



ADVANCE CUTTING & CORING LTD.

1308 Leeds Avenue, Ottawa, Ontario K1B 3W3
Fax: (613) 741-4964 Tel.: 741-7561 / 800-500-2735

Email: advance@storm.ca



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HEALTH AND SAFETY PROGRAM

**for the benefit of the
construction site workers**

of

ADVANCE CUTTING & CORING LTD

**for
ZERO injury and accident**

JANUARY 1, 2016

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Company commitment of the Directors

No activity, at Advance Cutting & Coring Ltd, is more important than ensuring effective measures are in place, in order to protect the health and safety of our employees, customers and contractors associated with our operations.

We will achieve both health and safety superior standards, through careful planning, good training and strong supervision. Our aim is to reduce accident hazards and protect our employees accordingly. This will ensure a good quality of life, both at work and off work for all our personal.

We, Stéphane Campeau and Lynne Campeau and all our employees will follow all health and safety legislation and rules. Our work will be performed with equal concern for our safety and the safety of our co-workers.

Formal commitment

A copy of our commitment, towards health and safety, shall be posted permanently on our premises. It shall also be distributed amongst our customers so they can be health and safety conscious

Repeated disregard or willful violations of our health and safety policy, by any employee, at any level, may be considered a cause for discipline, in accordance with the Occupational Health and Safety Act.

Stephane Campeau
President

Lynne Campeau
Vice-President

Date

Scope of responsibilities

Management

Treat Health and Safety on the same level of priorities on our daily work agenda.

Establish a weekly schedule of job inspections.

Ensure correction of accident hazards noticed on the weekly schedule.

Revise the previous weekly inspection sheet - has all defaults been corrected?

Ensure compliance with W.H.M.I.S. regulations.

Register Supervisor to CSAO Health and Safety Seminars

Supervisor

Organize sessions for the workers (actual and new workers under his responsibility) in order to explain the procedures and rules of the Health and Safety Act.

Instruct the workers of the dangers on hazardous materials.

Every morning, do an over-view of the equipment and bring any deficiency to the attention of the worker or the mechanic.

Instruct the workers on the protective equipment they have to wear, at all times, to perform their work safely.

Make sure that each employee knows what to do if an accident occurs. Also ensure that they receive and have access to the instruction sheet of the company's directions, on how to behave, if an accident occurs.

Investigate thoroughly all accidents and/or incidents occurring in the workplace.

Employees

To perform their work with a safety attitude, in mind, at all times.

To be **alcohol** and **drug free**. No consumption will be tolerated.

To comply with the company's Safety Policy in accordance with the Occupational Health and Safety Act.

To wear and maintain in a proper and secure manner their personal protective equipment (**PPE**) and surely **not leave it lying on the truck floor**. To ask for replacement if the protective equipment is worn or damaged.

To be conscious of your co-worker. Assist and help them. Do not endanger their security.

To report any dangerous working conditions to your Supervisor.

To make sure that you have a proper **First Aid Kit** in your truck, at all times. The content of this kit should be revised, at least once a month, if no usage of the kit has been done in the previous 30 days. All workers should familiarize themselves with the first aid kit inventory.

That each truck has a functional **fire extinguisher**.

To report immediately any **injury** or accident, minor or severe to your **Supervisor**.

That each worker should follow the **WHMIS training** (Workplace Hazardous Material Information System)

Finally, that each worker should attend, when requested, the by-monthly safety morning sessions held by the Health and Safety Supervisor.

Program

The Health and Safety Supervisor will prepare a booklet of this program and remit to each of the employees. A copy will also be kept in each of the company's trucks.

Employee Training

All employees shall be trained on how to recognize hazardous materials, on how to work with these materials in a safe manner, on understanding the meaning of the different icons, on the labels.

No worker should drive a lift truck until formal training has been received. Ministry of labour imposes a penalty for non trained workers who do not have a permit.

Fall Protection: Training of all our employees for Fall Protection (Ontario Regulation 213/91) produced by the CSAO. This training will be completed before the required date of June 12, 2002.

The basics of fall protection training program is to recognize common fall hazards , to identify and apply the basic fall protection controls.

Hazard symbols - WHMIS:

- Class A - Compressed gaz
 - Class B - Flammable and Combustible Material
 - Class C - Oxidizing Material
 - Class D - Poisonous and Infectious Material
 - Causing serious Toxic effects
 - Class E - Corrosive Material
 - Class F - Dangerously Reactive Material
-

Basic Safety Standards

General Safety

Long pants and **shirts** should be worn at all times, when on a job site. No neck chains or any other jewellery should be worn while working since it may become entangled with the equipment. **Safety vest, gloves** and **raincoats** to be worn when situation obliges.

Safety Hats and Boots

At all times a Hard Hat, **CSA certified** should be worn at all times on a construction site. Safety boots, should have a **green triangular patch** with the CSA trademark on the **outside**.

Eye Protection

Safety glasses should be **worn at all times** when sawing, drilling, sanding, grinding or chipping.

Hearing protection

Each worker should always have **hearing protection with him** and use it when necessary. Continuous exposure to excessive noise can lead to hearing loss. It is supplied to you, by your employer.

Respiratory protection

We provide **NIOSH** approved masks and respirators, whenever the situation obliges. The type of respirator used will depend on the level of silica dust in the air. Example: dry cutting masonry stone over a prolonged period may require a full-face piece respirator (covers eyes, nose and mouth). Beards, even stubble, will allow some dust to bypass the respirator and be inhaled. Take advantage of these facilities and protect your lungs.

Lifting

Each worker **should know** its physical limitations. Beware of improper lifting techniques. There is a computer CD on correct lifting techniques as well as books on the subject.. This will help you lift in a safe way without hurting your back. Ask for them. Be conscious of your limitations.

The right way to lift is the easiest and the safest: take a firm grip; secure a good footing; place the feet at a comfortable distance apart; bend the knees; keep your back straight and lift the leg muscles. At times, gloves will assist you on lifting heavy materials.

Equipment and Tools Safety Standards

Equipment

Always inspect your equipment before using it. Verify it's components regularly (belts, broken plugs, switches, guards in place). Immediately bring to the attention of the mechanic any defectiveness. Proper tagging of defective equipment is an obligation. Abuses or negligence, to the equipment will not be accepted.

Electric tools - they should be properly grounded. When operating an electric tool, always wear eye protection. Always disconnect the tool from the power source before changing attachments or making adjustments.

Switches - never tamper with a broken switch. Never bypass the switch and try to operate the tool by connecting and disconnecting the cord. You might damage or injure yourself before you manage to turn it off.

Shocks, sparks - remember, a shock of 20 to 40 milliamperes can be lethal. Beware of sparks if there is exposure to flammable gases and liquids.

Propane - Usage rules - You have to be trained by the CSAO's - Working Safely with Propane - before handling Propane. Contact your Supervisor if your are not trained. This course insists on not to work with cylinders that are damaged, rusted, damage collars and to wear gloves, long sleeved shirt and safety glasses.

Fire extinguishers - We provide **Class A B C** - Their applications and symbols are for:

- A)** fires of combustion material (wood, paper and textiles)
- B)** for flammable liquid such as gas fires, oil gasoline, paint and grease
- C)** for fires involving electrical wiring and equipment

Ladders

Ladders should be set up on a firm level surface, not erected on scaffold platforms or audacious manoeuvres. Portable ladders should be equipped with non-slip bases. They should be secured properly to prevent any movement. When descending the ladder, the worker should be facing it. Never straddle the space between the ladder and another object. Always observe the three points of contact, when cling or descending: two feet and one hand pr one foot and two hands.

Scaffolds

Scaffolds erection and dismantle must be done by experienced operators. Erection: with braces, pins, screw jacks, base plates and fittings, guardrails (top and mid-rail and a toeboard). Platform must be a minimum of 46 cm (18 in) wide. If scaffold is higher than 8 ft, it must be planked across the full width. For security, it should be tied to a building. If impossible to do so guy lines

....suite scaffolds

adequately secured will then be used for stability. Planks must be installed in a manner that they will be prevented from sliding off. Wheels or casters, on rolling scaffolds, must be equipped with braking devices and securely pinned to the scaffold frame.

Safety Belts - Harnesses - Lanyards

Safety belts can be used only with a travel restraint system: **for fall arrest**, only harness, lanyard and shock absorbers can be used and they must all be CSA certified. Safety harnesses must be snug fitting, worn with all hardware and straps intact and properly fastened. Lanyards must be 16 mm (5/8 in) diameter of nylon material or equivalent.

The D-ring on the safety harness/belt should be in the centre of the worker's back. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level. The lanyard should be kept as short as possible (not exceeding 1.5 metre (5 ft)) to reduce the fall distance. A lanyard used with a fall arrest system must contain a shock absorber.

Housekeeping

Job sites - Housekeeping is part of your job. It means keeping your machinery, your truck and your accessories in good order. It means cleaning up your clutter and picking up your debris at the end of each job in order not to be an accident hazard for the next person. **No time?** Yes, take five minutes, you will contribute to zero accident.

Waste material and debris shall not be stored or left unattended in areas of access. If you are responsible of it's disposal they shall not be thrown from one level to another but carried down, lowered in containers or deposited in a disposal chute.

Your truck: You have to keep it clean, inside out, as well. Imagine a soft drink can slipping under the gas pedal. An accident hazard for sure. Keep a garbage bag in a accessible place and throw your garbage in. But do not forget to empty your bag in the company or city disposals, before it rots. Be conscious of the environment you live in. It is not only for the others to do so. **Truck exterior and windows:** it goes, without insisting, that this is part of a of a sense of individual self-respect and culture.

EMPLOYEE CONFIRMATION
OF
HEALTH AND SAFETY PROGRAM
AND
SUPERVISOR'S ACKNOWLEDGEMENT

I _____ do understand and agree to apply and give my full cooperation to my employer, Advance Cutting & Coring Ltd, on his Health and Safety Program. I am aware that I have to take this program seriously and that it is also the requirements of the Ministry of Labour of the province of Ontario, as well as the Construction Safety Association of Ontario (CSAO).

SUPERVISOR'S ACKNOWLEDGEMENT

I acknowledge that I have reviewed the Health and Safety program with the above mentioned employee. A copy of the program has been given to him and in my opinion this employee understands fully the necessity of this program in order to be a Safety and Security worker on every the Job site.

Date / /
year month day

ACCIDENT PROCEDURES

- 1 - Report all injuries, **big or small, immediately** to your supervisor. Fines are prescribed for deficient employees and employers.
- 2 - If the supervisor is not available, report the injury to the office.
- 3 - If the injury necessitate immediate treatment and does not permit you to report the accident to your supervisor, do so **before leaving the doctor's office.**
- 4- If your injury occurs after normal working hours, please communicate with the **telephone answering - 613-741-7561** - who will direct your call to André or Jacques.
- 5 - Always ask the doctor to sign the light duty form, in your possession, before leaving his office.
- 6 - Upon your return to the office, make sure to receive a copy of the injury form completed for the WSIB.

By simply following these steps you will contribute to the elimination of administrative problems and time lost for both you and us the employer. Thank you.

DISCIPLINARY MEASURES

In order to assure a compliance to our health and safety policy, at all times during our working hours, the following disciplinary actions will be enforced, when necessary.

These actions and or reasons described below may be a cause of a warning and a possible dismissal if not corrected, and as well, if not taken seriously.

- 1. Violations of the Health and Safety regulations (CSAO)**
- 2- Carelessness in handling equipment and installations, for work purpose.**
- 3- Intentional damage to company property, equipment, machinery and tools.**
- 4- Non motivated absence.**
- 5- Drugs and/or Alcohol consumption during working hours.**
- 6- Unacceptable conduct towards a client, worker or co-worker.**
- 7- Failure to report unsafe working conditions.**
- 8- Failure to abide to our company's health and safety policy.**

Notice gradation

- 1° Verbal notification**
- 2° Written notification**
- 3° Suspension - temporary or permanent**

All notices shall be discussed and explained in a proper manner, to the concerned employee. Measures of correction shall be applied in order to eliminate the violation of the Safety and Health policy.

The same conduct will be given to the absentee. The gradation warnings may bring the employee to a temporary or permanent dismissal if the situation is not corrected.

Good results will be achieved only if all of us work and communicate together.

LIGHT DUTIES
Company policy

Employee _____

Light duties available	Yes or No
1 - Operator helper - Light work (vacuum ...)	_____
2 - Deliveries light equipment - occasional	_____
3 - Shop (wash equipment and floor, sweep)	_____
4 - Store equipment and accessories in their proper place	_____
5 - Paint the equipment and the trailers	_____
6 - Wash and clean the trucks - Interior/exterior	_____
7 - Exterior - Clean the yard and the flower bacs	_____
8 - Clean the employee's space on the lower level	_____

Notes of the Doctor, if applicable

Doctor's signature _____

Date _____

We thank you for helping us to rehabilitate our employee.

OUR LIGHT DUTY POLICY: Our company policy is to provide our employee, who injured himself while working for us, with light and/or modified duties. This policy will allow the worker to continue to work without lost time or enable him to return to work earlier. The light duty work will be determined in accordance with the present doctor. The doctor must be informed about the availability of light duties which is in accordance with Form 2647A of WSIB

OUR EMPLOYEES ARE ENCOURAGED TO ACCEPT THE LIGHT OR MODIFIED DUTIES. REFUSAL MAY RESULT IN YOUR CLAIM BEING DENIED BY THE WSIB UNLESS A SERIOUS REASON IS PROVIDED.

Advance Cutting & Coring Ltée

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