel are to maintain a distance of at least 6 feet or 2 metres from each other. When this is not possible, masks are to be worn.


**Travel:** People who travel or are planning on travelling to “at risk” locations during an epidemic or pandemic are to advise King Paving & Construction Ltd. in advance of such travel plans. King Paving & Construction Ltd. may require a worker who has travelled to an “at risk” location to provide clearance from a qualified medical practitioner prior to returning to work.

**Contact with infected people:** Currently, we are experiencing the Coronavirus Covid-19 as a pandemic. King Paving & Construction Ltd. workers who have symptoms of the Coronavirus or have had direct contact with someone who has symptoms of Coronavirus are to advise the Company immediately so that suitable arrangements and precautions can be administered.

**Extended Leave or Quarantine:** In situations where an infected person has been quarantined or is unable to attend work for extended periods of time (2 weeks or more), King Paving & Construction Ltd. shall coordinate with any worker to determine a suitable solution if extended sick times are required. Such changes will be made on an individual and as-needed basis.

## TRAINING

All workers are to be made aware of this policy. Supervisors are encouraged to cover this procedure during a weekly toolbox talk and must post this procedure on the Health & Safety Board or in a Health & Safety binder.

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## COMMUNICATION

Communication of this policy will be completed through any of the following:

- Scheduled safety meetings
- Safety communication board postings
- Employee orientation
- Toolbox talks

Records of communication will be recorded and stored using eCompliance.

## CONTINUOUS IMPROVEMENT

The Pandemic Preparedness Policy will be reviewed annually jointly by Senior Management and Joint Health and Safety Committee.


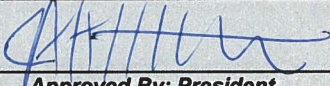
Legislative and industry updates will be reviewed to ensure the Pandemic Preparedness Policy meets the Occupational Health and Safety Act, and any other governing legislation that pertain to this program.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		July 20, 2020	New
Update and improve policy	More information now available	Sep 1, 2020	001
Update and improve policy	Annual Review	January 25, 2021	002



<b>Environmental Policy &amp; Procedures</b>	Issue Date: August 20, 2020	
	Revision Date: January 25, 2021	
Policy Number: HSMS 14-06	Revision Number: 001	
	 Approved By: President	

## POLICY GOAL

The Management of King Paving & Construction Ltd. is committed to the protection and enhancement of the environment. It is our aim to reduce the environmental impacts of our business and to operate in an environmentally responsible manner.

## SCOPE AND REGULATIONS

This policy pertains to all workers, subcontractors, service providers, and visitors at all work locations of King Paving & Construction Ltd.

The *Environmental Protection Act* and its regulations, and local municipal by-laws apply to King Paving & Construction Ltd. and their Subcontractors. Daily operations may impact the environment via air emissions, chemical storage, fuel storage, vehicle usage, and hazardous waste, use of ozone-depleting substances, hazardous material spills and sewer discharges. The law requires that King Paving & Construction Ltd. and their subcontractors conduct their business with due diligence (i.e., with all reasonable care being taken).

## DEFINITIONS

**Contaminant:** Any solid, liquid, gas, odour, heat, sound, vibration, or radiation resulting from human activities that may cause adverse effect on people, property, or the natural environment.

**Discharge:** Includes any addition, deposit, emission, or leak.

**Environment:** Surroundings in which an organization operates including air, water, land, natural resources, flora, fauna, humans, and their interaction. Surroundings extend from within the organization to the global system.

### Environmental Audit:

The assessment of environmental performance against applicable laws, regulations, institutional policies, and operational procedures to provide evidence and assurance about essential due diligence.

### Environmental Impact:


Any change in the environment whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

### Environmental Program:

A strategy to attain environmental goals. The program should identify:

- fundamental environmental goals
- environmental liabilities



<b>Environmental Policy &amp; Procedures</b>	Issue Date: August 20, 2020	
	Revision Date: January 25, 2021	
Policy Number: HSMS 14-06	Revision Number: 001	
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- compliance strategies, including environmental auditing, monitoring, record keeping, abatement and waste minimization initiatives.

**Pollutant:** Any solid, liquid, gas and/or odour resulting directly or indirectly from activities that:

- impair the quality of natural environmental.
- injure or damage property, plant, or animal life.
- harm or materially discomfort any person.
- adversely affect the health and impair the safety of any person.
- render any property, plant, or animal life unfit for use.
- cause the loss of enjoyment of the normal use of property; and/or
- interfere with the normal conduct of business.
- A pollutant also includes any substance from which such solid, liquid, gas and/or odour is derived.

**Spill:** A discharge of a pollutant made into the natural environment, which is the air, land, or water of Ontario, from or out of a structure, vehicle or other container, that is abnormal in quality or quantity in light of all the circumstances of the discharge.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Environmental Policy and Program.
- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.
- Allocate appropriate resources, training, PPE, and workers to implement and maintain the Environmental Policy and Program.
- Provide active support for activities associated with the Environmental Policy and Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure that the Health & Safety Department implements the necessary procedures and protocols to support the program.

### Foremen/Supervisors/Managers/Superintendents will:

- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.

<b>Environmental Policy &amp; Procedures</b>	Issue Date: August 20, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-06</b>	Revision Number: 001	
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- Ensure that precautions are in place at sites where the work may impact the environment.
- Report events that may have potential negative impact on the environment to the proper authorities.

#### **Workers will:**

- Be responsible and accountable to protect the health and safety of themselves, all workers, and people in their work environment.
- Follow the procedures listed in the Environmental Policy & Procedures to minimize the risks to the environment.
- Report unsafe acts and conditions to their supervisor immediately.

### **PROCEDURES & PROTOCOLS**


This Policy is communicated and made available to all company workers, subcontractors, members of the public and other interested third parties.

- A greener and cleaner environment for all
- Prevention of pollution in all areas of our operation
- A programme of continual improvement in everything we do
- Keeping ourselves aware of and compliant with, all current and future legislation
- Reduced use of natural resources
- Minimize waste and maximize recycling/reuse

Recycling and re-use of materials will be carried out where possible and where not, due care will be exercised in respect of waste disposal in accordance with current guidelines and legislation.

#### **General**

1. Employees and Subcontractors shall become familiar with applicable job-related environmental legislation and shall conduct business in an environmentally responsible manner.
2. No person shall discharge a contaminant into the natural environment and no person responsible for a source of contaminant shall permit a discharge into the natural environment in any amount, concentration, or level, in excess of that prescribed by the Regulations.
3. Every person who discharges a contaminant or is responsible for a contaminant that discharges into the natural environment, in any amount, concentration, or level in excess of that prescribed by the regulations, shall forthwith notify the Ministry of Environment about the discharge.
4. Every person who discharges a contaminant into the natural environment that is likely to cause an adverse effect shall forthwith notify the Ministry.

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- The owner of the pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause adverse effects shall immediately do everything practicable to prevent, eliminate and ameliorate these effects and to restore the natural environment.

### Environmental Due Diligence

- The Joint Health & Safety Committee, Site Supervisors and Management shall establish systems and contingency plans where necessary to protect the environment and shall see that these systems and plans are effectively operated and maintained.
- Joint Health & Safety Committee, Site Supervisors and Management shall be trained to respond effectively to environmental occurrences and to report remedial actions to supervisory personnel and government authorities.
- Significant environmental issues and environmental due diligence initiatives shall be reported to the Joint Health & Safety Committee and the Site Supervisor to promote internal communications and other appropriate actions.

### Guidelines

King Paving & Construction Ltd. is committed to preventing pollution by regularly identifying, assessing, managing, and reviewing operational and research activities that may harm the environment. King Paving & Construction Ltd. expects environmentally responsible behaviour from within its organization and from Subcontractors. Site personnel and subcontractors have a duty to report situations of concern to their immediate Supervisors and their Joint Health and Safety Committee member.


*The Environmental Protection Act* and its regulations, and local municipal by-laws apply to King Paving & Construction Ltd. and their subcontractors. Daily operations may impact the environment via air emissions, chemical storage, fuel storage, vehicle usage, hazardous waste, use of ozone-depleting substances, hazardous material spills and sewer discharges. The law requires King Paving & Construction, and their subcontractors conduct their business with due diligence (with all reasonable care being taken).

### Environmental Offences

Under the *Environmental Protection Act*, every person who is convicted of a contravention of the Act or regulations or who fails to comply with an order or requirement of an inspector or director, or an order of the Ministry of Environment is liable to a fine or imprisonment. Individual corporate officers, supervisors, managers, and workers can be charged and found personally liable. King Paving & Construction Ltd. can also be prosecuted. The owner (i.e., Subcontractor) of the pollutant may also be liable for compensation to a third party for loss or damage arising from adverse effects of the spill.

Employees are secure from reprisals when they report environmental concerns.



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## SPECIFICS

# ENVIRONMENTAL SAFETY STATEMENT

King Paving & Construction Ltd. is committed to leading the industry in minimizing the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimize waste by evaluating operations and ensuring they are as efficient as possible.
- Minimize toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimize the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- King Paving & Construction accepts responsibility for the harmful effects its operations have on both the local and global environment and is committed to reducing them.
- The Company will implement a training program for its staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.
- King Paving & Construction will encourage the adoption of similar principles by its suppliers.


## 1. Introduction

### Purpose

Our primary aim is developing and maintaining a first class environmentally responsible culture within King Paving & Construction Ltd. This is driven by our goal for **zero** pollution incidents which is a key objective within the business.

King Paving & Construction remains focused on developing a positive and proactive environmental culture, not only for our own people, but also for our suppliers and subcontractors.

Caring for the environment is at the heart of all we do. We are not satisfied with mediocrity and we want to achieve our goal of zero incidents.

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The purpose of this document is intended to provide information to all King Paving & Construction employees on the company's organization and arrangements for environmental management to ensure our impacts are minimized, and to set out management and employee responsibilities to achieve this.

This document has been prepared to define the way King Paving & Construction intends to manage environmental issues, which is summarized as follows:

- To establish an environmental policy that is appropriate to King Paving & Construction.
- To identify the legislative and regulatory requirements relevant to the organization's environmental compliance.
- To identify the environmental aspects (risks) arising from the company's past, existing or planned activities or services determine the environmental significance of these aspects (risk) and introduce control measures to manage environmental impacts.
- To identify priorities and set appropriate environmental objectives and targets.
- To establish a structure, procedures, and program to implement the policy and achieve the objectives and targets.
- To define responsibilities and provide resources for planning, control, monitoring, corrective action, auditing, and review of activities to ensure both that the policy is complied with and that the Environmental Management System remains appropriate.

## 2. Environmental Policy

King Paving & Construction is fully committed to undertaking our works in a responsible manner that achieves and maintains the highest environmental standards. We appreciate the importance of the environment around us. We are proud that much of our work is delivering projects that improve the environment.


### 1 Management and Leadership

Senior Management will provide visible leadership in environmental matters and consider the environment as an integral part of the business.

### 2 Managing Risk

King Paving & Construction will assess our activities to minimize impacts from significant environmental aspects including:

- Waste
- Releases to water
- Contamination of land
- Nuisance and amenity
- Emissions to air

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- Carbon emissions
- Archaeology and local history
- Wildlife

### **3 Working with Employees**

All employees will be actively encouraged to engage in environmental training and awareness programs.

### **4 Working with Suppliers and Subcontractors**

Subcontractors' capability and competence in environmental matters will be assessed and continually monitored.

### **5 Setting Plans and Targets**

Targets will be reviewed and set annually for both leading and lagging environmental measures.

Improvement plans will be developed, implemented, and monitored to support this policy and drive continual improvement.

### **6 Effective Procedures and Guidance**

The environmental management system will be maintained and developed as a comprehensive guide to our people of working practices and procedures.

### **7 Reporting/Reviewing and investigating**


Performance will be reported, measured, and reviewed against targets to identify deficiencies and drive improvement.

Incidents and near misses will be reported and analyzed/investigated to learn lessons and feedback improvements.

### **8 Effective Assurance via Auditing**

- The health & safety officer will carry out regular inspections to check compliance with our management system.
- We welcome audits by customers as an opportunity to learn and improve.



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### Statement of intent


To support our environmental policy and objectives we are committed to responsible business practices in the following environmental areas and as such, are developing programs and procedures to improve our performance.

### Sustainable procurement policy

The materials we use during our construction projects contribute to our environmental performance and as such we recognize the contribution sustainable materials make to improved environmental performance. We have set objectives to increase the amount of recycled materials we use, particularly aggregates in excavation reinstatements.

We are also committed to improving the way we procure other materials such as concrete, timber, vehicles, fuel, utilities, water, and office consumables to ensure they are sourced through responsible organizations that have established processes to validate the materials have demonstrable environmental credentials. As such we will develop mechanisms to:

- Enhance employee awareness of relevant environmental and social effects of purchases through appropriate training.
- Provide guidance and relevant information to employees to allow them to select sustainable products and services.
- Give preference to products and services that can give value and can be manufactured, used, and disposed of in an environmentally and socially responsible way.
- Work with existing and potential suppliers to investigate and introduce responsible processes and products.
- Ensure that sub-contractor's credentials are considered in the Vendor Assessment process.
- Develop sustainability criteria that can be included in specifications to suppliers, including the following:
  - Health and Safety
  - Environmental protection
  - Quality management
  - Equality & diversity
  - Ethical sourcing – including human and employee rights and competition
- Ensure that sustainability criteria are considered in the placing of orders.

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### 3. Planning

#### Environmental aspects

To mitigate negative environmental risks and promote positive environmental impacts our environmental management system is based on a requirement to identify and evaluate environmental risks and ensure that appropriate controls are implemented.

Corporate environmental risks are reviewed on an annual basis or when new risks are identified by the business. site management, using corporate risk assessment information, produce site specific risk assessments which identify and control environmental risks arising from business activities.

The King Paving & Construction Safety Officer is available to provide advice to operational management and staff during the planning of new or changes to existing activities.

#### Legal and other requirements

To ensure compliance, periodic evaluations will be undertaken and recorded by assessing trends from incidents, Health, Safety and Environmental inspections, near miss reports, non-conformances and investigations carried out by internal auditors.

Legal requirements are incorporated into the risk evaluation process to ensure that those environmental aspects with legislative controls are considered significant.

#### Objective

To ensure improvement in our environmental performance we have established a series of environmental objectives, noted throughout this policy, which are reviewed annually for the organization.

#### Legal and other requirements


To ensure compliance, periodic evaluations will be undertaken and recorded by assessing trends from incidents, Health, Safety and Environmental inspections, near miss reports, non-conformances and investigations carried out by internal auditors.

Legal requirements are incorporated into the risk evaluation process to ensure that those environmental aspects with legislative controls are considered significant.

### 4. W.H.M.I.S./G.H.S.

As per our policy and the Ontario Occupational Health and Safety Act, all King Paving & Construction employees and our subcontractors are required to maintain current W.H.M.I.S. training.

In addition, as of June 2015, the standard W.H.M.I.S. labeling system is being changed to adopt the new G.H.S. (Global Harmonized System) format.

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Our W.H.M.I.S. program, including training is reviewed on an annual basis and any adjustments or improvements will be made as required.

Our W.H.M.I.S. training program currently includes the following items or topics:

1. An introduction to WHMIS
2. Definition of a controlled product
3. Responsibilities under WHMIS (Supplier, Employer and Worker)
4. Exemptions
5. Classification and description of hazards
6. WHMIS and GHS classifications and pictograms
7. Supplier Labels (WHMIS/GHS)
8. Workplace Labels
9. Placards
10. Workplace Identifiers
11. Material Safety Data Sheet (requirements and accessibility)
12. S.D.S. definitions and chemical properties
13. Personal Protective Equipment
14. Where to find waste handling and spill procedures
15. Review

All personnel are required to write a quiz prior to training permits or certificates are to be issued. The required passing grade is 80%

All sites will be routinely inspected for proper documentation such as training permits, SDS, and any specialized documentation or equipment such as spill kits.


## 5. CHEMICAL SPILL PREPAREDNESS

By following proper prevention techniques, it is our goal to ensure that chemical spills cannot occur, however, King Paving & Construction is committed to being prepared in the unlikely event of a chemical spill.

### OBJECTIVES:

- Explain responsibilities
- Provide strategies to prevent spills
- Assess hazards presented by spills
- Report spills when needed
- Clean-up spills when appropriate



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### RESPONSIBILITIES:

All personnel are responsible for:

- Ensuring spills are reported or cleaned up in a timely manner
- Cleaning up nuisance spills of materials in their area, even if someone else spills them (janitors, service people)
- Knowing the properties of the materials they are working with
- Taking reasonable steps to prevent spills

### NUISANCE SPILLS:

Spills of less than 4L of material that you know the hazards of and:


- Are comfortable cleaning up and that you have the ability to clean up
- Assess the hazard
- Wear appropriate PPE
- If you are unsure of the hazard of a spill or need assistance with PPE selection, call the safety officer.

### NUISANCE SPILL RESPONSE:

- Alert people in the immediate area of spill
- Wear appropriate protective gloves, goggles, long sleeve shirt
- Avoid breathing vapors from the spill
- Confine spill to small area& absorb on absorbent pads &/or kitty litter
- Clean spill area with soap & water
- Collect all contaminated absorbent, gloves & residues in plastic bag lined garbage can
- Label and dispose of properly

### POTENTIALLY HAZARDOUS SPILLS:

- Spills of greater than 4L
- Smaller spills of materials of low LD50
- Carcinogens
- Flammable liquids or metals
- Compounds of unknown toxicity

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#### **POTENTIALLY HAZARDOUS SPILL RESPONSE:**

- Attend to injured or contaminated persons and remove them from the exposure if you can do so without endangering yourself
- Alert persons in the immediate area to evacuate
- If spilled material is flammable, turn off heat and ignition sources
- Call the Safety Officer and Superintendent
- If indoors, close doors to affected area
- If there is a risk of environmental contamination, the Ministry of Environment must be notified immediately, as well as the Ministry of Labour.

#### **BIOLOGICAL SPILLS:**

Since King Paving & Construction and our subcontractors do not handle or use materials that can cause biological spills, biological spill responses BSL 1, BSL 2 and BSL 3 do not apply.

#### **RADIOACTIVE MATERIALS:**


King Paving & Construction and our subcontractors do not handle or use radioactive materials that can cause a spill; therefore, radioactive spill response techniques do not apply.

#### **ESTIMATING POTENTIAL HAZARDS:**

- Research hazards before you use a new chemical
- Consult the Safety Data Sheet
- Consider the toxicity, flammability, physical state, and the amount of the material involved.
- Consider the location of the spill
- Consider your knowledge and skills
- Ask for help in estimating hazards and call the safety officer if there are any concerns.

#### **PREVENTING SPILLS:**

- Eliminate clutter
- Know proper work practices for biological, chemical materials you use
- Use unbreakable secondary containers
- Store chemicals properly
- Dispose of waste and excess chemicals in a timely manner

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### **DIESEL TANKS:**

All diesel tanks that are brought onto worksites must:

1. Be double walled
2. Be inspected for damage regularly
3. Be maintained in good condition
4. Be placed on level ground
5. Be placed in an area where they are protected from vehicle and equipment damage
6. Be clearly labeled
7. Have a spill kit available
8. Be placed on a spill tray if there is the potential of a spill entering a body of water such as a lake, pond, stream, or river.

### **GAS AND DIESEL CANS:**

All gas and diesel cans (also known as jerry cans) must:

1. Be maintained in good condition
2. Be placed or stored so that they are protected from vehicle and pedestrian traffic
3. Not be stored indoors
4. Be closed at all times except when being used
5. Never be left with the spouts sticking out
6. Be secured when being transported
7. Be kept away from areas in which there are sparks or open flames
8. Have a spill kit of site

### **COOLANTS:**


Coolants such as ethyl glycol ether are hazardous to the environment, and therefore, should be handled with care. Potential leaks can occur from pipelines, containers, vehicles, and construction equipment.

Leaks or spills of coolant must be reported to the site superintendent immediately. Spills of less than 4L can be cleaned up by using absorbent clay. Larger spills must be surrounded with absorbent socks and cleaned up as per the directions listed on the Safety Data Sheet. Very large spills or spills which have leaked into a body of water must be reported to the Ministry of Environment and the Ministry of Labour.

### **COMPRESSED GAS CYLINDERS:**

All compressed gas cylinders such as propane, oxygen, acetylene, and other welding gases must be stored outdoors in the upright position and secured in such a way that they cannot fall.



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All compressed gas cylinders must:

- Be set on level ground
- Be maintained in good condition
- Chained or roped
- Be kept away from sources of ignition
- Be protected from vehicle traffic
- Handled and transported with care
- Be utilized and hooked up only by people who have had valid and current training

#### **EXCAVATING PREVIOUSLY CONTAMINATED SOIL:**

If during excavation or bulldozing operations it is suspected that the soil is contaminated, all work in the area must be stopped immediately and reported to the site superintendent and safety officer. Work in the suspected area cannot continue until clearance has been given by the proper authorities.


The following parties must be notified immediately upon identification of suspected contaminated ground, soil or water:

- Ministry of Environment
- Ministry of Labour
- Ministry of Natural Resources in some cases
- Site owner
- The city, township, or county
- If there is an immediate risk to the public, the police must also be notified.

#### **WILDLIFE:**

All work conducted by King Paving & Construction and our subcontractors will be conducted in such a manner as to minimize risk to wildlife. This may include tasks such as installing fences or creating berms. Trash will be kept in the proper containers and under no circumstances will litter such as food items or their packaging be left on the ground.

If you encounter wildlife such as racoons, foxes, coyotes, skunks, possums, deer, squirrels, or rodents, do not approach them. Keep your distance and notify the site superintendent immediately. These animals may have diseases such as rabies. It is also important to realize that these animals can become extremely aggressive, especially during mating season. Certain animals may also be on the endangered species list.

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If you encounter a dead animal, keep your distance, and notify the site superintendent. Even dead animals carry diseases such as rabies and avian flu or may have fleas and ticks which may transmit harmful diseases. Once reported to the site superintendent, the Ministry of Natural Resources will be contacted to determine the correct course of action.

## **RODENT AND PEST CONTROL:**

Our objective is to minimize the possibility of infestation from rats, mice, insects, bats, possums etc.


### **Management Strategy:**

- Keep site clean and tidy with daily clean-ups
- Monitor area for infestation
- Consult Pest Management Contractor if required
- Ensure all putrescible waste (waste that may become rotten or decay) is disposed of in an appropriately sealed receptacle
- Prior to the commencement of any demolition, individual blocks, properties, and the surrounding area should be inspected to identify the presence and extent of any infestations. Where infestations are identified, appropriate treatments must be implemented by licensed Pest Control Contractors to eliminate infestation before demolition
- Minimize ponding and exposed water sources to prevent mosquitos and midges
- Ideally, licensed Pest Control Contractors should be consulted for management strategies after the substructure is completed. Frequently, a dark cold environment can be a pest habitat which presents an unacceptable working environment
- To prevent rat egress from live drains and sewers to new systems, the live systems should be temporarily sealed off with expanding drainage stoppers until connection to new drainage is completed.
- Where potential rodent infestation presents itself as a problem on site, consult a Pest Control company for advice. Do not attempt to address the problem internally.

## **SNAKES:**

Snakes are a vital part of our environment, and therefore, encounters with any snake must be treated with care. Fortunately, the Massasauga Rattle Snake is the only poisonous snake in Ontario. This snake is very shy and prefers to hide or retreat from enemies rather than bite them. If threatened, it will shake its tail as a warning and strike only as a last resort to protect itself if it cannot escape. The Massasauga Rattle Snake is on the threatened species list.

There are species of 10 snakes in Ontario that are on the endangered species list, threatened species list, or are on the special concern list. More information on these snakes can be found at:

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<http://www.ontario.ca/environment-and-energy/species-risk-type?name=Snakes+and+Lizards>

If a snake from the endangered, threatened or special concern list is encountered, move away, notify the site superintendent, and rope off the area. The Ministry of Natural Resources will be contacted, and further directions will be given.

#### **NATIVE ARTIFACTS:**

#### **PENALTIES FOR DISTURBING OR REMOVING NATIVE ARTIFACTS WITHOUT A LICENSE:**

The *Ontario Heritage Act* prohibits anyone from disturbing or altering an archaeological site — whether on land or under water — unless they hold a valid archaeological license issued by the ministry. You may be disturbing an archaeological site, if you pick up arrowheads in a farmer's field, grade an archaeological site with a bulldozer, or take objects from a shipwreck.

Anyone who disturbs or alters an archaeological site or removes an artifact from a site without a license can be fined or imprisoned. A person or a director of a corporation found in violation of the act or its regulations can face a fine of up to \$1,000,000 or imprisonment for up to one year or both. A corporation found in violation of the act or the regulations can face a fine of up to \$250,000.

#### **What to do if you find human bones**

The *Cemeteries Act* and the *Funeral, Burial and Cremation Services Act*, when proclaimed in force, require anyone who uncovers a burial site containing human remains to report the discovery to the appropriate authorities — the police or a coroner. Likewise, archaeologists who encounter human remains during archaeological fieldwork are required to comply with all relevant provisions of the *Cemeteries Act* and *Ontario Regulation 133/92 (Burial Sites)* as part of the terms and conditions of their archaeological license.

If human remains are discovered during land development activities, all construction and soil disturbance must stop immediately to allow the authorities to investigate. All archaeological fieldwork must stop until the coroner has had the opportunity to investigate and the Registrar of Cemeteries has been consulted.

More information can be found at:


[Ontario Heritage Act](#)

[http://www.mtc.gov.on.ca/en/heritage/heritage\\_act.shtml](http://www.mtc.gov.on.ca/en/heritage/heritage_act.shtml)

[Ontario Heritage Toolkit](#)

<http://www.culture.gov.on.ca/english/heritage/Toolkit/toolkit.htm>



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Guidelines for Archaeological Sites

[http://www.mtc.gov.on.ca/en/archaeology/archaeology\\_assessments.shtml](http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml)

[Parks Canada - Archaeology](#)

#### **IMPORTANT CONTACT INFORMATION:**

**Ministry of Labour: 1-877-202-0008**

**Ministry of Environment: 1-800-565-4923**

**Ministry of Natural Resources: 1-800-667-1940**

#### **COMMUNICATION**

Communication of this program will be completed through any of the following forums:

- Scheduled safety meetings
- Safety communication board postings
- Employee orientation
- Subcontractor orientation
- Toolbox talks


This policy will be communicated to new employees during the orientation process. Records of communication will be maintained on e-Compliance.

#### **TRAINING**

All workers of King Paving & Construction Ltd. will be trained on the Environmental Policy & Procedures as well as any of the following:

- WHMIS 2015
- Asbestos Awareness or Abatement (where applicable)
- Worker Health & Safety Awareness in 4 Steps (or equivalent)
- Supervisor Health & Safety Awareness in 5 Steps (or equivalent)

Training records will be maintained by the Health & Safety Department in e-Compliance.

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## EVALUATION AND CONTINUOUS IMPROVEMENT

The Environmental Policy & Procedures will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislation updates will be reviewed to ensure the Policy & Procedures meet the provincial Occupational Health and Safety Act and other governing legislation. If there are legislative or updates in the company policies, the document will be revised and approved.



Evaluation of the Environmental Policy & Procedures will be conducted through any of the following:

- monthly management safety meetings
- annually using surveys
- site audits
- safety observations.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	Update H&S Manual	August 7/20	New
Update Policy	Annual Review	Jan 25, 2021	001

<b>Lead Policy</b>	Issue Date: September 28, 2020	
	Revision Date: January 25, 2021	
Policy Number: HSMS 14-07	Revision Number: 001	
	 Approved By: President	

## POLICY GOAL

The purpose of the Lead Policy is to establish guidelines for the safety of workers who are exposed to or required to work with lead.

## SCOPE

This policy pertains to all workers, project managers, superintendents, foremen, and subcontractors who may be exposed to or work with lead.

## DEFINITIONS

**Lead** – A chemical element. Lead is a heavy soft grey metal, used especially in the past in paints and for water pipes.

**Lead Poisoning** – A type of metal poisoning caused by lead in the body. The brain is the most sensitive. Symptoms may include abdominal pain, constipation, headaches, irritability, memory problems, inability to have children, and tingling in the hands and feet. It causes almost 10% of intellectual disability of otherwise unknown cause and can result in behavioral problems. Some of the effects are permanent. In severe cases anemia, seizures, coma, or death may occur.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Lead Policy.
- Allocate appropriate resources, training, and workers to implement and maintain the Lead Policy
- Review the Policy at least annually and approve all revisions. A signature is required on this Policy as proof of approval.
- Ensure that the policy elements have been communicated to all members of the Company.
- Ensure that a procedure is in place for sites where lead may be present.


### Foremen/Supervisors/Managers/Superintendents will:

- Ensure that workers are following the procedures when the potential for exposure to lead exists.
- Inform workers of the hazard, as well as the personal hygiene and respirator requirements.
- Ensure that workers are wearing the correct PPE when the potential for exposure to lead exists.
- Restrict access of lead-contaminated environments to workers not adequately protected with proper P.P.E. and can prevent the entry of workers not directly involved in the operation.

### Workers will:

- Wear all the appropriate PPE.
- Follow all safe procedures pertaining to lead.



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- Have up to date WHMIS training

## STANDARD/PROCEDURE

Federal Regulations define lead-based paints as paint containing more than 0.5% lead.

Lead poisoning is a health risk for workers during maintenance, renovation, construction, or demolition activities disturbing materials with lead-containing paints.

King Paving & Construction ensures that its workers will be educated about the health hazard of airborne lead and implementing control measures to prevent the risk of health hazards related to lead exposure.


Before commencing work, King Paving & Construction will obtain a designated substance report. The report will identify the areas and concentrations to which workers may be exposed to lead-containing paint. This policy acts in accordance with the MOL's *Guideline: Lead on Construction Projects*, and whenever possible, abrasive blasting, sanding, burning, cutting, or welding on steel structures coated with lead-containing paints will not be used to remove lead-containing materials, or lead paint. Instead, manual work with non-powered hand tools is recommended if possible.

King Paving & Construction's labourers typically perform manual demolition of lead-based painted plaster walls or building components by striking a wall with a sledgehammer or similar tool. This falls under "Type 2a Operations" according to MOL's *Guideline: Lead on Construction Projects*. This requires the workers to wear a respirator. The recommended type for this operation would be a >95% efficiency, half-mask particulate respirator with an N, R or P-series filter with at least 95% efficiency. Workers with medical conditions complicated with the use of a respirator do not have to wear one, and alternate work is to be provided.

Personal protective clothing should be worn to prevent skin contamination. Coveralls or other full-body work clothing, gloves, hats, and footwear and safety glasses, or face shields are examples of appropriate personal protective clothing. When indoors, dust and waste should be cleaned up and removed by vacuuming with a HEPA-filter vacuum to prevent lead contamination and exposure to lead.

For all work involving lead exposure, there is to be no smoking, eating, drinking, or chewing in contaminated areas. Food and beverages are to be stored in an uncontaminated area.

The site Super may use signage, ropes, or barriers to warn that access is restricted to persons wearing appropriate PPE.

<b>Lead Policy</b>	Issue Date: September 28, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-07</b>	Revision Number: 001	
	<div style="border-top: 1px solid black; width: 100%;"></div> <b>Approved By: President</b>	

## COMMUNICATION

Communication of this program regarding the roles and responsibilities will be completed through any of the following forums:

- Annual Safety Day Training
- Safety communication board postings
- New hire worker orientation
- Toolbox talks
- JHSC meetings

Records of communication will be recorded and stored using eCompliance or other means when required.

## TRAINING

Management and workers of King Paving & Construction Ltd. will be trained in any or all of the following:



- WHMIS 2015
- Basics of Safety for Workers in 4 Steps (or equivalent)
- Basics of Safety for Supervisors in 5 Steps (or equivalent)

## EVALUATION

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	Upgrade H&S Manual	Sep 28, 2020	New
Update Policy	Annual Review	Jan 25, 2021	001



<b>Silica Policy</b>	Issue Date: September 29, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-08</b>	Revision Number: 001	
	 Approved By: President	

## POLICY GOAL

The purpose of the Silica Policy is to educate King Paving & Construction Ltd. workers on the hazards of silica and to implement control measures for work that may produce silica dust.

## SCOPE

This policy pertains to all workers, project managers, superintendents, foremen, and subcontractors who may be exposed to silica dust.

## DEFINITIONS

**Silica** - the dioxide of silicon, occurring naturally as quartz, cristobalite, and tridymite. It is a refractory insoluble material used in the manufacture of glass, ceramics, and abrasives.

**Silicosis** - a condition caused by inhaling too much silica over a long period of time. Silica is a highly common, crystal-like mineral found in sand, rock, and quartz. Silica can have deadly consequences for people who work with stone, concrete, glass, or other forms of rock.

**Symptoms of Silicosis** - silicosis can appear from a few weeks to many years after exposure to silica dust. Symptoms typically worsen over time as scarring in the lungs occurs.


Cough is an early symptom and develops over time with exposure to silica that is inhaled. In acute silicosis, you may experience fever and sharp chest pain along with breathing difficulty. These symptoms can come on suddenly.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Silica Policy.
- Allocate appropriate resources, training, and workers to implement and maintain the Silica Policy.
- Review the Policy at least annually and approve all revisions. A signature is required on this Policy as proof of approval.
- Ensure that the policy elements have been communicated to all members of the Company.
- Ensure that all site personnel are aware of the hazards of silica
- Ensure that a procedure is in place for sites where silica dust may be present.
- Provide the appropriate PPE required



<b>Silica Policy</b>	Issue Date: September 29, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-08</b>	Revision Number: 001	
	<hr/> <b>Approved By: President</b>	

**Foremen/Supervisors/Managers/Superintendents will:**

- Inform workers of the hazards of working when there is the potential for exposure to silica dust.
- Ensure that workers are following the procedures when the potential for exposure to silica dust exists.
- Ensure that workers are wearing the correct PPE when the potential for exposure to silica dust exists (ie. cutting stone, chipping concrete etc.), and are following proper procedures.

**Workers will:**

- Wear all the appropriate PPE.
- Follow all safe procedures pertaining to silica.

**STANDARD/PROCEDURE**

King Paving & Construction Ltd. ensures that its workers will be educated about the health hazards of silica and implementing control measures to prevent the risk of health hazards related to silica exposure.

Silica exists in many forms—one of these, “crystalline” silica (including quartz), is the most abundant and poses the greatest concern for human health.

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during many construction activities, including but not limited to:


- Abrasive blasting (e.g., of concrete structures)
- Jackhammering, chipping, or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete
- Road construction
- Loading, hauling, and dumping gravel
- Demolition of structures containing concrete
- Sweeping concrete dust

Since silica is a designated substance (O. Reg. 490/09), compliance with the OHSA and its regulations requires action to be taken where there is a silica hazard on a construction project.

Section 30 of the OHSA requires the owner of a project to determine if silica is present on a project and, if it is, to so inform all potential contractors before work begins.

King Paving & Construction Ltd. recognizes the importance of planning the work to minimize the amount of silica dust generated.

- During the project planning phase, effort will be made to reduce the need for cutting, grinding, or drilling of concrete surfaces (e.g., formwork planning).

<b>Silica Policy</b>	Issue Date: September 29, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-08</b>	Revision Number: 001	
	<hr/> <b>Approved By: President</b>	

- Whenever possible, we will schedule work when concrete is still wet, because much less dust is released at that time.

When possible, workers are to apply water to the cutting or grinding surface to wet the surface and prevent the resulting dust from becoming airborne. Many construction tools/equipment types can be fitted with wet spray attachments. Water can also be manually applied to the concrete surface before and during the work (grinding, drilling, cutting, etc.). If work surfaces are wetted manually with a water "mister" (e.g., during concrete chipping and jackhammering), a separate water supply system will be provided from a plumbed facility or a portable pressurized tank. Wet concrete slurry should be vacuumed up to prevent hardening and airborne exposure

Barriers are used to isolate the work area from the rest of the project and to prevent entry by unauthorized workers. They do not prevent dust drift and are only used where natural ventilation is sufficient, and dust release is controlled. Barriers will be constructed to notify other workers that concrete grinding work is underway and access to the immediate work zone is restricted to authorized personnel.

Personal protective equipment should be worn to prevent respiratory distress. King Paving & Construction provides negative-pressure air-purifying half masks (when required) to its employees working in areas where hazard assessment reveals workers are at a risk of inhaling or non-fibrous silica dust from sandblasting, concrete cutting, or rock drilling. Please refer to King Paving & Construction's Respiratory Protection Program for more information on respirators.

## COMMUNICATION

Workers are to complete a daily JHA and discuss the hazards of silica dust. Toolbox talks will be conducted at sites where silica may be present.

Records of communication will be recorded and stored using eCompliance or other means when required.


## TRAINING

Management and workers of King Paving & Construction Ltd. will be trained in any or all the following:

- WHMIS 2015
- Basics of Safety for Workers in 4 Steps (or equivalent)
- Basics of Safety for Supervisors in 5 Steps (or equivalent)



## EVALUATION

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

<b>Silica Policy</b>	Issue Date: September 29, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-08</b>	Revision Number: 001	
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	Update H&S Manual	Sep 29, 2020	New
Update Policy	Annual Review	Jan 25, 2021	001



<b>Asbestos Policy</b>	Issue Date: September 23, 2020	
	Revision Date: January 25, 2021	
Policy Number: HSMS 14-09	Revision Number: 001	
	 Approved By: President	

## POLICY GOAL

The purpose of the Asbestos Policy is to educate King Paving & Construction Ltd workers on the hazards of asbestos and to implement control measures for work that may have asbestos present.

## SCOPE

This policy pertains to all workers, project managers, superintendents, foremen, and subcontractors who may be exposed to asbestos.

## DEFINITIONS

**Asbestos** - any of several minerals (such as chrysotile) that readily separate into long flexible fibers, that cause [asbestosis](#) and have been implicated as causes of certain cancers, and that have been used especially formerly as fireproof insulating materials

**ACM** - Asbestos Containing Material such as certain floor tiles, ceiling tiles, pipe insulation, caulking and plaster

**Asbestosis** - a disease of the lungs due to [asbestos](#) particles that is marked by thickening and scarring of lung tissue


**Mesothelioma** - a usually malignant tumor derived from [mesothelial](#) tissue (such as that lining the lungs)

**Friable** - Easily crumbled or pulverized. Friable asbestos is very dangerous because when crumbled, it breaks apart into very small particles which become airborne and cannot be filtered with a normal filter mask

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Asbestos Policy.
- Allocate appropriate resources, training, and workers to implement and maintain the Asbestos Policy.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Ensure that the policy elements have been communicated to all members of the Company.
- Ensure that all site workers are aware of the hazards of asbestos.
- Ensure that a procedure is in place for sites where asbestos may be present.
- Provide the appropriate required PPE

<b>Asbestos Policy</b>	Issue Date: September 23, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-09</b>	Revision Number: 001	
	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

**Foremen/Supervisors/Managers/Superintendents will:**

- Inform workers of the hazards of working when asbestos is present.
- Ensure that workers are following the procedures when asbestos is present.
- Ensure that workers are wearing the correct PPE when asbestos is present.

**Workers will:**

- Wear all the appropriate PPE and devices.
- Follow all safe procedures pertaining to asbestos.
- Report areas where the worker may suspect asbestos is present

**STANDARD/PROCEDURE**

Asbestos is common in many older buildings. Disturbing this material during construction, renovation, maintenance, or restoration can cause friable material (hazardous dusts) to become airborne.


When asbestos is inhaled, it can be hazardous and lead to the following diseases:

- Asbestosis
- Lung cancer
- Mesothelioma (cancer of the lining of the chest and/or abdomen).

Some examples of asbestos containing materials (ACMs) are, but are not limited to:

- Sprayed-On Fireproofing
- Pipe and Boiler Insulation
- Loose Fill Insulation
- Asbestos Cement Products
- Acoustical Plaster
- Acoustical Tiles
- Vinyl Asbestos
- Gaskets
- Roofing Felts
- Asphalt/Asbestos Limpet Spray
- Drywall Joint-Filling Compound
- Coatings and Mastics

It is King Paving & Construction's policy that only specialist contractors who have the proper credentials and training may carry out work on ACMs (Asbestos Containing material) on site. To remove asbestos, a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and respirators, understanding of containment procedures and knowledge of proper handling, storage, and waste removal procedures. For type 3 removals, training is a legal requirement.

<b>Asbestos Policy</b>	Issue Date: September 23, 2020	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 14-09</b>	Revision Number: 001	
	<hr/> <b>Approved By: President</b>	

### Prior to Commencing Work

#### **Supervisors:**

1. Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
2. If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner to remove it.
3. Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.
4. If there is asbestos in the work area and its presence does not impact the work, advise workers of location. Only workers with appropriate Asbestos Awareness Training are permitted to work in the environment. Such training should be carried out by a competent training provider and proof of this should be provided to King Paving & Construction upon request.

### During Work


#### **Workers:**

1. When any material found on a job site appears to be or resembles asbestos, workers shall immediately stop work and notify their supervisor to facilitate testing to determine the nature of the material.
2. Once the material has been tested and identified, the supervisor will make the decision on how to proceed using site-specific safe work procedures designed specifically for the work and based on the findings of the tests conducted.
3. If working in an area known to contain asbestos, worker must understand the conditions they will be working in, the appropriate measures and procedures for their work, the required PPE to be worn, how to clean the PPE after each use and the limitations of the PPE.
4. If there is any doubt about pipe or duct insulation, textured ceilings, vinyl asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify supervisor.
- 5.

### **COMMUNICATION**

Communication is to take place between the client, project manager and site superintendent. The Ministry of Labour must be contacted in areas where asbestos is discovered and for removal operations.



<b>Asbestos Policy</b>	Issue Date: September 23, 2020	
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## TRAINING

Applicable Management and workers of King Paving & Construction Ltd. will be trained in any or all the following:

- Asbestos Awareness Training (for non-removal situations)
- Asbestos Abatement Training (for workers performing removal)

## EVALUATION

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

## ASSOCIATED DOCUMENTS/FORMS

- Ontario Regulation 278/05 Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	New	Sep 23, 2020	New
Update Policy	Annual Review	Jan 25, 2021	001

<b>Cold Stress Policy</b>	Issue Date: February 01, 2021	
	Revision Date: New	
Policy Number: HSMS 14-10	Revision Number:	
	 <u>Approved By: President</u>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS

## DEFINITIONS

For the purpose of this policy, the following definitions will be used.


**Company** – Means the Company to whom the subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

**Occupational Disease** – An occupational disease is any chronic ailment that occurs as a result of work or occupational activity.



<b>Cold Stress Policy</b>	Issue Date: February 01, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-10</b>	Revision Number:	
	_____ <i>Approved By: President</i>	

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## COLD STRESS

Cold stress or hypothermia can affect construction workers who are not protected against cold. The cold may result naturally from weather conditions or be created artificially, as in refrigerated environments.

Cold is a physical hazard in many construction workplaces. When the body is unable to warm itself, serious cold related illnesses and injuries may occur, leading to permanent tissue damage and even death.

The body tries to maintain an internal (core) temperature of approximately 37C (98.6 degrees F). This is done by reducing heat loss and increasing heat production. Under cold conditions, blood vessels in 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, reducing blood flow to the extremities can result in lower skin temperature and higher risk of frostbite.

### Standard


All workers working in hot or cold environments must take all reasonable precautions to ensure that they are not being over exposed to cold and/or heat. Wearing personal protective clothing, equipment and drinking water and other fluids will prevent such exposures.

### Mild Hypothermia

Early signs of hypothermia include:

- Shivering
- Blue lips and fingers



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- Poor coordination

### **Moderate Hypothermia**

This stage includes:

- Mental impairment
- Confusion
- Poor decision making
- Disorientation
- Inability to take precautions from the cold
- Heart slows down
- Slow breathing

### **Severe Hypothermia**

In severe cases, hypothermia resembles death. Patients must be treated as though they are alive. Signs include:

- Unconsciousness
- Heart slows down to the point where pulse is irregular and/or difficult to find
- No shivering
- No detectable breathing


### **First Aid**

- Stop further cooling of the body and provide heat to begin rewarming.
- Carefully move worker to shelter. Sudden movement or rough handling can upset heart rhythm.
- Keep worker awake.
- Remove wet clothing and wrap worker in warm covers.
- Rewarm neck, chest, abdomen, and groin – but not extremities.
- Apply direct body heat or use safe heating devices.
- If the worker is conscious, give a warm sweet drink.
- Monitor breathing. Administer artificial respiration if necessary.
- Call for medical help or transport the worker carefully to nearest medical facility.

### **Frostbite**

#### **Signs and Symptoms**

Frostbite is a common injury caused by exposure to severe cold or by contact with extremely cold objects. Frostbite occurs more readily from touching cold metal objects than from exposure to cold air. This is due to heat being rapidly transferred from skin to metal. The body parts most affected are the face, ears, fingers, and toes. When tissue freezes, blood vessels are damaged. This reduces blood flow and may cause gangrene.

<b>Cold Stress Policy</b>	Issue Date: February 01, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-10</b>	Revision Number:	
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Frostbite symptoms vary, are not always painful, but often includes a sharp, prickling sensation. The first indication of frostbite is that the skin looks waxy and feels numb. Once the tissue becomes hard, the case is a severe medical emergency. Severe frostbite can result in blistering that usually takes about ten days to subside. Once damaged, tissue will always be more susceptible to frostbite in the future.

### First Aid

- 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. Body parts are better thawed at the hospital.
- Apply sterile dressing to blisters to prevent breaking; get medical attention.

## PERSONAL PROTECTIVE CLOTHING (PPE)

### Clothing

Clothing should be selected to suit the temperature, weather conditions (e.g., wind speed, rain), the level and duration of activity and job design. These factors are important to consider so that you can regulate the amount of heat and perspiration you generate while working.

If the work pace is too fast or if the type and amount of clothing are not properly selected, excessive sweating may occur.

The clothing next to your body will become wet and the insulation value of the clothing will decrease dramatically.

Clothing should be worn in multiple layers, which provides better protection than a single thick garment.

Having several layers also gives you the option to open or remove a layer before you get too warm and start sweating or to add a layer when you take a break.

Successive outer layers should be larger in size than the inner layer otherwise; the outermost layer will compress the inner layers and decrease the insulation properties of the clothing.


The inner layer should provide insulation and be able to 'wick' moisture away from the skin to help keep it dry. Thermal underwear made from polyesters or polypropylene is suitable for this purpose.

The additional layers of clothing should provide adequate insulation for the weather conditions under which the work is being done.

For work in wet conditions, the outer layer of clothing should be waterproof. Where the work cannot be shielded from the wind and easily removable windbreak garment should be used.

Clothing should be kept clean as dirt fills air cells in fibers of clothing and destroys its insulating abilities.

Clothing must be kept dry; remove snow from clothing prior to entering heated shelters.

<b>Cold Stress Policy</b>	Issue Date: February 01, 2021	
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If the area is warm enough, perspiration should be allowed to escape by opening the neck, waist, sleeves, and ankle fasteners or by removing the outer layer.

### **Footwear**

All footwear must conform to regulatory requirements.

Felt lined, rubber bottomed, leather topped boots with removable felt insoles are best suited for heavy work in the cold season.

Leather boots can be waterproofed with some products that do not block the pores in the leather.

You may prefer to wear one pair of thick bulky socks or two pairs – one inner sock of silk, nylon or thin wool and a slightly larger, thick outer sock.

Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin.

If work conditions permit, have extra socks available so you can dry your feet and change socks during the day.

Always wear the right thickness of socks for your boots. If they are too thick, the boots will be tight, and the socks will lose much of their insulating properties when they are compressed inside the boot.

### **WIND CHILL**

At any temperature, you feel colder as the wind speed increases. The combined effect of cold air and wind speed is expressed as 'equivalent chill temperature' or simply 'wind chill' temperature in degrees Celsius or Fahrenheit.

It is essentially the air temperature that would feel the same on exposed human flesh as the given combination of air temperature and wind speed.

### **Wind Chill Calculation Chart**

T air = Air Temperature in degree C

V = Observed wind speed at 10m elevation, in km/hr.

See the table on the following page



# **Cold Stress Policy**

Issue Date: February 01, 2021

Revision Date: New


Revision Number:

Policy Number: HSMS 14-10

Approved By: President



T air	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-31	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-45	-51	-57	-64	-70
30	0	-7	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-70	-76
55	-2	-9	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-37	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-59	-66	-73	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81
Risk of frostbite within 30minutes												
Frost bite possible in 5 - 10minutes												
Frostbite possible in 2-5minutes												
Frost bite possible in less than 2minutes												

<b>Cold Stress Policy</b>	Issue Date: February 01, 2021	
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### Work/Warm-up Schedule Guideline

**Note:** This schedule is a guideline only. Site specific conditions, work demands, and PPE should be considered while determining exposure and break schedules.

Air Temp.	No noticeable wind		8 km/h Wind		16 km/h wind		24 km/h Wind		32 km/h Wind	
	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26 to -28	Normal	1	Normal	1	75 min.	2	55 min.	3	40 min.	4
-29 to -31	Normal	1	75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32 to -34	75 min.	2	55 min.	3	40 min.	4	30 min.	5	Non - Emergency work should cease	
-35 to -37	55 min.	3	40 min.	4	30 min.	5	Non - Emergency work should cease			
-38 to -39	40 min.	4	30 min.	5	Non - Emergency work should cease					
-40 to -42	30 min.	5	Non - Emergency work should cease							
-43 & below	Non - Emergency work should cease									


### Work/Warm-up Schedule for Outdoor Activities

This information applies to moderate – heavy physical work activity in any four-hour period. At the end of the four-hour period an extended break in a warm location is suggested.

Warm-up breaks are assumed to provide 10 minutes in a warm environment. These guidelines apply to workers wearing dry clothing.

**Note:** All temperatures are approximate. Number of breaks includes normal break after two hours and the number of additional warm-up breaks needed.



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Apply the schedule one step lower (towards colder temperatures) for work with limited to no physical activity. For example, at -35C with no noticeable wind the typical schedule would be three breaks minimum with a maximum work period of 55 minutes. If the work has limited to no physical activity apply the guidelines one level below at -38C for four breaks and maximum work period of 40 mins.

If reliable weather reports are not available, use the following as a guide to estimate wind velocity:

Wind Speed	Guideline/Wind Characteristic
8 km/h (5mph)	Will move a light flag
16 km/h (10mph)	Will fully extend a light flag
24 km/h (15mph)	Will raise a newspaper sheet
32 km/h (20mph)	Will produce blowing/drifting snow

Environment Canada may report a wind chill index. If wind speeds are higher than those identified in the chart, a wind chill of -51C should be used to determine the point at which all non-emergency work should stop.

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Cold Stress Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Cold Stress Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Check the weather network to determine the temperature, wind chill and other pertinent conditions such as snow or freezing rain.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer. This includes ensuring that workers are dressing appropriately for the weather conditions of the day.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves



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- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health & Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**


- Comply with the health and safety legislation.
- Dress appropriately for the weather conditions of the day.
- Be aware of the policies and procedures to follow regarding cold stress.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

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**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation with regard to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.


### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

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**COMMUNICATION**

Managers/Foremen/Superintendents/Supervisors/Workers and subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

**REFERENCES**

- IHSA Construction Manual
- Occupational Health and Safety Act Construction and Industrial Regulations
- Safe Work Procedures
- Safe Work Practices
- General Safety Rules and Regulations
- Emergency Response Checklist
- Posted Material Checklist
- Progressive Discipline Form

**CONTINUOUS IMPROVEMENT**


This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Cold Stress Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.



The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.



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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to heat stress hazards.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## HEAT STRESS PLAN

### Standard/Procedure

This procedure has been developed in recognition of potential problems cause by high temperatures in the work environment.


The policy is intended to protect workers from potential adverse effects of overexposure to heat.

### Factors Influencing Heat Stress

The heating balance of the body depends on several factors:

- Air temperature
- Humidity (moisture in the air)
- Radiant head load (sun, furnaces, molten material, steam, etc.)
- Physical Activity (how hard the person is working)
- Cooling (by sweat evaporation)
- Body Adjustments (acclimatization and general health)



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### Implementation Criteria

- The humidex reaches or exceeds 35C.
- Environment Canada issues a humidex advisory (air temperature exceeding 30C and humidex exceeding 40)
- Heat waves (three or more days of temperatures of 32C or more)

### ROLES AND RESPONSIBILITIES

#### Foremen/Supervisors/Managers/Superintendents will:


- Exercise due diligence for personal safety when assigning work in extreme heat.
- Communicate and implement the Heat Stress Plan for all workers when criteria warrants and in conjunction with the Health & Safety Department.
- Assess job demands and have monitoring and control strategies in place for hot days and hot workplaces.
- Ensure workers are aware of:
  - Factors which can predispose them to heat stress.
  - The warning signs and symptoms of heat stress.
  - The measures to be taken to protect against this hazard.

#### Health & Safety Department will:

- Provide worker information on heat stress hazards, including periodic safety talks on heat stress during hot weather or during work in hot environments.
- Monitor the workplace to determine when hot conditions arise.
- Act as a resource for supervisors and workers regarding working in hot environments.
- Assist supervisors in assessing the workplace for potential heat stress hazards and provide advice on control strategies.
- Provide assistance and advice on implementing the Heat Stress Policy.
- Investigate and report all heat stress related incidents as per the Health & Safety Manual.

#### Workers will:

- Be familiar with heat stress hazards, predisposing factors, and preventative measures.
- Be alert to symptoms in themselves and others.
- Seek advice from their medical practitioner if they have a chronic health condition or are taking medications which may increase the risk of heat stress.
- Drink adequate amounts of water regularly to maintain fluid levels and avoid dehydration.
- Avoid caffeinated beverages and alcohol when working in hot environments.
- Report all occurrences of heat stress related illness to their supervisor immediately.

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## Education and Information

Workers should be instructed regarding working in hot environments. Instruction should include:

- Knowledge of heat stress hazards.
- Recognition of risk factors, symptoms, and health effects.
- Actions to be taken for controlling heat stress.
- First aid responses.
- Reporting procedures.

## First Aid and Emergency Response for Heat Illness

HEALTH EFFECT	CAUSES	SYMPTOMS	TREATMENT
Heat Rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with itching.	Change into dry clothes often and avoid hot environments. Rinse skin with cool water. Keep skin cool and dry.
Sunburn	Over-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.
Heat Cramps	Heavy sweating drains the body of salt.	Painful cramps in arms, legs, or stomach that occur suddenly at work or later at home. Heat cramps are a warning of other more serious heat-induced illnesses.	Move to a cool area; loosen clothing and drink an electrolyte-replacement beverage. If cramps are severe or do not go away, seek medical aid.
Fainting	Fluid loss and inadequate water intake.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	<b>GET MEDICAL ATTENTION</b> Assess need for CPR. 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 illness.
Heat Exhaustion	Fluid loss and inadequate salt and water intake causes the body's cooling system to break down.	Heavy sweating; cool, moist skin, body temperature above 38C, weak pulse, normal or low blood pressure, tired and weak, nausea and vomiting, very thirsty, panting or breathing rapidly, blurred vision.	<b>GET MEDICAL ATTENTION</b> 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.
Heat Stroke	When the body has used up its water and salt reserves, sweating stops and temperature rises. Heat stroke may occur suddenly or follow heat exhaustion.	High body temperature (above 40C) and any 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.	<b>CALL EMERGENCY SERVICES. THIS IS AN IMMEDIATE MEDICAL EMERGENCY. PROMPT ACTION MAY SAVE THE PERSON'S LIFE.</b> This condition can kill a person quickly; remove excess clothing; fan and spray the person with cool water; offer sips of water if the person is conscious.

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Where there is a potential for heat stress, control measures must be taken to prevent heat exposure in the workplace.

Appropriate workplace controls will vary depending on the type of workplace and other factors.

### Administrative Controls

- Assess the demands of all jobs and have monitoring and control strategies in place for hot days and hot workplaces.
- Provide annual heat stress training and review during hot weather.
- Provide cool drinking water near workers and remind them to drink a cup about every 20 minutes or more to stay hydrated.
- Measure humidex and increase the frequency and length of rest breaks as needed.
- Assign additional workers or slow down the pace of work.
- Encourage workers to start a 'buddy system' as people are not likely to notice their own symptoms.
- Adjust expectations for workers coming back to work after an absence.
- Investigate any heat-related incidents.

### Engineering Controls

- Reduce physical demands of work tasks by utilizing mechanical assistance whenever possible (dollies, carts, lifting devices).
- Organize the work to reduce the pace of activity.
- If possible, postpone strenuous work until a cooler time of the day.
- Provide a shaded area if possible.
- Provide barriers to shield workers from radiant heat exposure.
- For indoor work, provide cooling fans or air conditioning where possible.
- Rotate workers in and out of hot work areas whenever possible.
- Consider cooling vests or other personal cooling equipment.

### Protective Clothing

- Light summer weight clothing should be worn to allow free air movement and sweat evaporation.
- Outdoors, long sleeved shirt and pants are advised.
- Air, water, or ice cooled clothing should be considered if feasible.

### Measuring Heat and Humidity Levels

A thermal hygrometer is a simple way to measure the temperature and relative humidity in your workplace.

- Select a representative location within the zone where measurements can be taken (if you want to base your actions on a single reading, select the highest heat stress zone).
- Record measurements at intervals if the humidex value is above 30C or if the temperature is above 26C.
- Read the temperature and humidity from each thermal hygrometer.



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- Use the Humidex Value Chart to determine the humidex value and the appropriate workplace response.

**Humidex Heat Stress Response Plan**


Temp (in °C)	Relative Humidity (in %)																				
	100%	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	35%	30%	25%	20%	15%	10%		
49																			50		
48	NEVER IGNORE ANYONE'S SYMPTOMS DESPITE YOUR MEASUREMENTS!!!																				
47	Moderate Unacclimatized & Heavy Acclimatized																	50	47		
46																		49	46		
45																		50	47	45	
44																		49	46	43	
43	45-4	only medically supervised work										50									
42	42-44	work with 45 min/hr relief										47-49									
41	40-41	work with 30 min/hr relief										45-46									
40	38-39	work with 15 min/hr relief										43-44									
39	34-37	warn for symptoms & extra water										40-42									
38	30-33	alert for symptoms & extra water										36-39									
37	25-29	water as needed										32-35									
36	*for Humidity 45+, heat stress should be managed as per the ACOG TLV*																				
35										50	48	47	45	44	42	40	39	37	35	34	
34										49	48	46	45	43	42	40	39	37	36	34	33
33										48	46	44	43	41	40	39	37	36	34	33	31
32										50	48	46	45	43	41	40	39	37	36	34	33
31	50									49	48	46	45	43	42	40	39	37	36	34	33
30	48									47	46	44	43	42	41	40	39	37	36	34	33
29	46									45	44	42	41	40	39	38	37	36	35	34	33
28	43									43	42	41	40	39	38	37	36	35	34	33	32
27	41									41	40	39	38	37	36	35	34	33	32	31	30
26	39									39	38	37	36	35	34	33	32	31	30	29	28
25	37									37	36	35	34	33	32	31	30	29	28	27	26
24	35									35	34	33	32	31	30	29	28	27	26	25	
23	33									33	32	31	30	29	28	27	26	25			
22	31									31	30	29	28	27	26	25					
21	29									29	28	27	26	25							
	100%	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	35%	30%	25%	20%	15%	10%		

## Heat Stress Acclimatization

Acclimatization – Is a gradual process in which the body becomes accustomed to temperature extremes.

Canadian summers are not usually hot enough for workers doing light work to be considered acclimatized. Workers performing moderate work cannot be assumed to be acclimatized unless they are regularly exposed to significant radiant heat.

Category	Examples
Rest	Sitting
Light	Sitting with moderate arm and leg movements. Standing with light work at machine or bench while using mostly arms. Standing with light to moderate work at a machine or bench including some walking. Flagging, driving, or operating heavy equipment.
Moderate	Walking about with moderate lifting and pushing. Walking on level at 4 mph (6 km/hr) while carrying 5lbs. (3kg) weight load
Heavy	Intense arm and trunk work, carrying, shoveling, manual sawing, pushing, and pulling heavy loads, walking at a fast pace.
Very Heavy	Very intense activity at fast to maximum pace. Shoveling wet sand.

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### Action Levels and Response

The Humidex plan is a simplified way of protecting workers from heat stress which is based on the 2007 ACGIH Heat Stress TLV® (Threshold Limit Value®) which uses wet bulb globe temperatures (WBGT) to estimate heat strain. These WBGT's were translated into Humidex.

The ACGIH specifies an action limit and a TLV® to prevent workers' body temperature from exceeding 38C (38.5C for acclimatized workers). Below the action levels, most workers will not experience heat stress.

### Humidex Plan and Action Levels

Applies to un-acclimatized workers doing moderate work. Never ignore symptoms. Consider extra clothing or radiant heat conditions when using this guideline.

Humidex		Action Recommended
Low	30-37	Post heat stress alerts. Watch for symptoms. Drink water.
Medium	38-39	Reduce physical activity (e.g. slower pace, more breaks). Recommend work with 15 minutes per hour relief. Drink a cup of water every 20-30 minutes.
Moderate	40-41	Further reduce physical activity. Recommend work with 30 minutes per hour relief. Drink a cup of water every 15-20 minutes.
High	42-44	Severely curtail physical activity. Recommend work with 45 minutes per hour relief. Ensure sufficient rest and recovery time. Drink a cup of water every 10-15 minutes.
Extreme	45+	Hazardous to continue physical activity.

### ROLES AND RESPONSIBILITIES


#### Standard

All workers exposed to the sun's rays must be made aware of the harmful effects it could cause without proper protection.

#### Procedure

Tanning and burning are caused by ultraviolet rays from the sun. These rays cannot be seen or felt but penetrate the skin and stimulate cells containing a brownish pigment called melanin. Melanin tries to protect the skin by absorbing and scattering ultraviolet rays.



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To prevent skin damage caused by the sun review the following:

- Avoid overexposure to ultraviolet light.
- Sunscreens contain one or more protective chemicals that absorb and scatter ultraviolet rays. These have a numerical rating system to indicate the specific amount of protection. The numbers, known as Sun Protection Factors (SPF), are listed on the product label. The higher the SPF number, the greater the protection. Although no sunscreen blocks UV radiation 100 percent.
- Sunscreens are available in many forms including lotions, creams, gels, sprays, ointments, and wax sticks. Besides sunscreens, use a lip balm with SPF of 15 or higher to protect your lips from sunburn.
- Sunscreens should be applied 20 to 30 minutes before going out into the sun to allow time for the sunscreen to start working. Apply liberally and reapply every two hours to provide maximum effectiveness. Do not use sunscreens to increase the time spent in intense sunlight or in place of protective clothing.
- Clothing provides protection from the sun and does not allow the UV rays to penetrate as easily.

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Heat Stress Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Heat Stress Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Check the weather report each day to determine the potential for heat stress hazards.
- Ensure that workers, use the methods, procedures and equipment required by OSHA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided log book with daily entries as to work activities, performance management or health and safety concerns.



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- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Dress properly for the weather conditions of the day.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**


- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

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	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

#### Health & Safety Department will:

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation about OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

#### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.


The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

#### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts

<b>HEAT STRESS POLICY</b>	Issue Date: February 1, 2021	
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- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual  
 Occupational Health and Safety Act Construction and Industrial Regulations  
 Safe Work Procedures  
 Safe Work Practices  
 General Safety Rules and Regulations  
 Emergency Response Checklist  
 Posted Material Checklist  
 Progressive Discipline Form

## CONTINUOUS IMPROVEMENT


This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.



<b>HEAT STRESS POLICY</b>	Issue Date: February 1, 2021	
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Hazardous Noise Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-12</b>	Revision Number: 000	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Hazardous Noise Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## NOISE

### Standard

All workers working in a noisy environment are required to use and wear hearing protection. Audiometric testing may be required based on the specific jurisdiction. If not certain, please consult with the Health & Safety Department.


### Procedure

Noise in excessive amounts is a known health hazard. Exposure to excessive noise leads to permanent hearing loss in most cases. Employees exposed to noise levels greater than 85 dBA require adequate hearing protection for the hazard.

Noise exposure guidelines for work related activities at the operator position are:

Piece of Equipment	dBA
Radial Saw 10" Steel Blade	90-95
Cut-Off Saw 8" Steel Blade	85-95
Hand Grinder 6" Stone	101-105



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Jackhammer 80lbs	96-100
Chipping Air Hammer	106-110
Metal Cut-Off Saw 12" Fibre	111-115
Arc Welding	96-100
Automatic Welding	96-100
Explosive Actuated Tools	Over 115
Sandblasting	96-100
Jumping Jack	111-115
Electric Drill	85 or Under
Portable Grinder	90-95
Crawler Loader	101-105
Rubber Tire Loader	96-100
Compressor (250 CFM)	101-106
Compressor (250 CFM) Silenced	Less Than 85
Compressor (900 CFM)	106-110
Compressor (900 CFM) Silenced	Less Than 85


### Points to Remember

- Clean plugs or muffs to prevent ear infection.
- Hearing protection makes it easier to converse in a noisy area.
- Dry cotton batten is no protection against noise.
- Wax impregnated cotton batten and ear plugs with metal inserts **DO NOT WORK.**
- Muffs are more effective than plugs.
- Plugs come loose if you talk or chew.
- Hypo-allergenic ear plugs are available to those who require it.

### ROLES AND RESPONSIBILITIES

#### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Hazardous Noise Policy and Hearing Conservation Program.

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- Allocate appropriate resources, training, and employees to implement and maintain the Hazardous Noise Policy and Hearing Conservation Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

**Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures.

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- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.


**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
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Safe Work Procedures


Safe Work Practices

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Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

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### CONTINUOUS IMPROVEMENT


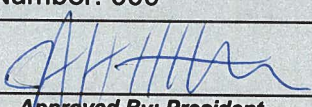
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New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Biohazardous Waste Policy</b>	Issue Date: February 1, 2021	
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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Vibration** – White finger (VWF), also known as hand-arm vibration syndrome (HAVS) or dead finger, is a secondary form of Raynaud's syndrome, an industrial injury triggered by continuous use of vibrating hand-held machinery.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## HAZARDOUS SUBSTANCE – PROCEDURE FORMAT


### Standard

Managers shall request from the Health & Safety Department a written procedure when the workforce may be exposed to a designated substance.

### Procedure

**Note:** Check with local jurisdictions on designated substances; written procedures shall include:

- Name of the designated substance.
- Known health hazards.
- Engineering controls, work practices, hygiene practices and facilities to control work exposure to the substance.
  - Note: if you are regularly working extended hours (more than 8hrs) for the day or shift contact the Health & Safety Department to ensure acceptable exposure limits are not exceeded.
- Methods and procedures to monitor the concentration of the substance in workplace air.

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### **Workers' Records**

Workers' records of exposure to the substance shall include:

- Worker's name
- Worker's date of birth
- Worker's occupation
- Respiratory equipment used
- Monitoring results

Workers' records must be maintained by the employer and be available upon request by each worker's physician.

## **PROCEDURE AND CLEAN UP FOR BIO-HAZARDOUS WASTE**

### **Standard**

This procedure has been developed to protect employees when there has been exposure to bio-hazardous waste.

### **Definition**

Bio-hazardous waste includes any infectious waste, or potentially infectious substance such as blood or other human waste. Blood and human waste have the potential to spread infectious diseases like Hepatitis B, C, and HIV. Even though uninfected blood is relatively safe to clean, all blood spills should be treated as infected.

### **Procedure**

On a jobsite where bio-hazardous waste is discovered and could present a hazard to a worker this procedure may be followed.

### **Discovery of Bio-Hazardous Waste**


**Restrict Access** – Restrict access to the area by using barrier tape or other physical separation. Only authorized staff or service providers will be allowed to enter the restricted area.

**Notification** – Notify the Supervisor, who will notify the Health & Safety Department to determine if the clean-up process will be completed internally, or if an external service provider is required.

### **Clean-up and Disposal**

#### **Personal Protective Equipment:**

**Protection** – An individual who cleans up blood and bodily fluid spills must wear personal protective equipment (PPE). Gloves, disposable Tyvek Suit, masks, or face shields are all acceptable and appropriate personal protective equipment to wear for exposure to blood and bodily fluids. A good practice is to double gloves and wear an N-95 Mask.

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**Barrier** – Creating a barrier around the waste prevents it from spreading and contains it so that it can be cleaned. Barriers can be made of any absorbent material such as kitty litter, dirt, sand, sawdust, or salt.

**Disinfect** – Health hazards still exist even after the waste has been removed. Disinfecting the area is an important step. The Supervisor will ensure the appropriate disinfecting product is used for the bio-hazardous waste. This will typically be bleach based cleaners. All cleaning tools should go through a disinfecting process or should be disposed of in appropriate biohazard waste containers or packaging.

**Broken Objects** – Never pick up broken objects such as glass bottles by hand. It is strongly advisable for employees to use mechanical means to pick up all broken glassware. Use forceps, tongs, brooms, and dustpans.


**Disposal** – Never throw away broken glassware or sharp substances into general receptacles. Discard these items into 'Sharps' containers or sealed, closable, puncture-resistant containers labeled with caution signs.

Ensure all disposable material is double bagged and disposed of as per local requirements pertaining to bio-hazardous waste. Ensure everything has at least a double layer of containment and is labeled with Bio-hazard Tag. Inform personnel at Waste Management what they are to receive so they can also take appropriate precautions.

#### A Biohazard Kit will include:

Product Content		
2	EA	Aprons 124.5 cm Disposable
2	EA	Biohazard Pick-up Scoop/Scraper
1	EA	Biohazard/Sharps Plastic Forceps
1	EA	Caviwipes, Surface Disinfectant/Cleaner, Towelettes
1	EA	Coverall, w/Hood, Elasticized Wrist/Ankle, Large
1	EA	Face Shield, Full-Length, 22 x 31.4 cm
1	EA	Goggles Chemical Splash – Indirect Vent
1	BTL	Hand Sanitizer, Antiseptic Gel, 118 mL
3	EA	Infectious Waste Bags, 15.2 x 22.9 cm
2	EA	Infectious Waste Bags, 61 x 61 cm, 37.9 L
1	PR	Nitrile Gloves, Chemical Resistant, Heavy Duty, Size 10
2	PKG	Nitrile, Medical Examination Gloves, Powder-Free, Large, 2's
1	BTL	Red Z, Fluid Control Solidifier, 142 g
2	EA	Respirator Mask, N95 3M 8210's
1	EA	Sharps/Biohazard, Evidence Tube/Syringe Container, 1.9 x 20.3 cm
1	PR	Shoe Covers, Tyvek
6	EA	Towel, Wiping



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2	EA	Twist Ties White, 15.2 cm
1	EA	Plastic Box, Attached – White

Note: Kit contents should reflect the anticipated hazards based on site specific conditions.

### PROCEDURE FOR HANDLING AND DISPOSING OF SHARPS

#### Standard

This procedure has been developed to assist workers when discarded syringes are discovered on the project.

#### Procedure

On a jobsite where discarded syringe/needle is discovered in a work area and may pose a hazard to a worker this procedure will be followed:

- Determine if the location of the discarded syringe will pose a hazard to a worker on the site.
- If the syringe will not pose a hazard to a worker, it will be covered or guarded, and the Supervisor will be notified.
- If the syringe may pose a hazard to a worker, the Supervisor will be notified immediately.

#### Supervisor

Upon notification, the Supervisor will:

- Contact the owner of the work area for further instruction on handling and disposal of bio-hazardous waste.
- Notify the Health & Safety Department to advice of the existence of the bio-hazardous waste on the project.
- Should the owner or owner's representative be unable to provide adequate procedures on the handling and disposal of the syringe, the Supervisor or person designated by the Supervisor will refer to and follow the Sharps Procedure.


Do not dispose of bio-hazardous waste with regular garbage.

Should any worker suffer a wound involving bio-hazardous waste, they should seek medical attention promptly. Advise the Health & Safety Department immediately.

### PROCEDURE FOR HANDLING SHARPS

#### Objective

To reduce the risk of infection or injury by ensuring the safe disposal of sharps.

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### **Definition**

Sharps are objects used for medical purposes that can penetrate the skin such as discarded needles or syringes with needles attached. These injuries can allow infections to enter the body. Infectious diseases such as Hepatitis B or C, HIV or Tetanus can enter this way.

### **Primary Risk Areas**

Some work areas will have higher risk for discovery or exposure to sharps, for example, manholes, pipe clean outs, outfall areas when flushing sewer lines, removing pipe plugs, demolition/renovation (particularly hospitals/clinics etc.) or surface preparation for excavation, in out of the way locations (i.e., parks), where litter from drug use may be a factor.

### **Supervisors**


Should be able to assess and identify the potential for needle stick hazards in the workplace. Treat all needles as potentially contaminated or infectious.

### **Basic Prevention**

- Workers should not put their hands in places they cannot see unless they are protected by puncture proof gloves (see Glove Program).
- Do not work where there is insufficient light to see sharps or other hazards.
- When disposing of sharps, workers must use a portable sharps disposal kit; consisting of puncture resistant disposable gloves, tongs, or pliers (made of material that is compatible with chlorine) and a labeled Sharps Container for the disposal of discarded needles.
- The container should be rigid walled and puncture resistant. A commercial Sharps Container is preferred.
- Workers who could potentially be exposed should be trained on the safe disposal of needles or other sharps, inspection of the sharps container and clean up requirements.
- The potential for exposure to sharps should be identified on the JHA and reviewed with the crews prior to commencing work.
- All workers should be made aware of the location of the sharps response kit prior to commencing work.
- Contact the Health & Safety Department for delivery of the Sharps Kit.

### **Procedure for Disposing and Transportation of Sharps**

- When disposing of sharps, bring the container to the needle – do not carry the needle over to the container.
- Use an appropriate implement (e.g., tongs or pliers) and wear disposable, puncture resistant gloves to handle sharps.
- Place the container for sharps disposal on a flat surface as close as possible to the needle. Open the lid of the container.

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- Using the tongs, pick up the needle by the blunt end (plastic fitting). Holding the needle-sharp tip down and away from your body, put the needle in the container for sharps disposal. If there is more than one needle, pick them up one at a time.
- Close the container securely.
- Remove gloves by peeling them back from the top so they are inside out, then dispose.
- Wash hands with soap and water or if not available use hand sanitizer with 60% alcohol or better.

### Pre-Use Checks, Transportation and Disposal

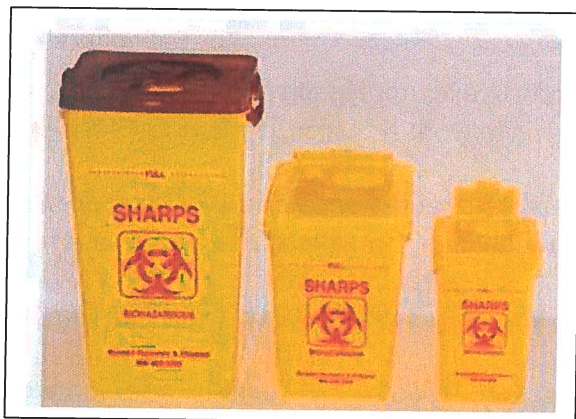
Before using a Sharps container, ensure that the container:

- Is not punctured.
- Is not filled above the 'full' line. **DO NOT OVERFILL.**
- Is not leaking or cracked.
- Closable lid is in good condition.
- Once the Sharps container is full, or when deemed necessary, the securely closed container shall be disposed of by taking it to a hospital, pharmacy or special bio-waste collection site that disposes of the used containers.
- While in transport the sharps container must be securely stored away, where there is no danger of it being damaged or dislodging in transport.


### Response in the Event of Injury/Exposure

- Any worker who receives an injury from a needle or other sharp should be treated using first aid measures. Note: any needle stick injury should be allowed to bleed freely.
- The injured worker should seek medical attention directly.
- All needle stick injuries must be reported immediately to Health & Safety Department and subsequently to the appropriate agency as required (WSIB).

### Sharps Containers





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### **Sharps Response Kit – Equipment Needed**

Puncture resistant disposable gloves (always have several pairs available), Commercial Sharps Container, Tongs, Bleach, Hand Sanitizer with minimum 60% alcohol.

### **Cleanup Procedures**

All tongs or pliers should be thoroughly washed with a solution of 9 parts water one-part chlorine (bleach), rinsed in clean water and stored in a clean dry container.


## **ROLES AND RESPONSIBILITIES**

### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Biohazardous Waste and Sharps Disposal Policy.
- Allocate appropriate resources, training, and employees to implement and maintain the Biohazardous Waste and Sharps Disposal Policy. Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### **Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OSHA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

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**Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively

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communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.

- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OSHA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.


### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.



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## REFERENCES

IHSA Construction Manual  
 Occupational Health and Safety Act Construction and Industrial Regulations  
 Safe Work Procedures  
 Safe Work Practices  
 General Safety Rules and Regulations  
 Emergency Response Checklist  
 Posted Material Checklist  
 Progressive Discipline Form

## CONTINUOUS IMPROVEMENT

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Biohazardous Waste Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes. The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Hazardous Substances/PCB Policy</b>	Issue Date: February 1, 2021	
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<b>Policy Number: HSMS 14-14</b>	Revision Number: 000	
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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## HAZARDOUS SUBSTANCES

### Standard

Managers shall be aware of the existence of hazardous substances in the workplace and shall ensure compliance with pertinent regulations.


### Definition of Hazardous Substances

Hazardous substances are defined as biological, chemical, or physical agents in the workplace known to have adverse effects on human health and safety. These substances have legal status and are attached to legal exposure limits.

At date of issue, the following substances are legally designated as 'controlled':

- Acrylonitrile
- Asbestos
- Benzene
- Coke Oven Emissions
- Isocyanates
- Lead
- Mercury



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- Silica
- Vinyl Chloride
- Asbestos on construction projects and repair operations

Workers may be exposed to other hazardous substances (physical, chemical, and biological). Workers and Supervisors should take appropriate measures to reduce, substitute, control or eliminate these hazards. Examples of such hazardous substances are formaldehyde, cadmium, chromium, coal tar, nickel, styrene, cold, heat, and noise.

Exposure means inhaled, ingested, absorbed, injected. Contact the Health & Safety Department for assistance.

### HANDLING PCB's PROCEDURE

#### Standard

Workers involved in the handling of PCB's shall be familiar with their characteristics and the necessary safety precautions and training.

#### Procedures

PCB means polychlorinated biphenyls, manmade chemicals manufactured on a large scale from 1929 until 1977. PCB's are very stable, non-corrosive, relatively non-flammable, and insoluble in water and have low vapour pressures. PCB's are excellent in insulating and thermal properties.


Common past uses:

- Carbonless copying paper
- Heat exchange fluids
- Hydraulic fluids
- In electrical transformers and capacitors

'Askarel' is a generic term for PCB's used in electrical insulating liquids. Under arcing conditions, Askarel produces a non-combustible hydrogen chloride gas with lesser amounts of combustible gases. Hydrogen chloride gas may threaten life even during short-term exposure.

Identification of PCB's in Capacitors:

- Practically ALL liquid – dielectric AC power capacitors manufactured between 1930 and 1977 contain PCB's.
- PCB capacitors manufactured after 1978 are often marked 'No PCBs'.
- Capacitors containing WEMCOL, FARADOL 100, DIELEKTRO II or DPO do not contain PCBs; assume that all others DO contain PCBs.
- Capacitors are usually hermetically sealed.

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#### Common Brand Names for PCB's:

Apiolio	DK (decachlorodiaphenyl)	Inerteen	Pyranol
Aroclor	Dykanol	Kanechlor	Pyroclor
Asbestos	Elemex	Montar	Saf-T-Kuhl
Chlophen	Eucarel	No-flamol	Santotherm FR
Chlorextol	Fenclor	Phenochlor	Sovol
Chlorinol	Hyvol	Pydraul HY	Therminol FR HT
Diaclor	lor	Pyralene	

#### Health Effects of PCBs:

- Enter human tissue by inhalation, absorption, or ingestion.
- Everyone is exposed to PCBs through the food chain.
- There is no evidence that low levels of exposure to PCBs is harmful to health.
- Workplace exposure to PCBs has been virtually eliminated.
- Fires involving PCBs may produce furans and dioxins which are toxic.
- Brief exposures to small amounts of PCBs are not a serious health concern.
- It is not known whether PCBs are carcinogens (the scientific community is divided on the issue).

#### Identification of PCBs in Transformers:


- Any transformer that was manufactured in North American WITH a conservator tank was NOT designed to use PCBs and probably contains mineral oil.
- A transformer's nameplate, attached to the outside of the transformer casing, which has the designation O, ONS, ONAN, ONWF or any label beginning with O, is filled with mineral oil.
- A transformer's nameplate which has the designation beginning with L, such as LNaN, LNAF, and LNWF etc. is filled with non-flammable or flame-retardant liquid. MOST of these L transformers, manufactured before 1979, are PCB transformers.

Environment Canada has developed a voluntary labeling system for PCB containers. These labels resemble a WHMIS/Hazard Communication label and have PCB in bold letters. Hydrogen chloride gas may threaten life even during short-term exposure.

### PCB's PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

#### Standard

All workers involved in the handling of PCBs shall wear the prescribed personal protective equipment.

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### Procedure

The following precautions are mandatory when handling PCBs:

- Gloves (any of these):
  - Butyl Rubber
  - Neoprene
  - Nitrile Rubber
  - Polyvinyl Alcohol (PVA)
  - Viton
  - Saranex
  - Teflon
  - NEVER work with bare hands when handling PCBs
- If temperature exceeds 55C (131F) and there is the risk of vapour escaping into the air, use self-contained breathing apparatus (SCBA) or supplied air respirators.
- If temperature does not exceed 55C (131F) and there is no risk of inhaling vapours (such as with hermetically sealed capacitors) no respiratory apparatus is required.
- If temperature does not exceed 55c (131F) and there is the risk of vapours escaping into the air (such as with transformers, tanks, etc.) use full-face mask with organic vapour canisters.
- When handling PCBs, do not smoke, eat or drink before completely washing your hands and face.
- Dispose of protective equipment by placing it in the same container as the PCB waste when operation is completed. **DO NOT ATTEMPT TO CLEAN PROTECTIVE EQUIPMENT FOR REUSE.**
- If trichlorobenzene (a solvent) is present in the PCB apparatus, use a full-face mask with organic vapour canisters.
- If the possibility of PCB contact with body parts exists, wear coveralls composed of one of the materials listed under gloves. Rubber or PVA shoes or boot covers are recommended.
- One Class C 10lbs CO2 fire extinguisher shall be located within 3 m (10') of the work area when PCB facilities are being handled.

### **PCB WASTE STORAGE PROCEDURE**


#### Standard

Various legislative publications such as, 'Manual for the Management of Wastes Containing Polychlorinated Biphenyls (PCB's)' will be the reference documents for the acceptable means of PCB waste storage.

#### Procedure

- The responsibility for PCB removal and storage is the owner/manager of the facility.
- The Company is not authorized to transport PCB waste on public property or roadways.
- The Company is not authorized to attempt to destroy PCB waste.
- The responsibility for the safe storage of PCB waste is the responsibility of the owner.



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## ROLES AND RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective Hazardous Substances/PCB Policy and Procedures.
- Allocate appropriate resources, training, and employees to implement and maintain the Hazardous Substances/PCB Policy and Procedures.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

### Workers will:

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.

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- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.

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- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

### REFERENCES


IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices



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General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

### CONTINUOUS IMPROVEMENT



This policy and procedures will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure that the Hazardous Substances/PCB Policy and Procedures meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-15</b>	Revision Number: 000	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

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## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## ANIMAL AND INSECT BITES


All workers who are exposed to possible animal bites, insect bites, and insect stings need to be aware of the necessary precautions to be taken.

### Procedure

Animal bites can be frightening, and in some cases, are medical emergencies. The most common bites are from household pets, with dogs, and cats causing the most. Dogs are more likely to bite than cats. However, cats are more likely to cause infection. Bites from non-immunized animals and wild animals carry the risk of rabies. Rabies is more common in raccoons, skunks, bats, and foxes than in cats and dogs.

- Determine if the outside pet shows signs of aggressive behavior and is on a leash.
- If the pet is determined to be aggressive, contact the homeowner and ask for the pet to be placed inside of the house until the work has been completed. This will allow you to focus and be more efficient on the job. Do not attempt to complete the work if no homeowner is available to control the pet. Never leave your comfort zone.
- Cats typically mind their own business and will watch from a distance. Dogs tend to be more curious. Large dogs can knock a human to the ground. Never approach an animal that is in the process of eating.



<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
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## Bites

In some cases, the bite will not break the skin but may cause damage to underlying tissue and joints. If the skin is broken, there is the additional possibility of infection as well to tendons and nerves. Dogs have powerful jaws and can cause crushing injuries to muscles, tendons, ligaments, and nerves.

### Signs of an infection includes:

- Warmth around the wound
- Swelling
- Pain
- A pus discharge
- Redness around the puncture wound
- An inability to bend or straighten the finger
- A loss of sensation over the tip of the finger

## First Aid

- Do not put the bitten area into your mouth! You will just be adding the bacteria in you.
- If the bite breaks the skin, treat it as you would a minor wound. Use soap and water or an antiseptic, or alcohol and cover it with a clean bandage.
- Get tetanus immunization as soon as possible.
- If the bite creates a deep puncture or the skin is badly torn and bleeding, apply pressure to control the bleeding and get medical attention right away.

## Wild Animals


- If you are bitten by a wild animal or snake, seek medical attention immediately.

## What is West Nile Virus?

West Nile virus is a mosquito-borne virus contracted by mosquitoes that feed on the blood of infected birds. The mosquito then passes the virus to a human host.

## Avoiding Mosquito Bites

- Use insect repellent on exposed skin when you go outdoors. Use an insect repellent such as those with Deet, or oil of lemon eucalyptus.
- Get double protection by wearing long sleeves during peak mosquito biting hours, and spray repellent directly onto your clothes.
- Remove standing water that may be present around the jobsite.

<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
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## Insect Stings

Nearly everyone has been stung by an insect at one time or another. It is an unpleasant experience that people hope not to repeat, but for most people the pain is only temporary.

When the sting is caused by a honeybee, the stinger remains in the skin when the insect leaves because the stinger is barbed.

Remove the stinger as quickly as possible because venom continues to enter the skin for about 45 to 60 seconds. Press hard down on your skin with your fingernail and scrape along the sting. If you do not have fingernails, find something else to assist you. If the stinger can be removed within 15 seconds of the sting, the severity of the sting is reduced. After the stinger is removed, wash the wound.

**Note:** Wasps and Hornets do not leave their stingers in you, so they can sting repeatedly.

A small percentage of the population is allergic to wasp or bee stings. If you suspect that you or a family member might be allergic, go to a physician for testing.


### Signs and Symptoms:

- Itchiness and hives over the whole body
- Nausea, vomiting, diarrhea
- Light headedness
- Swelling of the eyelids, lips, or tongue
- Difficulty breathing
- Rapid heartbeat
- Loss of consciousness or seizures

People who are sensitive to stings should wear a Medic Alert Bracelet and carry an EpiPen containing preloaded Adrenaline. Be advised that even after an EpiPen has been administered, immediate emergency medical treatment is still necessary.

How to avoid being stung:

- Always keep lids on trash cans.
- Pay close attention to rotting logs or bushes.
- Inspect trees prior to working in close proximity.
- Honeybees live in hives in old trees and are often found in clover.
- Wasps nest in sheltered places, such as eaves trough, shrubs, or wood piles.
- Hornets' nest in bushes or high in trees.
- Yellow Jackets nest under logs or rocks or in the ground and may emerge through a small hole in the ground.

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## TICK PROCEDURE

Ticks usually live in woods or tall grasslands. Ticks infected with bacterium can spread disease when they feed on blood from the host. Ticks cannot fly – they hang onto small bushes or tall grasses and are usually found close to the ground. They wait for an animal or person to pass near them and when the animals or person make contact, the ticks attach themselves to the skin to feed.

In Canada, there are two species of ticks known to transmit Lyme disease:

- The western blacklegged tick, which is known to be established in parts of southern British Columbia; and
- The blacklegged tick (often called a deer tick), which is known to be established in parts of southern and eastern Ontario, southeastern Manitoba, and Nova Scotia.

These ticks vary in size and colour, depending on their age and whether they have been feeding. Before feeding, they are about 3-5mm in length, and are red and dark brown in colour. Young ticks in the pre-adult stages are smaller and lighter-coloured. When they are full of blood, adult ticks can be as large as a grape.

### Risk of Exposure to Lyme Disease

The risk of exposure to Lyme disease is highest in the regions (listed above) where blacklegged and western blacklegged ticks are established. However, migratory birds can carry these ticks to other parts of Canada, and it is believed that the ticks may be establishing themselves in areas that are not identified yet.

The risk of contact with ticks begins in early spring when the weather warms up and lasts through to the end of fall. Ticks may also be active in winter in areas with mild temperatures (4C and above) and no snow.

There is no evidence that Lyme disease can spread from person-to-person. Although cats and dogs can get Lyme disease, there is no evidence that they can pass the infection to people.

### Signs and Symptoms of Lyme Disease

Tick bites are usually painless, and most people do not know they have been bitten. Signs and symptoms of Lyme disease vary greatly from person to person.

In the first stage, one of the first signs of infection is a circular rash, a “bull’s eye” rash because it will have rings spreading from the bite site.

Additional symptoms include:


- Fatigue
- Chills
- Fever
- Headache
- Muscle and joint pain



Black Legged Tick





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- Swollen lymph nodes

As the disease progresses, chronic symptoms may develop. Fatalities from Lyme disease are rare.

Lyme disease can be difficult to recognize, and it has been confused with other diseases. It is important for people to consult with their doctor if they feel it is possible that they have Lyme disease.

### Treating Lyme Disease

Lyme disease can be treated effectively with antibiotics. A full recovery is more likely when treatment begins in the early stages of the disease. Undiagnosed Lyme disease which develops into chronic illness can be difficult to treat.


### Protection from Tick Bites

- Wear protective clothing to prevent ticks from attaching to your skin. Wear long sleeve shirts that fit tightly around the wrist, and long-legged pants tucked into your socks or boots.
- Use insect repellents containing DEET to repel ticks. Apply to both clothes and skin. Always read the label and follow instructions for use.
- If possible, avoid contact with low bushes and long grasses.
- Wear light coloured clothing to help you to find the ticks more easily.
- Check for ticks on and under clothing, especially after being in areas where ticks may live.
- A daily skin inspection greatly reduces the risk of infection as ticks may take several hours to two days to attach to the skin and feed. Check areas including armpits, in and around hair, navel, groin, and behind the ears and knees.
- Wash clothes promptly and put them in the dryer with heat to help kill any ticks that may remain.
- Carefully remove ticks found attached to the skin. Gently use fine pointed (needle-nose) tweezers to grasp head and mouth parts of the tick as close to the skin as possible. Pull slowly to remove the whole tick. Try not to squash or crush the tick as this can help bacteria get into the body.
- Keep the tick for testing by placing it in a small, sealed container or double zip lock bags. Place a moist paper towel or tissue with the tick to help keep it alive. Dead ticks can be tightly sealed in rubbing alcohol. Bring the tick to your doctor.
- Wash affected area with soap and water or disinfect (with alcohol or household antiseptic) after removing ticks.
- Know how to identify ticks and know the signs and symptoms of Lyme disease.
- Contact a doctor immediately if you have an illness that resembles Lyme disease.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Animal and Insect Bites Program.

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- Allocate appropriate resources, training, and employees to implement and maintain the Animal and Insect Bites Program
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

**Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health & Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Report animal and insect bites immediately.
- Not engage wild or loose animals.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.

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- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures.
- Participate in any training for occupational health concerns provided by the Company.

#### **Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.


#### **Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.



<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
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**TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

**COMMUNICATION**


Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

**REFERENCES**

- IHSA Construction Manual
- Occupational Health and Safety Act Construction and Industrial Regulations
- Safe Work Procedures
- Safe Work Practices
- General Safety Rules and Regulations
- Emergency Response Checklist
- Posted Material Checklist
- Progressive Discipline Form

<b>Animal and Insect Bites Policy</b>	Issue Date: February 1, 2021	
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### CONTINUOUS IMPROVEMENT


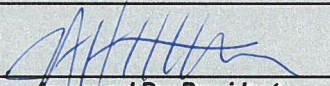
This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Animal And Insect Bites Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Animal Droppings Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
Policy Number: HSMS 14-16	Revision Number: 000	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment

## DEFINITIONS


For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.



<b>Animal Droppings Policy</b>	Issue Date: February 1, 2021	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.


## ANIMAL DROPPINGS PROCEDURE

### Standard

Use the following procedures for excavation in ground soils suspected of containing droppings from chickens, pigeons, and bats. Inhaling dust from droppings can cause serious lung infection called histoplasmosis.

**Material & Equipment:**

- Half mask respirator
- High efficiency particulate aerosol (H.E.P.A.) filters
- Disposable coveralls
- Disposable work gloves
- Disposable boot covers
- Duct tape
- Water

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### **Procedure**

1. Establish a work area protection zone.
2. In areas not suspected of containing the droppings of chicken's, etc., normal excavation methods should be used.
3. Where work is to be performed in an area suspected of containing the droppings of chicken's, etc., the following personal protective equipment must be worn:
  - a. Hard hat
  - b. Safety boots
  - c. Eye protection
  - d. Disposable coveralls
  - e. Disposable boot covers
  - f. Half mask respirator with H.E.P.A. filters
  - g. Disposable work gloves
4. After putting on the PPE, and before commencing work, test the respirator for proper fit and seal the pant and sleeve cuffs of the coveralls with duct tape.
5. When possible, moisten the ground with water prior to excavation.
6. Upon completion of the work, bag the coveralls, boot covers, gloves, and H.E.P.A. filters and discard.
7. Wash respirator and place it in a sealed container for future use.
8. Rinse hand tools with water prior to storage.

**Note:** Use of compressed air tools should be limited to reduce the risk of airborne particles including histoplasmosis spores which are inhaled as dust into the lungs.


### **ROLES AND RESPONSIBILITIES**

#### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Animal Droppings Safety Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Animal Droppings Safety Program
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

#### **Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.

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- Advise workers about actual or potential health and safety concerns including exposure to animal droppings.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**

- Comply with the health and safety legislation.
- Report possible exposure to animal droppings.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.


#### **Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.



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- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
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- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.


**TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

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- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form


## CONTINUOUS IMPROVEMENT

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure that the Animal Droppings Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.



The amended policy shall be kept as record of review and the required changes.

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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Mold Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-17</b>	Revision Number: 000	
	 <u>Approved By: President</u>	

## POLICY GOAL

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## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

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**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Mold Policy</b>	Issue Date: February 1, 2021	
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<b>Policy Number: HSMS 14-17</b>	Revision Number: 000	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## MOLD PROCEDURE

### Standard

All employees should be aware of molds and the effects of exposure.


Molds are microorganisms that produce thousands of tiny particles called spores as part of their reproductive cycle. Mold colonies are usually visible as colourful, wooly growths. They can be virtually any colour. When disturbed by air movement or handling, molds release their spores.

Molds can be found almost anywhere. Molds usually originate from outside sources such as soil and vegetation. Molds prefer dark, moist environments and can grow at room temperature on various construction materials including wallpaper, particleboard, ceiling tiles, drywall, and plywood.

### **Exposure**

- Construction workers can be exposed to toxic spores when working on buildings with some sort of water damage from flooding, plumbing leaks, or leaks in the structure itself.
- In buildings with water damage or ongoing moisture problems, certain types of molds may reproduce to higher-than-normal levels and potentially cause health effects. *Stachybotrys chartarum* is of particular concern because it can be found in large colonies and can cause adverse health effects.



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- Stachybotrys chart arum appears as small black patches and grows well on water-soaked cellulose material such as wallpaper, ceiling tiles, drywall, and insulation containing paper.
- In addition, construction personnel working in water-damaged buildings may be exposed to other types of toxic molds such as Fusarium, Aspergillus, and Penicillium.

### Contact and Symptoms

- Not all exposed workers will develop symptoms.
- Once released, toxic spores known as mycotoxins must come in contact with the skin or be inhaled before symptoms can develop.
- Exposure to toxic Molds may irritate skin, eyes, nose, and throat, resulting in allergy-like symptoms such as difficulty in breathing, runny nose, and watery eyes.
- Other symptoms have been reported such as fatigue, headaches, and asthmatic attacks.
- Toxic Molds must be removed. However, special control measures must first be implemented to prevent worker exposure and the spread of mold from one area to another.
- Personal Protective Equipment must be used as directed. Consult the Health & Safety Department.

**Note:** If mold is discovered in a workplace, the control and removal lie with the owner. Contact the Health & Safety Department for further assistance.

### ROLES AND RESPONSIBILITIES


#### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Mold Safety Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Mold Safety Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

#### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers are aware of the hazards associated with exposure to mold.
- Ensure that workers, use the methods, procedures and equipment required by OSHA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.



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- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

#### **Health & Safety Representatives will:**


- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

#### **Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.

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- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHS standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

#### **TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.


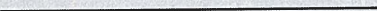
The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

#### **COMMUNICATION**

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings

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- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

## CONTINUOUS IMPROVEMENT


This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Mold Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.



The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.



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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Manmade Vitreous Fibre Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-18</b>	Revision Number: 000	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## MAN-MADE VITREOUS FIBRES (MMVF) PROCEDURE

Man-made vitreous fibres (MMVF) or synthetic vitreous fibres (SVFs) are a class of insulating materials. They are made primarily from glass, rock, slag, or clay.

### Standard

All workers handling or installing Man-Made Vitreous Fibres must take all reasonable precautions to ensure that they are not being exposed. Wearing personal protective clothing and equipment will prevent such exposures.


### The Three General Categories

Fibre Glass: Glass Wool, Continuous Filament

Mineral Wool: Rock Wool, Slag Wool

Refractory Ceramic Fibers: Pure Oxides, Kaolin



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## **Where it is Used**

### **Fibre glass**

- Fibre glass is produced in two basic forms, wool fibres and textile fibres.
- Thermal insulation.
- Noise-control (acoustic) products.
- Linings for air-handling ducts.
- Pipe insulation.
- Air filters.
- Homes
- Refrigerators

### **Mineral Wool**

- Mineral wool includes rock or stone wool and slag wool.
- Materials are sprayed with lubricating oils and binders to reduce dustiness (mineral wool generally contains a very high ratio of non-fibrous particles or shot) and fibre breakage.
- Mineral wool applications are very similar to those of glass wool-thermal insulation, including fire protection, and acoustic insulation.

### **Refractory Ceramic Fibre**


Refractory ceramic fibre (RCF) is formulated to help control heat flow in high-temperature, industrial situations.

- Kaolin clay-based products, for which the clay is obtained by mining.
- Blends of alumina, silica, and refractory oxides (e.g., chromous and zirconia oxides).
- High-purity products that are a blend of purified alumina and silica and other materials.
- Used in high-temperature, industrial environments.
- Blankets are used as furnace and kiln liners.
- Backup insulation to refractory brick, as soaking pit covers.
- Annealing welds.
- Loose RCF is used as a filler in packing voids and in expansion joints.

## **Health Effects**

### **Skin Irritation**

SVFs may irritate the skin. This irritation is a mechanical reaction to sharp, broken ends of fibres that rub or become embedded in the outer layer of the skin and does not appear to be an allergic response. Typically, irritation does not persist and can be relieved by washing exposed skin gently with warm water and mild soap.

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#### Upper Respiratory Tract Irritation

If large amounts of airborne fine fibre are released and improper work practices permit inhalation of the fibres, some workers may experience temporary upper respiratory irritation.

#### Preventative Exposure Measures

- Whenever possible, SVF products should be engineered and designed to limit their release of airborne dust.
- Manufacturing processes and engineering controls should be used to minimize airborne dust in the work environment.
- Approved respiratory protection and clothing that covers the skin as much as possible when handling or installing SVFs.
- Refer to SDS for additional information.


### **ROLES AND RESPONSIBILITIES**

#### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Manmade Vitreous Fibre Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Manmade Vitreous Fibre Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

#### **Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers are aware of the hazards and handling procedures of manmade vitreous fibres.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health & Safety binders.

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- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

#### **Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.


#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety Agreement.

#### **Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
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- Is composed of an equal number of worker and employer representatives.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
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- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

#### **TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.


The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

#### **COMMUNICATION**

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage

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- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day


Records of communication will be recorded and stored using e-Compliance or other means when required.

#### REFERENCES

IHSA Construction Manual  
 Occupational Health and Safety Act Construction and Industrial Regulations  
 Safe Work Procedures  
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 Emergency Response Checklist  
 Posted Material Checklist  
 Progressive Discipline Form



#### CONTINUOUS IMPROVEMENT

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.  
 Legislative updates will be reviewed to ensure the Manmade Vitreous Fibre Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.  
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Musculoskeletal Disease Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
Policy Number: HSMS 14-19	Revision Number: 000	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

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**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Vibration** – White finger (VWF), also known as hand-arm vibration syndrome (HAVS) or dead finger, is a secondary form of Raynaud's syndrome, an industrial injury triggered by continuous use of vibrating hand-held machinery.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.


## MUSCULOSKELETAL PREVENTION PROCEDURES

### Standard

Ergonomics is the study of interaction between work and people. Workers in many jobs are at risk for musculoskeletal disorders due to hazards or risk factors in the workplace. An MSD (Musculoskeletal Disorder) is an injury or disorder that occurs over time because of repetitive, forceful or awkward body movements or static or awkward postures. These activities can over time result in injury to the muscles and joints.

### **Musculoskeletal Disorders**

Musculoskeletal Disorder (MSD) is also known as Cumulative Trauma Disorder (CTD) and Repetitive Stress Injury (RSI). An MSD can damage muscles, tendons, and nerves of the neck, shoulder, forearm, hands, legs and back.

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Damage can also occur in other parts of the body. An MSD can cause pain, weakness, numbness, or difficulty is grasping objects. Examples includes back pain, carpal tunnel syndrome, bursitis, trigger finger, tendonitis, and rotator cuff disorder.

### **Symptoms of an MSD**

- Pain
- Swelling, inflammation
- Numbness or tingling sensation
- Decreased movement of a joint
- Stiffness of body part
- Symptoms worsen with time

### **Risk Factors of an MSD**

#### Awkward or Static Posture (Prolonged or Frequent)

An awkward body posture is any change from a neutral position e.g., bending, stooping, twisting, reaching above the shoulders, reaching behind, and bending the wrist forward, backward or side to side.

#### Repetition

Performing the same motion for too often, too quickly or for too long a period causes stress to joints and muscles. This type of work results in muscle and joint fatigue and can result in injury.

#### Contact Stress

If the force required for completing the work overloads the muscles, joints, and other soft tissues it can cause injury. Excessive force can be created by; long reaches, lifting heavy weights, improper gripping, and excessive contact such as carrying a heavy coil of cable over one shoulder.

#### Local or Hand/Arm Vibration

Risk depends on level and frequency of vibration, length of exposure and whether awkward postures are involved.


#### Cold Temperatures

Flexibility is decreased, muscles do not work as efficiently. There is decreased blood flow to the muscles and joints.

#### Hot Work Environments

Can lead to muscle fatigue due to dehydration and errors in how work is performed.



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### Work Organization and Work Methods

Refers to work pacing, worker rotation and scheduling, potential complacency or monotony of tasks, physical and mental demands of the task, level of training and supervision.

### Implementing Controls

#### General Principles

- Use handling equipment when possible.
- Avoid lifting loads on or near the floor.
- Minimize working near the floor level.
- Move small weights often rather than heavy weights once.
- Regularly stretch muscles.
- Rotate workers to share monotonous, demanding, or repetitive tasks.

### Specific Controls

#### Hand Tools

- Choose tools with vibration reducing features.
- Choose tools that are lighter and reduce hand torque and kickback.
- Make sure tools are balanced and do not require extra muscular effort.
- Choose tools with triggers that allow for multiple fingers.
- Inspect and maintain tools regularly. Replace old worn tools.

#### Pushing and Pulling


- Make sure handles on carts are adjustable to allow for different worker heights.
- Use larger wheels on carts to reduce push or pull forces.
- Design work to avoid having to push or pull material up slopes or in crowded spaces.
- Push rather than pull carts.

#### Heavy, Frequent and Awkward Lifting

- Use mechanical aids to lift, lower objects/materials.
- Keep loads close to the body.
- Split large loads into smaller loads.
- Plan lifting activities including clearing paths of obstacles and paying attention to good housekeeping.

#### Fixed or Awkward Postures

- Adjust height of adjustable workstations.
- Use anti-fatigue matting.
- Place materials at suitable heights and bring closer to the actual work activity area to avoid long reaches.

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- When working in cramped positions, allow time to stretch and change position.
- If possible, use devices for overhead work.

#### Repetition

- Implement job rotation.
- Increase variety of activities.
- Includes flexibility and encourage micro breaks.

#### Cold Temperatures

- Ensure workers wear appropriate outdoor clothing including well fitting, insulated gloves.
- Store tools in warm area if possible while not using.
- Provide breaks in warm areas.
- Provide portable heating if practical.
- Encourage workers to stay hydrated.

#### Warm Temperatures

- Rotate workers to allow for cooling breaks.
- Encourage workers to stay hydrated.

#### Work Organization and Work Methods

- Allow rest/recovery from demanding/repetitive tasks.
- Provide work variability.
- Ensure work pace and demands are appropriate.
- Provide training on MSDs, hazards, and controls.


#### **Ergonomics for the Office Environment**

Ergonomics can be defined as fitting the job to the worker. All workers are not the same size, and everyone has different tolerances and limits.

Ergonomics is applied to the design of workstations, work processes, equipment, and tools to fit the worker to minimize risk factors that may lead to musculoskeletal injury.

#### Proper Workplace and Workstation Design

A properly designed workplace helps the worker maintain good body posture and minimizes forces on the body. The workstation should be appropriate for the job and fit the worker's body size and shape.

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### Standing at Work

Generally, the work surface should be at elbow height with the work placed in front of the worker so there is no need to twist or reach. Use of a foot rail or footrest allows the worker to shift some of their body weight and rest muscles and joints. Anti-fatigue mats may provide cushioning for hard floors.

### Sitting at Work

Chair, desk, computer, or a workbench all affects the worker's body position. The chair should be adjustable so that feet rest comfortably on the floor or on a footrest. Arrange workstations to allow proper back support (i.e., position keyboard or monitor closer to user). Arm rests should be adjusted to support the forearms and prevent hunching.

### "Ideal" Sitting Posture for Computer Work

- Wrists: Naturally, straight position; not bent up, down, or from side to side.
- Elbows: Bent between 90 and 100 (right angle), close to your body and supported if possible.
- Shoulders: Relaxed (not slouched or raised).
- Neck: Facing forward and not looking up, down, or to either side.
- Hips: Bent around 90 with your thighs roughly parallel to the floor.
- Low Back: Supported to maintain its natural curve.
- Knees: Bent at about 90 with enough space between the back of your knees and the chair to place your fist.
- Feet: Placed flat on the floor or supported by a footrest.


### Preventing MSD's in the Office

- Workers should stand up and get away from the desk and/or computer regularly throughout the day.
- Muscles work best when the body joints are in "neutral" positions. Workers should not remain in any one position (seated or otherwise) for long periods of time.
- Getting up and walking around, even short distances, throughout the day helps to reduce stress by improving circulation in the muscles and the spine.
- Micro-breaks are useful to allow muscles and joints a rest. Other daily tasks, such as filing and delivering, can be done while taking a break away from the computer.

### Chair Position

- Adjust the backrest so the low back support contacts the curve in the back and gives support in that area.
- Adjust armrests so that elbows can rest comfortably on the rests, and shoulders are level and relaxed.
- Lower the seat pan so feet rest comfortably on the floor.
- Chair height should be adjusted to allow for typing comfortably with "ideal" wrist and arm positions. A footrest can be used if feet do not rest flat on the floor after chair adjustment.



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### Keyboard and Mouse

- Keyboard and mouse should be slightly below elbow level and close to the body. The mouse should be right beside the keyboard, and in front of the mousing hand.
- To reduce stress on the hand, try to use the mouse with the opposite hand. This reduces the stress placed on one arm and frees the dominant hand to perform other tasks.
- Try moving the arm and shoulder rather than only the hand when mousing.

### Monitor and Document Holder

- Document holders help keep papers vertical or angled so the neck does not have to bend to read them.
- The document holder should be the same distance from the eyes as the computer screen.
- The monitor and keyboard should be directly in front of the worker.
- The top of the monitor and document holder should be around eye level when sitting comfortably.
- The monitor should be about arm's length away at a comfortable reading distance.
- The monitor should be angled slightly up toward the eyes. Angling the monitor up too high can increase glare.
- Eyesight naturally falls about 20 degrees down from the horizontal, the top of the screen should be placed around eye level. Line of sight should naturally fall to the middle of the screen.
- If the worker wears bifocals or trifocals, its especially important to properly adjust monitor height. Tilting the head back to view the screen through the lower portion of the glasses could lead to muscle fatigue in the neck and back. Instead, try lowering the monitor.

## **HAND-ARM-VIBRATION SYNDROME (HAVS) PROCEDURES**

### Standard


All workers exposed to tools that vibrate need to be aware of Hand-Arm-Vibration Syndrome (HAVS) and the effects.

Hand-Arm-Vibration is the transfer of vibration from a tool to a worker's hands and arms. The level of HAV is determined by measuring the acceleration of the tool or object grasped by the worker.

HAVS is a disease that involves circulatory disturbances, sensory and motor disturbances, and musculoskeletal disturbances.

### Exposure

Daily exposure to hand and arm vibration by workers who use vibrating tools powered by compressed air, gasoline, or electricity (e.g., powered hammers, jackhammers, chisels, chainsaws, sanders, grinders, riveters, breakers, drills, compactors, sharpeners and shapers) can cause physical damage to the hands and arms.

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### Symptoms

- Bluish discoloration (cyanosis) of the skin, fingers, and hands.
- Whitening (blanching) of fingertips after cold or damp exposure (known as Raynaud's phenomenon).
- Numbness, with or without tingling happens, before, during or after blanching.
- Attacks, more common in winter, but eventually may occur year-round.
- Palms of the hands are rarely affected.
- Sense of touch and pain perception reduced, sometimes forever.
- Decreased grip strength, and inability to sustain muscle power.

### Prevention

Reducing the incidence of HAVS requires numerous actions. Some recommendations to prevent HAVS are:


- Provide adequate rest breaks away from vibrating tools (e.g., reduce exposure hours, decrease the number of days exposed to vibrating tool by job rotation).
- Follow manufactures instructions on proper use of equipment (e.g., do not remove hand grips on grinders).
- Design tools to minimize vibration.
- Design tools to keep hands warm (e.g., heated handles, relocate air vents).
- Use ergonomic design to reduce grip force, awkward posture, etc.
- Perform routine medical checks of those at risk. Record all signs and reported symptoms.
- Warn workers of health risks.

**NOTE:** There is no therapy at present for neurological symptoms other than removal from vibration exposure, but improved circulation may help with nerve recovery.

## **ROLES AND RESPONSIBILITIES**

### **Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Musculoskeletal Health Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Musculoskeletal Health Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

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**Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns including possible risks of musculoskeletal disorders
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.



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**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

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## TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures


Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

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**CONTINUOUS IMPROVEMENT**

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.


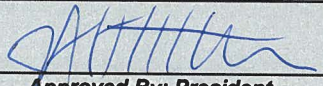
Legislative updates will be reviewed to ensure the Musculoskeletal Disease Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Back Care Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Vibration** – White finger (VWF), also known as hand-arm vibration syndrome (HAVS) or dead finger, is a secondary form of Raynaud's syndrome, an industrial injury triggered by continuous use of vibrating hand-held machinery.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## BACK CARE PROCEDURES

### Standard

Construction work puts physical stress on the body. About half of the back injuries are attributed to lifting excessive weight or lifting incorrectly and the rest are the result of slips, trips and falls. Most back injuries are the result of everyday wear and tear rather than a single traumatic event.


### Procedure

Employ an exercise program to protect your spine, the muscle supporting your back must be strong and flexible. A pre-work stretching program is recommended. Warming up prepares your body for the physical work ahead and helps minimize the risk of injury.

The three essentials are Warm-up, Workout, and Cool-Down.

**Remember** – Check with your doctor before starting any exercise program.



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**Workplace Posture:** Maintaining a proper posture is the most critical part of good back care. Using our muscular system to control posture minimizes the effects of everyday wear and tear on our spine. Any position held too long is not good for your back. Aches and pains from prolonged working postures are our body's way of warning you to change position. If these warnings are continuously ignored, you will be vulnerable to low back injury.

**Lifting:** A weight that is too heavy, lifting in awkward position, twisting your body while lifting, or doing excessively heavy work are all common causes of low back problems. When lifting, plan your move, size up the load and make sure your path is clear or get help if needed or use other material handling equipment if possible.

**Material Handling Equipment:** Different types of equipment have been designed and manufactured to lift and move loads of various shapes, sizes, and weights. This equipment can not only save time and labour – it can save your back.

**Hoisting or Moving Heavy Loads:** Special equipment is often required to hoist or move heavy loads manually. Devices from simple levers and rollers to more complicated chain hoists and derricks can handle loads that would otherwise be difficult to move. The mechanical advantage afforded by this equipment reduces the manual effort involved as well the risk of back injury.

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Back Care Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Back Care Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre job hazard analysis prior to commencing work.
- Identify all types of work that may pose the risk of causing injury to the back.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.



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- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided Logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**


- Comply with the health and safety legislation.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Identify all types of work that may pose the risk of causing injury to the back.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

#### **Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety Agreement.

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**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
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**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
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Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form

## CONTINUOUS IMPROVEMENT


This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Back Care Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.


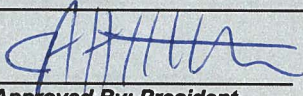
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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
Policy Number: HSMS 14-21	Revision Number: 000	
	 Approved By: President	

## POLICY GOAL

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The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


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**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## SANITATION, HYGIENE AND LUNCHROOM PROCEDURES

### Standard


Adequate sanitation and hygiene facilities shall be provided at all workplaces as required by legislative standards. Consult the Health & Safety Department.

### Procedure

The constructor/prime contractor shall ensure that adequate sanitation and hygiene is available. KING will provide onsite toilet facilities for any project that is one week or more in duration for construction and road building projects.

- Washroom and cleanup facilities shall be readily available and used as per the regulatory requirements in your area.
- Women and men shall have separate facilities.
- Wash-up facilities with clean water, soap and individual towels shall be available nearby on all projects. If no water is available, waterless soap is satisfactory.
- A reasonable supply of fresh potable drinking water shall be supplied. Disposable cups shall be made available (when required).
- Lunchrooms/trailers shall be kept in a clean, tidy condition.



<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
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- Your vehicle may be your lunch area.
- Care should be taken to ensure that work coveralls and other clothing do not contaminate the lunchroom area.
- Perishable foods must not be allowed to accumulate in lunchrooms.
- Lunchroom fridges and microwaves must be used for food use only.
- Proper hand hygiene should be encouraged to control the spread of illness such as common colds, flu's, and gastro-intestinal infections. Using soap and lathering up is very important (rinsing hands in water only is not as effective). Hands should be washed for a minimum of 20 seconds – longer if the hands are visibly soiled. When there is no soap or water available, waterless hand cleaning sanitizers may be used. These solutions should be 60% alcohol or better.
- Proper sneeze/cough etiquette i.e., coughing or sneezing into your sleeve or into a tissue will also help control spread of illness in the workplace.

**Note:** When handling controlled products please consult the Safety Data Sheets for cleanup procedures.


#### ROLES AND RESPONSIBILITIES

##### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Sanitation, Hygiene and Lunchroom Cleaning Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Sanitation, Hygiene and Lunchroom Cleaning Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

##### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that all gathering areas and lunchrooms are cleaned on a regular basis and that sanitizer is available.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.

<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
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- Ensure all required posting are available in the construction trailers or Health & Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**

- Comply with the health and safety legislation.
- Ensure that all gathering areas and lunchrooms are cleaned on a regular basis and that sanitizer is available.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

#### **Health & Safety Representatives will:**


- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health and Safety Agreement.

#### **Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.

<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
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- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

#### **TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.



**Sanitation, Hygiene and  
Lunchroom Cleaning  
Policy**

Issue Date: February 1, 2021

Revision Date: New

Revision Number: 000

**Policy Number: HSMS 14-21**

*Approved By: President*



**COMMUNICATION**

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

**REFERENCES**

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist


Progressive Discipline Form

**CONTINUOUS IMPROVEMENT**

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the Sanitation, Hygiene & Lunchroom Cleaning Policy meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

<b>Sanitation, Hygiene and Lunchroom Cleaning Policy</b>	Issue Date: February 1, 2021	
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	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>High Bacteria from Standing Water and Sewers Health Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-22</b>	Revision Number: 000	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment

## DEFINITIONS


For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services to King Paving & Construction Ltd.

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.



<b>High Bacteria from Standing Water and Sewers Health Policy</b>	Issue Date: February 1, 2021	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## HIGH BACTERIA FROM STANDING WATER, RIVERS, STORM SEWERS/WATER MAINS

### Standard


Workers who work near or in close proximity to lakes and rivers that contain high levels of bacteria must take all reasonable precautions to prevent exposure.

### Procedure

All workers who are required to work near or adjacent to water bodies that are known to have high concentration levels of bacteria during various construction activities must be aware of the potential health effects and risks to unprotected exposure to water. The owner must disclose if there are any contaminants and if required conduct surface water sampling and provide a chemical data analysis.

Typically, water that contains high levels of bacteria also generally contains contamination such as E-Coli, as well as pathogens such as giardia and cryptosporidium. Health effects can include:

- Diarrhea
- Irritation of upper respiratory tract
- Eye, nose, or throat infection
- Skin ailments.

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Swallowing the water is the primary source of exposure to disease-causing microorganisms. However, they may also enter through the ears, eyes, and nose or through broken skin. The following procedures must be followed:

- Workers must avoid/eliminate unprotected contact with the water.
- This also includes tools and materials that have come in contact with the water. Tools and equipment must be power washed using a water truck if it is exposed to the water or diluted in a solution mixed with bleach and water.
- If workers must contact the water or if equipment that has contacted the water, they must be protected by some or all the following personal protective equipment: waterproof rain suits, rubber gloves, eye protection, Tyvek suits and rubber safety boots.


All PPE that is exposed to the water must not leave site without being decontaminated by power washing with clean water first. This will prevent transporting contaminated clothing home. PPE must be cleaned as necessary and hanged to dry.

- There will be no smoking, chewing gum, eating, or drinking during work that is within close proximity to the creek.
- Before coffee break, lunch, end of shift and using the toilet facilities all workers are required to wash their hands thoroughly with soap and clean water and use disinfectant solution to prevent absorption, ingestion and contact with the body.
- There must be a wash station situated within a reasonable distance. The station must include: a labeled container with clean water, pump dispenser of liquid soap, pump dispenser of disinfectant solution (hand sanitizer), rolls of paper towels and a garbage bin.
- Warning signs must be posted along the water indicating 'high levels of bacteria use proper PPE and hygiene'.
- If there are any concerns or further assistance is required, please contact the Health & Safety Department.

## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective High Bacteria Health Program.
- Allocate appropriate resources, training, and employees to implement and maintain the High Bacteria Health Program. Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

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**Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Identify areas where high bacteria counts may be present and inform workers of the procedures to follow.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Avoid working near areas where high counts of bacteria may be present.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.



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**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
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- Report any occupational health concerns to their immediate supervisor immediately.
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The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

## COMMUNICATION

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

Occupational Health and Safety Act Construction and Industrial Regulations


## Safe Work Procedures

## Safe Work Practices

## General Safety Rules and Regulations

## Emergency Response Checklist

## Posted Material Checklist

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Progressive Discipline Form

**CONTINUOUS IMPROVEMENT**

This policy will be reviewed on an annual basis, jointly by Senior Management and the JHSC.



Legislative updates will be reviewed to ensure the High Bacteria Health Program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

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Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Poisonous Plants Policy</b>	Issue Date: February 1, 2021	
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## POLICY GOAL

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- Occupational Health and Safety Act
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**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Poisonous Plants Policy</b>	Issue Date: February 1, 2021	
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- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## POISONOUS PLANT PROCEDURES

The allergic reaction associated with poison ivy is caused by Urushiol which is the resin/oil found on poison ivy, oak, and sumac plants. The oil can only be transferred by physical contact and is not airborne.

Poison Ivy is an example of occupational allergic contact dermatitis which is an allergic response to skin contact with some allergy-causing material. Allergic dermatitis can also occur in other places on the body that did not come in contact with the allergy-causing material.

### Symptoms

Signs of poison ivy (allergic contact dermatitis) includes redness of the skin, blisters, scales, or crusts. These symptoms may occur within a few hours of contact or up to 48 hours.


### Protection

Protective clothing such as sleeves and gloves should be worn to aid in the prevention of skin contact.

### Contact with Poison Ivy

Anyone who comes in contact with poison ivy should wash the contaminated areas of the skin with soap and water. Be cautious not to touch or rub other areas of the body such as the eyes prior to first aid.



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## Procedure

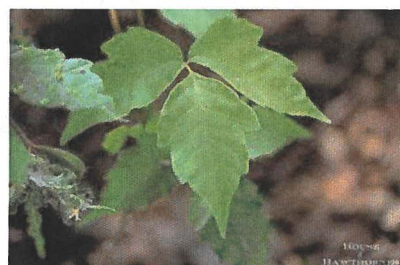
- Complete a Pre-Job Hazard Assessment to determine if the above hazard exists.
- Use the enclosed pictures to identify the plants in your work area.
- If plants are present wear Tyvek sleeves and rubber gloves.
- Ensure that while wearing these items you do not touch your face or exposed skin.
- After the job has been completed, dispose of sleeves and rubber gloves in a garbage bag.

## Identification

Poison ivy is commonly confused with other plants. Here are the key differences to look for to distinguish poison ivy from its look-a-likes:

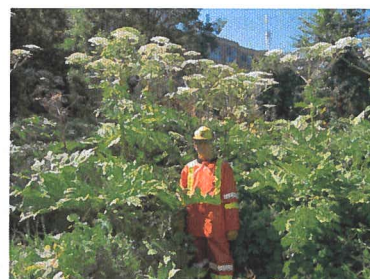
### Poison Ivy

- Three divided leaves.
- Center leaflet on a longer stalk.
- White, waxy berries along the stem.
- Leaves alternate on the stem.
- Erect shrub or climbing vine.



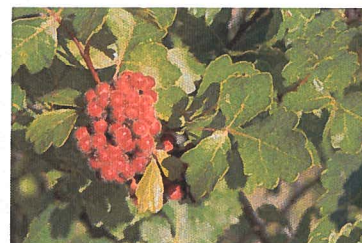
### Giant Hogweed

- Between 7-14 ft. tall.
- Huge leaves up to 5ft across.
- White flower clusters up to 2.5ft in size.
- Stems are purple and hollow, 204 inches in diameter.
- Seeds are flat and oval shape.




### Fragrant Sumac

- Three divided leaves.
- Center leaflets not a on a stalk.
- Red, fuzzy berries at the end of the stem.
- Erect shrub.





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### How to Identify Poison Ivy

Poison Ivy is often confused with another woody vine, Virginia Creeper (*Parthenocissus quinquefolia*). Notice how much bigger and lighter coloured the tendrils of Virginia Creeper are compared to the aerial roots of Poison Ivy. Both the vines shown below are about as big around as your thumb and were growing on the same tree.



Poison Ivy (Don't Touch)



Virginia Creeper (Ok to Touch)


The fruits of Poison Ivy are grapelike clusters of tiny, white, pumpkin-like seeds with an off-white or pale-yellow rind. The photo below was taken in mid-November and shows that the rind dries out and flakes off eventually.

The fruits also contain urushiol, but that does not stop the birds from eating them. Flickers and other woodpeckers are fond of them, along with sapsuckers, thrushes, pheasants, and quail.

The rind provides food to the birds while the seeds usually pass on through their gut unharmed. In this way, birds are the agent for dispersal of Poison Ivy seeds.

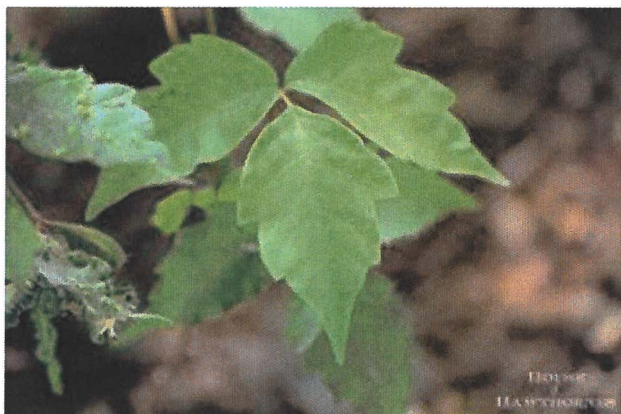


Poison Ivy Berries

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Poison Ivy has compound leaves. Each leaf is made up of three parts, called leaflets. There is one leaflet at the end of the leaf stalk (or petiole) and two leaflets opposite each other below the first. This is called a trifoliate pattern. The two lower leaflets have very short stalks and are often shaped like mittens, with a lobe on one side.

The shape, colour and texture of the leaflets are highly variable. These shown on the right have fairly smooth margins, but others may have rounded teeth or lobes.



## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Poisonous Plant Safety Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Poisonous Plant Safety Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Ensure that workers are aware of the methods of identifying poisonous plants
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.



<b>Poisonous Plants Policy</b>	Issue Date: February 1, 2021	
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- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

#### **Workers will:**

- Comply with the health and safety legislation.
- Report any suspect poisonous plants to their supervisor.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.


#### **Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

#### **Subcontractors will:**

- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.



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**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.


**TRAINING/RECORD KEEPING**

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

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## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices

General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist


Progressive Discipline Form

## CONTINUOUS IMPROVEMENT

This policy and process for legislative program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.


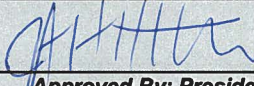
The amended policy shall be kept as record of review and the required changes.

<b>Poisonous Plants Policy</b>	Issue Date: February 1, 2021	
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The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Fatigue Management Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-24</b>	Revision Number: 000	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the Subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Vibration** – White finger (VWF), also known as hand-arm vibration syndrome (HAVS) or dead finger, is a secondary form of Raynaud's syndrome, an industrial injury triggered by continuous use of vibrating hand-held machinery.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.

## FATIGUE MANAGEMENT PROCEDURE

Fatigue is a state of being tired. It can be caused by long hours of work, long hours of physical or mental activity, inadequate rest, excessive stress, and combination of these factors. The signs, symptoms and affect fatigue has on workers varies from one person to the next. However, fatigue may affect the individual worker's ability to perform mental and physical tasks.


Some work environments or industries required extended hours of work which has the potential to expose employees to fatigue related hazards.

Fatigue is not hours of service; it is a complicated combination of many factors and it is manageable.

### **Fatigue Management Procedure (FMP)**

The purpose of the FMP is to ensure that Management, Supervisors, and workers understand what fatigue is, how to recognize it, and how to proactively deal with it in the workplace. An effective FMP will include awareness of and response to fatigue issues in the workplace.



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## Policy

The Company recognizes that fatigue is a factor that may affect a worker's ability to perform mental and physical tasks.


It is the policy of the Company that it will train to the best of its ability, all Management and Supervisory personnel to recognize and respond to the signs and symptoms that might impair the worker's performance due to fatigue. The supervisor will be responsible to make changes to work requirements if fatigue impairment signs are evident. All concerns should be communicated to management and changes documented, reviewed and followed-up. It is the responsibility of all workers to conduct themselves at work and in their lifestyle in such a manner that they present themselves each day for work in a fit and unimpaired/unfatigued condition.

## Roles & Responsibilities

### Management

- To ensure the FMP is implemented throughout the company.
- Provide the necessary information about fatigue.
- Provide instruction and training.
- Communicate employer expectations.
- Monitor the effects of extended work hours.
- Support workers who are experiencing concerns with fatigue.
- Assist and advise Foremen.
- Investigate any problems and/or concerns.
- Inspect the workplace and review FMP with workers.
- Review the FMP with Supervisors.
- Ensure all workers understand the FMP.
- Conduct safety meetings discussing fatigue and the FMP.
- Promote the FMP.
- Ensure tasks are performed in safe and healthy manner.
- Be aware of the possible risks associated with extended hours and/or consecutive days of work.
- Give workers as much notice as possible if extended hours are anticipated.
- Observe and record how individuals respond to extended hours.
- Recognize symptoms of fatigue.
- Get feedback from individual workers and the crew as a whole.
- Take prompt action if a risk develops.
- Relay information to and from Management and workers.
- Report any FMP problems, concerns and/or issues.



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### Workers

- Actively participate in FMP awareness.
- Recognize symptoms of fatigue.
- Promptly report any fatigue-related concerns.
- Report any individual medical or personal situations which may have an effect on fatigue.
- Should get proper rest during time off.
- Identify personal stress and seek assistance if required.


### **Hazard Assessment**

Fatigue is considered a potential hazard and should be a consideration when developing work schedules, plans and hazard assessments.

### **Practices**

#### Preventative Methods for Dealing with Fatigue

- Inform all workers of the FMP.
- Minimize extended hours of work when possible.
- Schedule rest days.
- Assess and control hazards and risks.
- Provide information and assistance.
- Recognize individual and crew fatigue.
- Give as much advance notice of extended hours as possible.
- Define whether the work is urgent or not.
- Ensure workers have access to food and water.
- Take short and frequent breaks.
- Solicit short-term help to minimize the need for extended hours.
- Have workers rotate and perform various functions of short duration during extended hours.
- Perform complex tasks earlier in the shift, if possible.
- After a long day, possibly start later the next day.
- Utilize the buddy system to facilitate fatigue awareness in the field.
- Account for workers returning from sickness, absences and/or modified work as there is the potential for an earlier onset of fatigue.
- In conjunction with workers, identify health problems which may affect an worker's ability to work extended hours (i.e., diabetes).
- In remote locations consider travel time to and from work.
- Develop a method to track which workers are working extended hours and monitor.

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### Awareness

Workers may be required to take part in FMP Awareness training, which will consist of review of some or all the following aspects, depending upon the employee's responsibilities.

- What is fatigue?
- Signs, symptoms, and consequences of fatigue.
- Roles and responsibilities.
- Preventative methods.
- Reporting procedures.
- Monitoring methods.
- Program review processes.

### Monitoring Methods


- Management/supervisors to monitor days off/consecutive days off work.
- Management/supervisors to monitor crew's hours of work.
- Management/supervisors to determine the need for extended hours.
- Management/supervisors are to monitor crews when working extended hours, for fatigue-related concerns.
- Managers/supervisors are to address workers concerns regarding working extended hours.
- Management is to monitor supervisor-employee relationships.
- Ensure everyone is aware of FMP.

### **FMP Review**

- Periodically review FMP Policy and Procedures.
  - New employee orientation.
  - Annual safety meeting (with analysis from year-end).
  - Hazard assessments and Toolbox meetings.
  - By request.
- Compare ratio of crews working extended hours to those who are not.
- Review and determine the reason and factors for working extended hours.
- Review the effectiveness of the FMP Awareness Program.
- Review the factors affecting the need for extended hours.
- Discuss possible alternatives to extended hours of work.

### **Jurisdictional Requirements**

Some jurisdictions and industries have specific legislation and guidelines regarding fatigue management that must be adhered to when developing a work schedule. These regulations or guidelines shall typically state the maximum amount allowable hours worked per day and the minimum rest period between shifts.

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Please consult with the Health & Safety Department for further information regarding fatigue management guidelines.

## ROLES AND RESPONSIBILITIES


### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Fatigue Management Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Fatigue Management Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.

### Foremen/Supervisors/Managers/Superintendents will:

- Complete the pre-job hazard analysis prior to commencing work.
- Be aware of the signs and symptoms of fatigue
- Ensure that workers, use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.



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**Workers will:**

- Comply with the health and safety legislation.
- Report any signs or symptoms of fatigue to their supervisor.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.
- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.

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- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation regarding OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

#### TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.


Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

#### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

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## REFERENCES

- IHSA Construction Manual
- Occupational Health and Safety Act Construction and Industrial Regulations
- Safe Work Procedures
- Safe Work Practices
- General Safety Rules and Regulations
- Emergency Response Checklist
- Posted Material Checklist
- Progressive Discipline Form

## CONTINUOUS IMPROVEMENT

This policy and process for legislative program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.



Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000



<b>Mental Health Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-25</b>	Revision Number: 000	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all workers, subcontractors, and visitors. The purpose of this policy is to provide written guidelines for identifying and controlling health hazards in the workplace and essential to maintaining the health and safety of our employees.

King Paving & Construction Ltd. recognizes the benefits of a healthy workforce and encourages and support workers in achieving ownership for their physical, mental, and emotional well-being, resulting in improving overall health and wellness.

## SCOPE AND REGULATION

This policy pertains to any workers, visitors, subcontractors, and service providers that work for King Paving & Construction Ltd. that may be exposed to occupational health exposures.

The policy will outline the several types of health hazards that workers may be exposed to during regular work activities. Each specific type of occupational hazard listed will also provide identification of the hazard and control measures to prevent or treat the hazard if accidental exposure occurs. The Company will complete a risk assessment for occupational health hazards and provide controls to reduce the level of risk exposure to workers.

- Occupational Health and Safety Act
- Ministry of Labour
- Reg. 1101
- WSIB Form 82
- WHMIS/SDS
- Ministry of the Environment


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the Company to whom the subcontractor is providing services to King Paving & Construction Ltd.

**Occupational Health** – Means all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards. The health of the workers has several determinants, including risk factors at the workplace leading to cancers, accidents, musculoskeletal diseases, respiratory diseases, hearing loss, circulatory diseases, stress related disorders and communicable diseases and others.

**Occupational Health Surveillance** – Provides information on where, how, and why workers get sick or hurt on the job. This information is used to improve worker health and safety through appropriate prevention activities. Workplace injuries and illnesses can be prevented by control or elimination of hazards.

<b>Mental Health Policy</b>	Issue Date: February 1, 2021	
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**Occupational Disease** – An occupational disease is any chronic ailment that occurs because of work or occupational activity.

**Medical Surveillance** – Is the systematic assessment of employees exposed or potentially exposed to occupational hazards. This assessment monitors individuals for adverse health effects and determines the effectiveness of exposure prevention strategies.

**Competent Person** – Means a person who:

- Is qualified because of knowledge, training, and experience to organize the work and its performance,
- Is familiar with this Act and the regulations that apply to the work, and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Supervisor** – Means a person who has charge of a workplace or authority over a worker.

**Qualified Person** – Is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment. When required, the qualified person will hold a current license or certificate.

**Worker** – A person who performs work or supplies services for monetary compensation. Other persons who work or provide services to an employer for no money, who may be prescribed by regulation includes an unpaid intern, co-op students, and certain other learners.


## MENTAL HEALTH AWARENESS PROCEDURES

The Company believes that healthy workers help to create a healthy organization. Greater health, safety and wellness lead to improved satisfaction and morale, which contribute to a more effective organization. This means offering a healthy, safe, and supportive work environment.

Creating a healthy, safe, and supportive work environment requires efforts including the following key elements of a healthy workplace:

- **Physical Environment:** Refers to health and safety factors of a workplace, such as noise levels, toxic substances, infection control practices, air quality, light levels, equipment, and design of work. This element influences fatalities and workplace disabilities and needs constant attention as the company introduces new technologies, make production changes, increase productivity, and contain costs.
- **Healthy Lifestyles:** Healthy lifestyles refers to the personal resource and lifestyle practices that affect health such as physical activity, eating habits, sleeping habits, smoking, alcohol, and substance abuse. It also includes how workers cope with stress, the sense of control over their work and health, and the perception that there is support in times of distress and unhappiness.
  - This element includes how well an organization helps workers to:
    - Develop and maintain healthy lifestyle practices.



<b>Mental Health Policy</b>	Issue Date: February 1, 2021	
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- Drop unhealthy and risky habits.
- Make optimal use of the health care system.
- **Mental Health and Workplace Culture:** A supportive workplace culture is the foundation of a healthy workplace. It supports and enables the other three elements. Culture is created, reinforced, and sustained by ongoing patterns of relationships and communications that are known to have an important influence on psychological and physical health and safety.
- **Corporate Social Responsibility:** All workplaces exist in a community and it is the interrelationship between the community, the workplace and the workers that influence the health, safety, and wellbeing of the organization.

**Senior Management will:**

- Support and encourage the practice of assessing the practices that directly or indirectly are associated with physical and mental health and safety.
- Provide resources to continuously improve and sustain a healthy workplace environment.
- Take into consideration work life balance and staff competency of employees when distributing workload.

**Managers, Superintendents and Foremen will:**

- Receive relevant training and development as a participative decision making.
- Respond to the specific health and safety requirements in their position description.
- Be invited to contribute their ideas, opinions, and expertise in all aspects of the work at the Company.
- Complete training in Mental Health Awareness as assigned.

**Workers will:**


- Be encouraged to contribute their ideas, opinions and skills to their work and the workplace.
- Be encouraged to take advantage of health programs, activities, and resources.
- Be encouraged to talk to their immediate Supervisor when they feel their physical and psychological wellbeing is challenged.

**ROLES AND RESPONSIBILITIES**

**Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective Mental Health Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Mental Health Program. Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.




<b>Mental Health Policy</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 14-25</b>	Revision Number: 000	
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**Foremen/Supervisors/Managers/Superintendents will:**

- Complete the pre-job hazard analysis prior to commencing work.
- Be aware of the possibility of mental health issues that may present themselves and inform workers on the reporting procedures and the help that may be available.
- Ensure that workers are aware that reporting mental illness issues will be treated with respect and dignity, and at the request of the worker, will be treated as confidential.
- Ensure that workers use the methods, procedures and equipment required by OHSA and all regulations.
- Ensure that workers use or wear equipment, protective devices, or clothing that is required by the employer.
- Advise workers about actual or potential health and safety concerns.
- Give workers written instructions on the measures and procedures to protect themselves, when required. Ensure SDS binders are available to all workers and emergency response personnel on jobsites.
- Take every precaution reasonable to protect the workers.
- Supervise workers personally or have an assistant, who is a competent person do so.
- Inspect the workplace, equipment, and tools weekly.
- Ensure all required posting are available in the construction trailers or Health and Safety binders.
- Maintain a Company provided logbook with daily entries as to work activities, performance management or health and safety concerns.
- Complete weekly toolbox talks, and other training material as directed or required for site specific.
- Prepare a site emergency plan. This plan must be communicated to all workers and discussed at the JHA.
- Take progressive disciplinary measures for workers and subcontractors who are not meeting the legislative standards.
- Complete assigned training to assist in the identification, developing controls and monitoring of occupational health concerns on the jobsites.

**Workers will:**

- Comply with the health and safety legislation.
- Report any signs or symptoms which may indicate mental health issues may exist.
- Never use or operate equipment in a way that could put yourself or other workers in danger.
- Never remove or make ineffective any protective devices.
- Select worker representatives for the JHSC.
- Report any violations of the OHSA, any defective equipment, or any workplace hazard to the employer or supervisor immediately.
- Use or wear the equipment, protective devices or clothing that is required by the employer.
- Never engage in horseplay on site. Includes, but not limited to the following: pranks, competitions, showing off your strength, roughhousing or unnecessary running.

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- Participate in a daily JHA to be made aware of hazards, controls, and emergency procedures. Refer to the SDS binder whenever handling chemicals.
- Participate in any training for occupational health concerns provided by the Company.

**Health & Safety Representatives will:**

- Be familiar with the green book, emergency procedures and work refusal procedures.
- Inspect the project at least once a month.
- Make recommendations or report findings about hazards to the employer.

**Subcontractors will:**


- Comply with the Company's safety rules.
- Follow guidelines as outlined in the Subcontractor's Health & Safety Agreement.

**Joint Health & Safety Committee members will:**

- Identify actual and potential hazards in the workplace.
- Inspect the workplace at least once a month or if that is not practical inspect part of the workplace in accordance with a schedule agreed upon by the committee and the employer.
- Makes recommendations to the employer about health and safety in the workplace.
- Report any occupational health concerns to their immediate supervisor immediately.
- Is composed of an equal number of worker and employer representatives.

**Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained and amended in accordance with changes to legislative requirements and operating conditions of the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the Program are periodically embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through, but not limited to, Safety Day, Toolbox Talks or onsite training.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Attend training courses to keep abreast of new requirements for the management of the occupational health program.
- Keep abreast of the updated legislation in regard to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.
- Prepare field safety material as required.

<b>Mental Health Policy</b>	Issue Date: February 1, 2021	
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## TRAINING/RECORD KEEPING

Training shall be arranged or provided by the Health & Safety Department.

Training records shall be maintained for employees involved in all aspects of legislative compliance.

The records will contain the name of the employee trained, date of training and the signature of the person who conducted the training and expiry date.

Safe work practices and procedures will be provided to all workers through toolbox talks and onsite training sessions.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

IHSA Construction Manual

Occupational Health and Safety Act Construction and Industrial Regulations

Safe Work Procedures

Safe Work Practices


General Safety Rules and Regulations

Emergency Response Checklist

Posted Material Checklist

Progressive Discipline Form



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### CONTINUOUS IMPROVEMENT



This policy and process for legislative program will be reviewed on an annual basis, jointly by Senior Management and the JHSC.

Legislative updates will be reviewed to ensure the legislative maintenance program meets the Occupational Health and Safety Act, other governing legislation, and updated company policies.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
New policy creation to create stand-alone procedure	Annual Review/Create Separate procedure for auditing purposes as per the 2021 Action Plan	Feb 01, 2021	000

<b>First Aid Policy</b>	Issue Date: November 21, 2017	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 15-01</b>	Revision Number: 004	
	 <b>Approved By: President</b>	

## POLICY GOAL

The goal of King Paving & Construction Ltd.'s First Aid Policy is to comply with the Workplace Safety Insurance Act (WSIA). The objective is to ensure that any worker who needs emergency first aid treatment will receive such treatment promptly and efficiently from a certified and qualified person.

The Company is committed to providing training to first aiders and the necessary first aid supplies so that in the event of an injury, workers will be in the best position to preserve life, prevent injuries from getting worse and to promote a quick recovery.

## SCOPE

This policy applies to all King Paving & Construction Ltd.'s workers and jobsites.

## DEFINITIONS

**Incident** – An incident is an event that results to people and/or damage to the environment, equipment, property and/or material. An incident may require first aid but does not require treatment from a Health Care Provider.

**Accident** – An accident is an event that results in injury to people that requires medical treatment from a Health Care Provider.

**Near Miss** – A near miss is an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.


**Health Care Provider** – A Health Care Provider is a person who is licensed to give medical treatment. Examples include but not limited to physicians, nurses, physiotherapists, dentists, optometrists, and chiropractors.

## APPLICABLE FORMS

The forms used in the first aid process are as follows:

- First Aid Log
- First Aid Refusal Care Form
- Worker Incident Report Form
- Third Party Incident Report Form
- First Aid Kit Inspection Form
- Near Miss Report

These forms will be completed using e-Compliance.

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## PROCEDURES

### Incident/Accident/Near Miss Reporting

- Without exception all incidents, accidents and near misses must be reported to the Supervisor.
- The Supervisor/JHSC member will investigate all accidents, incidents, and near misses.
- Incidents resulting in first aid treatment must be recorded on the First Aid Treatment form.
- All other incidents and near misses may be orally reported to the Supervisor who will complete the electronic form. The worker may be asked to provide a written description when requested.
- All reported accidents and serious incidents will be investigated and may result in workers being asked to provide a more detailed written statement on the occurrence of events leading up to and following the accident (Refer to the King Paving & Construction Ltd. Accident/Incident Investigation Policy).

### Postings:

The following items will be posted on the jobsite Health & Safety Board located in the trailer or the Health & Safety binders for short term projects.

- Form 82 WSIB Poster
- Valid photocopies of First Aid Certificates
- Workplace Injury Prevention Poster
- Regulation 1101 – First Aid Regulation


### First Aid Kits

- First Aid kits will be located within quick and easy access for all workers.
- All First Aid kits on a project will be the appropriate size and suitability stocked for each location as required in WSIB Regulation 1101.
- First Aid kits are to be identified to new workers during the site orientation process.
- First Aid kits will be inspected and restocked to its original contents at least every three months. Records of the date of inspections and initials of the inspector shall be logged using the inspection log located on each first aid kit.
- A security seal will be applied to the first aid kit to identify compliance of inspection. If the seal has been broken, the kit must be restocked, and a new security seal applied. The certified first aider responsible for the inspection is to initial the security seal.
- First Aid treatment logs are maintained electronically. When required, the first aider is required to file the report on e-Compliance.
- There will be an Emergency Response Kit issued to all Foremen which will includes a first aid kit.

### Treatment Logs

First aid treatment logs are logged electronically using the e-Compliance app.



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The first aid attendant or other person rendering first aid using the Treatment Record form will document records of first aid treatment including the following:

- Date and time of injury or complaint of illness.
- Name of worker treatment has been administered on.
- Name of the First Aider.
- Nature of treatment given.
- Location of treatment given.
- Names of those who witnessed the injury or illness occurring.
- Any other information deemed to be significant.

### Incident Report

All injuries requiring a minimum of first aid treatment will be recorded on the e-Compliance form within four hours of occurrence.

Injury information will include:

- Date and location of injury.
- Name, address, and contact information for the injured worker.
- Treating Physician, location, and contact information.
- Description of injury and treatment provided.
- Confirmation the RTW package was provided to the worker.

The injury logs will be reviewed quarterly and annually as part of the continuous improvement program. Results will be provided to Management and the JHSC for review and suggestions for improvement.

### Trained First Aiders


The Company will ensure that there are a sufficient number of workers certified in first aid procedures available as required.

Training will be provided at the expense of the Company. Workers will be paid their regular wages for attending training.

Copies of First Aid certificates will be available on each jobsite.

A trained First Aider will:

- Hold a valid First Aid Certificate
- Be identified to new workers
- Work in close proximity to a First Aid kit/station
- Keep accurate records
- Be identified by a First Aid Attendant sticker on their hard hat

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### **Injuries Requiring Medical Attention**

- For injuries or illnesses that are referred to medical attention, a RTW package for injured workers will be provided.
- RTW package for injured workers contains a letter to the worker and a letter to the treating physician stating modified work is available.
- For injuries or illnesses that are referred to medical attention, the Foreman/Superintendent is required to complete the incident report within four hours of occurrence.
- Contact the Health & Safety Department to coordinate the Investigation Process.
- A Form 8 is required to be completed by the Health Care Provider. The original or copy is to be provided as soon as possible to the Health & Safety Department to prepare the modified job offer.
- The modified job offer will be presented to the injured worker immediately. Acceptance of the offer can be accepted verbally until the form can be signed.
- The injured worker is required to perform only the tasks that will not present any risk of future harm or listed on the Form 8.

### **General First Aid Procedures**


In the event of any injury, the First Aid Procedure is as follows:

#### **The Worker shall:**

- Obtain first aid promptly.
- If possible, notify the Supervisor immediately.
- If necessary, be accompanied to the hospital or clinic by a designated individual. (Note: During the COVID-19 pandemic, it is not possible to have someone accompany the injured worker since hospitals are not allowing it)
- If medical treatment is required, obtain a company RTW package for injured workers from the Foreman/Superintendent.
- Ensure the doctor's letter is provided to the first doctor that provides treatment stating the Company has a modified work program available immediately to any injured workers.
- Request that the Form 8 be completed listing any restrictions.
- Provide a copy of the Form 8 to the Foreman/Superintendent to proceed with the creation of the modified job offer.
- Confirm acceptance of the modified job offer.

#### **The First Aider shall:**

- Take appropriate actions based on the level of training.
- Send someone immediately to notify the onsite Management.
- If external emergency services are required, send someone to direct them to the location of the injured worker(s).

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- Continue to administer first aid until relieved by an Emergency Medical Service worker.
- Record the date, time, names of witnesses and the type and location of the injury on the First Aid treatment form located on e-Compliance.

**The Superintendent shall:**


- Take the necessary steps to ensure the hazard causing the injury is either eliminated or contained.
- Notify Senior Management, Certified JHSC reps and the Health & Safety Department when required.
- Ensure the injured worker is not left unattended.
- Arrange for immediate transportation of the worker to the nearest hospital or medical clinic.
- If possible, accompany the worker to the hospital or clinic, if not possible arrange for someone to accompany the worker. (Note: During the COVID-19 pandemic, it is not possible to have someone accompany the injured worker since hospitals are not allowing it)
- Provide the worker the Company RTW package for injured workers.
- Complete the required Incident Report form located on e-Compliance.
- Secure the scene and take pictures as part of the investigation process.
- Work with the certified JHSC reps and Health & Safety Department to complete the incident investigation process.

## RESPONSIBILITIES

**Senior Management will:**

- Assume ultimate responsibility for the development and implementation of an effective First Aid Policy.
- Allocate appropriate resources, training, and workers to implement and maintain the First Aid Policy.
- Ensure that all persons responsible under this First Aid Policy and Procedure shall be trained with respect to this policy and their obligations.
- Ensure that treatment logs are provided and completed in the event of any and all treatment requiring the use of the contents of the first aid kit.
- Ensure that First Aid Kits and all other required first aid equipment is available to workers on a jobsite.
- Ensure that First Aiders on a project are available as per the Workplace Safety Insurance Act (WSIA) Regulation 1101.
- Ensure that transportation is provided to any and all workers who are injured on the jobsite and require medical treatment to be administered at a location other than the jobsite.
- When required, ensure appropriate agencies are notified. Refer to MOL Critical Injury report requirements.
- In situations where injuries have been sustained due to acts of violence or during the commission of a crime, notify the police (Refer to Workplace Violence and Harassment in the Workplace Policy).
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Deficiencies and take actions to correct identified deficiencies.



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**Superintendents/Foremen will:**


- Ensure there is a designated first aider on every shift. The name of the person is to be identified and recorded on e-Compliance.
- Ensure the sick/injured worker receives first aid immediately upon knowledge of the injury/illness.
- Designate someone to meet Emergency Medical Services (EMS) to give directions to the sick/injured worker.
- Provide the Return-to-Work Package for injured workers prior to them going to the hospital.
- Complete an incident on e-Compliance within four hours of occurring.
- Notify the Health & Safety Officer within four hours of even occurring.
- Secure the scene if required for the investigation. Ensure that no one discusses the details of any incident to any third parties including media.
- Any pictures of the incident scene should be taken by authorized personnel only and used for the purpose of the investigation as required.
- Ensure workers have access to Near Miss forms to identify site hazards. Once forms have been completed, they need to be forwarded to the Health & Safety Department. Near Miss reports completed with e-Compliance will be automatically filed with the H&S Department for review.
- Ensure that First Aid kits are inspected by only certified First Aiders on a quarterly basis. Any deficiencies are to be corrected immediately.
- Ensure that all First Aid kits are sealed. All kits should have a visible IHSA inspection sticker to record compliance of inspections.

**Workers will:**

- Report to their immediate Supervisor any accidents/incidents and near misses.
- If required seek medical attention.
- Cooperate with the Supervisor or Management as required to follow company policies and procedures for First Aid and the Return-to-Work Program.
- Complete all required paperwork when required.
- Provide a copy of first aid certification to the Health & Safety Department.
- Be able to provide a copy of certification when requested.

**Joint Health & Safety Committee members will:**

- Work together with workers and Management to comply with the First Aid policy on all jobsites.
- Participate in First Aid certification training as assigned.
- Use designated forms to complete the quarterly inspections for first aid kits.
- Review the prior period's accident/incidents. Make recommendations to management to prevent incidents/accidents from occurring in the future.
- Provide a copy of first aid certification to the Health & Safety Department.

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- Be able to provide a copy of certification when requested.

#### **Subcontractors will:**

- Ensure First Aid Kits and all other required first aid equipment is available to all workers on the jobsite.
- Ensure treatment logs are provided and completed in the events of any and all treatment requiring the use of the contents of the first aid kit.
- Ensure that first aiders on a jobsite are available as per Workplace Safety Insurance Act (WSIA) Regulation 1101.
- Report any and all accidents/incidents to King Paving & Construction Ltd. Management.
- When required, ensure that all appropriate agencies are notified. Refer to Legal requirements for reporting accident outlined in the most current copy of OHSA.
- In situations where injuries have been sustained due to acts of violence or during the commission of a crime. Ensure the police are notified (Refer to the Violence and Harassment in the Workplace Policy).

#### **Health & Safety Department will:**

- Review the completed inspection reports and ensure all required inspections are completed.
- Ensure that First Aid training is delivered to workers to meet the requirements of Reg. 1101 and this policy.
- Ensure that workers are certified to a St. John Ambulance "Standard Level First Aid Certification".
- Ensure the training provider is a registered Ministry of Labour provider for First Aid training.
- Complete audits of this policy on a periodic basis for first aid kits, and completion of required forms.
- Prepare a monthly report to Supervisors for any deficiencies found during inspections.
- Maintain and protect all First Aid records for the required amount of timeframe established by the governing jurisdiction.
- Assist in revisions to the Program, as required.
- Keep abreast of the updated legislation with regards to OHSA Standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

#### **REFERENCE**


Occupational Health and Safety Act

The Workplace Safety and Insurance Act (WSIA) Regulation 1101

Regulation for Construction Projects Sections 261, 262, 263

#### **COMMUNICATION & TRAINING**

All workers of King Paving & Construction Ltd. who are designated to provide first aid will be trained to St. John Ambulance "Standard Level First Aid".

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Training records will be maintained by the Health & Safety Department. Training awareness and certification will be completed every three years.

Any subcontractors that perform work for the Company, must provide proof of training for their workers during the prequalification process. Subcontractor(s) and their workers are required to comply with the first aid policy.

Communication of the first aid requirements will be completed by means of toolbox talks, safety meetings, JHSC meetings or other means as required by the Health & Safety Department. Records of communication will be maintained in e-Compliance.

### EVALUATION

This policy and process for first aid will be reviewed on an annual basis, jointly by Senior Management and the JHSC.



Legislation updates will be reviewed to ensure the first aid policy meets provincial requirements.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Creation of policy	New	Nov 21, 2017	000
Update policy verbiage	Annual review	Jun 7, 2018	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy/reworded sections regarding accompanying workers to the hospital due to the COVID-19 pandemic restrictions	Annual review	Jan 25, 2021	004



<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 16-01</b>	Revision Number: 005	
	 <b>Approved By: President</b>	

## POLICY GOAL

King Paving & Construction Ltd. is committed to promote a cooperative, positive, and progressive approach to dealing with health and safety issues. The Joint Health & Safety Committee must be effective by representing all parties to incorporate the shared responsibilities under the Occupational Health and Safety Act.

The Joint Health & Safety Committee will assist in creating and developing a Health & Safety Program for all workers. The policy will outline the key roles and responsibilities on the Joint Health & Safety Committee, Worker Trades committees and Health & Safety representatives.

The Occupational Health and Safety Act is built upon the principle that workers and employers must work together to ensure a healthy and safe workplace environment that meets Provincial standards. The means by which this is achieved is through the work of the Joint Health & Safety Committee and Committee representatives.

The primary purpose and mission of the Joint Health & Safety Committee is to monitor, assist and support the Internal Responsibility System (IRS). This is best accomplished when the JHSC fulfills its essential role of identifying weaknesses in the Company's IRS and recommends solutions that enable all workplace parties to understand, accept, and carry out their individual and collective responsibilities for workplace health and safety.

## SCOPE AND REGULATION

This policy applies to all members of the Joint Health & Safety Committee, Management, and workers.

Regulations for Joint Health & Safety Committees – Ontario

Occupational Health and Safety Act R.S.O. 1990, Chapter 0.1

## DEFINITIONS


**Internal Responsibility System (IRS)** – The fundamental concept on which the Act is based. The IRS defines and outlines the responsibilities of all parties in the workplace. The development of an effective IRS is shared by all parties and contributes to the quality of occupational health and safety programming, its execution and the health and safety culture.

**Joint Health & Safety Committee or JHSC** – Is a committee made up of both Management and Worker representatives and is required at a workplace in which twenty or more workers are regularly employed.

**Management Representative** – Is a worker who exercises managerial functions that has been selected by Senior Management or that has volunteered to participate on the Joint Health & Safety Committee.

**Shall** – Means must, mandatory.

**Worker** – A person who performs work or supplies services for monetary compensation.

<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
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**Certification (Certified Members)** – The MOL certifies members once they complete parts 1 and 2 of mandatory training; Basic Certification and Workplace-Specific Hazard Training.

- Part One: Basic Certification provides an overall knowledge of health and safety that applies to all workplaces.
- Part Two: Workplace-Specific Hazard Training focuses on significant hazards in your workplace. It covers how to assess those hazards and ways to control and/or eliminate them.

**Worker Representative** – Is a worker who represents workers and has been voted by his/her peers to participate on the JHSC.

**Work Refusal** – Is a situation where a worker refuses to complete work because he/she has reason to believe that his/her health and safety is at risk.

#### Acronyms:

- The ACT – Occupational Health and Safety Act
- JHSC – Joint Health & Safety Committee
- WSIB – Workplace Safety and Insurance Board
- IRS – Internal Responsibility System
- MOL – Ministry of Labour
- MOE – Ministry of Environment


#### COMPOSITION

The JHSC will consist of a minimum two worker members and two management members based on the size of the division.

- Names and work locations of the Joint Health & Safety Committee will be posted in conspicuous workplace locations.
- The number of Management members can never exceed the total number of workers at a meeting.

#### Current JHSC Members are:

Eric Amaral	Construction Management Safety Rep, Certified Level 1
Bruce Carlton	General Worker Safety Rep, Trucking, Certified Level 1
Mathew Hutter	Construction Management Safety Rep, Certified Level 1&2 (Co-Chair)
Colin Frostad	Construction Worker Safety Rep
Mike Gzik	Management Rep, Head Office, Certified Level 1&2
Sherry Hankinson	Safety Rep, Head Office, Certified Level 1

<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
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## SELECTION PROCESS

### Selection Process for the Worker Member/Site Safety Rep

The worker member will be selected on a volunteer basis, or if more than one person volunteers, then an election will be held. On jobsites where worker rep is required, the workers at that location will elect the person.

### Replacement of a Worker Member

If a worker member is not able to continue carrying out their responsibilities, then a notice will be posted and a new representative voted upon based on the required composition of the committee or site requirements.

### Selection of the Management Member

Management will appoint their representative on the committee.

### Selection of Alternate Members

Management and worker alternate members will be selected based on the methods listed above.

### Selection Process for Certified Members

The selection process for certified members is as follows:

- Workers will vote and select their certified representative.
- Management will vote and select their certified representative.

### Replacement of Certified Members

The same process listed above will be used for the selection of certified members.

### Selection of Co-Chairs


Worker committee members will select their co-chair to represent them. Management members of the committee will decide which member will become the management co-chair.

### Failure to Select the Required Number of Members

If the JHSC is having difficulty selecting the required number of members, Management has a responsibility for the following:

- Discuss with all workers the importance of the committee.
- Ensure workers understand training will be provided.
- Provide information on the roles and responsibilities of the committee.



<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 16-01</b>	Revision Number: 005	
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## RESPONSIBILITIES

### Senior Management will:


- Assume ultimate responsibility for the development and implementation of an effective JHSC Program.
- Allocate appropriate resources, training, and workers to implement and maintain the JHSC Program.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Review deficiencies and take actions to correct any identified deficiencies.
- Respond to written recommendations to the JHSC within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.

### Foremen/Supervisors/Managers/Superintendents will:

- Ensure the current Health & Safety Policy of King Paving & Construction Ltd. has been posted on all Health & Safety boards.
- Ensure compliance with all those who have a relationship with the organization.
- Provide assistance and co-operation to the JHSC to carry out its role.
- Respond to written recommendations to the JHSC within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.
- Provide an assessment of all hazardous chemicals and physical agents found or used in the workplace and provide a copy of this assessment to the committee.
- Post the names and work locations of JHSC members in the workplace.
- Have awareness, understanding and acknowledgement of King Paving & Construction Ltd. JHSC Terms of Reference.
- Participate in investigations and site visits by MOL as required.

### Workers will:

- Have awareness, understanding and acknowledgement of King Paving & Construction Ltd. JHSC Terms of Reference.
- Participate as or aid in the appointment of Health and Safety Representative.
- Have the ability to see monthly inspection reports posted and participate, when approved by Management, in a JHSC monthly inspection.
- Have the ability to attend a monthly meeting, when approved by Management, as a guest.
- Coordinate with Health & Safety Rep. or Committee Member should any results outlining concerns not be addressed by a Management member in a timely manner.

<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
	Revision Date: January 11, 2021	
<b>Policy Number: HSMS 16-01</b>	Revision Number: 005	
	<hr/> <b>Approved By: President</b>	

#### **JHSC will:**

- Be elected or appointed by workers or trade union.
- Hold or complete Ontario approved training for a certified Health & Safety Representative Certification.
- Participate in monthly inspections.
- Complete and maintain on file, recommendation form to Senior Management for response within 21 days of notification, when required.
- Attend scheduled meetings.
- Assist in investigations when required.
- Promote the Company Health & Safety Program.
- Participate in the Work Refusal Program, when required.
- Work together with workers, Health & Safety Department and Management to review the JHSC Program annually and make recommendations for continuous improvements.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained at the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the Policy requirements.
- Ensure that the requirements of the Program are embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Health & Safety Day, Toolbox Talks or onsite training.
- Ensure tracking of the safety data and prepare the monthly, quarterly and annual reports for the JHSC to review.
- Present the results to all levels of Management and the JHSC.
- Promote feedback and recommendations from workers.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Keep abreast of updated legislation regarding Occupational Health and Safety Act standards through industry education.
- Be responsible to update the Policy on an annual basis with Senior Management and the JHSC.


## **PROCEDURES**

### **Joint Health and Safety Committee (JHSC)**

#### **Terms of Reference**

#### **PREAMBLE**

King Paving & Construction Ltd. as an employer is responsible for establishing and maintaining a JHSC to deal with health and safety issues concerning workers in bargaining units and all workplace parties of the Company.

<b>Joint Health &amp; Safety Committee Policy</b>	Issue Date: January 31, 2016	
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King Paving & Construction Ltd. promotes the approach that through joint investigations of health and safety issues and joint resolution of these issues, the workplace will be co-operatively maintained in a safe and healthy condition.

King Paving & Construction Ltd. and its workers have acknowledged that the proper functioning of the JHSC can only be carried out where the representatives of the parties are committed to their responsibilities under the Ontario Occupational Health and Safety Act and have agreed to endeavor to promote a co-operative, positive and progressive effort concerning health and safety in the workplace.

The King Paving & Construction Ltd. JHSC has adopted these terms of reference to guide its operations, as outlined under the King Paving & Construction Ltd. JHSC Policy.

## **1.0 COMPOSITION OF THE COMMITTEE**

### Member Selection

1.1 There will be four worker members on the Committee. These worker members will be selected by the Union(s) and other worker groups. LIUNA Local 837 Hamilton, LIUNA Local 183 Toronto, LIUNA Local 837 Hamilton, Teamsters Union Local 879 and Head Office Staff.

1.2 The Union and other worker groups may also select one alternate worker members for the purpose of attending Committee meetings if a worker member cannot attend the meeting.

1.3 There will be two members on the Committee selected by the Senior Management from among persons who exercise managerial functions. Senior Management may also select one alternate member from among persons who exercise managerial functions.

1.4 When the number of worker members does not meet the requirements set out in the above terms of reference all workplace parties will work towards finding worker members to volunteer. This will be done with the understanding that the union(s) has the duty to name worker members to the JHSC under the Act.

1.5 When the number of management members does not meet the requirements set out in the above terms of reference, Senior Management will appoint another member.


### Co-Chairpersons

1.6 There will be two co-chairpersons ('co-chairs') of the Committee, one co-chair to be selected by the worker members of the Committee and once co-chair to be selected by the management members of the Committee.

### Certified Members

1.7 There will be at least two certified members, one who represents the workers, and one who represents Management. The Union(s) being represented by the committee will select the worker member(s) to be certified. The Senior Management shall select the management member to be certified.



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Should a certified member leave the committee, another member of that committee will be designated for certification by the appropriate workplace parties.

### Guests

1.8 Additional persons may attend Committee meetings with the approval of both co-chairs.

## **2.0 FUNCTIONS OF THE COMMITTEE**

### General

2.1 It is the function of the Committee to:

- Identify, evaluate, and make recommendations concerning workplace health and safety issues
- Inspect the workplace on a regular basis
- Be consulted about and provide input into workplace health and safety programs; and
- Discuss other workplace health and safety issues and reports as appropriate.

### Inspections

2.2 The worker membership will designate one or more worker members to conduct workplace inspections. With the agreement of the worker members, management members may accompany the worker members on the inspection.


2.3 Committee members will inspect designated jobsites and head office to be determined by an annual inspection schedule to be prepared by the Committee.

2.4 The Committee will prepare and adopt inspection forms (sample forms are located on eCompliance named (Joint Health and Safety Committee Site Inspections). All Committee members conducting inspections will digitally sign the inspection forms upon completion of the inspection. Completed inspection forms will be available to view on eCompliance for the supervisor and the co-chairs. A hard copy will be provided to the co-chairs if the form cannot be viewed digitally within (designate time frame, e.g. 3 working days) days of the completion of an inspection. The appropriate foreman will provide a written response to the identified hazards to the committee co-chairs before the next scheduled Committee meeting.

### Recommendations of the Committee

2.5 The Committee shall forward in writing any recommendations to Senior Management for review. Recommendations are made to improve the Internal Responsibility System as well as Health and Safety at King Paving & Construction Ltd. The Senior Management will provide a written response to Committee recommendations (in accordance with section 9(20) and 9(21) of the Act) to the co-chairs within 21 calendar days after receipt of the written recommendations. This response shall include a timetable for implementing the recommendations the Senior Management agrees with, and the reasons for disagreement with any recommendations not accepted.

### Accident Investigations

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2.6 The Employer will provide lost time/medical aid information to the co-chair on a regular basis and upon request.

2.7 Where a worker is killed or critically injured on the job, the worker members of the committee shall designate one or more such members to investigate the accident and inspect the place where the accident occurred. The findings of the investigation shall be provided to the Committee, the appropriate management representative, the unions represented on the Committee, Health and Safety Department, and the Ministry of Labour (when required).

#### Ministry of Labour Inspections

2.8 A designated JHSC worker member and management member are to be notified and accompany any Ministry of Labour inspector conducting inspections in the workplace. The Health and Safety Department shall also be notified and will accompany the inspector during the inspection of the workplace when available to do so.

#### Work Refusals and Work Stoppages

2.9 A designated worker member will be notified and attend a work refusal or stoppage without delay. The Health and Safety Department shall also be notified and will attend the work refusal as per Work Refusal Procedure.

### **3.0 MEETINGS**

#### Frequency

3.1 Committee meetings will be scheduled (e.g. monthly, quarterly) at a predetermined time and location. Changes to the meeting schedule may take place with the agreement of the committee co-chairs, provided that the period between any two committee meetings does not exceed three months.

#### Co-Chair

3.2 The worker co-chair and the management co-chair may alternate duties as chairperson.


#### Quorum

3.3 A quorum for Committee meetings will consist of 50 percent plus one of Committee members, with both worker and Management representation and at least one co-chair present. The number of management members must not exceed the number of worker members.

Guests do not count towards the determination of the quorum. If quorum is not reached, the items discussed at the meeting will be for information purposes and will not include the passing of recommendations or approvals.

#### Agenda Items

3.4 The co-chairs will prepare a copy of the agenda for each meeting and distribute it to all members one week in advance of regularly scheduled Committee meetings.

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3.5 Agenda items will consist of workplace health and safety issues. Agenda items should be dealt with by consensus. Where consensus is not reached, this will be recorded in the minutes.

#### Minutes

3.6 Senior Management for the JHSC will provide clerical assistance with respect to the recording, preparation and timely circulation of the agenda and minutes of Committee meetings.

3.7 Minutes of Committee meetings are to be prepared in a timely fashion, reviewed and signed by both co-chairs prior to circulation and posting. The co-chairs and supervisors are responsible for ensuring that signed Committee minutes are promptly posted on the relevant health and safety boards in the workplace in a visible location.

3.8 The Foreman, JHSC members or Superintendent shall be responsible to discuss the minutes at the next scheduled JHA meeting immediately after the minutes have been distributed to the office and field locations.

#### **4.0 PAYMENT FOR COMMITTEE MEMBERS**

4.1 In accordance with the requirements of the Act, all time spent by Committee members in connection with attending at Committee meetings or performing duties prescribed by the Occupational Health and Safety Act or these terms of reference will be considered as time at work for which Committee members will be paid at the appropriate rate of pay.

#### **5.0 GENERAL**

5.1 It is agreed that workers are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a Committee member. The Occupational Health and Safety Act requires that all workers report any workplace hazard or contravention of the legislation to their supervisor.

5.2 It is understood and agreed that all personal medical information is to be kept confidential. Any references to such information in Committee minutes must be done in a manner that prevents any identification of an individual's personal or medical information.

5.3 Committee members are to be provided one hour or such longer period of time as the Committee determines if necessary, to prepare for each Committee meeting.

The Committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee.

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*Worker Co-Chair*

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*Date*


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*Management Co-Chair*

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*Date*



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## TRAINING/RECORD KEEPING

Training records shall be maintained by the Health & Safety Department.

Annual toolbox talks will be issued as part of the ongoing program awareness.

Joint Health & Safety Committee certification must be completed through a recognized training provider. All committee members will have Level 1 JHSC certification. Level 2 certification will be assigned to those designate worker and Management reps.

All members of the JHSC will complete the refresher course as required in the province of Ontario.

## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New worker orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual Health & Safety Day

Records of communication will be recorded and stored using eCompliance or other means when required.

## APPLICABLE FORMS

JHSC Meeting Agenda

JHSC Meeting Minutes


JHSC Recommendation Form

JHSC Committee Member List

JHSC Site Inspection Form

Work Refusal Procedure

Subcontractor Package

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Incident Inspection Form

Incident Investigation Form

Utility Incident Form

Equipment Incident Form

### CONTINUOUS IMPROVEMENT AND EVALUATION


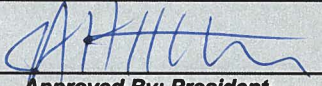
The policy for the Joint Health & Safety Committee Program will be reviewed annually jointly by Senior Management and the Joint Health & Safety Committee.

Legislative and industry updates will be reviewed to ensure the JHSC Program meets the Occupational Health and Safety Act, and any other governing legislation that pertain to this program.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy created	Policy development	Jan 31, 2016	000
Changes to the members of the JHSC	2 members no longer with the company	Jul 14, 2016	001
Terms of reference updated	Updated to meet the COR standard & the JHSC member list	Feb 21, 2018	002
Update policy	Annual review, company name change & JHSC member list	Oct 17, 2019	003
Update policy	Annual review	Feb 13, 2020	004
Update policy	Annual review & updated responsibilities	Jan 11, 2021	005

<b>Workplace Violence and Harassment Policy</b>	Issue Date: January 23, 2018	
	Revision Date: January 25, 2020	
Policy Number: HSMS 17-01	Revision Number: 003	
	 Approved By: President	

## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors by ensuring everyone is treated with dignity and respect and have a work environment which is safe, productive, healthy, and free from harassment and violence.

This policy applies to all employees while in the workplace, or during any work-related and/or social functions. The Company is committed to familiarizing all workplace parties with the related terminology as well as their individual responsibilities for prevention and corrective action.

## SCOPE AND REGULATION

This policy pertains to all levels of the organization, subcontractors, customers, and visitors while in the workplace, or during any work-related and/or social functions.

Project Site Specific Risk Assessments will be conducted at project start and reviewed at least on an annual basis.

The Occupational Health & Safety Act

The Criminal Code of Canada

The Ontario Human Rights Code

The Workplace Safety and Insurance Act

The Compensation for Victims of Crime Act

## DEFINITIONS


For the purpose of this policy, the following definitions will be used:

**Company** – Means the company to whom the subcontractor is providing services to King Paving & Construction Ltd.

### Workplace Harassment –

- Engaging in a course of hurtful (vexatious) comment or conduct against a worker in a workplace that is known or ought to be reasonably known to be unwelcome. May include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls; or
- Workplace sexual harassment:
  - Engaging in a course of hurtful (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 to be reasonably known to be unwelcome, or



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- 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 to reasonably know that the solicitation or advance is unwelcome.

### **Workplace Violence –**

- The exercise of physical force or an attempt to exercise physical force by a person against a worker in a workplace, that causes or could cause physical injury to the worker.
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace, which could cause physical injury to the worker.

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

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


**Physical Assault** – Is any physical force or threat of physical force to create fear and control over another person. Some examples include hitting, blocking, shoving, choking, slapping, biting, or pulling hair, caring for a victim in an abusive way, threats of violence and using a weapon or other objects to threaten, hurt or kill.

**Sexual Harassment** – Is often interpreted as objectionable comments or conduct of a “sexual nature”. However sexual harassment in the broader context of unequal treatment based on gender, may refer to instances where the behavior is not overly sexual in nature, but is related to the person’s gender, and demeans or causes personal humiliation or embarrassment to the recipient. Examples include degrading words, rude jokes or sexual comments, name calling (such as bitch, chick, etc.), physical contact, sexual demands, unwanted kissing or touching of a sexual nature, and insulting remarks about the person’s sexual orientation, race, culture, ability and/or income.

**Sexual Assault** – Is any unwanted sexual act done by one person to another. Examples include kissing or forcing/coercing the person into kidding, touching the person’s body with or without clothing on, removing or attempting to remove clothing, taking advantage of a position, trust or authority to get sex, and threatening to harm someone else if the person does not agree to do any of these things.

**Threat (Verbal or Written)** – Is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example “I am going to make you pay for what you did to me”. A conditional threat involves a condition, for example “If you don’t leave me alone you will regret it.” Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrators intend to harm.

**Verbal/Emotional/Psychological Abuse** – Is a pattern of behavior that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include swearing, put-downs, name calling over a period of time, labelling the victim in a derogatory way (such as: stupid, crazy,

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or irrational), acts of humiliation, extreme jealous behavior, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.

**Workplace Bullying** – Repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment.

## PROCEDURES

### Reporting and Investigation

When witnessing or experiencing an incident of workplace harassment, sexual harassment, or violence, employees have a responsibility to:

- In the case of workplace violence call 911 if the situation warrants it and you find a co-worker or yourself in immediate danger.
- In the case of workplace harassment, if appropriate make the objection clearly known to the offender and ask the individual to stop the behaviour.
- Inform your Manager (or another Manager if your Manager is involved) immediately of any incident.
- A written record of the incident should be provided to Payroll including the dates, times, witnesses (if any) and description of the incident.

### Filing a Report of Violence or Harassment

All incidents of harassment and/or violence must be reported to Senior Management.


When filing a formal report of the incident, the following should be noted:

- Specific details of the incident.
- The nature of the violent or harassing act.
- The names of any person(s) who may have witnessed the incident.

Reported incidents will be treated as confidentially as possible. In order to properly investigate the incident and offer adequate support to those involved, complete confidentiality cannot be guaranteed. Disclosure may be necessary in conducting the investigation or required by law.

### Investigation Process

- Upon notification of a complaint of workplace harassment, sexual harassment, or violence, a thorough investigation will be completed.
- Management will appoint two co-investigators who will interview all individuals involved and record their statements. The investigators are to be unbiased and not having any form of authority over either the respondent or the complainant.
- The investigation process will include:
  - Informing the local Joint Health and Safety Committee of the complaint
  - Informing the respondent of the complaint

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- Interviewing the respondent, complainant, any person involved in the incident, any person who may have knowledge of the incidents or similar incidents, and any identified witnesses.
- A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent.
  - The respondent is invited to reply in writing to the complainant's allegations, and the reply will be made known to the complainant before the investigation proceeds further.
  - If necessary, the Company may employ outside assistance or request the use of legal counsel.
  - The complainant and/or respondent reserves the right to seek legal counsel and to have a representative of their choosing to aid in the process.
  - Upon completion of the investigation, the investigator will present a report to management who will decide upon the appropriate action to be taken.
  - The Company will inform both the complainant, the respondent, and the local Joint Health and Safety Committee in writing of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.

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

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

### **Fraudulent or Malicious Complaints**

This Workplace Violence and Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of person harassment may cause both the accused person and the Company significant damage.

If it is determined by the company that any employee has knowingly made false statements regarding an allegation of person harassment, immediate disciplinary action will be taken.

### **Disciplinary Action**


Any employee found to have engaged in conduct that violates this policy will be subject to disciplinary action that may include reprimand, suspension, or dismissal.

### **Confidentiality**

All incidents reported will be handled discreetly and sensitively. The Company will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

This privacy will be protected so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or disciplinary action.



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### Reprisals

All individuals involved in the processing of a complaint will ensure that the complainant is neither penalized nor subjected to reprisals as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace harassment, sexual harassment, or violence.

### Emergency Response Measures

Management will respond promptly, assess the situation, and ensure that these interventions are followed:

- Facilitation of medical attention
- Debriefing by skilled professionals
- Referral to community agencies, treating practitioner and employee assistance program
- Referral to trade union
- Completion of incident report, Workplace Safety and Insurance Board reports, reports to Ministry of Labour (critical injury or fatality)
- Reporting to the police
- Team debriefing

### Risk Assessment

Management (with worker involvement) will complete an annual workplace violence hazard assessment in the field and office environment. The review will cover new jobsites as well as existing and office workplaces.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Workplace Violence and Harassment Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Workplace Violence and Harassment Program.
- Review the policy at least annually and approve all revisions. A signature is required on the policy as proof of approval.
- Review deficiencies and take actions to correct identified deficiencies.
- Ensure compliance with all those who have a relationship with the organization.

### Foremen/Supervisors/Managers/Superintendents will:

- Be knowledgeable in the Workplace Violence and Harassment Program.
- Enforce the policy and procedures and monitor for compliance.
- Work together with the Health & Safety Department when a complaint has been made.
- Complete all incidents reporting requirements as per company guidelines on e-Compliance.

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- Contact the Health & Safety Department immediately to report a death or critical injury. The Health & Safety Department may contact the Ministry of Labour, Police, Joint Health & Safety Committee certified members, and trade union representative.
- Post the company Workplace Violence and Harassment statement on all job sites.
- Facilitate medical attention as required.
- Participate in the investigations with the JHSC when required.
- Preserve the scene as required for investigation purposes.
- Communicate the policy to the workers as required.

#### **Workers will:**

- Participate in education and training programs in order to respond in a suitable manner to any incident of workplace violence and harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment to your supervisor immediately. Complete the report with the Health & Safety Department and/or the JHSC.
- Inform the Joint Health & Safety Committee management or worker member about your concerns regarding potential for violence/harassment in the workplace.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention when required.
- At least annually participate in the assessment of workplace violence and harassment survey completed by the company.
- Participate in the review of the workplace violence and harassment prevention program.

#### **Subcontractors will:**

- Develop a workplace violence and harassment program and train their employees.
- Provide training records as requested.
- Participate in any investigations related to workplace violence and harassment complaints involving any employees that occur in the workplace or company sponsored event.
- Participate in the onsite Job Hazard Analysis and toolbox talks with regards to workplace violence and harassment program.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the report with the Health & Safety Department.

#### **Joint Health & Safety Committee members will:**

- Work together with employees, Health & Safety Department and Management to review the Workplace Violence and Harassment Program annually and make recommendations for continuous improvements.
- Re-enforce compliance of the Workplace Violence and Harassment Program in the workplace.
- At least annually, participate in the workplace violence and harassment assessment.


The logo for KING PAVING & CONSTRUCTION features the word "KING" in large, bold, blue capital letters. A yellow dashed line runs vertically through the center of the letter "K". Below "KING" is the text "PAVING & CONSTRUCTION" in a smaller, bold, blue sans-serif font.

- Health & Safety Department will:**

- ## TRAINING/RECORD KEEPING

Annual toolbox talks will be issued as part of the ongoing program awareness.



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## COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

## REFERENCES

Workplace Violence and Harassment Reporting Form

Workplace Violence and Harassment Policy Statement

KING Site Specific Risk Assessment

Ontario Human Rights

Occupational Health and Safety Act R.S.O. c.O.1 Part iii Violence and Harassment

Subcontractor Page


## CONTINUOUS IMPROVEMENT

The policy for the Workplace Violence and Harassment Program will be reviewed annually jointly by Senior Management and Joint Health & Safety Committee.



Legislative and industry updates will be reviewed to ensure the Workplace Violence and Harassment Program meets the Occupational Health and Safety Act, and any other governing legislation that pertain to this program.

The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

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	<div style="border-top: 1px solid black; width: 100%;"></div> <i>Approved By: President</i>	

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Update policy format	COR requirement Element #17	Jan 23, 2018	000
Update policy	Policy review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	Annual review	Jan 25, 2021	003

<b>Workplace Violence &amp; Harassment Policy Statement</b>	Issue Date: January 31, 2018	
	Revision Date: January 25, 2021	
<b>Policy Number: HSMS 17-02</b>	Revision Number: 004	
	 <b>Approved By: President</b>	

The Management of King Paving & Construction Ltd. recognize the potential for workplace violence and harassment and are committed to working with employees to provide a safe and respectful work environment.

The Management of King Paving & Construction Ltd. recognizes the right of workers to work in a violence and harassment free workplace.

The Company does not condone and will not tolerate workplace violence and harassment on Company premises, construction sites, while an employee is conducting Company business at other locations or jobsites, during work related travel or when conducting business by phone, email, or text.

For the purpose of this policy, violence includes, but is not limited to:

- The use of, or attempted use of physical force by a person against an employee in the workplace that causes or could cause physical injury (e.g., hitting, shoving, pushing, or kicking).
- Any threat or behaviour or action directed by or at an employee is interpreted as carrying the potential to harm or endanger the safety of the employee or other (e.g., yelling, threatening language, inappropriate or offensive language, shaking fists, destroying property, or throwing objects).


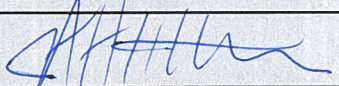
For the purpose of this policy, harassment includes but is not limited to:

- Workplace sexual harassment as defined by the OHSA.
- Any action that creates a hostile, intimidating, or offensive workplace.
- Engaging in a course of vexatious conduct that is known or ought to be known as unwelcomed.
- Verbal conduct such as derogatory jokes, comments, or slurs.
- Unwanted sexual advances, invitations, or comments.
- Visual conduct such as the posting, displaying or electronic messaging of derogatory and/or sexually oriented posters, pictures, photography, illustrations, or gestures.
- Threats and demands to submit to various acts or activities not associated with one's regular duties and responsibilities of employment.
- Any written, verbal, or physical conduct relating to a person's race, religion, colour, age, sex, national origin, disability or any other protected basis under applicable federal, provincial, and local law.
- Retaliation for having reported or warned of an instance of harassment and/or discrimination.
- Posting on social media any derogatory comments or photos, in relation to a worker or the Company.

The Company will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment. All employees are expected to comply with this Policy and must make reasonable effort to prevent violent or harassing behaviour.

All employees are expected to report any concerns or complaints. The Company will ensure all employees are educated on violence and harassment including our program, workplace procedures as well as the roles and responsibilities of all parties. A copy of this Policy will be made available in the employee safety manual.



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Management will investigate and deal with all incidents and complaints in a fair and timely manner with the utmost consideration of confidentiality. The Policies and Programs will be reviewed annually and updated as required.

Management must ensure that all measures and procedures outlined in the Policy and supporting programs are carried out in the workplace by all parties.

This Policy prohibits reprisals against employees acting in good faith, who report incidents of workplace violence or harassment or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats, or further violence and/or harassment.


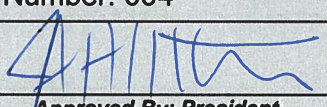
With everyone's commitment and participation, KING will achieve a safe and healthy workplace.

**King Paving & Construction Ltd.**

**John A. Hutter**

**President**

<b>Description of Change(s)</b>	<b>Reason for Change(s)</b>	<b>Date</b>	<b>Revision No.</b>
Created new policy	Annual review	Jan 31, 2018	000
Update policy	Annual review & company name change	Jun 18, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy	To meet COR requirement	Oct 8, 2020	003
Update policy	To meet COR requirement	Jan 25, 2021	004

<b>Return to Work Early and Re-employment Policy</b>	Issue Date: January 31, 2016	
	Revision Date: February 1, 2021	
	Revision Number: 004	
<b>Policy Number: HSMS 18-01</b>	 <b>Approved By: President</b>	

## POLICY GOAL

The purpose of this policy is to ensure effective, proactive, and consistent management of cases relating to a return-to-work initiative from either short- or long-term disability. From both occupational and non-occupational injury/illness, in addition to requests for accommodations and attendance management issues relating to medical reasons.

King Paving & Construction Ltd. is committed to minimizing the negative impacts illness or injury may have on our workers by providing meaningful, productive, and safe return to work opportunities to workers with occupational or non-occupational disabilities.

The objectives of this policy are to:

- Promote a culture of injury and illness prevention
- Ensure the optimum conditions for supporting early intervention, expedient return to work and accommodation
- Minimize the costs associated with illness and injuries; and
- Comply with the accommodation requirements of the Ontario Human Rights Code, the Workplace Safety and Insurance Act and the Accessibility for Ontarians with Disabilities Act.

The Return to Work Early (RTW) Program gives structure and organization to these objectives and recognizes the employer's, union(s), and worker(s) joint responsibility to participate in the rehabilitation of the worker. All workplace parties are expected to cooperate and participate in the RTW Program. Early intervention, full participation and partnership of all workplace parties are essential to ensure the success of the Return-to-Work Program with the Company or, if required, labour market.

## SCOPE


This policy applies to all workers, both unionized and non-unionized, including Management who are absent from work and/or require temporary or permanent accommodations as a result of an injury or illness.

The accommodation needs of workers with disabilities will be considered individually and in a manner that respects the person's dignity, privacy, comfort, autonomy, and self-esteem. Accommodations will be designed to allow the worker to continue to perform their regular occupation, wherever possible.

Alternatively, the Company will strive to identify suitable alternate accommodation options, to the point of undue hardship.

## DEFINITIONS

**Accommodation** – A change, medication, adaption, or adjustment to the job duties or the workplace, to enable the worker to perform the essential duties of a job in a healthy and safe manner.

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**Essential Duties** – The duties necessary to achieve the job outcome. The duty is essential if you take the duty away, the job outcome is not accomplished, the product or service is affected or a process before or after is affected.

**Comparable Job** – A job with the features and earnings comparable to the worker's employment on the date of the injury.

**Communication Log** – A physical document that will be located in each case file. The designated RTW Coordinator will be responsible to record all conversations pertaining to the case. Information communicated with WSIB, injured worker, treating medical professionals, Supervisor/Managers or other people that may be involved with the case and treatment of the injured worker.

**Disability** – Covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental, and learning disabilities, mental disorders, hearing or visual disorders, epilepsy, drug and alcohol dependencies, environmental sensitivities and other conditions.

**Functional Abilities Evaluation (FAE)** – An objective, third party evaluation of a worker's ability to complete the activities that simulate the physical demands at work, such as lifting, carrying, pushing, pulling, climbing, sitting, walking, reaching, grasping etc. All this information is listed on the Function Ability Form or a WSIB Form 8.

**Independent Medical Evaluation (IME)** – An objective, third party assessment of a worker's current medical status. If required, an IME is arranged and paid for by the employer to determine the cause, severity, abilities, restrictions, and limitations of the individual.

**Long Term Disability** – A benefit that provides a partial income replacement when approved and is paid by the Insurer to those workers who have been unable to perform any of the regular duties of their job and continue to be totally disabled at the time of application for LTD benefits.


**Job Demands Analysis** – An objective observation and evaluation of the physical, sensory, behavioural and cognitive demands of the job.

**Non-Occupational Injury/Illness** – A personal injury or illness that occurs outside of the workplace and is unrelated to the course of employment.

**Occupational Injury/Illness** – An occupational illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired.

**Permanent Modified Work** – Consists of modifying the pre-incident job, relocating the worker to a suitable existing position as soon as it becomes available or modifying the workplace as required. It must be established through a medical program that the worker is permanently disabled and incapable of performing the essential duties of his/her regular position.



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**Medical Aid** – Treatment received from a recognized health care professional that does not result in time away from scheduled work nor a wage loss. Also referred to as Health Care.

**Modified Duty** – Modification of a worker's regular duties allowing the worker to carry out the work assigned within the worker's capabilities.

**Return to Work** – Return to work is the process/strategy of safely returning workers to the workplace on a timely basis.

**Suitable Work** – Work (including the worker's pre-injury/illness job) that is safe, productive, and consistent with the worker's functional abilities, and that, to the extent possible, restores the worker's pre-injury/illness earnings.

**Safe** – The work must not pose a health or safety risk to the worker (e.g., should not cause re-injury or a new injury), to co-workers or to third parties. The worker has the functional ability to travel safely to and from the proposed new worksite.

**Productive** – Work that provides an objective benefit to the employer's business, consistent with the worker's functional abilities.

**Work Hardening** – Provides a transition between acute care and return to work while addressing issues of productivity, safety, physical tolerances, and work behaviours.

**Work Transitioning and Relocation** – The process of aiding a worker to find suitable employment in cases where their injury or illness prevents them from returning to his/her pre-injury occupation.

**Undue Hardship** – The limit to which an employer must go to accommodate a worker. Generally, this assessment is made upon a consideration of three elements including:

- Cost
- Outside sources of funding, if any; and
- Health & safety requirements.

## RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Early Return to Work and Re-employment Program.
- Allocate appropriate resources, training, and workers to implement and maintain the Return to Work and Re-employment Program.
- Provide active support for activities associated with the RTW Program.
- Review the policy at least annually and approve all alterations. Signature is required on this policy as proof of approval.
- Support the development of the RTW Program ensuring it is fair and consistently applied for all workers.

**Return to Work Early and  
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- Participate in the executive review of the disability management performance and participate in strategy development to achieve Company safety goals.
- Appoint a Return-to-Work Coordinator, who is knowledgeable, experienced and/or trained in RTW/Disability Management, to develop, monitor and administer the Return to Work (RTW) Program.
- Participate in the identification and implementation of meaningful accommodations as required.
- Provide assistance with regards to work transitioning or relocation.
- Follow the recommendations set forth by the W.S.I.B. regarding modified duties, work relocation and transition.
- Ensure that the worker is compensated for all "out of pocket" expenses associated with the injury, illness, and recovery process.
- Provide a safe work environment.

**Superintendents/Foremen/Managers will:**

- Work with the RTW Coordinator to develop and implement individual RTW plans for an employee who requires modified work.
- Assist the RTW Coordinator with the list of modified duties available in their work area/department that the injured worker could perform safely.
- Communicate on a regular basis with all interested parties involved in the RTW plan.
- Maintain confidentiality of all personal information.
- Advise the worker of the availability of accommodations, modified work, work hardening or transitional work and provide the worker with the RTW Package and follow up FAFs as required.
- Contribute to the identification of suitable RTW assignments and accommodations.
- Maintain communication with the worker throughout the RTW process and monitor progress and the effectiveness of accommodations. Record communication in the personal Supervisor Logbook.
- Address RTW concerns and disputes in a timely manner and identify potential solutions.
- Communicate accommodation needs to co-workers and promote a supportive RTW plan/RTWC.
- Participate in RTW meetings and complete progress reports as required by the RTW plan/RTWC.
- Complete RTW program evaluations and identify opportunities for program improvement.

**Injured Worker will:**

- Contact immediate Supervisor and advise of any injury or illness as per WSIB Form 82.
- Read the RTW policy and instructions for the RTW plan.
- Provide the RTW letter to the medical provider and advise him/her of our modified work program.
- Work with the RTW Coordinator to design a RTW plan that meets the restrictions provided on the initial Form 8.
- Stay in regular communication with the RTW team which includes the immediate Supervisor (i.e., weekly communication).
- Provide WSIB information as requested (Note: A change in a Doctor cannot be made without permission from WSIB prior).

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- Provide an updated FAF every 14 days (2 weeks) if full recovery has not been achieved past the date identified on the original Form 8.
- Provide evidence of treatment attendance such as physiotherapy appointments. Failure to attend scheduled medical treatments will be communicated to WSIB.
- Complete all required paperwork outlined in the RTW plan.
- Immediately report injuries/illnesses and disability leave of absence to the Supervisor.
- Communicate the need for accommodation and provide required forms and information from health care professionals to the Supervisor/RTWC to facilitate accommodations.
- Comply with medical and rehabilitation treatment and arrange appointments during non-work hours wherever possible.
- Maintain regular contact with the Supervisor/RTWC during periods of absence and while participating in a RTW plan.
- Attend all scheduled RTW meetings.
- Contribute to the development of the RTW plan.
- Communicate any concerns to the Supervisor/RTWC.
- Immediately advise the Supervisor/RTWC of changes in circumstances.
- Work safely.

**Co-Workers will:**

- Support the RTW plans of workers.
- Contribute to a supportive and respectful work environment.

**Healthcare Professionals will:**

- Diagnose condition.
- Provide treatment and treatment referrals.
- Assess work capacity and physical and/or cognitive limitations.
- Complete disability and functional ability forms.
- Review job descriptions and make suggestions regarding accommodations.
- Communicate information to the RTWC as needed and with consent.


**Union Representatives (where applicable) will:**

- Provide visible support for the RTW program.
- Assist with the identification of RTW accommodations.
- Support the worker during the RTW process.
- Ensure worker rights are protected during the RTW process.

**Workplace Safety and Insurance Board (WSIB)/Insurers will:**

- Adjudicate claims in a timely manner.



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- Provide medical, rehabilitation, work reintegration and dispute resolution support to facilitate the return-to-work process.
- Manage claims and pay for expenses and wages based on the approved recommendations from the case manager or adjudicator in accordance with the Workplace Safety and Insurance Act.

**RTW/Disability Management Committee (Where required) will:**

- Assist in the development of policies and procedures for the RTW program.
- Monitor the performance of the RTW Program, making recommendations for continuous improvement.
- Note: A RTW/Disability Management Committee will be formed in complicated or extreme long term cases

**Certified First Aid Providers will:**

- Provide first aid treatment to the injured worker as required.
- Complete required incident reporting forms and provide to the RTW Coordinator or immediate Supervisor.
- Ensure the first aid and/or incident report is uploaded to e-Compliance


**Payroll Department will:**

- Process the Form 7 within 72 hours of notification of incident. This duty may also be conducted by the safety department or RTW Coordinator.
- Work with the RTW Coordinator to submit documents to WSIB.
- File all documents pertaining to the injured worker's case in their personnel file.

**RTW Coordinator will:**

**(Program/Case Management Responsibilities)**

- Contact the injured worker as soon as possible to initiate the RTW program.
- Review the Form 8 or FAF to help identify suitable temporary work and prepare the RTW plan.
- Work with all interested parties to ensure the progress to achieve a return to pre-incident job.
- Maintain the flow of communication and document completion throughout the life cycle of the case file.
- Prepare a disability performance review report at least annually and present to management. The report will consist of the breakdown of STD, LTD and WSIB claims. Further analysis will be provided to include a summary of the different type of injuries as well as recommendation for prevention of future claims.
- Initiate and maintain contact (through meetings, telephone calls, emails, letters) with workers on disability leaves and return to work plans.
- Maintain records of all communication related to RTW in a contact log.
- Advise workers about benefits, services, and entitlements available under the disability and RTW programs.
- Coordinate treatment referrals, medical, functional, cognitive, and ergonomic assessments that promote successful RTW outcomes.

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- Collect information and suggestions from workers and internal/external resource people to facilitate RTW.
- Identify barriers and implement accommodations and support services required to facilitate successful RTW Plans.
- Develop RTW plans in collaboration with the worker, supervisor, health care professional and union (where applicable).
- Monitor and adjust RTW plans as required.
- Determine the schedule for monitoring activities/progress reports for each RTW plan.
- Evaluate specific RTW plan outcomes and maintain statistics.

**Health & Safety Department will:**

- Develop and coordinate the RTW Program.
- Monitor and evaluate the RTW Program and identify opportunities for improvement.
- Maintain disability and RTW Program statistics.
- Ensure workers' rights and confidentiality are respected during the RTW process.
- Act as the disability and claims liaison with the Short-Term Disability (STD) and Long-Term Disability (LTD) insurers, health care professionals and service providers and collect and provide information as required.
- Resolve RTW disputes in a timely manner.
- Initiate and maintain contact (through meetings, telephone calls, emails, letters) with workers on disability leaves (STD, LTD) and return to work plans.
- Maintain records of all communications related to RTW in a contact log.
- Advise workers about benefits, services, and entitlements available under the disability and RTW Programs.
- Coordinate treatment referrals, medical, functional, cognitive, and ergonomic assessments that promote successful RTW outcomes.
- Collect information and suggestions from workers and internal/external resource people to facilitate RTW.
- Identify barriers and implement accommodations and support services required to facilitate successful RTW plans.
- Develop RTW plans in collaboration with the worker, supervisor, health care professional, and union (where applicable).
- Aid in developing a work relocation or work transitioning program where required.
- Conduct risk assessments for existing and modified work assignments.

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Approved By: President**ROLES, RESPONSIBILITIES & GENERAL PROCEDURES**

<u>Procedure</u>	<u>Responsibility</u>
Review the Accident Investigation Form and Form 8 within 24 hours of learning of the injury.	Supervisor
Contact the injured worker the day after the injury. Provide incident report to <a href="mailto:safety@kingpaving.com">safety@kingpaving.com</a> within four hours if possible, of learning of the injury or illness.	Supervisor
Maintain communication on a weekly basis throughout the entire recovery period, document using a RTW Contract Record.	RTW Coordinator
Attempt to find suitable employment for the injured worker.	Supervisor and RTW Coordinator
Maintain any medical information received in a confidential manner.	RTW Coordinator
If appropriate work is available, set up a meeting that includes the worker, and the supervisor.	Supervisor and RTW Coordinator
Complete a RTW Plan form.	RTW Coordinator
Complete the Form 7, submit to WSIB and copy to injured worker.	Payroll
Conduct the meeting and create a suitable plan for modified work.	Supervisor and RTW Coordinator
Monitor & discuss the workers progress and record of the RTW Program Progress Report. After completion of the first week of the RTW Plan, complete subsequent Progress Reports as the plan changes. Discuss the plan with the worker weekly.	Supervisor
In the case of a dispute, record any comments or problems with the plan on the RTW Dispute Resolution form and adjust the plan accordingly.	Supervisor
Complete the RTW Closure/Evaluation Report.	Supervisor and Worker
Maintain records of all documentation.	RTW Coordinator
Update WSIB on progress and provide supporting documentation as required.	Payroll
Report to WSIB any changes in the workers modified work program.	RTW Coordinator
Maintain copies of all correspondence between all parties in the worker's personnel file.	Payroll



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## Reporting Procedures

### Occupational Injury/Illness:

- All workers are to report any injury/illness to their supervisor immediately or as soon as is reasonable. Refer to the Injury, illness, and Incident Reporting Procedure.
- If the worker requires health care treatment for a work-related injury/condition, the supervisor will provide the worker with a RTW Package (worker information sheet, worker letter and health care professional letter) and instruct the worker to take the letter to their treating health care professional.
- Immediately following initial health care treatment, the worker will provide copies of page 2 of the completed Form 8 or FAF and meets/contacts the RTWC and Supervisor to discuss RTW options.
- If the worker is unable to RTW the same day after receiving their health care treatment due to functional/cognitive limitations or the duration of receiving health care treatment has exceeded the hours of their regular scheduled shift, copies of page 2 of the completed Form 8 or FAF are to be provided the following workday and the supervisor and the RTWC are to be contacted to discuss return to work options.
- Where functional/cognitive abilities information supports an immediate RTW with or without accommodation, workers should be prepared to resume work the same day or at their next scheduled shift.
- If the worker is unable to return to work immediately, the supervisor/RTWC must be notified. The RTWC is to establish initial supportive contact within 24 hours and follow up weekly or as needed depending on the worker's specific situation and medical information throughout the worker's recovery process. Each contact or attempt will be documented on the contact log. Note that the contact frequency may vary depending on the nature and severity of the injury/illness.
- The RTWC/Payroll department will jointly complete the WSIB Form 7; Employer's Report of Injury, within three days of learning of a workplace injury/illness and submit the form to the WSIB.


### Non-Occupational Injury/Illness:

- All workers are to report to the supervisor/RTWC any need for workplace accommodation due to an illness or disability.
- The supervisor is responsible for notifying the RTWC of absences and RTW issues. The RTWC should be notified immediately in the case of lengthy absences (three days or more).
- The RTWC will contact the worker to request functional ability information from a health care professional and, if required, provide a medical consent form for functional ability information.
- The supervisor should continue to maintain contact with the worker at least bi-weekly. Note: Contact frequency may vary depending on the nature and severity of the injury/illness.

## Return to Work Planning

The Supervisor and the RTWC will arrange a joint meeting with the worker and the union (where applicable) to:

- Confirm the functional abilities to determine whether the worker can return to their regular job.

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- Identify and discuss the job duties the worker believes they can perform and any barriers regarding the job duties/tasks they feel unable to complete due to their injury/illness.
- Obtain input from the workplace parties (worker, union, and supervisors) regarding possible accommodations, as necessary.

### **Determine and Analyze Accommodation Options and Factors**

- Type of accommodation – temporary or permanent.
- Health and Safety – Ensure that the accommodation does not place the worker or co-workers at risk.
- Complexity of the accommodation – will a third-party assessment or installation be required? How long will it take to put in place? Will training for the worker or co-workers be required?
- Suitability – will the accommodation render the work safe, suitable, and sustainable? Are the duties productive, consistent with the worker's functional abilities and does it restore their pre-injury/illness earnings to the greatest extent possible?
- Resources required – have all parties been included and budget requirements been considered and approved? Have all sources of funding been considered up to the point of undue hardship and/or are there alternative means including internal resources that can build/install the accommodations if within their abilities (i.e., Engineering controls, maintenance, etc.)?
- Collaborate throughout the meeting(s) to reach an agreement on the best option or options based on the outcome of the discussion and analysis of removal of barriers or hazards.
- Develop a progressive plan for RTW with input from all parties.
- Note: RTWC will ensure the worker is able to travel safely to the meeting and offer assistance in making travel arrangements if needed while ensuring that the meeting location is accessible as per the worker's needs as required.
- If the worker requires accommodation(s) a RTW Plan will be developed and documented on the RTW Plan Form. The plan must be mutually agreed upon and signed by the worker, the supervisor and the RTWC. Where there is disagreement, follow the Dispute Resolution Process.
- If the RTW Plan cannot be developed due to the worker's functional abilities, the RTWC or Supervisor is to monitor the recovery and functional abilities until such time as the worker can safely participate in RTW activities.
- If the workplace parties are unable to agree on a RTW Plan or arrange a joint meeting to discuss RTW with the worker, the dispute resolutions process outlined below will be followed.
- In the event that a meeting to discuss modified work cannot be scheduled with the worker for any reason, a RTW Plan may be developed by the RTWC and the Supervisor. The RTWC will send a Modified Work Offer Letter and a copy of the proposed RTW Plan to the worker by registered mail. For occupational disabilities, the RTWC will advise the WSIB of the offer, and the worker's response.

### **The RTW Plan will specify:**

- Time frames,
- Functional abilities/limitations,

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- Identification and description of suitable tasks in detail,
- Accommodations required,
- Responsibilities, and
- Emergency evacuation requirements (if applicable).
- The Supervisor/RTWC will meet with the worker weekly or by phone to discuss the effectiveness of the plan. All meetings will be documented on the Progress Report form.
- Updated functional abilities information from the health care professional may be requested as required.
- Revisions to the RTW Plan may be made jointly, at any time, as agreed upon by all parties including the supervisor, RTWC and the worker. If the RTW Plan changes, an updated form is required and accepted by the worker.
- The RTW Plan will be considered complete when the worker returns to their pre-injury/illness job (with or without permanent accommodation) or is permanently accommodated in a comparable or alternate position.
- The RTWC will provide a RTW Plan Closure/Evaluation report to the supervisor and the worker within one week of the conclusion of the RTW Plan. The evaluation will be used to help the Company improve future RTW Plans and for continuous improvement of the RTW Program.
- The RTWC will liaise with the WSIB/Insurer and communicate information on the wage changes, changes in duties, duration, and completion of the RTW Plan, failure to cooperate and disputes with the RTW Plan.

### Accommodation Options


Based on the functional ability information, accommodation options will be considered following the outlined hierarchy:

- Pre-disability job
- Pre-disability job with accommodations
- Suitable duties in the worker's department
- Suitable duties in other department(s)
- Other available work

Examples of workplace accommodations:

- Modifying the job or job activities to prevent re-injury (e.g., removing or substituting activities that require lifting for a person with a back injury).
- Making ergonomic adjustments.
- Shorter hours or modified hours.
- Assistive devices (e.g., telephone headset).
- Modifying the workplace (e.g., replacing steps with a ramp).
- Modifying equipment (e.g., installing a foot press instead of a lever).
- Temporary assignment to a comparable or alternate position.



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### **Modified Duties**

Based on the nature of the injury or illness and the recommendations listed on the functional abilities form, King Paving & Construction will design a modified or restricted work program which will allow the worker to return to gainful employment during his/her recovery process. A meeting will be held with the worker, the RTW Coordinator, a member of the JHSC and the workers immediate supervisor to discuss the options that are available at the time. The modified duties must not place the worker at risk of aggravating the existing injury or illness.


The following is a list of possible modified duties:

- a. General clean up
- b. Sweeping (when no lifting allowed)
- c. Material handler (when light lifting allowed)
- d. Material receiver
- e. Equipment cleaning
- f. Project/site set-up
- g. Inventory
- h. Design layout (training required)
- i. Secondary supervision/foreman
- j. Safety representative/accident investigator
- k. Project traffic control
- l. Signal person

### **Work Transition and Relocation Services**

For the purpose of an Early and Safe Return to Work, the following principles apply:

- A suitable occupation refers to a category of jobs suited to a worker's transferrable skills that are safe, consistent with functional abilities and to the extent possible restores pre-injury earnings.
- The company president will sign the Work Transition Plan on behalf of the company.
- The necessity for a work transition (WT) plan will be determined by the WSIB. The WT plan outlines all the assistance and services that an injured worker requires to enable a return to work with King Paving & Construction in the identified suitable occupation, or if required, to re-enter the labour market. The WSIB will pay any expenses it considers appropriate to enable a worker to engage in a WT plan.
- Relocation is a work reintegration option that may be considered when a suitable occupation is not available with King Paving & Construction. When this is the case, King Paving & Construction will work closely with the worker, WSIB and HRDC to aid in finding the worker suitable employment.

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- King Paving & Construction will conduct a work transition assessment in conjunction with the WSIB and the worker after a 6-month period to determine if the RTW and /or WT plan has been successful. Adjustments to the plan(s) will be made based on the results of the assessment.
- The RTW or WT plan will be signed by the president of the company, the worker and the WSIB case manager if applicable.
- Specialized RTW or WT plans will be custom designed for workers who are 55 years of age or older. These plans will be created in conjunction with the WSIB in an effort to find suitable and gainful employment or reassignment of duties.
- The work transition plan will include training and education options for the worker based on their skills and potential limitations from their illness or injury.
- Where applicable, English as a second language education may be part of the work transition plan.

#### **Payment of Expenses:**

Should a worker become injured or develop an illness as a result of performing their duties, it is the responsibility of King Paving & Construction to ensure that all expenses that have incurred because of the injury, illness or recovery process are paid for by the company and/or the WSIB.

Any expenses that the employee has paid for such as doctor's notes, tests, transportation, and ambulatory services will be reimbursed within 30 days provided a receipt has been provided to King Paving & Construction.

#### **Dispute Resolution Process**


In situations where there are concerns or disputes related to the RTW Plan or process, the workplace parties will use the following procedure.

Disputes may arise from, but are not limited to:

- Suitability of assigned tasks, tools, or equipment.
- Functional and cognitive abilities.
- Lack of progression of recovery, and safety concerns.

The resolution of disputes will be addressed in the following manner: Worker must notify the Supervisor or RTWC of the concern or dispute. The worker is encouraged to identify potential solutions. Concerns/disputes will be documented on a Progress Report Form.

The Supervisor will investigate the concern and discuss possible solutions with the worker. If both parties are in agreement, the solution is implemented and the RTW Plan is updated. A copy of the revised plan is provided to the RTWC. If the concern is not resolved, the supervisor must notify the RTWC. The RTWC investigates the

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concern and considers possible solutions with the worker, the supervisor, and the union representative (where applicable). If all parties are in agreement, the solution is implemented and the RTW Plan is updated.

**The Dispute Resolution Process May Require the RTWC to:**

- Seek clarification or input from the worker's health care professional(s).
- Seek clarification or input from the WSIB or STD/LTD Case Manager.
- Refer the worker for an independent medical examination (IME).
- Refer the worker for a functional abilities evaluation (FAE) or cognitive abilities evaluation.
- Request an ergonomic assessment.
- Request a referral to a WSIB RTW Specialist or Work Transition Specialist to facilitate a resolution (occupational cases only).

**If the Worker's Concern or Dispute is not Resolved, the Worker may:**

- Pursue an appeal with the WSIB or STD/LTD insurer.
- Initiate a grievance (unionized workers only).
- Pursue a complaint with the Ontario Human Rights Commission.
- Apply for WSIB/LTD/STD benefits.

## EVALUATION OF PROGRAM

**Individual Return to Work Evaluations:**


- The worker and the supervisor are required to complete and submit the RTW Program Closure/Evaluation report to the RTWC within two weeks of the conclusion of the RTW Plan.
- The RTWC will review the closure/evaluation reports and track the following information:
  - Total lost time days (if applicable)
  - Total accommodated days
  - Total accommodation costs including costs paid by the employer
  - Return to work outcome
  - Regular duties with no accommodation
  - Alternate job with accommodation, or leave of absence
  - Worker suggestions for program improvement
  - Supervisor suggestions for program improvement

## APPLICABLE FORMS

**WSIB and relevant forms:**

- Employer Report of Injury/Disease Form 7
- WSIB Health Professional's Report Form 8
- Employers Subsequent Statement Form 9



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- Return to Work Contact Record Form
- Return to Work Plan Form
- Functional Abilities Form
- Return to Work Closure/Evaluation Report
- Return to Work Progress Report
- Return to Work Dispute Resolution Form
- Return to Work Timeline
- Return to Work Letter to Worker
- CAD-7 Report or applicable document
- NEER Statement
- Monthly WSIB Cost Statements
- WSIR Report

## COMMUNICATION

Management and workers will receive communication at least annually about their responsibilities and results of this standard through any of the following events:

- Scheduled meetings
- Safety communication board postings
- Worker orientation
- Posted signage
- Equipment alerts
- Toolbox talks

Record of communication will be recorded on eCompliance and maintained by the Health & Safety Department for a period of three years.


## TRAINING AND RECORD KEEPING

Medical and health information is to be maintained in a confidential manner. Only information regarding abilities will be distributed to those involved in the program.

Management and workers of King Paving & Construction Ltd. will be trained on the RTW Early and Re-Employment Policy. The records will contain the name of the worker trained, date of training and the signature of the person who conducted the training and expiry date.

The RTW Program training will include:

- Program purpose.
- Benefits of RTW.
- Roles and responsibilities of program participants.

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- Procedures for initiating and responding to accommodation requests.
- Procedures for dispute resolution, and confidentiality of program information.
- Workers will be trained on this program during new hire orientation.
- Supervisors will be trained on this program during orientation (within 7 days of hire or of promotion).
- Annual RTW Program awareness training will be completed by all workplace parties.
- RTW Program updates or changes will be communicated and trained as required.

The RTWC will be required to update training on an ongoing basis to meet any legislative changes or program updates. The RTWC will be required to have training and experience in RTW and case management.

Training awareness updates on this program will be completed through any of the following:

- Annual safety day
- New hire orientation
- Toolbox talks
- Management meetings
- JHSC meetings

The JHSC shall complete awareness training on the RTW Program at least annually.

Record of communication will be recorded on eCompliance and maintained by the Health & Safety Department for a period of three years.


### EVALUATION AND CONTINUOUS IMPROVEMENT

This policy will be evaluated on an on-going basis and reviewed annually by Senior Management, RTWC and the JHSC.

Legislation updates will be reviewed to ensure the RTW and Re-employment Policy meets WSIB requirements as well as any other governing body. If there are legislative or updates in company policies, the document will be revised and approved.

The RTWC will prepare and present an annual RTW Program evaluation report to Senior Management and the RTW Committee that includes the following information:

- Total number of WSIB, STD and LTD claims.
- Total number of WSIB, STD and LTD lost time days.
- Total number of accommodated days for occupational and non-occupational disabilities.
- Total accommodation costs including benefit costs paid by the employer.
- The total number of RTW plans resulting in the following outcomes:
  - Regular duties with no accommodation.
  - Regular duties with accommodation.
  - Alternate job with no accommodation.

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- Alternate job with accommodation or leave of absence.
- Summary of supervisor suggestions for program improvement.
- Summary of worker suggestions for program improvement.
- Recommendations for program improvement.
- Recommendations for budget allocation.

The Senior Management team, in collaboration with the RTWC, will establish a budget for the RTW Program, develop objectives for continuous improvement and implement an action plan that includes:

- Defined objectives,
- Assignment of responsibilities for each objective, and
- Target dates for completion.

Evaluation of the RTW Standard will be conducted annually using any of the following:



- Worker closure forms and annual program review report.
- A summary review based on the actual results will be prepared for review.
- The results of worker feedback and annual performance results will be reviewed, and recommendations made based on the findings.

An action plan is to be created based on the results of the standard evaluation. Action plan will identify any gaps, action to be completed, who will be responsible to complete the action and the timeframe for completion.

Record of the action will be identified on the Continuous Improvement Plan and reviewed by Senior Management on a quarterly basis.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Policy development	New	Jan 31, 2016	000
Update policy to meet new standards	Annual review	Aug 11, 2017	001
Update policy	Annual review & company name change	Oct 17, 2019	002
Update policy	Annual review	Feb 13, 2020	003
Update policy/Added work transitioning and relocation. Added list of modified duties	Annual review	Feb 01, 2021	004



<b>Early &amp; Safe Return to Work Policy Statement</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 18-02</b>	Revision Number:	
	 Approved By: President	

The management of King Paving & Construction is committed to co-operating with all their employees who have been injured at work and will accommodate injured workers back to suitable employment. The primary goal of the Return to Work (RTW) policy is the timely, safe, and sustainable return to work of all employees. King Paving & Construction will provide modified or transitional work to any of our injured/ill employees until they are able to return to their pre-accident jobs, wherever possible.

King Paving & Construction has implemented a modified duty program. The program will assist in promoting a timely return to work of employees with work related injuries/illnesses. This program will reduce the impact of Workplace Safety and Insurance Costs.

### **PRINCIPLES OF MODIFIED DUTY**


**Definition of modified duty:** Modified duty is the modification of an employee's position that allows for the employee to carry out the work assigned within the employees' capabilities.

Types of accommodation or modification may include reduction in hours, graduated RTW hours, reassignment of duties, restructuring of job, more frequent rest breaks, light shop work and general clean up, safety training etc.

It is the policy of King Paving & Construction to recognize that a temporarily disabled employee can and should be performing meaningful and productive work. The Early and Safe Return to Work Procedure (ESRTW) gives structure and organization to this principal and recognizes the employers, union(s) and employee(s) joint responsibility to participate in the rehabilitation of the employee. When identifying suitable work, consideration will be given to the employee's ability and skills. Every effort will be made to ensure that the work assigned is suited to both the worker's physical and personal abilities and contributes to the productivity of the business.

### **Specifically:**

- The work must be productive, and the result must have value.
- The work provided must not aggravate the employee's condition.
- The employee's condition must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.
- The work must assist the employee in returning to their original position, if possible.
- The duration of the modified duty will be determined at the commencement of the program, wherever possible.
- Prior to starting the modified duty, the employee and employer will sign an agreement with respect to the hours of work, the reporting requirements, and the nature of the modified duty position.
- The Functional Abilities Form (FAF) and the requirements of the employer will be reviewed for the modified duty.
- The employee is required to schedule appointments and therapy at reasonable times preferably as to not conflict with the employer's time.
- The employee is required to supply medical progress reports every two weeks or as frequently requested by King Paving & Construction.

<b>Early &amp; Safe Return to Work Policy Statement</b>	Issue Date: February 1, 2021	
	Revision Date: New	
<b>Policy Number: HSMS 18-02</b>	Revision Number:	
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#### Examples of Accommodation:

- Reduced hours
- Graduated RTW hours
- Re-assign duties
- Restructure the job
- More frequent rest breaks
- Work platform vs. ladders
- Mini stretch breaks (10-15 minutes)
- Make heavy tools or objects available at waist height
- Light shop work, general maintenance, and clean-up
- Office work

#### RTW Procedure:

**These procedures are to be followed from the time of the reported injury to the worker's return to full employment.**

- 1) The worker is to report all work-related injuries and medical complaints ASAP to the Site Supervisor. All critical injuries and fatalities MUST be reported to the Ministry of Labour.
- 2) Site Supervisor / Health & Safety Representative to document any medical concerns and any first-aid treatment in first-aid log. Complete accident investigation report.
- 3) If worker requires more than first aid, worker is sent for medical treatment.
  - a. Doctor fills out Form 8 and submits to WSIB
  - b. Doctor fills out FAF. Worker brings it back to office
- 4) King Paving & Construction office completes Form 7 and submits form to WSIB within 3 days.
- 5) After a worker receives medical attention, they are to report to the King Paving & Construction office to receive a copy of the Form 7 and instructions on the next steps of the RTW program. If they are unable to come into the office, telephone contact will be established.
- 6) King Paving & Construction stays in regular contact with the employee (telephone or e-mail bi-weekly). Review doctor orders, compares the functional abilities with the essential duties of the pre-accident job.
- 7) Modify the pre-accident job's essential duties to the functional abilities if possible.
- 8) If modifying the pre-accident job to the worker's functional abilities is impossible, find other suitable work within the worker's functional abilities. The suitable work must be safe and time limited.

**Early & Safe Return to Work Policy Statement**

Issue Date: February 1, 2021

Revision Date: New

Policy Number: HSMS 18-02

Revision Number:

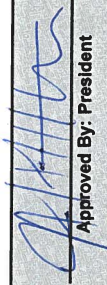

  
Approved By: President

- 9) Jointly develop a modified duty RTW plan between King Paving & Construction and worker. Establish goals, work hours, location of work, roles, and responsibilities.
- 10) Monitor and evaluate employee's recovery. Establish contact with the employee bi-weekly and document progress of recovery on **Duties and Precautions Form – Return to Work Plan**.
- 11) WSIB sends completed Return to Work plan to worker with a copy sent to King Paving & Construction.
- 12) The return-to-work program is completed when the employee can do the pre-accident job. If the employee cannot return to pre-accident duties at the conclusion of the plan, King Paving & Construction shall contact the WSIB claims adjudicator for further assistance.


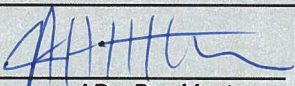
**King Paving & Construction Ltd.****John Hutter  
President**

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy		Feb 1, 2021	New



<p><b><u>Incident Reporting Guide</u></b> <b><u>HSMS 18-04</u></b></p>	 <p>Approved By: President</p>	
<p><b>Incident Reporting Employee Treatment Property Damage Environmental Incident</b></p>	<ul style="list-style-type: none"> <li>• Supervisor to be notified immediately of the incident and take measures to ensure employee and / or public safety</li> <li>• Provide RTW package to injured employee/instruct employee to provide the letter to Doctor</li> <li>• Secure the incident scene and take pictures/do not comment to any media</li> <li>• Supervisor to contact H&amp;S directly via phone for critical circumstances or email/text for non critical situations <a href="mailto:safety@kingpaving.com">safety@kingpaving.com</a></li> <li>• Fully cooperate with MOL/Police if on site- contact H&amp;S directly for support</li> <li>• Supervisor/Manager to complete incident reporting form</li> <li>• H&amp;S to communication with regulatory bodies in matters of non compliance/Contact Senior Management</li> </ul>	
<p><b>Communication Form 7 Return to Work</b></p>	<ul style="list-style-type: none"> <li>• H&amp;S and Senior Project Manager to review form 8 or FAF and prepare the RTW plan with employee</li> <li>• H&amp;S to provide agreed signed RTW plan to employee and Supervisor</li> <li>• H&amp;S to complete Form 7 (if required)</li> <li>• JHSC to assist in incident investigation</li> <li>• H&amp;S to assist Supervisor in modified work letter/follow up with employee</li> <li>• H&amp;S to provide updates to payroll as required</li> <li>• H&amp;S to work with Third Party claims management</li> </ul>	
<p><b>Incident Tracking JHSC Field Operations Senior Management</b></p>	<ul style="list-style-type: none"> <li>• H&amp;S to track all incident types as per Near Miss, First Aid, Medical and Lost Time</li> <li>• H&amp;S to provide Senior Management incident form to review and sign</li> <li>• JHSC to review each incident and provide recommendations for safe work procedures for the prevention of future injuries</li> <li>• Operations to review incident trends and make recommendations for improvements</li> <li>• H&amp;S to provide Senior Management quarterly summary report of all incident types</li> <li>• H&amp;S to provide training and materials based on incident trends for on going prevention</li> <li>• Operations to implement and participate in on going safety improvement processes</li> </ul>	



<b>Management Review</b>	Issue Date: January 23, 2018	
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## POLICY GOAL

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this policy is to prepare and review at least annually a written Occupational Health and Safety Policy and develop and maintain a program to implement that policy OHSA 25(1)(j). The policy will also outline the different levels of accountability of safety performance required by the management teams.

The information will be tracked and reviewed for many different functions such as budgeting, performance management, compliance with the Occupational Health and Safety Act, WSIB claims management, establishing Company Health and Safety performance goals, ongoing compliance with industry construction standards, developing a continuous improvement plan and the accreditation of the standard for the COR Program.

## SCOPE AND REGULATIONS

This policy pertains to all Senior Management, Project Managers, Superintendents, and Foremen, Workers and the Health & Safety Department who are involved in the implementation and daily management of the Health and Safety Program.

Workplace and Insurance Board Act

Occupational Health and Safety Act

COR Program Audit Tool

Fire Code

Reg. 1101


## DEFINITIONS

For the purpose of this policy, the following definitions will be used.

**Company** – Means the company to whom the subcontractor is providing services for (e.g., King Paving & Construction Ltd.).

**COR Program** – Is awarded to employers who develop health and safety programs that meet established standards. A COR shows that the employer's health and safety management system has been evaluated by a certified auditor and meets provincial standards.

**Action Plan** – A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed.

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**Internal Auditor** – Is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. Professionals called internal auditors are employed by organizations to perform the internal auditing activity.

**Continuous Improvement Plan** – A continual improvement process, also often called a continuous improvement process (abbreviated as CIP or CI), is an ongoing effort to improve products, services, or processes. These efforts can seek "incremental" improvement over time or "breakthrough" improvement all at once.

**Safety Goals** – Occupational Health and Safety objectives may be broken down into separate goals, depending on the size of the organization, the complexity of the OH&S objective and its timescale. There should be clear links between the various levels of goals and OH&S objectives. OH&S objectives and targets should be "S M A R T", i.e., simple, measurable, achievable, relevant, and time bound.

**Due Diligence** – Applied to occupational health and safety, due diligence means that employers shall take all reasonable precautions, under the circumstances, to prevent injuries or accidents in the workplace.

**Bill C45** – The Westray Bill or Bill C-45 was federal legislation that amended the Canadian Criminal Code and became law on March 31, 2004. The Bill (introduced in 2003) established new legal duties for workplace health and safety and imposed serious penalties for violations that result in injuries or death.

**Management** – The organization and coordination of the activities of a business to achieve defined objectives.

## PROCEDURES

### Establishing Corporate Health & Safety Goals and Maintenance

Senior Management has established the corporate goals for the organization to achieve COR certification.


In order to achieve this goal, the company has to obtain the necessary resources to implement the program.

The expected outcome for the implementation of the program is:

- Implementation and maintenance of the Health & Safety Management System.
- Evaluate Occupational Health & Safety Program and Management System performance against a generally accepted set of evaluation criterion developed by and for the construction industry.
- To identify any conformity and/or non-conformity to the Company's Health & Safety Program.
- Plan and set targets in a prioritized action plan to ensure continuous improvement of systems and program.
- To ensure the management system has incorporated a monitoring function to verify implementation of action plan items.
- Prepare for a formal Accreditation Program using the COR Audit Program.

The internal auditor is required to complete an annual report that identifies the gap in the current program and work together with management to create an action plan.



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An approved (signed by senior management), prioritized action plan (complete with assignment of responsibility and anticipated implementation dates) will be drafted and provided to all management staff to be addressed with all personnel.

This will be accomplished in any of the following manners:

- At a Company staff meeting
- Safety committee(s) meeting
- JHSC meetings
- During toolbox talks
- At site progress meetings
- A Company memo/newsletter to all staff acknowledging the results of the formal review/evaluation and thanking everyone for their support and participation.

All revisions to the Health & Safety Program Manual shall be recorded in the program maintenance log listing the reason for the revision, the revision number and the date completed.


## ROLES AND RESPONSIBILITIES

### Senior Management will:

- Assume ultimate responsibility for the development and implementation of an effective Management Review Program.
- Allocate appropriate resources, training, and employees to implement and maintain the Management Review Program.
- Review the policy at least annually and approve all revisions. A signature is required on this policy as proof of approval.
- Management will review gap analysis and take the assigned actions to correct identified gaps in the programs.
- Ensure that compliance reviews are completed monthly, quarterly, and annually at the established management meetings.
- Participate in establishing goals and objectives for the continuous improvement action plan.
- Sign the action plan when required.
- Appoint an Internal Auditor to manage the overall program.
- Assume responsibilities for the program support of all elements of the COR Program.
- Ensure that the program elements have been communicated to all members of the Company.

### Foremen/Supervisors/Managers/Superintendents will:

- Be knowledgeable in the Management Review Program and established safety goals of the Company.
- Read and acknowledge the Accountability and Due Diligence performance criteria.

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- Contact the Health & Safety Department for support as required to ensure the ongoing compliance of the Health & Safety Program.
- Attend and participate in safety meetings for management.
- Communicate with workers and post the Company's monthly trend analysis and action plans on the jobsite.

#### **Workers will:**

- Participate in any toolbox talks on safety performance and analysis.
- Review the posted trend analysis as reported.
- Report any infractions of the Occupational Health and Safety Act and applicable regulations to your immediate Superintendent/Foreman.
- Have awareness, understanding and acknowledgement of King Paving & Construction Ltd.'s COR Audit Program and Action Plan.

#### **Subcontractors will:**


- Have awareness, understanding and acknowledgement of King Paving & Construction Ltd.'s COR Audit Program and Action Plan.

#### **Joint Health & Safety Committee members will:**

- Work together with the Health & Safety Department and Management to review the Management Review Program annually and make recommendations for continuous improvements.
- Re-enforce compliance of the Company's COR Audit Program and Action Plan.
- Review the quarterly safety trend analysis report and make recommendations for improvement.

#### **Health & Safety Department will:**

- Ensure that the Program and relevant operating procedures are maintained at the jobsites or workplace.
- Communicate the requirements of the Program and associated procedures to all relevant parties.
- Complete formal field audits to ensure compliance with the policy requirements.
- Ensure that the requirements of the program are embedded in safety forums to ensure a continued understanding of the roles and responsibilities of all relevant parties are effectively communicated. This can be achieved through Safety Day, Toolbox Talks or onsite training.
- Ensure tracking of the safety data and prepare the monthly, quarterly, and annual reports for review.
- Present the results to all levels of management and the JHSC.
- Promote feedback and recommendations from employees.
- Review and advise on the audit results and findings.
- Assist in revisions to the Program, as required.
- Be responsible to schedule meetings and invitations to those involved in the review process.
- Keep abreast of the updated legislation with regards to OHSA standards through industry education.
- Be responsible to update the policy on an annual basis with Senior Management and the JHSC.

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- Complete required training to maintain and support the COR Audit Program.
- Ensure compliance with the audit requirements of the COR Program.
- Secure all required reports from WSIB that will be included as reference.
- Correspond with third party organizations as required for the maintenance of the Management Review Program.

### TRAINING/RECORD KEEPING

Training for those individuals responsible for reviewing, analyzing, and preparing the reports will be completed as required. Third party consultants are available through the Safety Group membership and will be consulted as required.

Annual review will be completed with the third-party consultant to review the CAD-7 and any changes to the WSIB that could impact the Company's overall safety performance rating.

The Health & Safety Department will retain the trend analysis records for a minimum of three years to provide a baseline comparison for overall safety performance improvement.

### COMMUNICATION

Managers/Foremen/Superintendents/Supervisors/Workers and Subcontractors will be trained in their responsibilities to communicate this policy through any of the following events:

- Scheduled meetings
- Safety communication board postings
- New employee orientation
- Subcontractor orientation
- Posted signage
- Equipment alerts
- Toolbox talks
- Company emails
- Annual safety day

Records of communication will be recorded and stored using eCompliance or other means when required.

### REFERENCES


WSIB CAD-7 Report or equivalent

WSIB WSIR Report

Trend Analysis Report

eCompliance Performance Reports



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Performance Evaluations

Health & Safety Management Program

Senior Management Continuous Improvement Plan

COR Action Plan

COR Audit Program

Senior Management Accountability and Due Diligence

Document Maintenance and Tracking Log



### CONTINUOUS IMPROVEMENT

This policy and process for the Management Review Program will be reviewed annually jointly by Senior Management, Health and Safety Department and the JHSC.

Legislative and industry updates will be reviewed to ensure the Management Review Program meets the guidelines as required for Element #19 in the Ontario Provincial COR Program. The amended policy shall be kept as record of review and the required changes.

The revision of the policy shall be tracked on the bottom of the policy and recorded on the document maintenance and tracking log.

Description of Change(s)	Reason for Change (s)	Date	Revision No.
Create new policy	COR requirement Element #19	Jan 23, 2018	000
Update policy	Annual review & company name change	Oct 17, 2019	001
Update policy	Annual review	Feb 13, 2020	002
Update policy, Corrected grammar, and spelling	Annual review	Feb 01, 2021	001

<b>Management Review Procedure</b>	Issue Date: January 23, 2018	
	Revision Date: February 1, 2021	
Policy Number: HSMS 19-02	Revision Number: 003	
	 <b>Approved By: President</b>	

## HEALTH & SAFETY PROGRAM REVIEW PROCEDURE

King Paving & Construction Ltd. is committed to providing a safe and healthy work environment for all employees, subcontractors, and visitors. The purpose of this procedure is to outline the activities involved in completing an annual review on the Company's Health & Safety Program.

Senior Management will meet to complete a review of legislative updates, safety performance, incident types, changes to work procedures and work process updates, company performance compared to industry standards, identify performance gaps, and create an action plan for improvements.

The information reviewed at this meeting will assist Senior Management in many different functions such as budgeting for training and new equipment purchases, performance management, compliance with the Occupational Health and Safety Act and other legislative requirements, establishing Health & Safety performance goals for the following year, ongoing compliance with industry construction standards, developing a continuous improvement plan and the accreditation of the standard for the COR Program.

## GOAL OF REVIEW

- To identify any conformity and/or non-conformity to the Company's Health & Safety Program.
- Plan and set targets in a prioritized action plan to ensure continuous improvement of systems and programs.


## REVIEW PROCESS

- Schedule annual program review date.
- Arrange the meeting room and send out invitations to Senior Management.
- Assemble reports to be reviewed at meeting.
- Send out an agenda one week prior to meeting date.
- Complete program review.
- Prepare action plan.
- Communicate action plan.

The approved audit tool used to review the health & safety management system will be the current COR Audit Program for the province of Ontario. Senior Management will designate a person who will assume the responsibility of the internal auditor.

The internal auditor is required to complete an annual report that identifies the gap in the current program and work together with management to create an action plan.

The internal auditor will be responsible to organize and communicate the details of the annual review to Senior Management.

<b>Management Review Procedure</b>	Issue Date: January 23, 2018	
	Revision Date: February 1, 2021	
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	<div style="border-top: 1px solid black; width: 100%; text-align: center;"> <i>Approved By: President</i> </div>	

An approved (signed by Senior Management), prioritized action plan (complete with assignment of responsibility and anticipated implementation dates) will be drafted and provided to all management staff to be addressed with all personnel.

All revisions to the Health & Safety Program Manual shall be recorded in the program maintenance log, listing the reason for the revision, who completed the revision, the revision number and the date completed.

#### COMMUNICATION OF PROGRAM REVIEW ACTION PLAN

Communication of the HSMS action plan will be communicated to management through any of the following means:

- Scheduled meetings
- Safety communication board postings
- Company emails

Communication to all workers will be completed by the Vice President through the Annual Safety Day.

Records of communication will be recorded and stored using eCompliance or other means when required.

The procedure will be reviewed and modified as required at least annually.

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