



# Health and Safety

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## Policies & Procedures Manual

Ver. Sep 2018

### Zucco Construction

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**SECTION -1-**  
**SAFETY PROGRAM INTRODUCTION**

## **SAFETY PROGRAM INTRODUCTION**

The Provincial Occupational Health and Safety Acts are designed to protect the safety and health of employees throughout the province. Based upon the principle of “internal responsibility”, the applicable Acts and Regulations require employers and employees to work collectively towards the reduction of workplace accidents and illness.

This manual outlines the overall Occupational Health and Safety Program for ZUCCO CONSTRUCTION LIMITED, and is intended to provide employees, sub-contractors, and supervisory staff with appropriate guidance in the resolution of Occupational Health and Safety issues.

As stated in the ZUCCO CONSTRUCTION LIMITED Safety Policy and Administrative Procedure, the company has conscientiously accepted its responsibility for the provision of a safe and healthy working environment.

ZUCCO CONSTRUCTION LIMITED shall administer and maintain the Occupational Health and Safety Program through effective safe work procedures and any necessary policy or procedural review.

All staff are required to play an active role in order to maintain a safe and healthy environment for all employees.

### **LEGISLATED REQUIREMENTS**

The company's Occupational Health and Safety Program is based upon the requirements of:

- The provincial Occupation Heath and Safety Act;
- The Workplace Safety and Insurance Board Acts and Regulations regarding First Aid Requirements; and
- The provincial Fire Codes

## **AIM OF THE SAFETY PROGRAM**

The aim of the program is the elimination of workplace injuries and health hazards, through the following measurable objectives:

- Increase safety awareness throughout the Company
- The Company's compliance with all legislated safety requirements
- An effective response to employee safety-related concerns
- The provision of necessary personal protective equipment and supplies
- Effective training programs and development to help staff attain a higher personal standard of safety awareness
- Effective investigation of critical workplace injuries and the appropriate action to prevent re-occurrence
- An effective cyclical program for safety audits of company projects

## **COMMUNICATION**

The primary objectives of all safety communication is:

- To reduce and/or prevent occupational injuries or illnesses;
- To develop good safety attitudes; and
- To foster greater safety awareness by all employees and their supervisors

While posters, slogans, contests and general letters have their place in a total safety program, nothing equals the effectiveness of face-to-face communication on specific problems.

Accordingly, managers, supervisors and employees should make regular opportunities for face-to-face safety communication.

## **REVIEW PROCEDURE – (COMPANY SAFETY PROGRAM)**

Prior to the established review dates for the company's safety policies and procedures management shall review the company's safety program and update as required.

**SECTION -2-**  
**POLICY REQUIREMENTS**



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## HEALTH, SAFETY & ENVIRONMENTAL POLICY

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**ZUCCO CONSTRUCTION LIMITED** is committed to a strong Health and Safety program that protects its employees, subcontractors, clients and the public from injury or property damage caused by accidents and/or incidents.

**ZUCCO CONSTRUCTION LIMITED** is committed to continuous improvement to health and safety in the workplace, through the participation of all employees. In fulfilling this commitment:

- **ZUCCO CONSTRUCTION** will provide and maintain a safe and healthy workplace, as prescribed by accepted safety practices, procedures, and legislated requirements.
- **ZUCCO CONSTRUCTION** will strive to eliminate foreseeable hazards that could result in personal injury or illness, damaged property and loss due to other causes.
- **ZUCCO CONSTRUCTION** will provide proper and relevant employee training, job specific safe work practices, equipment operating and maintenance procedures, and safety guidelines that focus Management, Employee and Subcontractors awareness on reducing the risk of accidents and/or incidents in all activities.
- **ZUCCO CONSTRUCTION LIMITED PRESIDENT** will ensure this policy is reviewed annually.

**ZUCCO CONSTRUCTION LIMITED** believes that all accidents are preventable. Active participation at all levels will ensure **ZERO ACCIDENT** can be achieved.

**ZUCCO CONSTRUCTION LIMITED** Employees and Subcontractors are responsible for fully complying with all Health and Safety Standards and Regulations, and for co-operating with management in the continuous improvement of this program.

**ZUCCO CONSTRUCTION LIMITED** is committed to protecting the environment in all aspects of our operations.

**ZUCCO CONSTRUCTION LIMITED** management, employees and subcontractors are collectively responsible to ensure compliance with Local, Government, Occupational Health and Safety and Environmental Regulations.

Dated this 1th day of September 2018

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Victor Freire

President of Zucco Construction Ltd

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**SECTION -3-**  
**PROGRAM ADMINISTRATION & RESPONSIBILITIES**

## **GENERAL ADMINISTRATIVE PROCEDURE**

Senior management and supervisors shall encourage and facilitate the compliance with all relevant safety-related legislation for the workplace through the provision of the appropriate equipment, personal protective supplies and the safe maintenance of the various projects.

Senior management and supervisors will provide personal leadership in achieving satisfactory protection against mishap within their respective areas of responsibility. Prompt and fair consideration shall be given to recommendations for protective equipment and other measures necessary for legislative compliance and for addressing occupational health and safety suggestions from employees.

All supervisory staff must accept responsibility for compliance with relevant safety legislation for all employees and the areas within their jurisdiction and if necessary, for the disciplinary action necessary to assure compliance.

Employees are expected to follow safe work practices and to take an active role in protecting their fellow workers. They are encouraged to report any contravention of occupational health and safety legislation to their immediate supervisor and to make suggestions for the improvement of occupational health and safety within the workplace.

Management must make clear to each supervisor that:

- Preventing accidents and unsafe employee exposures and maintaining employee safety awareness are basic and essential to success on the supervisory job.
- The individual safety results of supervisors have clear safety accountability and will be specifically noted in such individual's Management Performance Review.

This group will provide:

- Assistance in the resolution of health and safety concerns of the Joint Health and Safety Committee and employees;
- Assistance to management in the development of occupational health and safety-related training programs, safe work practices and other safety issues;
- Liaison with safety-related governmental bodies and agencies;
- Guidance to management and supervisory staff in respect to the interpretation and enforcement of safety-related policies and procedures

## **SUPERVISORS**

Within their own areas of responsibility, supervisors must be responsive to occupational health and safety issues. They will:

- Provide leadership in safety-related activities;
- Promote the Occupational Health and Safety Program;
- Take all precautions reasonable in the circumstances, to ensure the safety of their staff;
- Respond promptly to all occupational health and safety concerns and recommendations raised by their staff;
- Ensure that employees within their jurisdiction observe legislated occupational health and safety regulations and Company safety requirements

Further information on the legal responsibilities of “SUPERVISORS” may be found in the OCCUPATIONAL HEALTH AND SAFETY ACT.

## **EMPLOYEES**

The Occupational Health and Safety Act requires all workers to observe and follow all established occupational health and safety regulations and procedures and to wear or utilize any personal or other protective equipment, clothing or device that is provided or required to be used.

Employees are encouraged to develop a high personal standard of awareness, report hazardous conditions to their immediate supervisor and to participate in this program.

Further information on the legal responsibilities of “WORKERS” may be found in the OCCUPATIONAL HEALTH AND SAFETY ACT.

## **SUB-CONTRACTORS**

Any Sub-Contractors, consultant or constructor retained by the Company shall be required to work within the guidelines of the ZUCCO CONSTRUCTION LIMITED Safety Policy, and will be responsible for:

- The maintenance of a safe work area;
- Compliance with the Occupational Health and Safety Act and applicable regulations;
- Provision and maintenance of any necessary protective equipment or devices that are required by the Company

It is the responsibility of the sub-contractors to ensure that the above responsibilities are adhered to.

## **AUTHORITY – ACCOUNTABILITY – ENFORCEMENT**

The **authority** vested in an employee is always directly proportional to the level of responsibility accorded the individual and to the degree of **accountability** expected of that individual.

Supervisors must know what their responsibility is; what authority they have been given to carry out that responsibility; and understand that they will be accountable for results.

Supervisors are directly accountable for the safety actions of their people. Enforcing safety rules and practices is of equal order of importance as requiring the proper quantity of quality work from each employee.

### ***ENFORCEMENT***

When we speak of enforcement, we are addressing non-compliance. Core safety rule non-compliance must be immediately corrected, documented and followed up by the employee's direct supervisor.

Supervisors have an obligation to challenge all non-compliance, by warning employees of the seriousness of behaving in an unsafe manner.

## **CORE SAFETY RULES**

The Occupational Health & Safety Act and the appropriate Regulations (usually the construction or industrial regulations) forms the basis and minimum standards for our Company. A Copy of this legislation is available on all jobs and you are encouraged to make yourself familiar with the provisions of the Act and the Regulations. If you are unsure of a Procedure of Process, we encourage you to ask for assistance. Guessing or assuming that it is safe is a major cause of accidents.

### ***SPECIFIC RULES:***

1. Enforcement of the applicable rules and regulations as specified herein and within any related legislation will be the responsibility of the immediate Supervisor/Foreperson.
2. Every person will be held accountable for his or her own actions.
3. All accidents must be reported immediately to your Supervisor/Foreperson and prior to leaving the workplace.
4. All workers must have a recognized certificate indicating that they are trained in WHMIS.
5. Any identified hazard must be immediately reported to the Supervisor.
6. Working under the influence of drugs, alcohol or other intoxicants is strictly forbidden and is grounds for immediate discipline up to and including discharge.
7. Misuse of Company property or equipment will not be tolerated
8. All employees must familiarize themselves with the contents of this H&S Manual and acknowledge receipt of this Manual prior to starting employment.
9. Violating safety laws and/or guidelines will be considered as a major “*rule violation*” and can result in disciplinary action up to and including discharge.
10. Use common sense when it comes to Health & Safety. If you are not sure of a Procedure or what the safety hazards may be, please ask for assistance and/or instructions.
11. It is the responsibility of all employees to know and understand the rules which apply to them and to any employee that they supervise including all applicable trade rules and regulations.
12. No person who is rendered incapable of performing his/her regular work duties because of alcohol or any other drug shall enter nor remain on the project.

13. No person shall remove, tamper with nor misuse medical, rescue or firefighting equipment.
14. No person shall remove or make ineffective any guard or protecting devise required, without providing adequate temporary protection.
15. No person shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
16. No person shall load material handling equipment in excess of its maximum rated load.
17. No person shall operate a lifting device in such a way that any part of the load passes over a worker.
18. No person shall wear loose clothing or jewelry, or rings when working on rotating equipment or near any source of entanglement.
19. No person shall work near a rotating shaft, gear, reel, roll, belt or other source of entanglement without confining long hair and neckties inside their shorts or headgear.
20. No person shall be exposed to a hazard of falling more than 10 feet without wearing a safety belt or harness and lifeline.
21. Smoking shall be in designated "smoking areas" only.
22. No person shall be exposed to the hazards of bodily injury without wearing the required personal protective equipment (PPE) and the PPE shall be maintained in good condition.

**SECTION -4-**  
**JOINT HEALTH AND SAFETY COMMITTEE**

Preventing accidents and incidence of work-related illness can be accomplished best through the involvement of all levels of the Company in a joint occupational health and safety effort. One vehicle for expanding involvement is the Joint Health and Safety Committee.

In compliance with the Occupational Health and Safety Act, the Company and its employees have jointly agreed upon the establishment of the Joint Health and Safety Committee, comprised of representatives from both labour and management.

The following procedural guidelines are provided to ensure the effective and consistent functioning of the Joint Health and Safety Committee at ZUCCO CONSTRUCTION LIMITED.

## **PROCEDURAL GUIDELINES**

### ***Introduction:***

1. The **Occupational Health and Safety Act** requires the establishment of a Joint Health and Safety Committee when twenty or more workers are regularly employed at a work place or where designated substances regulations apply.
2. Notwithstanding the above, the Minister of Labour, by order in writing can require an employer to establish one or more joint health and safety committees.
3. It is our firm belief that through joint education programs, joint investigations of problems and joint resolution of these problems, the workplace will be made safe and healthy for all employees.
4. The parties acknowledge that the proper functioning of the Joint Health and Safety Committee can only be carried out where the representatives of the company and of the employees are committed to these responsibilities.
5. The parties (labour and management) hereto adopt these guidelines in good faith and agree to promote and assist the Joint Health and Safety Committee wherever and whenever possible.

### ***Structure:***

The Joint Health and Safety Committee shall be composed of:

- \* At least four (4) members. The committee shall have an equal number of management members and worker members;
  - a) Two (2) workers, who do not exercise managerial functions
  - b) An equal number of members from management as selected by the President or designate
  - c) Each member shall have an alternate member, who will be selected in the same fashion as a committee member; and
  - d) An alternate member assumes the full membership rights and responsibilities of the Committee member only when the member is absent.

- \* It is recommended by the Ministry of Labour, that members be selected by giving consideration to their knowledge, duties and responsibilities as they relate to work procedures and health and safety.
- \* There shall be two (2) co-chairpersons, one (1) from the management and one (1) from the worker members, appointed by the Committee for a definite period (1 year), who shall alternate the chair at meetings
- \* The co-chairpersons may, with the consent and approval of their counterpart, invite a person(s) to attend the meeting to provide additional information and comment, but such person shall not participate in the regular business of the meeting
- \* Staff of the company will serve the Committee in an advisory capacity by providing information and/or advice of technical, procedural and/or historical nature on matters pertaining to health and safety. The information or advice offered to this Committee must be not-partisan and intended to benefit the health and safety of all employees
- \* The Safety Program Co-ordinator shall keep posted in a conspicuous place at the workplace the names, titles and work locations of the Joint Health and Safety Committee members
- \* A Ministry of Labour's Occupational Health and Safety Inspector may attend Committee meetings. Copies of minutes of previous meetings and/or written correspondence will be supplied to the Inspector upon request

***Functions:***

- \* The Joint Health and Safety Committee shall concern itself with health and safety issues related to the work carried out by the Company

The functions of the Joint Health and Safety Committee shall be:

- \* To provide education and training programs to ensure that all employees are knowledgeable of their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act;
- \* To recommend, in writing, to the Company, a resolution of all matters pertaining to health and safety in the workplace that have been referred to it by any member;
- \* To deal with any matter related to health and safety. Examples are:
  - Co-ordinating the workplace inspections;
  - Ensuring that specialized knowledge areas are monitored by knowledgeable personnel;
  - Reviewing the workplace inspection items that are incomplete;
  - Reviewing accident reports;
  - Reviewing Ministry of Labour inspection reports
- \* To act in accordance with the regulations of the Occupational Health and Safety Act.

- \* To forward all recommendations, in writing on the appropriate form to the Safety Program Co-ordinator
- \* To designate a worker representative to investigate health and safety concerns, refusals to work, critical injuries and accidents involving lost time away from the workplace
- \* To designate a worker member of the Committee to inspect the physical condition of the workplace at least once a month

***Meeting Agenda:***

The Joint Health and Safety Committee shall meet at least once every three months or more frequently as determined by the committee, and shall maintain and keep minutes of their proceedings.

- \* Co-chairpersons will jointly prepare an agenda and forward a copy to the secretary two (2) weeks before the meeting. The secretary will provide the agenda to the members one (1) week in advance of the meeting. Committee members will address co-chairperson to identify items for inclusion in forthcoming meetings or be allowed to address urgent items at current meetings
- \* If the above event cannot be achieved, then the agenda shall be approved at the beginning of the meeting
- \* The Committee may accept any item as proper for discussion and resolution pertaining to health and safety. All items raised from the agenda will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used
- \* All items that are resolved will be reported in the minutes and unresolved items will be referred to the agenda for further discussion and consideration at the next meeting or a special meeting may be called to address the issue. At the call of a Co-chairperson and emergency meetings may be called

***Minutes of Meetings:***

- \* The Company shall provide a secretary for the meeting to take minutes and be responsible to have the draft minutes and recommendations typed and circulated to the Committee members
- \* All minutes of formal Joint Health and Safety Committee meetings shall be approved by the Co-chairs and Committee.
- \* The Safety Program Co-ordinator and each committee member shall maintain copies of all minutes of Committee meetings, formal Committee reports and correspondence. These documents shall be returned by retiring members to the appropriate Co-chairperson

- \* Copies of all Committee minutes, reports and formal correspondence shall be distributed to the:
  - President of the Company
  - Supervisor
  - Joint Health and Safety Committee members
  - Any employee upon request

***Description of Minutes:***

- \* Minutes are intended to record briefly and clearly the health and safety items dealt with by the Joint Health and Safety Committee. It is designed to provide information on the Committee activities
- \* The first page will include the name, affiliation and location of the members present, members absent, advisory members, those on the distribution list as outlined and recording secretary
- \* Items will be listed in bold lettering and include essential particulars of discussions. The items will be identified by number. Persons responsible for an action and the date of resolution will be indicated directly below the item
- \* Other business discussed by the Committee will also be recorded. For example, accidental statistical reports, Ministry of Labour reports and workplace inspections

***Quorum:***

The quorum of holding Committee meetings and conducting business will be the full committee unless otherwise mutually agreed upon by both parties at the time of the meeting.

If a Co-Chairperson is absent, the other Co-Chairperson will chair the meeting.

***Health and Safety Committee Member Compensation:***

A member of the Joint Health and Safety Committee shall be entitled to time from work without loss of pay;

- \* One hour or such longer period of time as the Committee determines is necessary to prepare for each Committee meeting;
- \* To attend meetings of the committee; and
- \* To carry out the member's duties as required by the Occupational Health and Safety Act. A Committee member shall be deemed to be at work during these times and shall be paid at the member's *regular premium rate as may be proper*. A Committee member shall be deemed at work while becoming certified as required by the Agency and shall be paid for those times at the member's regular or premium rate as may be proper. However, if the Agency pays a worker for this time the Company will only supplement this stipend to the member's regular or premium rate as appropriate.

### ***Confidentiality:***

Except as required by law, no committee member shall disclose or communicate any information, report or result of any examination or personal data of any person acquired through serving as a committee member.

### ***General:***

Committee members will thoroughly investigate all health and safety concerns that come to their attention; to get all the facts and will exchange these facts when searching for a resolution to the problem. All problem resolutions will be reported in the minutes.

A Ministry of Labour official, the Safety Program Co-ordinator, management representative, or a staff representative of the associated labour organization may attend as a non-voting observer and have voice only on matters pertaining to his/her appearance at the meeting.

All employees will be encouraged to discuss their problems with their supervisor (as outlined in O.H.S.A paragraph 17(1) (c) before bringing it to the attention of the Joint Health and Safety Committee members, who shall investigate the complaint in the accompaniment of a management representative.

Sec 17(1) – “A worker shall:

c) report to his employer or supervisor the absence of or defect in any equipment or protective device of which he is aware and which may endanger himself or another worker;

d) report to his employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he knows...”

*Further information on the legal authority and responsibilities of “JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES” may be found in the ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT.*

### **TRAINING:**

The Safety Program Co-ordinator, in co-operation with the Co-chairs of the Joint Health and Safety Committee will develop a training program for members of the Committee.

### **INSPECTIONS:**

The Occupational Health and Safety Act gives the workplace Joint Health and Safety Committee the right to inspect the workplace.

Specific guidelines and procedures for workplace inspections by the Joint Health and Safety Committee are detailed in the following procedure.

## ***Guidelines for Health and Safety Committee Inspections:***

### **Structure of Team**

- \* There will be an inspection team consisting of a worker member and management member of the Joint Health and Safety Committee.
- \* In regard to liability, Section 36-1(d) of the Occupational Health and Safety Act ensures that a designate of the Joint Health and Safety Committee cannot be charged for failing to identify hazardous situations, provided that omission was an oversight (done in good faith.)

Section 65-(1) No action or other proceeding for damages, prohibition or mandamus shall be instituted respecting any act done in good faith in the execution or intended execution of a person's duties under this Act or in the exercise or intended exercise of a person's powers under this Act or for any alleged neglect or default in the execution or performance in good faith of the person's duties or powers if the person is,

(d) a health and safety representative or a committee member;

### **Duties and Responsibilities**

The Joint Health and Safety Committee Inspection Team shall:

- \* Participate in training programs as required;
- \* Conduct workplace inspections monthly;
- \* Report its findings to the Local Joint Health and Safety Committee;
- \* Communicate with Supervisors after each inspection; and
- \* Select a team member to be the Co-ordinator for each inspection

### **Inspection Procedures**

- \* The co-ordinator will contact the members of the inspection team to arrange a date to conduct the inspection
- \* The co-ordinator will notify the Supervisor prior to the date of inspection in order that arrangements can be made for the workplace inspection
- \* Inspection team members to notify own supervisor and make arrangements for inspection
- \* Conduct inspection taking into consideration items which are of concern to the staff at the location
- \* List safety hazards on the inspection report form

- \* After the inspection is complete, review the report with the Manager/Supervisor
- \* The co-ordinator will send a copy of the inspection report form to the Supervisor
- \* The co-ordinator to communicate with the Supervisor regarding follow-up of inspection items
- \* The co-ordinator to communicate directly to the Joint Health and Safety Committee regarding outstanding follow-up concerns

**RECOMMENDATION FORM**  
**ZUCCO CONSTRUCTION LIMITED**

**JOINT HEALTH AND SAFETY COMMITTEE RECOMMENDATION**

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DATE: \_\_\_\_\_ NO.: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TO: \_\_\_\_\_

Employer Designate

Under Section 9 (18(c)) of the Ontario Occupational Health and Safety Act, it is the function of the Health & Safety Committee to make the following recommendation(s) to the employer. The employer's designate who receives written recommendations from the Committee shall respond in writing to the Committee within 21 days. The employer designate will forward all replies to the Health & Safety Co-Chairs listed below.

***WE RECOMMEND:***

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***REASON(S) FOR RECOMMENDATION(S):***

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***JOINT HEALTH AND SAFETY COMMITTEE CO-CHAIRS:***

1. \_\_\_\_\_

2. \_\_\_\_\_

**SECTION -5-**  
**SAFETY PROCEDURES**

## **REPORTING OF A HEALTH & SAFETY ISSUE IN THE WORKPLACE**

Immediately report the problem to the Project Superintendent/Supervisor of that project in which the safety concern is found.

The Project Superintendent/Supervisor will attempt to correct the problem situation either personally or by requesting assistance (i.e. Engineering, Consultants, etc.) The Project Superintendent/Supervisor is responsible to follow-up and to resolve the issue to the best of his ability, and to liaise with the employee who has the concern.

If the problem is not resolved to the satisfaction of the employee who laid the original complaint, the problem will be reported to the Ministry of Labour. The employee or the employer may submit this report.

## **FIRST AID**

Provincial First Aid Regulations, made under the Workplace Safety & Insurance Act, identifies the requirements for employers to provide specific first aid supplies and ensure that adequate staffs are trained in the application of first aid.

First aid kits of the proper type size are to be maintained at each project. A list of trained first-aiders is to be posted on the health and safety bulletin board.

When employers require first aid treatment, they should notify their Project Superintendent/Supervisor to obtain the first-aid.

All injuries, no matter how insignificant, must be reported to their immediate supervisor and an accident report completed.

## **ACCIDENT REPORTING**

### ***Employees Requirement for Reporting and Treatment***

Employees are required to report all accidents and incidents (occupational illnesses, injuries, property damage accidents and near miss incidents) directly to their immediate supervisor.

### **THIS MUST BE DONE IMMEDIATELY!**

If an employee is injured, he/she must take prompt measures to obtain the necessary first aid or medical treatment – the supervisor will obtain services of a qualified first-aid who will arrange for the worker to receive first aid treatment or to be taken to a health care facility off site.

The injury or illness must be recorded and reported, as required by law. This necessitates the full co-operation of workers, first-aiders and supervisor staff in ensuring that the company's WSIB co-ordinator is notified as soon as possible after the occurrence.

## **EMPLOYERS RESPONSIBILITIES**

An accident in the workplace sets in motion all the plans that have been made in order to make the best of a bad situation. The immediate concern is for the welfare of the injured worker.

Employer's first responsibilities are to:

- Ensure that the injured worker is receiving the appropriate medical attention
- Secure the accident site so that it poses no further threat to employees; and
- Cordon off the accident site so that if an investigation is warranted, the site remains undisturbed

In each province, there are overlapping accident reporting requirements between the Occupational Health and Safety Act (OHSA) and the Workplace Safety and Insurance Board Act (WSIB.) The severity of the accident will largely determine which forms the employer will have to complete to meet the requirements of this WSIB and the OHSA.

## **REPORTING PROCEDURES REQUIRED BY THE WSIB AND THE MOL**

For the purposes of injury reporting, there are four (4) categories:

- First Aid Cases
- Health Care Cases (formerly Medical Aid)
- Accidental Injuries or Industrial Diseases (Lost time)
- Fatalities

### ***First Aid Cases***

- Injured worker receives minor treatment in the workplace
- A record of accidents is required to be kept in a log book by the employer in their First Aid area
- There is no requirement to file a report for any type with the WSIB or the provincial Ministry of Labour, merely maintain the file at the workplace
- A log that contains a report of all minor accidents is a very useful tool for pointing out unsafe work practices and machinery
- Injuries that seem minor at first may prove to be more serious later on and require compensation
- Copies of First Aid Regulations are available from the WSIB on request

### *Health Care Cases*

- Treatment by a health care practitioner
- Defined as one that requires the attention and/or treatment of a medical practitioner but does not disable the employee from performing his or her usual work. In other words, the worker is able to return to the job the day after the injury, if not sooner
- WSIB “accident report forms” are to be submitted to the WSIB within three (3) days of the employer becoming aware of an injury requiring medical aid
- Employer should provide the worker with a completed WSIB Treatment Memorandum (as provided by each board) to take to his or her doctor, or to the hospital or emergency centre
- If an employer has reason to doubt the occurrence, the employer should attached a letter to the required provincial report requesting an investigation and explaining the reason for the request
- For a health care injury, OHSa requires that a record of the accident, explosion or fire causing the injury be kept by the employer for at least one year or longer, if necessary, so as to ensure that the two most recent incidents are on record. These records must include:
  - a) Nature and circumstances of the occurrence and the injury sustained
  - b) Time and place of the occurrence; and
  - c) Name and address of the injured person

### ***Lost Time Cases***

(Accidental Injuries or Industrial Diseases)

In the event of a workplace injury or disease that will keep the employee from returning to work after the day of the accident (or simply require medical aid, as noted above,) the provincial WSIB and Ministry of Labour requires:

#### **WSIB**

- Employer to complete a WSIB report form and mail it to the WSIB within three (3) days
- If the employer has any doubts about the validity of an employee's account of the accident or injury or if there are any circumstances that would warrant an investigation, the employer should note them on the report form

#### **Ministry of Labour**

For lost time accidents, employers also have reporting requirements under the OHSA regulations.

In the event of this type of injury or illness, the employer must notify, in writing and within four (4) days, the Director of the Ministry of Labour, health and safety representative, and trade union, if any.

The report must contain:

1. Employer name and address;
2. Nature of the injury and a description of the circumstances which caused it;
3. Description of the machinery or equipment involved;
4. Time and place of the occurrence;
5. Name and address of the injured worker;
6. Name and addresses of the witnesses;
7. Name and address of the attending physician or surgeon;
8. Type of business conducted; and
9. Steps taken to prevent a recurrence

#### ***Notice of Accident, Explosion or Fire Causing Injury***

Where an accident, explosion or fire cause injury to a person at a workplace whereby the person is disabled from performing his or her usual work or requires medical attention, and such occurrence does not cause death or critical injury to any person. The employer shall give notice in writing within four (4) days of the occurrence, to a Director, to the health and safety representative and trade union, if any, containing such information and particulars as are prescribed.

### *Notice of Occupational Illness*

If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four (4) days of being advised, to a Director, to the health and safety representative and to the trade union, if any, containing such information and particulars as are prescribed.

To complete the above Ministry of Labour requirements, the employer may send copies of the completed provincial WSIB report form.

### *Fatalities and Critical Injuries*

#### **WSIB**

In the event of a death at the workplace, regardless of its cause, the employer is required to complete a provincial WSIB fatality report on the form specified by each provincial jurisdiction.

The WSIB will send this form to the employer after being informed of the fatality using the provided report.

#### **Ministry of Labour**

OHSA also has requirements for reporting a fatality or critical injury.

Employer must immediately notify by telephone, telegram or other direct means the inspector of the Ministry of Labour, the health and safety representatives, and the trade union, if any.

This must be followed by a written report within 48 hours.

A complete WSIB accident report form will meet the requirements.

### *Notice of Death or Critical Injury*

Where a person is killed or critically injured from any cause at a workplace, the employer **shall notify the inspector**, and the health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within 48 hours after the occurrence containing such information and particulars as the regulations prescribe.

***CRITICAL INJURY DEFINED***  
***Under the Occupational Health and Safety Act***

For the purpose of the Act and the regulations, “critically injured” means an injury of a serious nature that:

- a) Place life in jeopardy;
- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg or arm but not a finger or toe;
- e) Involves the amputation of a leg, arm, hand or foot but not a finger or a toe;
- f) Consists of burn to a major portion of the body; or
- g) Causes the loss of sight in an eye

## Summary of Legislated Accident Reporting Requirements

Jurisdiction/Legislation	Who reports to whom?	When to report?	What to report?
Provincial Health and Safety Act (OHSA)	Employer to Inspector, Safety Representative and Trade union, followed by written report to Director	Immediately, followed by written report within 48 hours	Occurrence in which person is killed or critically injured (as defined) giving particulars prescribed by regulation
OHSA	Employer to Director, Safety Representative and Trade Union	Within four (4) days (copy of WSIB Report Form)	Accident, Explosion or fire causing personal injury whereby worker is disabled from performing usual work or requires medical attention, but does not cause death or critical injury
WSIB	Employer to WSIB	Within in three (3) days (Form 7)	An accident which disables an employee from earning full wages or necessities health care giving nature of accident, time, name and addresses of employee, physician and further details as WSIB may require

## **NEAR MISS REPORTING**

Every accident provides the organization with the opportunity to identify situations, which could, if not changed, result in future injury or damage. This is based upon the widely accepted theory that the severity of an accident is often a matter of luck.

Since the injury of damage producing accident is a rare event compared to the number referred to as “near misses” or “close calls”, it makes good sense to be interested in any technique that would clearly identify the relatively high-frequency non-injury or non-damage incidents or situations (near misses.) The information obtained can be used as a basis for safety programming designed to remove or control these problems before injury or damage producing accidents actually occur.

For practical purposes, the “accident” may be defined as “An unplanned and undesired occurrence that results in personal injury or property damage”, and the “near miss” defined as “An undesired occurrence that, under slightly different circumstances, could have resulted in personal injury or property damage.”

There are several excellent reasons why a “near miss” program should become a valuable part of a modern accident control effort:

- It is a “before the fact” measurement
- It has been tested and proven successful
- It is a more efficient accident reporting technique
- It develops individual pride in performance
- It improves supervision and employee morale

### ***Before the Fact Measurement***

Most of the measures of safety performance have in the past involved the recording of injury or damage accidents rather than a “before the fact” measurement of the problems that create them.

While there is no doubt that the “after the fact” approach produced results, the fact remains that accident injury and damage losses point to the need for a change in technique.

### ***Reporting Procedure***

“Near miss” report forms should be available in the supervisor offices. Each supervisor completes a “near miss” form to record any “near miss” occurring in his/her area. The completed form is reviewed by the Safety Program Co-ordinator. The Safety Program Co-ordinator follows up to ensure appropriate corrective action is taken; maintains a file of all “near misses” reported and the actions taken.

## ACCIDENT INVESTIGATION

### *Introduction*

The purpose of conducting an investigation is to determine the causes of an accident, whether or not it resulted in an injury, so that steps can be taken to prevent a recurrence.

- The supervisor is the first person to investigate accidents in his or her area
- Sometimes, however, accidents are investigated by the safety representative or the project supervisor. In fatality or critical injury accidents, the safety representative or the project supervisor has the legal responsibility to investigate the accident and report his/her findings to the Ministry of Labour
- Investigating all injuries to determine the cause of the injury and to develop countermeasures to prevent recurrence is a necessary part of an effective accident prevention program
- Accident countermeasures are most effective when all injuries, serious and non-serious, are investigated, since many serious injuries will be prevented when non-serious injuries are eliminated
- Investigation should include a detailed written report from the worker's supervisor and statements from witnesses and people working in the accident vicinity
- Statements should be signed and recorded on the Accident Investigation Report
- The results of the investigation, the casual factors and corrective actions should also be recorded on the form
- Provides a comprehensive record of all the factual data concerning the incident
- This report should be referred to, when the WSIB conducts an investigation of the claim
- Special attention should be given to situations where the employee has given a vague accident history
- It is not uncommon for a worker to give a vague report to the employer and then describe a specific detailed incident, along with the names of three witnesses to his doctor or directly to the WSIB
- Experience shows that often obscure and seemingly insignificant incidents often develop into long-term compensation claims
- If these situations are not fully investigated at the time of the initial report, the employer has no rebuttal to the worker's claim

- The information used on the Employer's Report of Accidental Injury is the factual data obtained during the investigation
- Reporting forms should not be given to the worker to fill out, i.e. a worker may have reported that he fell from a 40 ft ladder and the investigation finds that he slipped from the bottom rung. There is a substantial difference in the seriousness of these two incidents
- When the employee reports an injury and the accident investigation shows that no work-related incident occurred, there are several ways of handling the situation"
  - Do not submit a report to the WSIB (no accident, no report)
  - Employer can wait for a letter from WSIB, "We have learned of this ~~accident~~ from someone other than the employer" and reply that it is the Company's opinion that no accident occurred
  - Fill out only the top portion of the provincial WSIB report form, the employee and employer identification and the date of the employee's report and in the area for accident history state "Internal Investigation clearly shows that no accident occurred"
  - An employee may also choose to report to the WSIB by letter outlining the discrepancies between the employee and employer information and ask for a WSIB investigation to settle this issue
  - Experience shows that a report form completed with wage information and ~~signed~~ by the employer is perceived by the WSIB to be a blank CHEQUE to pay the worker

### ***Questions about Accident Investigation***

1. WHICH incidents should be investigated?

*All incidents should be investigated.*

2. WHY should incidents be investigated?

*Incidents don't just happen, they are caused! The seriousness of an incident is often just a matter of luck. Eliminating an unsafe action or unsafe condition that caused a minor incident today may prevent a serious injury tomorrow.*

3. WHEN should incidents be investigated?

*Every incident should be investigated as soon as possible after its occurrence. Important details are all too quickly forgotten.*

4. WHO should investigate incidents?

*The supervisors should make their own investigation... because...*

- Employees under their supervision are their responsibility
- They know their employees and their work
- They will be able to recognize practical solutions
- Their employees will realize that their concern is for their safety
- And that the supervisor is sincere about accident prevention practices

5. HOW should incident investigation be made?

- Check the site and circumstances of the incident thoroughly before anything has been changed
- Discuss the incident with the injured employee but only after first aid or medical treatment has been given
- Talk with those who saw the incident and others familiar with conditions immediately before and after its occurrence
- Really 'dig' reconstruct events resulted in the incident. Consider all possible causes
- Be objective. The purpose of the investigation is to find the cause of the incident not to place the blame or embarrass anyone

***Tips for Investigation***

- Be sure that the condition which caused the incident is eliminated or controlled at once
- Time has been wasted if the results of the investigations are not used to devise a way of preventing more incidents
- If employee failure was involved, be sure the employee is properly instructed and that the instructions are followed
- Re-instruct employees involved in similar operations. If a task can be changed to eliminate the hazard make the change. If making the change exceeds your authority get approval from Management
- **Remember!** When corrective action has been applied or recommended, always follow-up to ensure it is effective

## **HOT WEATHER WORK PLAN**

ZUCCO CONSTRUCTION LIMITED recognizes the potential problems caused by high temperatures in the work environment. To reduce the potential for heat-related illness, ZUCCO CONSTRUCTION LIMITED has developed the following heat stress policy.

This policy requires the full cooperation of all members of the ZUCCO CONSTRUCTION LIMITED team: Senior management, the Joint Health and Safety Committee, supervisors, and workers. In order to monitor and evaluate the potential for heat-related problems in the workplace, this *HOT WEATHER WORK PLAN* will be used in conjunction with Appendix “E” ‘Hot Weather Work Plan Tools.

Employees are asked to cooperate fully with this policy. All employees of ZUCCO CONSTRUCTION LIMITED will be trained to recognize the signs and symptoms of heat stress – in themselves as well as in other employees.

Employees experiencing symptoms of heat stress must report to first-aid personnel or their supervisor immediately to obtain proper medical attention. During days when heat stress procedures are in place, all employees will follow the contingency plans. Extra water will be available and workers will be encouraged to drink it.

### **WHAT IS HEAT STRESS?**

Working or playing where it is hot puts stress on your body’s cooling system. When heat is combined with other stresses such as hard physical work, loss of fluids, fatigue or some pre-existing medical conditions, it may lead to heat-related illness, disability and even death.

This can happen to anybody – even the young and fit. In Ontario, heat stress is usually a concern during the summer when the potential for a worker’s core body temperature to rise above 38°C is the greatest. This is especially true early in the summer, when people are not used to the heat.

Heat exposure may occur in many workplaces. Significant sources of heat can be found in workplaces such as foundries, smelters, chemical plants, bakeries and commercial kitchens. For outdoor workers, direct sunlight is usually the main source of heat. Humidity in workplaces also contributes to heat stress.

### **HOW WE COPE WITH HEAT**

Your body is always generating heat and passing it into the environment. The harder your body works, the more heat it has to lose. When the environment is hot and/or humid or has a source of radiant heat (for example, a furnace or the sun) your body must work harder to get rid of heat.

If the air is moving (for example, from fans) and it is cooler than your body, it is easier for your body to pass heat into the environment.

Workers on medication or with pre-existing medical conditions may be more susceptible to heat stress as some medication and/or medical conditions may impair the body’s response to heat.

Such workers should speak to their personal physicians to see if their medication(s) and/or health condition(s) affect their ability to work in hot environments.

## **CONTROLLING HEAT STRESS**

### ***Acclimatization***

The longer you work in a hot environment, the better your body becomes at adjusting to the heat. This is called acclimatization. If you are ill or away from work for a week or so you can lose your acclimatization.

To become acclimatized, consider the following:

1. If you are experienced on the job, you should limit your time in hot working conditions to 50 per cent of the shift on the first day, 60 per cent of the shift on the second day, and 80 per cent of the shift on the third day. You should be able to work a full shift the fourth day.
2. If you are not experienced on the job (for example, if you are a new employee), you should start off spending 20 per cent of the time in hot working conditions on the first day and increase your time by 20 per cent of your shift each subsequent day. You should be able to work a full shift in hot working conditions the fifth day.
3. Instead of progressively increasing the exposure times on the job in a hot environment, you can become acclimatized by gradually increasing the physical demands of the job over a week or two.

If you have health problems or are not in good physical condition, you may need longer periods of acclimatization. Hot spells in Ontario seldom last long enough to allow acclimatization. However, exposure to workplace heat sources may permit acclimatization.

When there is a potential for exposure to heat stress, control measures must be taken to prevent heat exposure in the workplace. These include engineering controls, administrative controls and protective clothing. Selection of appropriate workplace controls will vary, depending on the type of workplace and other factors. Some measures may include:

### ***Engineering Controls***

- Reduce physical demands of work task through mechanical assistance (hoists, lift-tables, etc.)
- Control the heat at its source through the use of insulating and reflective barriers (e.g. insulate furnace walls)
- Exhaust hot air and steam produced by operations
- Reduce the temperature and humidity through air cooling
- Provide cool, shaded work areas
- Provide air-conditioned rest areas
- Increase air movement if temperature is below 35°C (e.g. use fans).

### ***Administrative and work practice controls***

- ZUCCO CONSTRUCTION LIMITED will:
  - Assess the demands of all jobs and have control strategies in place for hot days and hot workplaces
  - Increase the frequency and length of rest breaks
  - Schedule strenuous jobs to cooler times of the day
  - Provide cool drinking water near workers and remind them to drink a cup about every 20 minutes, or more frequently, to stay hydrated
  - Caution workers to avoid direct sunlight
  - Assign additional workers or slow down the pace of work
  - Make sure everyone is properly acclimatized
  - Train workers to recognize the signs and symptoms of heat stress and start a buddy system since people are not likely to notice their own symptoms
  - Investigate any heat-related incidents
- First Aid responders will be available and in the event of a heat related illness, the emergency response plan should be followed.

### ***Protective Clothing***

- Light summer clothing should be worn to allow free air movement and sweat evaporation
- If working outdoors, wear light-coloured clothing, preferably long-sleeve shirt and pants, and cover the head to prevent exposure to direct sunlight
- In a high radiant heat situation, wearing reflective clothing to shield radiant heat may help
- For very hot environments, consider air, water or ice-cooled insulated clothing
- Vapour barrier clothing, such as chemical protective clothing, greatly increases the amount of heat stress on the body. Extra caution is necessary such as heat strain (physiological) monitoring

## **MANAGING HEAT STRESS CAUSED BY HOT WEATHER**

Most workplaces do not have hot processes; however working in hot weather can pose health risks to their workers. For work in hot weather, the implementation criteria, or triggers may include weather and/or environmental indicator triggers such as:

- Humidex (local or specific site) reaching or exceeding 35
- Environment Canada humidex advisory (air temperature exceeding 30°C and humidex exceeding 40);
- Environment Canada weather reports;
- Heat waves (three or more days of temperatures of 32°C or more); and/or
- Ontario Ministry of the Environment smog alert.

As related to hot weather between May 1 and September 30 of each year.

## HEAT-STRESS-RELATED DISORDERS

A summary of heat-stress-related disorders, causes, symptoms, treatment and prevention is presented in the table below.

	<b>Cause</b>	<b>Symptoms</b>	<b>Treatment</b>	<b>Prevention</b>
<b>Heat Rash</b>	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
<b>Heat Cramps</b>	Heavy sweating from strenuous physical activity drains a person's body of fluid and salt, which cannot be replaced just by drinking water. Heat cramps occur from salt imbalance resulting from failure to replace salt lost from heavy sweating.	Painful cramps occur commonly in the most worked muscles (arms, legs or stomach); this can happen suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing, gently massage and stretch affected muscles and drink cool salted water (1½ to 2½ mL salt in 1 litre of water) or balanced commercial fluid electrolyte replacement beverage. If the cramps are severe or don't go away after salt and fluid replacement, seek medical aid. Salt tablets are not recommended.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Fainting</b>	Fluid loss, inadequate water intake and standing still, resulting in decreased blood flow to brain. Usually occurs in unacclimatized persons.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for cardiopulmonary resuscitation (CPR). Move to a cool area; loosen clothing; have the person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Move around and avoid standing in one place for too long. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Heat Exhaustion</b>	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred.	GET MEDICAL ATTENTION. This condition can lead to heat stroke, which can cause death quickly. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water. Do not leave affected person alone.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
<b>Heat Stroke</b>	If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

## **PROJECT INSPECTIONS**

Inspections may be conducted at ZUCCO CONSTRUCTION LIMITED projects by numerous organizations such as the:

- Provincial Ministry of Labour
- WSIB
- Fire Department
- Provincial Construction Safety Associations
- Services (Hydro, Gas) Providers

If an inspector from any such organization requests admittance to undertake an inspection, they should be given complete access to the facility. The Inspector must be able to produce identification upon request in order to verify the organization represented.

If in doubt about allowing access, contact the Project Superintendent/Supervisor or the President of the ZUCCO CONSTRUCTION LIMITED.

### ***Ministry of Labour – Occupational Health and Safety Inspections***

The Occupational Health and Safety Act identify specific requirements for these inspections. Included is the need for the site safety representative to be present during the inspection.

Senior Management and/or company designate should also be available to accompany the inspector.

Following the inspection, the management representative or company designate must forward the report presented by the Ministry Inspector to the company. Senior management, who will be advised of any follow-up action necessary, will review the report. In addition, a copy of the report must be posted on the Health and Safety bulletin board.

### ***Superintendent/Supervisors***

Safety inspections conducted by the superintendent/supervisor can be formal or informal. Superintendent/Supervisors are required to check daily to see that project facilities and equipment are in safe proper working condition prior to operation. The supervisor will also observe employees to determine whether or not they are conducting themselves properly. Written reports are necessary in documenting the inspections.

### ***Formal Inspections***

This type of inspection involves a walk-through of the project area, with the inspector looking for anything or everything that could potentially degrade the operations. This inspection is made on a bi-weekly basis and all items must be recorded. The results of these inspections are then reviewed during our bi-weekly safety meetings and the appropriate action taken.

### ***Informal Inspections***

This type of inspection comes so naturally that it needs very little explanation. All site personnel perform an informal inspection as he/she goes about their normal activities. To ensure efficient follow-up, personnel are required to note any substandard condition(s) or unsafe act(s) as they observe them. This information is used during the bi-weekly safety meeting to determine corrective action.

## **USE OF LADDERS**

### ***Portable Straight Ladders***

- a) Incline so that its base is one (1) foot out for every four (4) feet of working length (base support to top support)
- b) Those over eight (8) feet in length must be held by a co-worker while in use or until the ladder is securely tied off
- c) Ladder MUSAT have safety anti-slip feet
- d) Do not stand on the top of three (3) rungs unless there are hand holds above the ladder
- e) Minimum extension ladder overlap is three (3) feet
- f) If climbing to a work platform or roof the ladder must extend three (3) feet beyond the surface to be accessed

### ***Portable Step Ladders***

- a) Must have safety anti-slip feet
- b) Spreaders must be locked into position to hold the ladder open
- c) Those ladders over eight (8) feet in length must be held by a co-worker while in use or until securely tied off
- d) Top step is not to be used for standing
- e) Portable step ladders are not to be used as portable straight ladders

### ***Ladder Use Practices***

- a) Keep both hands free for climbing. Carry tools in a pouch or use a hand line for lifting
- b) Face the ladder when ascending or descending
- c) Use a body harness and tie it off if doing ladder work while standing ten (10) feet above the surface
- d) Store ladders out of operating areas or remove from the Site promptly when no longer required
- e) Metal ladders are not to be used for electrical work or for work in switch rooms. Defects in wooden ladders may be concealed by use of paint. For this reason, ladders of this type must not be painted, except for the necessary identifying marks.
- f) Unless a ladder is used inside and established barricade, adequately rope off the area and display caution signs when working from a ladder
- g) Only one person on a ladder at any one time

***NOTE:*** *If the ladder is (or becomes) defective, it must be removed from service immediately.*

## SCAFFOLDS

### *Erecting and Dismantling Frame Scaffolds*

The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent person.

### *Inspection*

- Before use, inspect scaffold materials for:
  - Damage to frames, braces and other structural components
  - Damage to hooks on manufactured platforms splits, knots and dry rot in planks
  - De-lamination of laminated veneer planks
  - Enough components for the job
- Structural components bent, damaged or severely rusted should not be used. Defective planks should be removed from the site so they cannot be used for platform material
- Before erecting a scaffold, check the location for:
  - Ground conditions
  - Overhead wires
  - Obstructions
  - Variations in surface elevation
  - Tie-in locations and methods

### *Support Surfaces*

- Scaffolds must be erected on surfaces that can support all loads to be applied
- Floors are usually adequate to support scaffold loads of workers, tools and light materials. Older wooden floors should be examined to ensure that they would support the anticipated loads. Shoring below the floor and directly under the scaffold legs may be necessary, or sills which span the floor support structure, may be required to support scaffolds, backfilled soils must be well compacted and leveled.
- Where mudsills must be placed on sloping ground, the area should be leveled, wherever possible, by excavating rather than backfilling. It may be necessary to use half-frames to accommodate grade changes or adjust with screw jacks.
- Mudsills should be 2" x 10" planks (full size) and continuous under at least two (2) consecutive supports. Scaffold feet should rest centrally on the mudsill and the sill should, where possible, project at least 2 feet beyond the scaffold foot at ends or where individual sills butt together. Mudsills may be placed along the length or across the width of frames
- Blocking or packing with shims under scaffold feet or mudsills is bad practice

## *Assembly*

- Install all parts, fittings and accessories in accordance with manufacturers' instructions. Always use base plates. They allow for minor adjustments to keep the scaffold plumb and level. Nail base plates to mudsills
- Bracing in the vertical plane is a must on both sides of every frame
- Bracing in the horizontal plane should be provided at the joint of every third tier of frames
- Horizontal bracing should coincide with the point at which the scaffold is tied to the building or structure being worked on
- Horizontal bracing on the first tier helps to square up the scaffold before base plates are nailed to mudsills
- Wheels or castors should be securely attached to the scaffold and equipped with brakes
- Always install guardrails. When the scaffold reaches the desired level, put up a guardrail. This applies to all scaffolds regardless of height. If the manufactured guardrails are not available, use 2" x 4" or tube-and-clamp guardrails

## *Platforms*

- All parts and fittings should be secure before the platform components are put in place
- The rated load-carrying capacity of platform panels should be obtained from the supplier and marked on the panel if not there already
- Laminated veneer lumber is used increasingly as platform material. Rated working loads should be identified. Inspect veneer lumber for peeling, blistering or rot
- Planks must be at least 48mm x 248mm (1 7/8" x 9 3/4") and must meet or exceed the requirements for number 1 grade spruce-pine-fir (SPF). Select structural grades of SPF or Douglas Fir are strongly recommended. Inspect planks regularly and discard if defective
- Planks should be cleated on at least one end to prevent movement. The Platform should be fully decked in to prevent sideways movement. Maximum loads for planks should take into consideration a safety factor of at least 3 to 1
- **NOTE:** Where a scaffold exceeds 15 meters in height or where a scaffold constructed of a tube and clamp system exceeds 10 meters in height, the scaffold shall be designed by a professional engineer. The drawings for the scaffold shall be present on the jobsite and shall be signed and sealed by the professional engineer.

### ***Rolling Scaffolds***

- Rolling scaffolds should have brakes on all wheels or castors. Brakes should be applied once the scaffold is in position. Secure wheels or castors to the frame so they won't drop off crossing a hole or depression
- Rolling scaffolds should always
  - have guardrails
  - be securely pinned together
  - have horizontal bracing
- Rolling scaffolds over one frame high should not be moved with anyone on the platform. If movement is necessary with workers aboard, they must wear full body harness tied off to a fixed, independent support. The travel area must be firm and level

### ***Scaffold Use***

- Ladder rails used for access and egress must project 1 meter (3 feet) above the scaffold platform. Keep areas around top and bottom of ladders clear
- Use 3-point contact to climb ladders. This means two hands and one foot or two feet and one hand on the ladder at all times. Always face the ladder and keep your centre of gravity between the rails

### ***General Scaffold Requirements***

In all cases, scaffolds shall have or be equipped with the following:

1. Properly constructed and installed guardrails mid-rails and toe boards
2. A proper means of access and egress
3. Properly installed horizontal and vertical bracing
4. Deck planning of the proper dimensions and cleated. Where double planning is required for the placement of materials such as brick/block skids or mortar boxes, such planking shall extend beyond the frames on each side of the area used for the placement of these materials
5. Where required, proper tie-ins that secure the scaffold structure to the building or facility being constructed
6. A program of daily inspection of the scaffold structure to ensure that the structure is safe for use

## **ACCESS AND EGRESS TO HOUSES UNDER CONSTRUCTION**

1. RAMPS
2. TEMPORARY STAIRS

### ***Ramps***

One of the most neglected areas of housing construction is the access and egress into and out of a house under construction. Often this is achieved by the use of a single plank propped up on the footing of the house and this is generally of material that is not sufficient for the job.

A proper ramp is constructed of construction grade 2 x 10 planks (2) that are joined with cleats that are spaced evenly along the length of the plank to provide adequate footing for the user.

The ramp is to be of a length sufficient to provide ease of use and should be supported to prevent the ramp from slipping or becoming dislodged.

### ***Temporary Stairs***

Nearly all of today's new houses are two story buildings and as such require access and egress to the second floor during construction.

Temporary stairs are commonly used for this purpose and the following basic rules are applicable.

1. each staircase is to be installed in a manner consistent with established construction practice and shall have guardrails installed as part of the installation procedure.
2. each staircase is to be inspected prior to and during use to ensure that it will withstand the daily use to which it is subjected
3. the stairs are to be of sufficient length and width to permit proper use; in other words these stairs should have the same pitch as a normal staircase would have in a completed house
4. any stairs found to be defective are to be repaired immediately
5. guardrails are to consist of both a top and mid-rail, consistent with standard guardrail construction practice
6. all stairs are to be kept clear of any debris, not only on the stairs themselves but at both the top and bottom of the stairs as well

## **PLATFORMS**

1. Open sides of fixed platforms located at least 4 feet (1.25 metres) above ground or floor must have guard rails and an access ladder or stairs
2. The open edges of stairs require guard rail protection
3. An approved full body harness (including lanyard, rope grabbing device, lifeline and lifeline anchor) connected to an appropriate lifeline and/or solid fixed structure must be worn when working at a height of 10 feet (3 metres) above a floor, water, above operating machinery and/or above substances – as previously prescribed herein.
4. Workers must be properly tied –off when moving to, from or between work locations where safe access is not provided.
5. A full CSA certified body harness and fall arrest system (including lanyard, rope grabbing device, lifeline and lifeline anchor) must be worn by workers when, working on elevated mobile platforms such as a manlift, scissor lift and others.

## **FLAMMABLE MATERIALS**

1. Storage areas should be at least 6 feet (1.8 metres) from roof or floor openings, excavations or any open edges where material may fall off
2. Flammable and combustible liquids must be stored outdoors and in designated areas only
3. Only the required daily usage must be taken into the general work area
4. Safety cans with a spring-loaded cap and flame arrestor must be used for flammable liquids
5. Containers and dispensing equipment must be bonded and grounded
6. Use copper grounding straps to keep static electricity from building up in containers, racks, flooring and other surfaces
7. Flammable materials must not be used or kept in an area which has potential sources of ignition, such as welding sparks, open flames, electrical sparks or others
8. Appropriate fire extinguisher should be located convenient to storage area

## **MACHINE OPERATION**

1. Control switches of machines must be locked-out to prevent accidental starting when under repair or maintenance. Use the Company's or Client's lock-out Procedures
2. Stop the machine's motion prior to repairs, adjusting or oiling
3. Do not operate machines, which have exposed moving parts or exposed pinch points
4. Operators must be properly trained on the operation of the respective equipment
5. Any and all start-up, shut-down procedures must be strictly followed

## FALL PROTECTION

The Regulation for Construction Projects sets out the safety requirements for the use of fall protection equipment where workers are exposed to the hazard of falling distance of 3 metres (10 feet) or more.

Effective January 2002, all construction workers required to use fall protection devices will be required to undergo training and certification in the proper use of fall protection equipment before commencing work.

### Definition/Description

The following items are major components of a Fall Protection System:

- **Anchorage:** A secure means of attachment to which the personal fall arrest system is connected. If is a fixed structural member to which is attached a fall arrest system. The anchorage must be able to withstand an impact load of at least 500 lbs per person
- **Full body harness:** A component with a design of straps which is fastened about the person in a manner so as to contain the torso and distribute the fall arrest forces over at least the upper thighs, pelvis, chest and shoulders with means for attaching it to other components of subsystems
- **Lanyard connecting subsystems:** It consists of a flexible line of rope, wire rope or webbing with locking connectors, it may also have a shock absorber
- **Shock absorber:** A component whose primary function is to dissipate energy and limit deceleration forces of the system on the body during the fall
- **Fall Arrest:** A devise, such as a rope grab, which travel on a lifeline and automatically engage the lifeline and lock so as to arrest an accidental fall of a person
- **Lifeline:** A lifeline is attached to an anchorage system. If may consist of rope and fall arrests
- **Horizontal lifeline:** A rope or cable attached at each end to an anchorage or anchorage connector and may also contain one or more intermediate anchorage. The end anchorage has the same elevation
- **“Fall Arrest System”:** Means an assemble of components such as an anchor point lifeline, rope grabbing device, lanyard and full body harness intended to arrest the fall of a worker if they should fall from a surface
- **Travel restraint system:** Means a mechanism which restricts the movement of worker, so that they are prevented from falling from the work surface. A travel restraint system may consist of the following components: anchor point, full body harness, safety belt and lanyard, rope grabbing device, lifeline or horizontal static lines
- The Regulation for Construction Projects require that unless a safety net or guard rails are used, a worker shall wear a fall arrest system if, the worker may fall:
  - A distance of more than 10 feet
  - Into operating machinery
  - Into water or another liquid or
  - Into or onto a hazardous substance or object

- To determine the Total Fall Distance the following formula should be used:  

$$\text{Length of Lanyard Free Fall} + \text{Shock absorber Extension (max)} + 0.5/t (15.24 \text{ cm})$$

$$\text{“D” ring side} + \text{Harness “D” ring to feet}$$
- To determine Minimum Fall Clearance Required, the following formula should be used:  

$$\text{Total Fall Distance minus Anchorage Point to Feet}$$
- Lanyard attached to full body harness may be connected to vertical lifelines or horizontal static lines. The vertical lifeline should consist of a 16mm (5/8 inch) diameter or larger polypropylene fibre rope attached to a fixed support. It is recommended that polypropylene fibre rope contains ultra violet inhibitors and should be identified as such.
- A lifeline may also be a retractable block device with a wire rope and clutch arrangement designed to reduce the shock and load on and arrest the fall of a worker attached to each lifeline
- Only one person shall be attached to a vertical lifeline
- Unless a horizontal static line system has been specifically designed and tested by a professional engineer; the following criteria should be used in the installation of the horizontal static line:
  - The line should consist of a 12mm (1/2 inch) diameter or larger improved plow steel wire rope. Polypropylene rope is not recommended for horizontal lines due to the hazards associated with cutting, chafing, burning and fall distances
  - The line must be secured between two fixed points capable of withstanding the force applied to the fixed points in the event of a fall arrest
  - Where the line span is greater than 9 metres, it should have control points no more than 9 metres (30 feet) apart. The line should be adjusted so that:
    - the maximum sag is no greater than 15 inches in a 30 foot span
    - the amount of slack in the line plus the stretch in the fall arrest system allows a fallen worker to come to rest no more than 1-5 metres (5 feet) below their work position

## **WELDING AND CUTTING**

The 2 most common types of welding used in the construction industry are:

1. Shielded Metal Arc welding (SMAW)
2. Oxyacetylene welding and cutting

SMAW uses a short length of consumable electrode, which melts as it maintains the arc. Melted metal from the electrode is carried across the arc to become the filler metal of the weld.

The electrodes coated with a mix of chemicals that releases a shielding gas such as carbon dioxide to keep air out of the arc zone and protect the weld from oxidation. The composition of the coating varies with the metal being welded.

## **OXYACETYLENE WELDING AND CUTTING**

This type of welding uses a mixture of 2 gases, usually oxygen and acetylene to generate heat for welding metals. This is common method of gas welding and cutting used in the construction industry. This process may also employ the use of a filler metal.

### **WELDING HAZARDS**

Welders in the construction industry are exposed to a wide range of hazards that include inhaled fumes and gases, burns and electric shock from welding cable.

Eye protection is a must for all welders and others who may be exposed to the welding process. Listed below is a list of the welding hazards to which a worker may be exposed:

#### ***Physical***

- ionizing radiation (x-rays, gamma rays)
- non-ionizing radiation (ultraviolet, infrared)
- visible light
- temperature extremes
- noise
- electrical energy

#### ***Chemical***

- flammable/combustible products
- welding fumes
- toxic gases
- dust

#### ***Biological***

- bacteria
- fungi
- viruses

## **ARC WELDING AND CUTTING**

### ***Equipment***

Use only manual electrode holders that are specifically designed for arc welding and cutting and can safely handle the maximum rated current capacity require by the electrodes.

Any current carrying arcs passing through the portion of the holder that is held by the worker, as well as the outer surfaces of the jaws of the holder should be fully insulation against the maximum voltage encountered to ground.

All cables should be fully insulated and capable of handling the maximum current requirements of the work as well as the duty cycle under which the welder or cutter is working.

Avoid repairing or slicing cable within 10 feet of the cable end to which the electrode holder is connected. If necessary, use only approved cable splices having the same insulation properties as the cable being used.

Connections made with cable lugs must be securely fastened together to give good electrical contact, and the exposed parts of the lugs must be fully insulated.

Do not use cables with cracked or damaged insulation or exposed conductors or end connectors.

### ***Arc welding procedures***

- when electrode holders are to be left unattended, remove the electrode and place the holder so it will not make contact with other workers or conducting objects
- never change electrodes with bare hands or with wet gloves. Never change electrodes when you are standing on wet floors or grounded surfaces.
- Do not dip hot electrodes in water to cool them off
- Keep cables dry and free of grease to prevent premature breakdown of the insulation
- Suspend cable on overhead supports when it runs a substantial distance from the welding machine
- Cables that must be laid on the floor or ground should be protected from damage and entanglement
- Keep welding cables away from power supply cables and high tension wires
- Never coil or loop welding cables around any part of your body
- Before moving an arc welding or cutting machine, or when leaving the machine unattended, turn the power supply OFF
- Report any faulty or defective equipment to your supervisor
- Read and follow the equipment manufacturer's instructions carefully
- Prevent shock by using well insulated electrode holders and cables, dry clothing and gloves and insulation from the ground circuit
- All arc welding and cutting operations should be shielded by non-combustible or flame-proof screens to protect other workers from direct rays of the arc

## **OXYACETYLENE WELDING AND CUTTING PROCEDURES**

### ***Handling Cylinders***

- Do not accept or use any compressed gas cylinder which does not have proper identification of its contents, that is a WHMIS label
- Transport cylinders on a hand truck whenever possible or roll them on their bottom edge. Never drag them
- Protect cylinders and any related piping and fitting against damage
- Do not use slings or magnets for hoisting cylinders. Use a suitable cradle or platform
- Never drop cylinders or let them strike each other violently

- Chalk EMPTY or MT on cylinders which are to be returned to the supplier. Close valves and replace protective caps
- Always regard cylinders as full and handle accordingly

### ***Storing Cylinders***

- Store cylinders upright in a safe, dry, well ventilated location maintained specifically for this purpose
- Never store flammable and combustible materials such as oil and gasoline in the same area
- Do not store cylinders near elevators, walkways, stairwells or other places where they may be damaged
- Do not store oxygen cylinders within 20 feet of cylinders containing flammable gases unless they are separated by a partition at least 5 feet high and having a fire resistance rating of at least 30 minutes
- Store empty and full cylinders separately
- Prohibit smoking in the storage area

### ***Using Cylinders***

- Use oxygen and acetylene cylinders in a proper buggy equipped with a fire extinguisher. Secure cylinders upright
- Keep the metal cap in place when the cylinder is not in use
- Do not force connections on cylinder threads that do not fit
- Open cylinder valves slowly. Only use the hand wheel, spindle key or special wrench provided by the supplier
- Always use a pressure-reducing regulator with compressed gases
- In the event of a backfire, always turn the oxygen torch valve first

## **PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

In addition to the normal personal protective equipment required for all construction workers, Welders should wear flame-proof gauntlet gloves, aprons, leggings, shoulder and arm covers, skull caps and ear protection

Clothing should be made of non-synthetic materials, with the sleeves rolled down and collars buttoned up. All clothing should be free from oil and grease.

Protective screens or barriers should be erected to protect people from arc flash, radiation or splatter. Barriers should be non-reflective and allow air circulation at floor and ceiling levels. Where barriers are not feasible or effective, workers near the welding area should bear proper eye protection and any other equipment required.

Signs should be posted to warn others of welding hazards.

Eye protection should be of a type specific to the welding operation being performed and should have the proper lens(es) type installed where required. The lenses should be in good condition and should be the correct shade for the work being undertaken.

**SECTION -6-**  
**SAFETY PRACTICES**

## **FIRE SAFETY**

While not normally considered part of “Occupational Health and Safety”, Fire Safety plays an integral part of ZUCCO CONSTRUCTION LIMITED overall safety program.

### **Ontario Fire Code**

Notwithstanding any general or specific requirements of any other legislation, or Company requirements, the provisions of the Fire Code will prevail.

The Ontario Fire Code requires all facilities to prepare, have approved and implement a Fire Safety Plan. ZUCCO CONSTRUCTION LIMITED is responsible for the preparation of the Plan.

## **COMPANY FIRE SAFETY REQUIREMENTS**

While legislated standards are paramount, the following specific company requirements are designed to further safeguard life and property.

### **Electrical Devices and Equipment**

Electrical devices and equipment used at ZUCCO CONSTRUCTION LIMITED must bear the approval of the Canadian Standards Association (C.S.A) or the Ontario Hydro.

### **Project Electric Heaters, Fans, etc.**

The use of these items must be approved by the Project Superintendent/Supervisor and is subject to the preceding paragraph.

No electrical wiring or modification to existing building circuits is to be undertaken by staff without written approval.

## **PERSONAL PROTECTIVE EQUIPAMENT**

1. Workers shall wear the appropriate clothing suitable for their job function in the working environment. When operating any production equipment, machinery or tools workers should not wear loose clothing or cuffs, torn or ragged clothing, finger rings or jewelry etc.
2. Where required, all workers must wear CSA approved safety glasses with side and brow shields
3. Workers must wear a face shield when there is a potential injury to eyes and face, such as working with disc grinders or corrosive chemicals
4. All workers must wear CSA approved footwear with a green patch mark and meeting the construction Grade 1 standards
5. Workers must wear type B or E hard hats. Do not paint or drill holes in your hard hat
6. Hearing protection must be worn when the noise level is greater than 90 dBA
7. NIOSH approved respirators must be worn if there is potential exposure to dust, fumes and chemical vapours. See your Supervisor for the type of respirator required
8. Full body harness must be worn if there is potential injury due to a fall or when working 10 feet (3 metres) – above ground, above operating machines, above water or above chemical substances etc.
9. A vest with fluorescent illumination must be worn by all signal persons as required by clients

## SUB-CONTRACTOR SAFETY PRACTICES

This practice is intended to provide guidelines for sub-contractors of ZUCCO CONSTRUCTION LIMITED. Compliance with legal regulations is MANDATORY, and the use of common sense and good judgment is essential. Each individual sub-contractor shall be responsible for the safety of their employees, as well as the safety of those working with them.

### Safety

- The sub-contractor shall designate a responsible member of their organization who will be at the site of work and whose duty shall be personnel safety and the prevention of accidents
- The sub-contractor is responsible for assuring that all his employees comply with the ZUCCO CONSTRUCTION LIMITED Safety Policy Manual requirements, as well as all applicable safety standards and practices. This includes the wearing of required personal safety equipment
- When servicing machines or equipment which can be inadvertently started:
  - the machine or equipment must be electrically, pneumatically and hydraulically locked out and in a state of zero energy to prevent operation. Locks are to be provided by the contractor. Equipment locked out must be tagged with a written explanation and signed by the person during the work
- Care and use of pressurized cylinders:
  - Oxygen, acetylene and similar tanks must always be secured in an upright position. This covers tanks in use, storage and being transported
  - Caps must be on unless gauges are attached
  - Oxygen and acetylene tanks must be kept away from flames or sparks and corrosive materials
  - When necessary to transport or hoist an approved rack must be used
  - When not in use, the oxygen and acetylene hoses must be shut off at the tank
- Sub-Contractor areas must be kept orderly and free from hazards at all times. All surplus materials, rubbish and debris must be removed daily or at more frequent intervals as designated by the company
- The use of company equipment by the sub-contractor is prohibited, unless specific arrangements have been made
- When the work is above or below the normal work level:
  - No work is to be performed above the work area of any employees without first having the area cleared and roped off
- All open pits or excavations must be properly barricaded at all times
- Danger signs, danger flags and/or flashing lights must be used where appropriate
- Warning devices must be placed in strategic, visible locations
- In addition, where movement into an area would present a hazard, access must be restricted by ropes or barricades

- The use of any new or potentially hazardous materials must have prior approval of ZUCCO CONSTRUCTION LIMITED
- Flammable liquids brought in any area must be in approved safety containers and properly labeled. They must not be used or stored in any building area overnight without permission
- Any connection to the Company's or Client's utilities must be approved by the Project Superintendent/Supervisor
- Explosives or power activated tools must not be used without authorization from ZUCCO CONSTRUCTION LIMITED
- Noise dust, mists and fumes must be kept within applicable "threshold limits values" Noise suppression devices, mufflers, local ventilation etc. must be provided and used by the contractor

### **Fire**

- In all area under client company jurisdiction, weld permits (where required) must be obtained for every job by the Project Superintendent/Supervisor prior to any cutting or welding
- Fire aisles, access to fire equipment or walkways must not be blocked without prior approval from the company's project manager
- No smoking areas must be observed
- Fires and property damage must be reported to the Project Superintendent/Supervisor at once
- Use of fire protection water (for other than fires) without previous arrangement with the Project Superintendent/Supervisor must be notified any time a fire extinguisher or hose is used
- The project Superintendent/Supervisor must be notified any time a fire extinguisher or hose is used

### **Enforcement**

- The Sub-Contractor must enforce these various safety, security and fire protection practices through his/her contractor safety representatives. Enforcement methods will be up to the contractor however shall be consistent with the ZUCCO CONSTRUCTION LIMITED safety program. The contractor may be advised of safety problems that have come to the attention of the Company, and the contractor will correct such problems.
- In an emergency situation, which could cause a serious accident, the Project Superintendent/Supervisor shall go directly to the contractor
- In their contract for the performance of their work, the sub-contractor has agreed to "provide and maintain the necessary precautions and safeguards for the safety of all persons on the site." Failure to comply could cause a breach of contract by the sub-contractor and affect the awarding of future contracts.

## **VISITOR SAFETY**

It is the company's responsibility to ensure maximum safety for all visitors within any facility/project and to provide an atmosphere of hospitality to reflect favourably on the company. Therefore, it is necessary that we provide proper instruction to and supervision of all visitors during any visit or tour. It is especially important that visitors not be placed in a hazardous situation.

Based on observation and experience, certain regulations are necessary for the safety of all visitors while they are on any company project.

Therefore, visitors must:

1. Be at least 18 years old
2. Wear shoes that provide a complete foot covering (no open toes or open heeled shoes) and suitable sole
3. Wear company-provided safety glasses if required
4. Wear clothing that would provide protection against flying or sharp objects
5. Visitors with walking casts, crutches and orthopedic devices are not permitted
6. There may be special situations where a visitor cannot comply with every rule. In these circumstances, exceptions may be made after consulting with the Project Superintendent/Supervisor.

**SECTION -7-**  
**EMERGENCY PREPAREDNESS**

## **GENERAL**

The most difficult time for people to make decisions is when they are under the stress of an emergency. This procedure is aimed at reducing that stress and ensuring that the best decisions are made to protect our employees in an emergency.

The Company accepts its own responsibility in emergency situations but also recognizes the work and jurisdiction of other agencies. The emergency procedures can only succeed if people are familiar with its content. Adherence to the Company's approved policy on emergency preparedness will ensure a safe environment for our staff and that of other members of the community.

## **PURPOSE**

The purpose of the emergency preparedness program is to establish the framework that will provide, under emergency conditions, for the safety and security of the staff and facility under ZUCCO CONSTRUCTION LIMITED.

In order to ensure a timely and effective response, the Company acknowledges and accepts a two-tier approach to the management of emergencies. The first is the incident in which the company is the focal point for response activities. The Company, in this instance, retains control and will provide executive direction and support to staff. The second is when a declaration of local emergency is made by head of council of a municipality or the Premier of the Province of Ontario. In this situation, the Company will defer to the authority of the municipality. In all cases, the company will promote a co-operative team approach in response to emergencies.

Emergencies are defined as a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportion to life or property. ZUCCO CONSTRUCTION LIMITED has determined that their priority, in the event of an emergency, will be to provide for the safety and security of staff and facilities.

## **RESPONSIBILITIES**

### ***President***

- Upon being notified that an emergency has occurred, the President or designate of ZUCCO CONSTRUCTION LIMITED will proceed to the project and will assume the responsibilities assigned
- Under emergency conditions, the President or designate of ZUCCO CONSTRUCTION LIMITED is responsible to:
  - Take control of the emergency
  - Ensure that all required outside assistance is in place
  - Maintain a record of all action taken

### ***Emergency Coordinator***

- The emergency coordinator is appointed by the President of ZUCCO CONSTRUCTION LIMITED. The role assumed by the emergency coordinator is one of facilitator which is achieved through coordination of response activities within the facility. To be successful, the emergency coordinator will see or have knowledge of all operational information related to the facility.
- The emergency coordinator will be responsible to:
  - Coordinate all response activities within the facility;
  - Establish liaison with community response services and agencies for the purpose of coordinating joint response activities;
  - Determine if the Company's resources are adequate and recommend when ~~outside~~ assistance should be requested;
  - Establish priorities to meet the immediate needs of the emergency
  - Maintain a record of all action taken

## **TYPES OF EMERGENCIES**

### **1. Fire**

A fire or a suspected fire on the site/project will always require the sounding of a fire alarm, the evacuation of the occupants and the summoning of the fire, ambulance and police services. The Project Superintendent/Supervisor will determine the location and severity of the fire.

In all cases of fire or suspected fire, the provisions of the fire safety plan will be observed.

#### ***Action***

- Telephone:
  - Fire department
  - Ambulance
  - Police
- *If telephones are not working, send messenger to get help*
- Ensure designated persons are available to aid those who may be injured
- Shut off machinery/equipment
- Render first aid
- Evacuate
- Brief first responders
- Small fires may be extinguished by staff provided:
  - A means of extinguish is available
  - The fire is small
  - The person feels confident to fight the fire

**SECTION -8-**  
**WORKPLACE**  
**VIOLENCE AND HARASSMENT**  
**POLICIES**

## **WORKPLACE VIOLENCE**

ZUCCO CONSTRUCTION Limited is committed to providing a safe workplace and recognizes the need for a violence free work environment for all employees and workers. ZUCCO CONSTRUCTION Limited is committed to maintaining a work environment free of all forms of violence.

The purpose of this policy is to establish procedures to minimize and prevent violence in the workplace and to outline the procedures to deal with any reported incident of workplace violence. This policy will foster the safety and security of Zucco Construction Limited employees, customers, visitors and contractors to our work sites.

To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. A copy of this policy shall be provided to each new employee as part of the employee's hiring documentation.

### **POLICY**

This policy applies to all workers, supervisors, managers and contractors of Zucco Construction Limited.

Zucco Construction Limited is committed to providing a safe workplace for all of its employees and contractors. Zucco Construction Limited will not tolerate any acts or threats of violence or unacceptable behavior in the workplace perpetrated by or against employees, customers, clients, contractors or other third parties.

Zucco Construction Limited will intervene in all situations involving workplace violence. Zucco Construction Limited will take prompt action and thoroughly investigate any reported incident or threat and take appropriate disciplinary action, up to and including termination of employment, against any employee who engages in any workplace violence.

For the purpose of this policy, Zucco Construction Limited's workplace includes any place where the business of Zucco Construction Limited is conducted or where social or other functions occur.

Zucco Construction Limited will establish programs and procedures to reduce the risk of violence and unacceptable behavior in the workplace.

### **WHAT IS WORKPLACE VIOLENCE?**

- a) Workplace violence is the exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee;
- b) an attempt to exercise physical force against an employee, in the workplace, that could cause physical injury to the employee;
- c) a statement or behavior that is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.

Unacceptable Behaviour	Examples
• Threatening Behaviour	Shaking fists, destroying property, throwing objects, carrying a weapon
• Verbal or Written Threats	Any expression of an intent to inflict harm
• Verbal Abuse	Swearing, insults or condenscending language
• Physical Attacks	Hitting, shoving, pushing or kicking

## **RESPONSIBILITY OF EMPLOYEES AND SUPERVISORS**

### **Employees**

- a) Employees are responsible for informing their supervisors of any workplace violence or potential risk of workplace violence they may experience or witness. This includes non-work related incidents which have the potential to result in workplace violence.
- b) Employees are responsible for attending all training and information sessions provided by Zucco Construction Limited with respect to workplace violence.
- c) Employees are expected to co-operate with the police, Zucco Construction Limited, investigators and other authorities as required during any investigation related to workplace violence.

### **Supervisors**

- a) Supervisors are responsible for assessing the risk of workplace violence to employees under their supervision, minimizing those risks where necessary or reasonable possible and informing any affected employee of such risks or potential risks.
- b) Supervisors are responsible for ensuring employees are trained to:
  - i. Recognize the potential for workplace violence
  - ii. Follow the procedures and policies developed to minimize risk
  - iii. Respond to incidents appropriately
  - iv. Report and document such incidents
- c) Supervisors are responsible for tracking and reporting threats of workplace violence, and incidents of workplace violence to the Joint Health and Safety Committee and Management according to the time lines set out in the procedures. Supervisors are to use the Compliant form of Violence
- d) Supervisors are responsible for ensuring that proper medical care is provided for anyone involved in an incident and for securing the safety of employees prior to investigating the incident or taking reports.
- e) Supervisors are responsible for co-operating with police, Zucco Construction Limited, investigators or other authorities, as required during any investigation related to workplace violence.

## **PROCEDURE WHERE AN INCIDENT OF VIOLENCE IS REPORTED**

Every incident of violence in the workplace shall be immediately reported to a supervisor. Reports or incidents that should be kept confidential will be handled appropriately. Information will be disclosed only on a need-to-know basis.

All reported incidents will be investigated by Zucco Construction Limited according to the Violent Incident Investigation Checklist

The Supervisor conducting the investigation will:

- a) First ensure the safety of the employees and himself/herself
- b) Ensure the victim receives proper medical treatment
- c) If necessary in a hostile or violent situation, contact the authorities as soon as possible (including the police or Ministry of Labour) to report the incident
- d) If physical injury or psychological trauma has occurred, contact the Office Health & Safety Designate and Joint Health and Safety Committee or Health and Safety Representative as soon as possible to assess who should be involved in the investigation
- e) Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses and witness accounts
- f) Within twenty-four (24) hours after the completion of the investigation, write and submit a detailed report of the incident to the Joint Health and Safety Committee and the Office Health & Safety Designate

An employee who is a perpetrator of workplace violence may be suspended, with pay, until the investigation of the incident is complete.

If an incident of workplace violence is committed by an employee, Zucco Construction Limited shall, upon consultation with the and Office Health & Safety Designate, meet with the person who is alleged to have committed the inappropriate act. The purpose of that meeting will be to understand what happened, explain why the act was inappropriate and to decide if further consequence will be imposed. Depending on the circumstances and the severity of the incident, Zucco Construction Limited may do one or more of the following:

- Give the employee a written warning
- Determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation
- Make note of the incident on the employee's record
- Require the employee to attend training
- Recommend that the employee attend counseling
- Suspend the employee without pay for a reasonable period of time
- Terminate the employee for just cause
- Request the police charge the employee with an offence under the *Criminal Code of Canada*

Employees are encouraged to report any act they believe to be unacceptable. Zucco Construction Limited will never punish an employee for reporting an act of suspected workplace violence.

## **DOMESTIC VIOLENCE**

An employee experiencing a situation or witnessing another employee experiencing a situation in the workplace in which an employee's safety is compromised or which may create a risk of violence in the workplace, whether or not the situation is personal or domestic in nature, and whether involving another employee or not, should immediately report the situation to the supervisor.

Any employee who obtains a court “restraining order” listing Zucco Construction Limited locations as protected areas should provide a copy of the order to their supervisor. The supervisor shall provide copies to the Office Health & Safety Designate. To the extent possible, Zucco Construction Limited will keep the existence and contents of such orders confidential. If Zucco Construction Limited becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, Zucco Construction Limited shall take every precaution reasonable in the circumstances for the protection of the employee. All employees have an obligation to cooperate with management and to protect themselves, other employees and Zucco Construction Limited clients. Zucco Construction Limited may, in attempting to provide such protection, and in consultation with the employee as appropriate, take such temporary or permanent steps it deems necessary such as transferring the employee to another location, altering the employee’s duties and/or role, and/or placing the employees on a leave of absence.

The contents of the workplace violence policy apply to incidents of domestic violence, with modifications as Zucco Construction Limited may deem necessary.

### **WORK REFUSAL**

Where an employee refuses to work or perform particular work as he or she has reason to believe that workplace violence is likely to endanger himself or herself, the employee shall promptly report the circumstances of the refusal to the supervisor.

- The employee must be available to the supervisor during the investigation
- The employee can continue to refuse to work if he/she is not satisfied with the result of the investigation and has reasonable grounds to believe the potential for violence is still present
- If the employee continues to refuse to work, the Inspector from Ministry of Labour will be notified and will conduct an investigation
- While waiting for the Inspector, the supervisor may assign the employee to other tasks and may assign the work in question to other employees after advising of the work refusal
- Pending the Inspector’s decision and investigation, the employee will remain in a safe place that is as near as reasonable possible to his or her work station and will be available to the inspector during the investigation
- The Inspector will decide whether the work is safe and will provide a written decision to the employee, Zucco Construction Limited and where appropriate, the employee’s representative. If the Inspector finds that the work is not likely to endanger anyone the refusing employee is expected to return to work

## **HOW ZUCCO CONSTRUCTION LIMITED IS MAKING THE WORKPLACE SAFE**

Zucco Construction Limited has developed and maintains a program to implement this policy. In particular, Zucco Construction Limited has assessed the risks of workplace violence that may arise given the nature of the workplace, the type and conditions of work and has advised the Joint Health and Safety Committee of the results of the assessment.

Zucco Construction Limited, in conjunction with the Joint Health and Safety Committee, will reassess the risks of workplace violence as often as is necessary to ensure that this policy continues to protect employees from workplace violence.

Zucco Construction Limited will ensure that all employees are provided training and instruction on general workplace security practices. Workplace security training and instruction includes a tutorial of the following:

- preventative measures to reduce the threat of workplace violence, including procedures for reporting workplace violence
- a review of methods to diffuse hostile or threatening situations
- a review of escape routes
- an explanation of the workplace violence prevention policy

## **WORKPLACE HARASSMENT**

Zucco Construction Limited is committed to providing a safe workplace and recognizes the need for a violence and harassment free work environment for all employees. The purpose of this policy is to minimize and prevent workplace harassment and to outline the procedures to deal with any reported incident of workplace harassment.

To ensure a safe workplace, all employees should review and understand all provisions of this workplace harassment policy. A copy of this policy will be provided to each new employee as part of the employee's hiring documentation.

### **SCOPE AND ACCOUNTABILITY**

This policy applies to all workers, supervisors, managers and contractors of Zucco Construction Limited.

### **POLICY STATEMENT**

Zucco Construction Limited believes in providing and maintaining a work environment in which all employees are free from workplace harassment.

For the purpose of this policy, Zucco Construction Limited's working environment includes any place where the business of Zucco Construction Limited is conducted or where social or other functions occur.

Zucco Construction Limited will treat seriously any incident of workplace harassment that occurs in the workplace irrespective of the alleged perpetrator's position at Zucco Construction Limited. Retaliation or reprisals are prohibited against any employee who has filed a genuine complaint under this workplace harassment policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination of employment for just cause.

Zucco Construction Limited recognizes the importance of confidentiality. Therefore, all complaints concerning workplace harassment, including the names of parties involved, shall be treated as confidential and only discussed on a 'need-to-know' basis. Where there is a finding of improper conduct that results in disciplinary action, such discipline will be reflected only on the file of the person who engaged in the conduct.

### **WHAT IS WORKPLACE HARASSMENT?**

Workplace harassment is engaging in a course of vexatious comment or conduct against an employee in the workplace that is know, or ought reasonable to be known, to be unwelcome. Workplace harassment generally involves a course of conduct; a single incident is generally not sufficient to amount to workplace harassment. In addition, the conduct must be vexatious, meaning to generally must be without reasonable grounds and intentional to annoy harass or

bother the individual. Performance management and work related feedback are not workplace harassment.

Workplace harassment includes any of the following:

- Verbal abuse or ridicule, such as shouting at an individual
- Interference with an employee's work
- Bullying
- Taunting or name calling
- Psychological abuse

## **RESPONSIBILITY**

All employees, particularly those in a management position, are responsible for ensuring the workplace is free from workplace harassment. All employees have an obligation to report incidents of workplace harassment.

All employees are responsible for attending training and information sessions provided by Zucco Construction Limited with respect to workplace harassment.

## **PROCEDURES:**

All incidents of workplace harassment shall be immediately reported to a supervisor. If the alleged workplace harassment involves the supervisor, the workplace harassment should be reported to the Office Health & Safety Designate. Reports or incidents will be kept confidential and will be disclosed only on a 'need-to-know' basis.

The following procedure will be utilized with respect to a complaint of workplace harassment:

1. The employee must complete the "Workplace Violence/Workplace Harassment Incident Report Form" within ten (10) days of reporting the incident.
2. Any supervisor or manager who either receives a report of workplace harassment or has knowledge of workplace harassment shall promptly inform the Office Health & Safety Designate. The Office Health & Safety Designate will determine whether further investigation is warranted.
3. The Office Health & Safety Designate will take appropriate action depending on the conduct and circumstances of each individual case, including an investigation or retaining a third party to investigate the complaint.
4. Where appropriate, the investigator will interview the complainant to determine the nature of the complaint, interview the alleged perpetrator to obtain his/her response to the allegations of workplace harassment, interview all witnesses and review all relevant documents or other evidence.
5. The results of the investigation shall be kept confidential and will be disclosed only on a 'need-to-know' basis.
6. The investigative files, including the complaint, shall be maintained by the Office Health & Safety Designate.

An employee who is an alleged perpetrator of workplace harassment may be suspended, with pay, until the investigation of the incident is complete.

Where an act of harassment is committed by an employee, Zucco Construction Limited shall meet with the person who is alleged to have committed the inappropriate act. The purpose of that meeting will be to understand what happened, explain why the act was inappropriate and to decide if further consequence will be imposed. Depending on the circumstances and the severity of the incident, Zucco Construction Limited may do one or more of the following:

- Give the employee a written warning
- Determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation
- Require the employee to attend training
- Recommend that the employee attend counseling
- Suspend the employee without pay for a reasonable period of time
- Terminate the employee for just cause

Any disciplinary action taken will also be documented in the employee's personnel file.

### **HOW ZUCCO CONSTRUCTION LIMITED IS MAKING THE WORKPLACE SAFE**

Zucco Construction Limited will ensure that all employees are provided training and instruction on general workplace security practices. Workplace security training and instruction includes a tutorial of the following:

- preventative measures to reduce workplace harassment, including procedures for reporting workplace harassment
- an explanation of the workplace harassment policy

## **UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY**

Zucco Construction Limited is committed to providing a working environment in which all individuals are treated with respect to dignity. The purpose of this policy is to minimize and prevent unlawful discrimination and harassment based on a prohibited ground and to outline procedures to deal with any reported incident of discrimination or harassment based on a prohibited ground.

### **SCOPE AND ACCOUNTABILITY**

The policy applies to all workers, supervisors, managers and contractors of Zucco Construction Limited.

### **POLICY STATEMENT**

Zucco Construction Limited prohibits all types of unlawful discrimination and harassment based on a prohibited ground, whether directed against an individual or group, including employees, clients, suppliers and contractors. Specifically, this includes unlawful discrimination and harassment based on race, ancestry, place of origin or ethnic origin, citizenship, creed, colour, age, sex, sexual orientation, marital status, family status, disability and a criminal conviction for which a pardon has been granted.

Every individual has the right to work in an environment free from unlawful discrimination and harassment based on a prohibited ground. The right to be free from unlawful discrimination and harassment based on prohibited ground applies to all aspects of the employment relationship, including recruitment, hiring, training, promotion, compensation, transfers, leaves of absence, assignments, performance improvement plans and termination.

Zucco Construction Limited will treat seriously any form of unlawful discrimination or harassment based on a prohibited ground that occurs in the work environment, irrespective of the alleged perpetrator's position with Zucco Construction Limited.

For the purpose of this policy, Zucco Construction Limited's working environment includes any place where the business of Zucco Construction Limited is conducted or where social or other functions occur.

Zucco Construction Limited recognizes the importance of confidentiality. Therefore all complaints concerning unlawful discrimination or harassment based on a prohibited ground, including the names of the parties involved, shall be treated as confidential and only disclosed on a 'need-to-know' basis. Where there is a finding of improper conduct that results in disciplinary action, such discipline will be reflected only on the file of the person who engaged in the conduct.

Retaliation or reprisals are prohibited against any employee who has complained under this in lawful discrimination and harassment policy, or has provided information regarding a complaint.

Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for just cause.

## **WHAT IS UNLAWFUL HARASSMENT?**

Unlawful harassment based on a prohibited ground is a form of discrimination and is prohibited. Unlawful harassment based on a prohibited ground is engaging in a vexatious comment or conduct related to one of the prohibited grounds that is known, or ought reasonably to know, to be unwelcome.

Harassment refers to behavior that is not welcome, is personally offensive, fails to respect the rights of others, lowers morale and/or interferes with work effectiveness. The following are examples of unacceptable behaviours:

- Verbal abuse or threats related to a prohibited ground
- Unwelcome remarks, jokes innuendos or taunting about a person's age, marital status, ethnic or national origin, religion, sexuality, etc.
- "Dirty" jokes which cause awkwardness or embarrassment
- Display of pornographic, racist or other offensive or derogatory pictures

## **Sexual Harassment**

The Ontario *Human Rights Code* also specifically prohibits sexual harassment and expressly prohibits sexual solicitation or advances made by a person in a position to confer, grant or deny a benefit or advancement.

The following are examples of unacceptable sexual harassment:

- Unwelcome sexual advances (oral, written or physical)
- Request for sexual favours
- Sexual and sexist jokes
- Unnecessary physical contact such as patting, touching, pinching or hitting
- Sexually related comments
- Speculation about one's sexual activities

## **RESPONSIBILITY**

All employees, particularly those in a management position, are responsible for ensuring the workplace is free from unlawful discrimination and harassment based on a prohibited ground. All employees have an obligation to report incidents of unlawful discrimination and harassment based on a prohibited ground.

## **PROCEDURES**

All incidents of unlawful discrimination and harassment based on a prohibited ground shall be immediately reported to a supervisor. If the alleged unlawful harassment based on a prohibited ground involves the supervisor, or if the employee is uncomfortable reporting the matter to

his/her supervisor, the harassment should be reported to the Office Health & Safety Designate. Reports or incidents will be kept confidential and will be disclosed only on a 'need-to-know' basis.

The following procedure will be utilized with respect to a complaint of unlawful discrimination and/or harassment based on a prohibited ground:

1. The employee or individual making the complaint shall reduce the complaint to writing. The employee shall complete the "Complaint Form of Violence/Workplace Harassment Incident Report Form" within ten (10) days of reporting the incident.
2. Any supervisor or manager who either received a report of unlawful discrimination or harassment based on a prohibited ground or has knowledge of the unlawful discrimination or harassment based on a prohibited ground, shall promptly inform the Office Health & Safety Designate. The Office Health & Safety Designate will then determine whether further investigation is warranted.
3. The Office Health & Safety Designate will take appropriate action depending on the conduct and circumstances of each individual case, including conducting an investigation or retaining a third part to investigate the complaint
4. Where appropriate, the investigator will interview the complainant to determine the nature of the complaint, interview the alleged perpetrator to obtain his/her response to the allegations of unlawful discrimination and/or harassment based on a prohibited ground, interview all witness and review all relevant documents or other evidence.
5. The results of the investigation shall be kept confidential and will be disclosed only on a 'need-to-know' basis.
6. The investigative files, including the complaint, shall be maintained by the Office Health & Safety Designate.

An employee who is an alleged perpetrator of unlawful discrimination and/or harassment based on a prohibited ground may be suspended, with pay, until the investigation of the incident is complete.

Where an act of unlawful discrimination or harassment based on a prohibited ground is committed by an employee, Zucco Construction Limited shall meet with the person who is alleged to have committed the inappropriate act. The purpose of that meeting will be to understand what happened, explain why the act was inappropriate and to decide if further consequence will be imposed. Depending on the circumstances and the severity of the incident, Zucco Construction Limited may do one or more of the following:

- Give the employee a written warning
- Determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation
- Require the employee to attend training
- Recommend that the employee attend counseling
- Suspend the employee without pay for a reasonable period of time
- Terminate the employee for just cause

Any disciplinary action taken will also be documented in the employee's personnel file.

**SECTION -9-**  
**APPENDICES**

**Appendix “A”**  
**Employee Incident Report**



**Appendix “B”**  
**Accident Investigation Report**

# ACCIDENT INVESTIGATION REPORT

COMPANY OR BRANCH			DEPARTMENT		FIRM NUMBER
EXACT LOCATION			DATE OF OCCURRENCE	TIME AM / PM	DATE REPORTED
<b>PERSONAL INJURY</b>			<b>PROPERTY DAMAGE</b>		
INJURED'S NAME	DATE EMPLOYED	AGE	PROPERTY DAMAGE		
OCCUPATION	TIME ON JOB		ESTIMATED COSTS \$	ACTUAL COSTS \$	
NATURE OF INJURY	PART OF BODY INJURED		NATURE OF DAMAGE		
OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING INJURY			OBJECT/EQUIPMENT/SUBSTANCE/INFLECTING DAMAGE		
PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE			PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE		

<b>DESCRIPTION</b>	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED: ATTACH ACCIDENT DIAGRAM FOR ALL MOTOR VEHICLE ACCIDENTS.

<b>ANALYSIS</b>	WHAT ACTS, FAILURES TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?
<b>ANALYSIS</b>	WHAT ARE THE BASIC FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?

LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR	PROBABLE RECURRENCE RATE <input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> RARE
---	---

<b>PREVENTION</b>	WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? PLACE 'X' BY ITEMS COMPLETED.

INVESTIGATED	DATE	REVIEWED BY	DATE
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**Appendix “C”**  
**Supervisor’s “Near Miss” Report**

**ZUCCO CONSTRUCTION LIMITED**  
**Supervisor's "Near Miss" Report**

FACILITY:	DEPARTMENT SHIFT:	DATE OF INCIDENT:
OBSERVED BY:	JOB CLASSIFICATION:	LOCATION OF INCIDENT:

***DESCRIPTION – WHAT HAPPENED?***

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***ANALYSIS – WHY DID IT HAPPEN?***

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***LOSS SEVERITY POTENTIAL***       MAJOR       SERIOUS       MINOR

***PROBABLE RECURRENCE RATE***       FREQUENTLY       OCCASSIONALLY       RARELY

***PREVENTION – WHAT REMEDY HAS BEEN OR WILL BE INSTITUTED?***

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SUPERVISOR:	DATE:	SUPERINTENDENT:	DATE:
GENERAL SUPERVISOR:	DATE:	SAFETY SUPERVISOR:	DATE:

**Appendix “D”**  
**New Employee Orientation**

**ZUCCO CONSTRUCTION  
LIMITED  
NEW EMPLOYEE ORIENTATION**

**CONTRACTOR:** \_\_\_\_\_

**WORKER:** \_\_\_\_\_

	YES	NO
1. Gate and general security		
2. Special requirements		
3. Emergency Procedures		
4. Personal Protective Equipment		
5. First Aid		
6. Safe work practices		
7. Safety policy		
8. Sanitation and Lunchroom facilities		
9. Contractor Responsibility		
10. Accident Investigation procedures		
11. Work site safety inspections		
12. Safety legislation		
13. Hoisting and rigging		
14. Permits (tools, etc.)		
15. Worker conduct		
16. Power tool training and usage		

**REMARKS:**

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This will certify that I have been given the company orientation briefing on the above noted subjects as indicated by me with an "X", and that I have fully reviewed and understand its contents.

Signature: \_\_\_\_\_

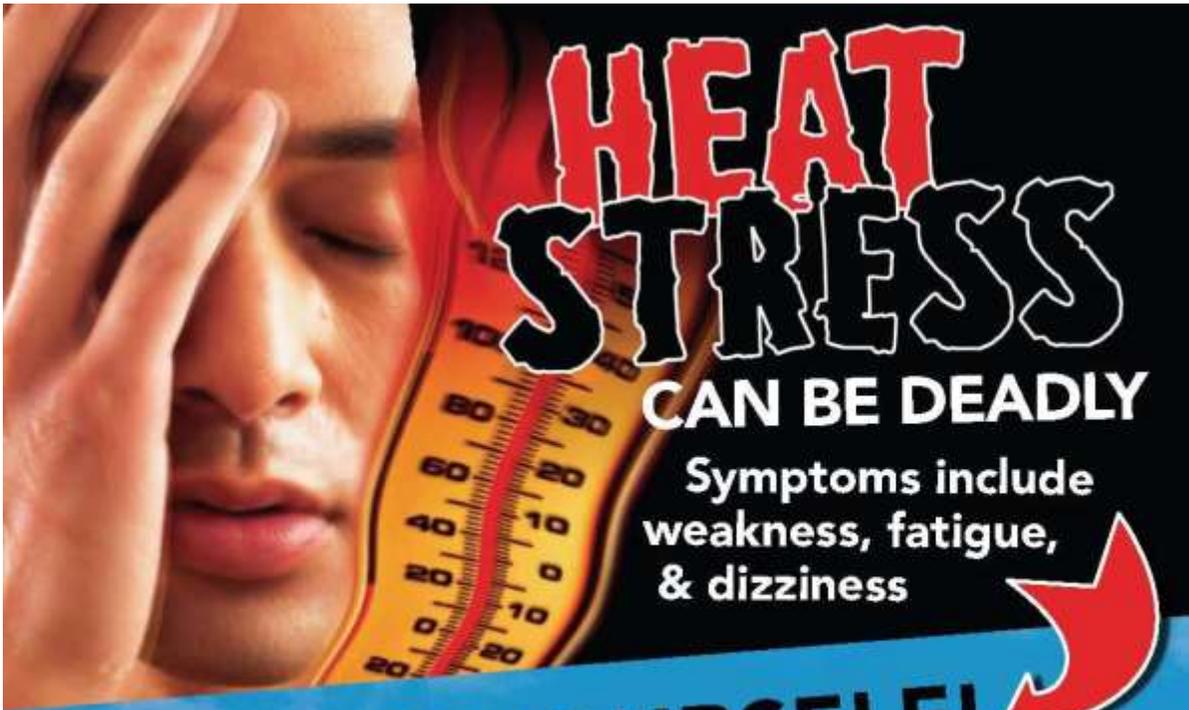
Date: \_\_\_\_\_

Contractor Rep: \_\_\_\_\_

Position: \_\_\_\_\_

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**Appendix “E”**  
**Hot Weather Work Plan Tools**



# HEAT STRESS

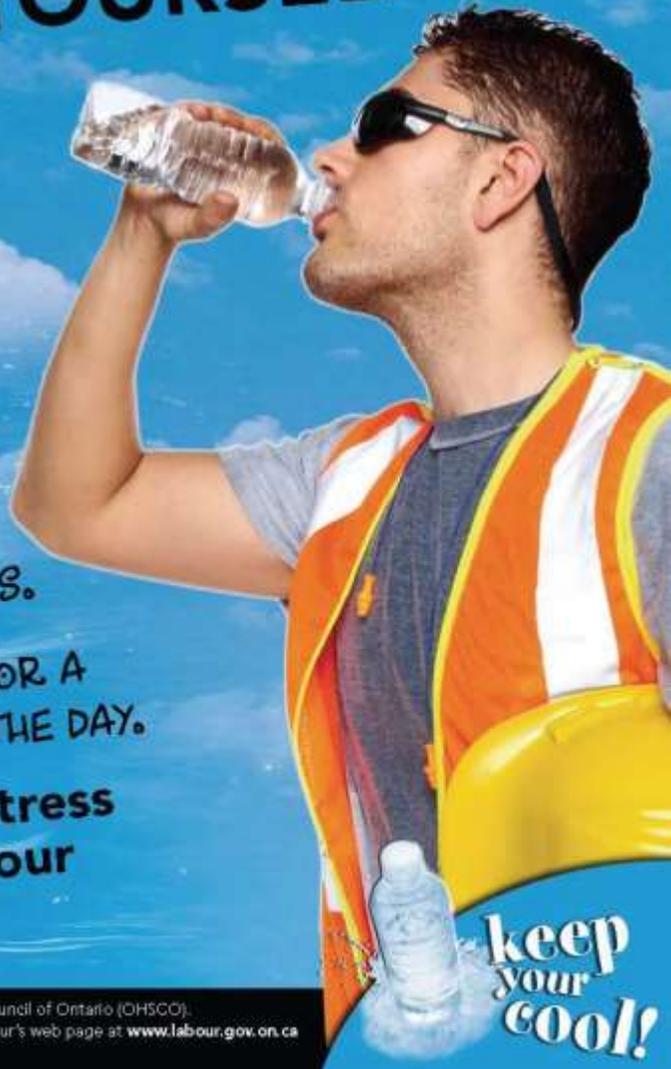
**CAN BE DEADLY**

Symptoms include weakness, fatigue, & dizziness

**PROTECT YOURSELF!**

- DRINK WATER.
- WEAR LIGHT, LOOSE CLOTHING.
- SCHEDULE MORE FREQUENT BREAKS.
- USE SUNSCREEN & KEEP YOUR HEAD COVERED OUTDOORS.
- SCHEDULE WORK FOR A COOLER PART OF THE DAY.

**Report heat stress concerns to your supervisor!**



**keep your cool!**

Developed by members of the Occupational Health and Safety Council of Ontario (OHSCO).  
For additional information on heat stress, visit the Ministry of Labour's web page at [www.labour.gov.on.ca](http://www.labour.gov.on.ca)  
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### Heat stress action chart

Conditions/actions listed below apply to **unacclimatized workers**. Never ignore symptoms. Refer to *Heat Stress Awareness Guide* for extra clothing and/or radiant heat conditions.

HUMIDEX	ACTION RECOMMENDED
<b>LOW</b> 30-37	<ul style="list-style-type: none"> <li>• Post heat stress alerts</li> <li>• Drink water</li> </ul>
<b>MEDIUM</b> 38-39	<ul style="list-style-type: none"> <li>• Reduce physical activity (e.g., slower pace, more breaks)</li> <li>• Drink a cup of water every 20-30 minutes</li> </ul>
<b>MODERATE</b> 40-41	<ul style="list-style-type: none"> <li>• Further reduce physical activity</li> <li>• Drink a cup of water every 15-20 minutes</li> </ul>
<b>HIGH</b> 42-44	<ul style="list-style-type: none"> <li>• Severely curtail physical activity</li> <li>• Ensure sufficient rest/recovery time</li> <li>• Drink a cup of water every 10-15 minutes</li> </ul>
<b>EXTREME</b> 45+	<ul style="list-style-type: none"> <li>• Hazardous to continue physical activity</li> </ul>

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**HEAT STRESS AWARENESS TOOL**

**HEAT STRESS**

RECOGNIZE THE SYMPTOMS...  
weakness, fatigue, & dizziness

**How to use this tool:**

1. Measure workplace temperature & humidity.
2. Turn the wheel to display the workplace temperature. Then, find the humidity value on the left axis.
3. Refer to the colour on the instruction chart for recommended action.
4. Refer to the *Heat Stress Awareness Guide* for more detailed information.

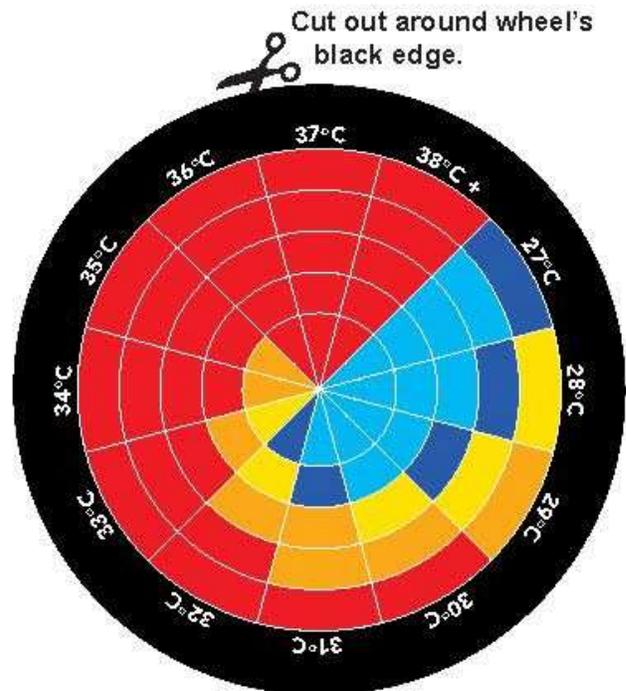
**Keep your cool!**

Once cutting and folding is complete, insert wheel so that the coloured side shows through the cut-out wedge.

Insert fastener at small black dot below the wedge to hold together, and rotate wheel.

Cut along vertical edges.

Fold on dotted line.



**Appendix “F”**  
**Workplace Violence/Workplace Harassment**  
**Incident Report Form**

**ZUCCO CONSTRUCTION LIMITED WORKPLACE  
VIOLENCE / WORKPLACE HARASSMENT INCIDENT  
REPORT**

**Instructions:**

If you wish to report an incident of Workplace Violence or Workplace Harassment, complete this form and give it to the Office Health & Safety Designate and your Supervisor.

**Report:**

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Injuries Obtained: \_\_\_\_\_

Type of Complaint:  Violence  Harassment

Associate Name: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Person(s) who allegedly harassed or committed a violent act against you, and the date(s) that the alleged incident act took place:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of Incident (Note: State the facts simply, giving full particulars of the incident(s) as to time, date, place and names of witness(es), if any, and how you feel there has been Workplace Harassment/Violence act against you:**

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I hereby certify the content of this form are true and understand the penalty for making a false or misleading report.

\_\_\_\_\_  
**Signature of Complainant**

\_\_\_\_\_  
**Date**

**Please attach additional sheets if necessary. Thank you.**

**Appendix “G”**

**Violent Incident Investigation Checklist**

**ZUCCO CONSTRUCTION LIMITED**  
VIOLENT INCIDENT INVESTIGATION CHECKLIST

This checklist is to be used for violent incident investigations to ensure all aspects of the incident have been reviewed.

Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complainants, assailants and witnesses
- Date and time of incident
- Date and time of incident report to Employer
- Exact location of incident
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after incident
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Complainant's account of events
- Description of assailant's
- Description of any vehicles involved in incident
- Assailant's account of events
- What participants said and did immediately before and after incident
- Physical conditions of work environment at time of incident
- Assailant's physical and mental state prior to and at the time of the incident
- Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant, if any
- Investigator's relationship to complainant and assailant, if any
- Photographs of incident site
- Diagram of incident site, location of injured worker and witnesses