

TABLE OF CONTENTS

1.0 HEALTH, SAFETY & ENVIRONMENT POLICY

- 1.1 POLICY.....
- 1.2 RESPONSIBILITIES
- 1.3 COMMITMENT STATEMENT

2.0 RIGHTS AND RESPONSIBILITIES POLICY

- 2.1 POLICY.....
- 2.2 EMPLOYER RESPONSIBILITIES.....
- 2.3 SUPERVISOR RESPONSIBILITIES.....
- 2.4 WORKER RESPONSIBILITIES.....
- 2.5 CONTRACTORS RESPONSIBILITIES.....
- 2.6 EMPLOYEE RIGHTS.....
- 2.7 RIGHT TO REFUSE UNSAFE WORK
- 2.8 UNSAFE WORK REFUSAL PROCEDURES.....

3.0 WORKPLACE INSPECTIONS POLICY

- 3.1 PURPOSE.....
- 3.2 POLICY.....

4.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY.....

- 4.1 PURPOSE.....
- 4.2 DEFINITIONS
- 4.3 POLICY.....
- 4.4 FATAL INVESTIGATIONS.....

5.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY

- 5.1 POLICY.....
- 5.2 SAFETY BULLETIN INFORMATION BOARD.....
- 5.3 SAFETY MEETINGS.....
- 5.4 CREW TOOLBOX TALKS.....

6.0 NO SMOKING POLICY

- 6.1 PURPOSE.....

6.2 POLICY.....
6.3 DESIGNATED SMOKING AREAS.....

7.0 DRUG AND ALCOHOL USE POLICY.....

7.1 PURPOSE.....
7.2 POLICY.....
7.3 MEDICATIONS
7.4 PROHIBITIONS

8.0 WHMIS 2015 & GHS POLICY

8.1 PURPOSE.....
8.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS) .
8.3 LABELING: SUPPLIER LABELS (1988).....
8.4 SUPPLIER LABELS (2015)
8.5 LABELING: WORKPLACE LABEL (1988 & 2015).....
8.6 HAZARD SYMBOLS (1988)
8.7 PICTOGRAMS (2015).....
8.8 SAFETY DATA SHEETS (1988)
8.9 SAFETY DATA SHEETS – SDS (2015).....
8.10 RESPONSIBILITIES
8.11 WORKER TRAINING & EDUCATION
8.2 ENVIRONMENTAL PROTECTION

9.0 OCCUPATIONAL FIRST AID POLICY.....

9.1 PURPOSE.....
9.2 REQUIREMENTS FOR PROVISION OF FIRST AID
9.3 REPORTING INJURIES
9.4 SUMMONING FIRST AID IN AN EMERGENCY
9.5 TRANSPORTING INJURED PERSONS
9.6 FIRST AID KITS.....
9.7 FIRST AID RECORD FORM.....
9.8 FIRST AID RECORDS
9.9 EMPLOYERS REPORT OF INJURY OR OCCUPATIONAL DISEASE.....
9.10 AUTHORITY OF FIRST AID ATTENDANT.....

9.11 RESPONSIBILITIES
9.12 HEPATITIS B VACCINES
9.13 FIRST AID REQUIREMENTS.....
10.0 WORKING ALONE OR IN ISOLATION POLICY
10.1 PURPOSE.....
10.2 DEFINITION.....
10.3 POLICY.....
11.0 DISCIPLINARY ACTION POLICY
11.1 PURPOSE.....
11.2 RESPONSIBILITIES
11.3 POLICY.....
12.0 BULLYING AND HARASSMENT POLICY
12.1 PURPOSE.....
12.2 DEFINITION.....
12.3 RESPONSIBILITIES
12.4 POLICY.....
12.5 REPORTING PROCEDURES.....
12.6 INVESTIGATION PROCEDURES
12.7 FOLLOW UP.....
12.8 TRAINING
12.9 EXAMPLES OF BULLYING AND HARASSMENT.....
13.0 WORKPLACE VIOLENCE POLICY
13.1 PURPOSE.....
13.2 DEFINITION.....
13.3 POLICY.....
13.4 RISKS FROM ROBBERY ASSAULT OR CONFRONTATION
13.5 PURPOSE.....
13.6 POLICY.....
13.7 ABUSIVE AND DIFFICULT CLIENTS / VISITORS.....
13.8 ROBBERY AND ASSAULT

13.9 UNWELCOMED MEMBERS OF THE PUBLIC
13.10 RISK ASSESSMENTS
13.11 MUTUAL RESPECT

14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY.....

14.1 PURPOSE.....
14.2 DEFINITIONS
14.3 POLICY.....
14.4 SELECTION, USE AND MAINTENANCE
14.5 INSTRUCTION AND TRAINING
14.6 SUPERVISOR RESPONSIBILITIES.....
14.7 WORKER RESPONSIBILITIES
14.8 FOOT PROTECTION
14.9 EYE PROTECTION.....
14.10 RESPIRATORY PROTECTION
14.11 FIT TEST.....
14.12 SAFETY HEADGEAR
14.13 HAND AND BODY PROTECTION
14.14 HEARING PROTECTION.....
14.15 FALL PROTECTION
14.16 HIGH VISIBILITY APPAREL

15.0 EMERGENCY RESPONSE PLAN POLICY

15.1 PURPOSE.....
15.2 POLICY.....
15.3 EMERGENCY RESPONSE COORDINATOR (ERC)
15.4 EMERGENCY CONTACT NUMBERS.....
15.5 POTENTIAL EMERGENCIES.....
15.6 MUSTER STATION (ASSEMBLY POINT).....
15.7 MUSTER STATION LOCATION.....
15.8 EVACUATION PROCEDURES
15.9 HAZARDOUS MATERIALS SPILL PROCEDURES.....

16.0 FALL PROTECTION POLICY

16.1 PURPOSE.....

16.2 DEFINITION.....

16.3 POLICY.....

16.4 GUARDRAILS

16.5 FALL RESTRAINT

16.6 FALL ARREST

16.7 SAFETY MONITOR AND CONTROL ZONE.....

16.8 SAFETY MONITOR SYSTEM.....

16.9 FALL PROTECTION PLAN.....

16.10 FALL PROTECTION WORK PLAN FORM.....

16.11 ANCHOR CRITERIA

16.12 EQUIPMENT INSPECTION AND MAINTENANCE

16.13 TRAINING

17.0 MOBILE EQUIPMENT POLICY

17.1 PURPOSE.....

17.2 DEFINITION.....

17.3 OPERATOR’S RESPONSIBILITY

17.4 SUPERVISOR’S RESPONSIBILITY.....

17.5 POLICY.....

18.0 LADDER SAFETY POLICY

18.1 PURPOSE.....

18.2 GENERAL PROCEDURE

18.3 INSTALLING AN ACCESS AND EGRESS LADDER

18.4 STEPLADDERS

18.5 SITE-CONSTRUCTED LADDERS.....

19.0 SCAFFOLDING POLICY.....

19.1 PURPOSE.....

19.1 POLICY.....

19.2 GENERAL PROCEDURES.....

19.3 GUARDRAILS FOR SCAFFOLDS

19.4 TOE BOARDS FOR SCAFFOLDS

19.5 WOOD SCAFFOLD ERECTION GUIDELINES.....	
19.6 SCAFFOLD PLATFORMS.....	
19.7 MANUFACTURED COMPONENTS	
19.8 LUMBER FOR STRUCTURAL COMPONENTS	
19.9 SCAFFOLD STABILITY	
20.0 TOOLS, MACHINERY AND EQUIPMENT POLICY	
20.1 PURPOSE.....	
20.2 RESPONSIBILITIES	
20.3 POLICY.....	
21.0 ELECTRICAL SAFETY POLICY	
21.1 PURPOSE.....	
21.2 POLICY.....	
21.3 GENERAL LIMITS APPROACH	
22.0 PREVENTATIVE MAINTENANCE POLICY	
22.1 POLICY.....	
22.2 EQUIPMENT INVENTORY.....	
22.3 INSPECTION.....	
22.4 MAINTENANCE RECORDS	
22.5 PREVENTATIVE MAINTENANCE	
22.6 DEFECTIVE TOOLS AND EQUIPMENT.....	
23.0 LOCK OUT POLICY.....	
23.1 PURPOSE.....	
23.2 DEFINITIONS	
23.3 POLICY.....	
23.4 SUPPLY OF LOCKS	
23.5 PROCEDURES: PRIOR TO CONDUCTING MAINTENANCE.....	
23.6 PROCEDURES: AFTER COMPLETING MAINTENANCE	
23.7 MULTIPLE PERSON LOCKOUT	
23.8 GROUP LOCKOUT	
23.9 PROCEDURES FOR WORKING ON HIGH VOLTAGE EQUIPMENT	

23.10 ISOLATION AND LOCK OUT
23.11 PERSON IN CHARGE
23.12 ISOLATING DEVICES.....
23.13 GROUNDING AND BLOCKING
23.14 MULTIPLE AUTHORITIES.....

24.0 EXCAVATION & TRENCHES POLICY

24.1 UNDERGROUND UTILITIES
24.2 REMOVAL OF SURFACE ENCUMBRANCES
24.3 SLOPING, BENCHING AND SHORING REQUIREMENTS
FIGURE 20-1: SLOPING IN LIEU OF SHORING
FIGURE 20-2: BENCHING IN LIEU OF SHORING.....
FIGURE 20.3 COMBINED SUPPORTING AND SLOPING
24.4 ENGINEERING REQUIREMENTS.....
24.5 SPOIL PILES.....
24.6 ENTRY AND EXIT.....
24.7 GUARDING
24.8 EXCAVATION CROSSINGS

25.0 CONFINED SPACE ENTRY POLICY

25.1 PURPOSE.....
25.2 SCOPE
25.3 DEFINITIONS
25.4 AUTHORIZED ENTRY WORKER
25.5 SUPERVISOR OR MANAGER OF AN AUTHORIZED ENTRY WORKER.....
25.6 TENDING WORKER / SAFETY MONITOR
25.7 OPERATIONS SUPERVISOR
25.8 MANAGER HEALTH AND SAFETY
25.9 TRAINING FOR CONFINED SPACE ENTRY WORKERS.....
25.10 IDENTIFYING A CONFINED SPACE
25.11 HAZARD ASSESSMENT AND CONTROL PLAN FOR CONFINED SPACE ENTRY.....
25.12 CONFINED SPACE ENTRY PERMIT SYSTEM
25.13 EMERGENCY RESPONSE.....

25.14 TENDING WORKER OR SAFETY MONITOR
25.15 ACCESS AND EGRESS
25.16 WARNING SIGNS AND BARRICADES.....
25.17 ATMOSPHERIC TESTING
25.18 VENTILATION AND PURGING
25.19 EXPLOSIVE AND FLAMMABLE ATMOSPHERES.....
25.20 RECORD KEEPING

26.0 SUB-CONTRACTOR HIRING POLICY

26.1 PURPOSE.....
26.2 CONTRACTOR SAFETY PROGRAMS
26.3 CONTRACTOR SITE SAFETY PLAN
26.4 EMPLOYER AND CONTRACTOR RESPONSIBILITIES
26.5 RESPONSIBILITIES
26.6 COORDINATING MULTIPLE EMPLOYER WORKPLACES
26.7 CONTRACTORS RESPONSIBILITIES.....
26.8 INJURY INSURANCE REGISTRATION.....
26.9 CONTRACTOR WORKERS
26.10 ACCIDENT/INCIDENT INVESTIGATIONS
26.11 CONTRACTOR SAFETY MEETINGS
26.12 CONTRACTOR SITE ORIENTATION
26.13 WORKER TRAINING AND ORIENTATION.....
26.14 GENERAL SITE SAFETY RULES

27.0 ANNUAL PROGRAM REVIEW POLICY

27.1 PURPOSE.....
27.2 POLICY.....
27.3 PURPOSE OF THE REVIEW
27.4 FOCUS OF THE REVIEW
27.5 SAFETY PROGRAM AUDIT

28.0 COVID-19 SAFETY POLICY

28.1 POLICY.....
28.2 CLEANING AND SANITIZING

28.3	DISINFECTION SOLUTION	
28.4	HANDSHAKING	
28.5	WORKPLACE DISTANCING.....	
28.6	PERSONAL PROTECTIVE EQUIPMENT	
28.7	DISPOSAL OF CONTAMINATED PPE.....	
28.8	FACE TOUCHING	
28.9	FOOD AND BEVERAGE SHARING	
28.10	SNEEZING AND COUGHING	
28.11	TRAVEL	
28.12	EXPOSURE OR SYMPTOM REPORTING	
28.13	CONTACT WITH A CONFIRMED CASE OF COVID-19	
28.14	COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE)	
29.0	WORKING FROM HOME POLICY	
29.1	PURPOSE.....	
29.2	POLICY.....	
30.0	ERGONOMICS POLICY.....	
30.1	OBJECTIVE	
30.2	PURPOSE.....	
30.3	RISK FACTORS.....	
30.4	RISK CONTROL.....	
30.5	IDENTIFYING PROBLEM JOBS	
30.6	EMPLOYEE TRAINING.....	
31.0	JOINT HEALTH AND SAFETY COMMITTEE POLICY.....	
31.1	PURPOSE	
31.2	ORGANIZATION OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE	
31.3	DUTIES	
31.4	POLICY.....	
31.5	TERMS OF REFERENCE	
31.6	PURPOSE OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE	
31.7	COMMITTEE MEMBERSHIP	
31.8	CO-CHAIR DUTIES.....	

31.9	TERMS OF OFFICE.....
31.10	DECISIONS OF THE JHSC
31.11	ASSISTANCE IN RESOLVING DISAGREEMENTS.....
31.12	RECOMMENDATIONS TO “INSERT COMPANY NAME HERE”
31.13	SUPPORT FOR THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE
31.14	MEETINGS
31.15	AGENDAS AND MEETING MINUTES.....
31.16	POSTING COMMITTEE INFORMATION
31.17	RECORDS.....
31.18	EDUCATIONAL LEAVE ENTITLEMENT
31.19	AMENDMENTS.....
31.0	TRAFFIC CONTROL POLICY
31.1	PURPOSE.....
31.2	DEFINITIONS
31.3	RESPONSIBILITIES
31.4	GENERAL POLICY.....
31.5	TRAFFIC CONTROL STANDARDS.....
31.6	TRAFFIC CONTROL SUPERVISION
31.7	TCP TRAINING REQUIREMENTS
31.8	REQUIREMENT OF TCP’S.....
31.9	TRAFFIC CONTROL DEVICES.....
31.10	MAINTAINING TRAFFIC CONTROL DEVICES
31.11	TRAFFIC CONTROL PLAN
32.0	BLOODBORNE PATHOGENS POLICY
32.1	PURPOSE.....
32.2	DEFINITIONS
32.3	RISKS.....
32.4	POLICY.....
32.5	HEPATITIS B VACCINES
33.0	SAFE SHARPS DISPOSAL POLICY.....
33.1	PURPOSE

33.2 RISKS.....
33.3 GENERAL REQUIREMENTS.....
33.4 SAFE WORK PROCEDURE
33.5 EMERGENCY NEEDLE STICK PROCEDURE

34.0 NEW AND YOUNG EMPLOYEE ORIENTATIONS POLICY

34.1 INSTRUCTION AND SUPERVISION: PURPOSE
34.2 POLICY.....
34.3 PURPOSE.....
34.5 DEFINITIONS
34.4 POLICY.....
34.5 SUPERVISOR RESPONSIBILITY
34.6 INSTRUCTION AND SUPERVISION: RIGHT TO REFUSE UNSAFE WORK
34.7 POLICY.....
34.8 INSTRUCTION AND SUPERVISION: WORKPLACE HEALTH AND SAFETY RULES.....
OHS POLICY.....
SAFETY REPRESENTATIVE
SUPERVISOR(S) CONTACT INFORMATION
EMERGENCY CONTACT INFORMATION.....
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS) & GHS.....
SAFETY DATA SHEETS.....
FIRST AID PROCEDURES.....
EYE WASH STATIONS & SAFETY SHOWER
EMERGENCY EVACUATION PROCEDURES.....
MUSTER STATION
PPE - EYE/FACE/BODY/FEET PROTECTION
HEARING PROTECTION
HAZARD REPORTING.....
WARNING SIGNS
HOUSEKEEPING
TOOLS, MACHINERY & EQUIPMENT
RIGHT TO REFUSE UNSAFE WORK.....
RIGHT TO PARTICIPATE

RIGHT TO KNOW.....

SAFE SHARPS DISPOSAL.....

NO SMOKING (TOBACCO & E-CIGARETTE).....

DRUG AND ALCOHOL USE.....

VIOLENCE IN THE WORKPLACE

ABUSIVE AND DIFFICULT CUSTOMERS

ROBBERY AND ASSAULT.....

UNWELCOMED MEMBERS OF THE PUBLIC.....

TRAVELING TO AND FROM WORK.....

BULLYING AND HARASSMENT.....

WORKING ALONE

HORSEPLAY

MUSCULOSKELETAL INJURIES (MSI).....

BACK SAFETY – HEAVY LIFTING

SAFETY BULLETIN BOARD.....

YELLOW CAUTION TAPE / RED DANGER TAPE.....

EXTENSION LADDER SAFETY.....

STEP LADDER SAFETY

FALL PROTECTION

CONFINED SPACE ENTRY.....

SCAFFOLDING SAFETY

EXCAVATION SAFETY.....

FLOOR OPENINGS

GUARDRAILS.....

RAMPS AND PLATFORMS

COMPRESSED AIR