



**Daytona Homes
(Winnipeg) Limited
Partnership**

**Health and
Safety Manual**

Disclaimer

The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to Government regulations and does not relieve persons using this manual from their responsibilities under applicable legislation.

The information in this safety manual does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006. Please refer to the provincial OHS legislation as required.

Daytona Homes
Health & Safety Manual
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Management Review

Daytona Homes performs an internal audit of our Health and Safety Program on an annual basis. Management works in cooperation and consultation with all parties associated with Daytona Homes.

The company's health and safety program meet or exceeds the standards set forth in the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

This form validates the commitment of senior management and their participation in the Health and Safety Program and Internal Responsibility System.



Craig Corbett, CEO

July 5, 2026

Date

Section 1

***Company Health & Safety Policy
Assignments & Responsibilities***

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Company Safety Policy

Daytona Homes is committed to the implementation of a high standard of safety, health and environmental programs that protects our employees, our clients, the public and the environment.

We strive to achieve a zero-incident workplace. We recognize the importance of communication and working in conjunction with the employees, clients, and the health and safety committee. We are committed to providing a safe and healthy workplace for all parties and encourage two-way conversations.

To achieve this goal, we have implemented a formal Health and Safety Program to ensure compliance with the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006 as well as committing to a strong safety culture. Our program provides direction for all parties regarding health and safety in the workplace. This includes physical, psychological and the social well being of our employees, contractors, suppliers, clients, and the general public. This is best achieved by working in the spirit of consultation and cooperation with all parties.

Employees and Contractors at every level, including Management are responsible and accountable for the overall safety initiatives as set out by the Prime Contractor. Complete and active participation by everyone, every day, in every job, is necessary for the safety excellence that we expect. We fully support the co-ordination of safety among all Employees, Contractors, Suppliers, and the general workforce on all our work sites. All workers by OHS legislation have the right to refuse unsafe work, the right to know, the right to participate and the and the right to protection against reprisal.

It is the mandate that we are all responsible for following the required practices and procedures of the Health and Safety Program, to work safely, and wherever possible improve safety measures to ensure an injury and incident free work environment. Input from all parties is appreciated in the development and improvement of the Health and Safety program.

Please note that the Health and Safety information contained herein does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

Responsibilities and Accountability

Managers/Executives – All Company Divisions

1. To provide information, instruction, and assistance to all supervisory staff in order to protect the Health and Safety of all Employees and Contractor (Trade Partner).
2. Will read, understand, and comply with Safety Policies, Safe Work Practices, Safe Job Procedures, Formal Hazard Assessments, Company Rules and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
3. To provide all supervisory staff and Contractors with an understanding of the Health and Safety program as well as all relevant Occupational Health and Safety legislation.
4. To provide ongoing Safety education programs for Employees and monitor Contractors for equipment and training required by the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
5. To ensure compliance with the Health and Safety Program by monitoring Employees and Contractors, and when necessary, institute corrective actions per company policy. When there is a continuous non-compliance issue with an Employee or Contractor, the Prime Contractor will notify that person or Contractor in writing, that they are in violation of the requirements of our Health and Safety Program and implement corrective actions.
6. General Managers are required to complete a monthly inspection.
7. Construction Managers or GMs hold monthly safety meetings with employees.

Sales Personnel (Including Sales Consultants, Sales Assistants, Hosts & Hostesses)

1. All Sales Personnel provide a hardhat for any clients or customers that are on site who have registered at the sales center.
2. Will read, understand, and comply with Safety Policies, Safe Work Practices, Safe Job Procedures, Formal Hazard Assessments, Company Rules and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
3. No person under the age of 18 is allowed on any site that is under construction. Any house prior to completion or occupancy date is to be deemed under construction.
4. No customers or clients can visit a site without the knowledge and approval of the sales personnel.
5. Ensure that all customers complete the Site Visitation Pass prior to going on the site.
6. Sales personnel ensure that the site is safe prior to allowing any customers to visit a site. Access to the site (i.e., temporary walks, ramp, or stairs with handrail if height is greater than 36”), removal of construction debris and covering or barricading of openings be done prior to allowing a customer on site.
7. Customers will not be allowed to visit a site if a contractor is working in the home.
8. Inspection of the site must be completed before any customer be allowed to conduct a scheduled site visit.

Superintendents

1. Will read, understand, and comply with the Safety Policies, Safe Work Practices, Safe Job Procedures, Formal Hazard Assessments, Company Rules and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
2. Ensure that all Contractors (Trade Partners) on site conduct their work in compliance with the Prime Contractors Safety Policies and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
3. Will ensure that all Employees are educated to work in a safe manner and that they use all Personal Protective Equipment (PPE) and follow procedures required by the Health and Safety program and applicable legislation to protect their health and safety.
4. Are required to arrange for medical treatment as needed, in the case of injury or illness, including transportation to a doctor or hospital if necessary.
5. Must advise all Employees and Contractors (Trade Partners) of any potential or actual dangers, and how to control, prevent, or remove them.
6. Will have the required Safety Equipment (First Aid Kit, Fire Extinguisher), Hard Hat, CSA Approved Steel Toed Footwear, Safety Glasses, and Safety Vest) and Manitoba Workplace Safety and Health Act and Regulations in their vehicle always.
7. Must report all incidents immediately, will investigate all incidents fully, and advise management on how to prevent similar incidents in the future.
8. Will complete required inspections and toolbox meetings on site. A minimum of four inspections be completed per month. In addition to these inspections, two toolbox meetings must be held on site.
9. Will carry out regular inspection of the workplace to ensure a safe and healthy environment.

Field Technicians

1. Will read, understand, and comply with the Safety Policies, Safe Work Practices, Safe Job Procedures, Formal Hazard Assessments, Company Rules and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
2. Will complete a daily hazard assessment before commencing work for the day.
3. Must have the company supplied Safety Equipment in their vehicle; wear the Personal Protective Equipment provided and clothing required by regulations and the Prime Contractor.
4. Must notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
5. Must report all incidents and injuries to their supervisor as soon as possible.
6. Will take every reasonable precaution to protect the safety of other workers and themselves.

Contractors (Trade Partners)

1. Are required to provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all Employees and Contractors (Trade Partners).
2. All contractors, trades and suppliers must have a completed orientation prior to the start of any work on any of the Prime Contractor's sites.

3. Notify the Prime Contractor of any unsafe conditions or acts that may exist on the work site(s).
4. Report all incidents, in writing, immediately, and investigate incidents fully then advise the Prime Contractor on how they propose to prevent similar incidents in the future.
5. Must notify the Prime Contractor of any formal inspections of the work sites by Occupational Health & Safety and provide any documentation related to these inspections to the Safety Department immediately.
6. Are required to carry out regular inspections of their work site to ensure a safe and healthy environment.
7. Are required to attend meetings for the purpose of acquiring safety education and communicating that knowledge to their Employees.
8. Contractors (Trade Partners) are responsible for maintenance of tools, equipment, and any other specialized Personal Protective Equipment, which may be required during their work.
9. Are required to provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all Employees and Contractors (Trade Partners).
10. All contractors, trades and suppliers must have a completed orientation prior to the start of any work on any of the Prime Contractor's sites.
11. begin work on developing a Health and Safety Program while working for the Prime Contractor.
12. Notify the Prime Contractor of any unsafe conditions or acts that may exist on the work site(s).
13. Report all incidents, in writing, immediately, and investigate incidents fully then advise the Prime Contractor on how they propose to prevent similar incidents in the future.
14. Must notify the Prime Contractor of any formal inspections of the work sites and provide any documentation related to these inspections to the Safety Department immediately.
15. Are required to carry out regular inspections of their work site to ensure a safe and healthy environment.
16. Are required to attend meetings for the purpose of acquiring safety education and communicating that knowledge to their Employees.
17. Contractors (Trade Partners) are responsible for maintenance of tools, equipment, and any other specialized Personal Protective Equipment, which may be required during their work.
18. · No animals allowed on site at anytime for any reason.

Safety Manager/Coordinator

1. Review, maintain and remain knowledgeable with current trends and current copy of applicable legislations and regulations.
2. Develop and promote measures to protect the safety, health and welfare of the workers and check the effectiveness of such measures.
3. Maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the safety, health, and welfare of the workers.
4. Inspections of each workplace at a regular interval with results of each inspection being reviewed by the health and safety committee and management.

5. Assists the lead technician in accident investigation and recommends controls to prevent a reoccurrence.
6. Compile Statistics, trending and recording Health and Safety documentation and training.
7. Manage the implementation of the Modified Work Program for injured employees.

Safety Representative

1. Work in accordance with the company procedures, and the Workplace Safety and Health Act W210 and the regulations 217/2006.
2. Participate in their personal safety and the safety of others.
3. Ensure safety documentation is completed as required
4. Assist in or perform site inspections
5. Report any hazards
6. Perform or participate in incident investigations
7. Support the rights and responsibilities for all employees (refusals)
8. Assure proper notification in the event of an accident.
9. Identify safety hazards and make suggestions for improvement
10. Act as liaison with government agencies and associations related to safety issues.

Safety and Health Committee

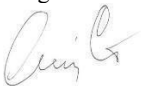
1. Work in conjunction with Management
2. Will meet a minimum of 4 times per year
3. Record and forward minutes to WSH Division
4. Make written recommendations on EH&S matters to management
5. Assist in reviewing and development of the safety program
6. Help implement and maintain program
7. Conduct inspections
8. Conduct investigations

Office Staff

1. Will read, understand, and comply with all Safety Policies, Safe Work Practices, Safe Job Procedures, Formal Hazard Assessments, Company Rules and relevant sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
2. Must be aware of the evacuation procedure and the location of the Muster Point for the respective offices.
3. Must report all incidents and injuries to their supervisor as soon as possible.

Section 2

Hazard Assessment

Division(s):	All	Department(s):	All	Revision #:	4
Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision date:	May 27, 2025

Hazard Assessment Policy

Hazards, if left uncontrolled, can cause sickness, injury, inefficiency and damage to equipment and the environment. The Prime Contractor is dedicated to the identification of workplace hazards and ensures that managers, worker, and trade partners of the Prime Contractor are trained in the act of active hazard assessment.

Formal Hazard Assessments will be completed when:

1. Prior to commencing any work.
2. During the day as conditions change.
3. New work operations, procedure or equipment is modified or introduced.
4. When site specific hazard assessments, inspections or investigations identify a previously unrecognized hazard.

Upon identification of a hazard, the following steps may have to be taken:

1. Stop work immediately.
2. Locate to the muster point in the event of an emergency such as fire, flood, or gas release.
3. Inform the other workers of the hazard.
4. Identify hazards by marking with tape, signage, etc.
5. Include hazard identification to workers and trade partners.
6. Investigation, documentation, and Corrective actions will be taken and reviewed by the Safety Department.
7. Monitoring the site to ensure effectiveness of corrective measures.

Hazard Identification

The overall hazard assessment process is comprised of four basic elements:

1. Anticipation of possible hazards.
2. Recognizing hazards or potential hazards.
3. Evaluating the loss potential.
4. Controlling the potential loss.

Hazard Evaluation

The evaluation of hazards must be completed by qualified personnel and must include:

1. Potential exposure of workers.
2. Existing control measures and effectiveness.
3. Documentation of evaluation results.
4. Advising Manager or Safety Manager by completing required documentation as per training.

Implementing Control Measures

Once a hazard has been identified, an action plan must be implemented to eliminate, reduce, or control the hazard. The control of workplace hazards may be accomplished in several ways depending on the type and size of the hazard. Control measures may require a combination of elimination, substitution, engineering and/or administrative controls including the use of PPE in order to be effective.

Elimination:	Involves physically removing the hazard, such as tripping hazards or overhanging ice.
Substitution:	Involves replacing something that produces a hazard with something that does not, such as replacing a harmful material.
Engineering Controls:	Using tools, equipment, and guards to protect workers such as guardrails, fall protection equipment, guards on saws
Administrative Controls:	Developing and reviewing safe work procedures and policies Providing worker training and education Limiting the time of worker exposure
PPE:	Personal Protective Equipment should be the last line of defense for workplace hazards. Proper usage and maintenance should not be taken for granted.

Types of Hazards

Hazard Ranking-Severity	Immediate Danger to Life & Health (IDLH) Potential for serious worker injury and/or property damage Potential for minor worker injury and/or property damage Negligible injury or damage, including near misses
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Hazard Ranking – Probability

Likely to occur immediately
Likely to occur soon
Likely to occur at some point Unlikely to occur

The Prime Contractor will implement the formal inspection policy by ensuring a detailed record of assessments, corrective actions, and investigations will be kept. All operating areas will have in place a system whereby inspection reports are reviewed, and all deficiencies receive appropriate actions and that formal inspections will be conducted at each worksite in designated frequencies by staff that is properly trained and qualified.

CRITICAL TASKS

The following is the list of critical tasks that are associated with the construction of new homes. These tasks must be listed on the Hazard Assessment prior to commencing work on the site. Critical tasks are considered “high risk” and they are rated with the highest severity rate.

1. Working at Heights
2. Scaffolding/Ladders
3. Manual Lifting & Carrying
4. Saws, power tools
5. Powdered Actuated Tools
6. Working in the Heat or Cold

Job Hazard Analysis (JHA)

	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Driving				Date Prepared: December 15 th , 2017	
	Material Required: Material for job					
	Tools/Equipment Required: N/A					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Inspection	Personal injury, missing vehicle deficiencies, tire pressure, not securing contents, fluid levels, headlights/taillights out.	3C	Ensure adequate lighting for pre- trip circle check, straps for contents, equipment bolted.	Monthly formal vehicle inspections, daily informal inspections.	Steel-toed boots, high visibility vest.
2	Driving	Personal injury, collisions, property damage, distracted driving.	2B	Mirrors set properly, seatbelts fastened windshield and wipers in good condition Use dash cams.	Ensure driver is licensed and driving record has been reviewed, follow traffic laws, follow Driving Safe Work Practices.	N/A
3	Reversing	Personal injury, collisions, property damage, distracted driving	2B	Mirrors set properly, seatbelts fastened, windows are clean and clear.	Use spotter, use mirrors, follow driving Safe Work Practices	Steel-toed boots, high-visibility vest.
	Developed by: Jeff Boyer				Reviewed by (Sign and Date): JWHSC November 5, 2023	
	Revised by: Dan Rondeau December 20, 2023					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Roofing			Date Prepared: August 20, 2018		
	Material Required:					
	Tools/Equipment Required: steel-toed boots, hard hat, fall protection equipment, fall protection anchor, ladder					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls	3C	Designated walkways.	Perform hazard assessment.	Steel-toed boots, hard hat
2	Climb ladder up to roof to inspect area of work and perform work	Slips, trips, falls	2B	Follow established ladder legislation in applicable province. Inspect ladder before use. Tie off ladder or have spotter. Use 3-point contact.	Make sure work area is clean before starting. Workers are competent for task or are under supervision.	Steel-toed boots, hard hat, fall protection equipment
3	Transport tools & materials to roof	Falling of equipment, materials and muscle strains	3C	Use appropriate hoisting equipment to raise tools and materials to roof.	Ensure workers are adequately trained and competent.	Steel-toed boots, hard hat, fall protection equipment
4	Fall protection	Fall protection is required when working over 10 feet, or at a lesser distance where injury may occur	1B	Use of fall protection devices is required by legislation. You must be trained and equipped with the appropriate devices. Devices may include, but are not limited to guardrails, roof anchors, safety lines and lanyards.	Ensure workers are adequately trained in use of fall protection and are competent.	Steel-toed boots, hard hat, fall protection equipment
5	Shingling	Slipping or falling off roof or falling through roof	1B	Use of safety harness, lanyard safety line to anchor	Workers are competent for task or are under supervision	Steel-toed boots, hard hat, fall protection equipment
6	Leaving site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways, clean-up site.	Inspect job to ensure job is complete, review of Housekeeping SWP and ensure job is left in good condition.	Steel-toed boots, hard hat
	Developed by: Jody Jensen			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Office Work/Administration			Date Prepared: October 29, 2019		
	Material Required:					
	Tools/Equipment Required:					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Operating PC	Extended periods of sitting Glare from Monitor	3A 3A	Anti-Glare Screens or monitors	Ergonomic setup of workstation, take micro-breaks to get up and stretch	
2	Photocopying, faxing, stapling, hole punching	Repetitive motion	3A		Take breaks as necessary	
3	Refilling toners	Contact with chemicals/Toner	2B		Place toner lid from new toner cartridge on old one to prevent exposure WHMIS Training	Wear nitrile gloves
4	Filing	Awkward positions Struck by/crushed	3B 2C	Cabinet is engineered to not allow more than one drawer to open at one time.	Load cabinets bottom drawer first then load up.	
5	Operating paper shredder	Loose clothing or jewelry could be caught in shredder opening	2C	Automatic shut off switch/emergency shut off	Ensure loose clothing or jewelry is removed or tucked in before operating shredder or shred on a different day; employ mobile shredding company	
	Developed by: Odessa Larmand			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Operating a forklift			Date Prepared: December 15 th , 2017		
	Material Required:					
	Tools/Equipment Required: Forklift, steel-toed boots, hard hat, high visibility clothing					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Pre-operation safety check	Untrained operator	3C	Remove key	Proper training on forklift maintenance, design, controls, and instrumentation.	Steel-toed boots, high visibility
2	Driving forklift	Collisions with objects, equipment, people	2B	Buckle seatbelt. Keep driving area clean, obstacle free.	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
3	Operating forks	Collisions with objects, equipment, people	2B	Slow down for turns. Drive in reverse if vision is obstructed. Always beware of overhead clearance. Drive with forks 6 – 8 inches off the ground	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
4	Loading	Load falling off forks, damage to material from improper loading, overloading, pinch points.	2B	Spread forks as wide as possible for transporting load, align forks with base of load, proceed slowly and ensure at least 2/3 of fork is under load. Lift load so it is 8 inches off ground then tilt mast back	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
5	Transporting load	Collisions with objects, equipment, people, dropping load, objects falling off load	2B	Buckle seatbelt. Keep driving area clean, obstacle free. Make sure load is secured, keep mast tilted backward. Travel with load upwards on sloped surfaces	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
6	Unloading	Load falling off forks, damage to material from improper unloading, pinch points, crushing	2B	Align truck with drop area, adjust height of load, slowly move overtop of drop area. Tilt mast forward until parallel with ground, lower load until forks are detached from load, slowly back away, when clear of load lower forks to 8 inches to travel	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
7	Parking forklift	Collisions with objects, equipment, people, crushing operator	2B	Do not leave forklift unless lift is lowered, put controls in neutral and engage parking brake. Never let anyone stand on forks, or travel on forklift.	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Warehouse Safety			Date Prepared: December 15 th , 2017		
	Material Required: Pallets, racking frames, crossbeams, fasteners, safety pins					
	Tools/Equipment Required: Forklift, forks, bander, Signode, shrink wrap					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Assemble package/load	Slips/trips/falls, back strain, pinch points, deficient load units, poor packaging	3C	Clean work surface, proper lighting,	Inspect pallets for deficiencies, inspect material for deficiencies, package material safely, refer to Lifting & Carrying and Housekeeping SWP	Protective footwear, gloves, hard hat if overhead hazard present
2	Moving load	Impalement, collisions with people/material/equipment, falling material	2B	Clear aisles, safe packaging, proper lighting	Proper training/competency for operator, inspect forklift and load, use spotter, review forklift SJP, forklift and Housekeeping SWPs	Protective footwear, high visibility for spotter
3	Placing load on racking	Impalement, collisions with people/material/equipment, falling material, disturbing racking	2B	Clean loading/racking area, properly assembled racking, load unit size/weight restrictions, lighting	Proper training/competency for operator, use spotter, review Forklift, Load Unit, Housekeeping SWPs	Protective footwear, high visibility for spotter
4	Placing load on flatbed	Impalement, collisions with people/material/equipment, falling material, moving vehicle	2B	Clean loading/racking area, load unit size/weight restrictions, lighting, engage brakes on trailer/vehicle	Proper training/competency for operator, use spotter, review forklift SJP, and review Forklift, Load Unit, Housekeeping SWPs	Protective footwear, high visibility for spotter
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Material Pickup/Delivery				Date Prepared: December 15 th , 2017	
	Material Required: N/A					
	Tools/Equipment Required: Vehicle, straps, tarp, signal flag					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Driving to pickup	Collisions, spin outs, property damage, hit pedestrian	2C	Mirrors and seat adjusted properly, vehicle maintenance. Clean windows for visibility.	Vehicle inspection. Refer to Driving safe work practices	N/A
2	Arrival to supplier, reverse park for pickup	Blind spots, hit pedestrian, property damage	2B	Designated loading zone	Use mirrors to reverse, ask for spotter if needed, look for pedestrians. Refer to SWP for driving and Backing up Mobile Equipment	N/A
3	Loading/Unloading material	Slips, trips, falls, back strain, finger trauma, extreme temperatures, traffic, controlled products	3B	Designated loading zone/walkways, safety railings, secure surfaces	Ensure controlled products are labelled. Refer to Lifting and Carrying safe work practice	Safety boots, hard hat, gloves, temperature appropriate clothing, high visibility if traffic is present. Use a spotter in high traffic areas. Refer to SDS
4	Securing Load	Slips, trips, falls, cuts, property damage, material damage, pinch points.	3C	Organize load properly, ensure load is safe for transport.	Refer to Securing Loads – Ratchet Straps safe job procedures	Safety boots, gloves, temperature appropriate clothing, high visibility if traffic is present. Refer to SDS
5	Driving to delivery	Collisions, spin outs, hit pedestrian, property damage, material damage	2B	Install signal flag on most protruding part of load	Use mirrors to reverse, ask for spotter if needed, look for pedestrians, adjust driving according to load. Refer to SWP for driving and Backing up Mobile Equipment	Double check the load after 5 KM to make sure it has not shifted.
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau December 20, 2023					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Drywall Installation				Date Prepared: December 15 th , 2017	
	Material Required: Drywall, glue, nails, screws					
	Tools/Equipment Required: Screw guns, hammer, routers, knives, tape measure, pencil, squares, lights, extension cords, ladders, lifts, proper PPE					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform hazard assessment.	Safety boots, hard hat
2	Prepare for Drywall Install	Slips, trips, falls, other workers, housekeeping, nails & protrusions, controlled products	2C	Housekeeping, safety railings, ladders	Make sure work area is clean before starting. Workers are competent for task or are under supervision. Read product SDS before use, Refer to Ladders and Lifting and Carrying SWPs'.	Safety boots
3	Drywall Installation	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products, electric shocks	2B	Safety railings, ladders lifts	Workers are competent for task or are under supervision. Refer to Safe Router Use, Drills and Powered Hand Tools, Lifting and Carrying and Electrical Safety SWPs'.	Safety boots, gloves
4	Leaving the site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways		Safety boots, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Drywall Finishing/Taping			Date Prepared: December 15 th , 2017		
	Material Required: Mud, tape, beads, dry compounds & water					
	Tools/Equipment Required: Taping tools, mixing buckets, hawk, knives, mud pans, snips, sanding sponges, pole sander, screw driver, drill, lights, extension cords ladders, lifts					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform Hazard Assessment.	Safety boots, hard hat
2	Prepare for Taping	Slips, trips, falls, other workers, housekeeping, controlled products, electric shocks	3B	Safety railings, ladders	Ensure workers are competent to perform work or are under supervision. Read product SDS before use. Refer to Ladders, Electrical Safety SWPs'.	Safety boots, gloves
3	Taping	Slips, trips, falls, sprains/strains, cuts, controlled products, electric shocks	2B	Safety railings, ladders, lifts, fall protection	Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves
4	Re-taping	Slips, trips, falls, sprains/strains, cuts, controlled products, electric shocks	2B	Safety railings, ladders, fall protection	Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves
5	Sanding	Slips, trips, falls, sprains/strains, cuts, dust, controlled products, electric shocks, friction burns	2B	Pole sander, ventilation, safety railings, ladders, fall protection	Inspect respirator and cartridges, review SDS for product. Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves, safety glasses, half-mask respirator with particulate filters
6	Leaving site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways, clean-up site.	Inspect job to ensure job is complete, review Housekeeping SWP and ensure job is left in good condition.	Safety boots, gloves, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Installing Insulation			Date Prepared: December 15 th , 2017		
	Material Required: Insulation, vapour barrier, caulking					
	Tools/Equipment Required: Caulking gun, knife, hammer stapler, lights, extension cords, ladders, lifts, proper PPE					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform Hazard Assessment.	Safety boots, hard hat
2	Prepare for Insulation	Slips, trips, falls, other workers, housekeeping	3C	Safety railings, ladders	Read product SDS before use, Refer to Ladders, Lifting and Carrying SWPs'.	Safety boots
3	Installing Insulation	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products	3C	Safety railings, ladders	Read product SDS before use, Refer to Ladders, Aerial Platform, Lifting and Carrying SWPs'.	Safety boots, gloves
4	Installing vapour barrier	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products	3C	Safety railings, ladders,	Read product SDS before use, Refer to Ladders, Lifting and Carrying SWPs'.	Safety boots, gloves
5	Leaving the site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Inspect job to ensure job is complete, review Housekeeping SWP and ensure job is left in good condition.	Safety boots, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Finishing/Carpentry				Date Prepared: December 15 th , 2017	
	Material Required: Door jams, shims, door slab, casing, baseboards, finishing nails, wood glue, cabinets, hardware (knobs, handles, locks, towel bars, hinges)					
	Tools/Equipment Required:					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Install door	Back sprain/strain, pinch points, laceration, impalement, property damage, dust & chemical exposure	2C	Ensure clear route to transport door, shim door to proper height, ensure tool guards are functional	Inspect opening, inspect door, install door for proper swing, refer to Lifting & Carrying and Pneumatic Tools SWPs, review product SDS.	Steel toed boots
2	Cut & Install casing	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
3	Cut & Install baseboards	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
4	Installing Cabinets	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
5	Installing hardware	Impalement, property damage, repetitive motion	2C	Use proper hardware & proper installation tools. Ensure opening is sufficient for hardware.	Do not place hand near holes being drilled, refer to product specifications for installation, do not perform task unless competent to do so, do not force hardware.	Steel toed boots
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Painting			Date Prepared: December 15 th , 2017		
	Material Required: Paint, caulking, puddy, drywall mud, thinners, taper sponges, sandpaper, rags.					
	Tools/Equipment Required: Brushes, wire brushes, spinners, hammer, pins, screw drivers, drills, puddy knives, masking guns, utility knives, extension cords, extension poles.					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Setup	Other workers, human traffic, back injuries, pinch points, spills, slip/trip.	3C	Setup in appropriate spacious area, keep material and equipment organized, make sure lids are closed on paint cans, use drops sheets.	Perform Hazard Assessment, use Access/Egress and Lifting and Carrying safe work practices, communicate with other workers, trades, public, plan route, place tools and material on drop sheets.	Steel toed boots, gloves
2	Preparation Work	Lacerations, sprains/strains due to repetitive motion, electrocution, heat exhaustion, dehydration, fall hazards, respiratory hazards, slip/trip.	2C	Ensure guardrails are in place for fall hazards, ensure potable water is accessible on-site, use ladders for high areas, ensure first aid kit is readily available.	Inspect all preparation areas looking for protruding nails or sharp surfaces, inspect all electrical components before working near them, inspect PPE, refer to Ladder, Utility Knife, and Electrical safe work practices, take mini breaks, stay hydrated, ensure adequate first aid training on-site.	Steel toed boots, safety glasses, gloves, respirator and cartridges.
3	Spraying	Respiratory hazards, electrocution, slip/trip, equipment failure.	2C	Organize jobsite, cords, and hoses to reduce chances of slips and trips.	Inspect spraying equipment as per manufacturer's specifications, inspect electrical equipment, inspect PPE.	Steel toed boots, safety glasses, high visibility vest, gloves, respirator and cartridges.
4	Painting	Repetitive motion, heat exhaustion, dehydration, back strain, slip/tip	3C	Use ladder to reach high parts.	Take mini breaks, stay hydrated, use Ladder and Ergonomic safe work practices.	Steel toed boots, safety glasses, gloves, respirator and cartridges.
5	Cleanup	Weather, electrocution, theft, slip/trip hazards	3C	Close all windows and doors, lockup, turn all electrical equipment off. Store all tools, paint, ladders neatly at end of each shift. Dispose of garbage throughout the day and at end of job.	Refer to Housekeeping safe work practices, perform final walk around inspection before leaving job site to ensure everything has been shut down properly, windows and doors are closed and locked, and any equipment/tools/material remaining is organized and tidy.	Steel toed boots, gloves, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau May 24, 2024					
Comments						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Elevated Work Platform				Date Prepared: December 15 th , 2017	
	Material Required: EWP pre-use checklist, pen, caution tape/rope					
	Tools/Equipment Required: Proper PPE, Full Body Harness, Connecting device, EWP					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Pre-use inspection	Missing critical inspection items. Moving vehicles, equipment on-site, other workers.	2B	Perform lift inspection in a safe area.	Use proper pre-use inspection checklist. Make sure to inspect each item on checklist. Verify that worker has completed proper lift training and fall protection training.	Hard hat, steel toed boots, high visibility clothing
2	Moving the lift into position	Collisions with workers, equipment, material. Uneven surfaces.	2B	Only drive on even surfaces. Always drive lift in lowered position. Ensure clear path to destination.	Use a spotter. Communicate verbally and visually with workers nearby. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots,
3	Raising lift to proper height	Collisions with objects, material, power lines. Worker falling from lift. Material/Tools/Equipment falling from lift.	2B	Fasten full body harness to manufactured anchor point using a connecting device. Ensure all Material/Tools/Equipment are firmly secured to platform. Caution tape or rope off work area.	Identify all overhead hazards. Stay 7 meters from overhead power lines. Ensure lift is rated for load on lift. Maintain constant communication with another worker in case of emergency. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots
4	Working from lift	Worker falling from lift. Material/Tools/Equipment falling from lift.	2B	Ensure all Material/Tools/Equipment are firmly secured to platform. Never use material to bridge gap from lift to another surface.	Make sure worker is trained to perform work that needs to be done. Make sure lift is appropriate for work. Maintain constant communication with another worker in case of emergency. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots
Developed by: Jeff Boyer				Reviewed by: Charlotte Charbonneau Date: January 11, 2024		

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Housekeeping			Date Prepared: December 15 th , 2017		
	Material Required: Garbage bag, garbage bin					
	Tools/Equipment Required: Shovel, broom, dust pan, scraper					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Interior (Remove debris, left-over finishing material, leftover insulation, drywall, scrap, etc.)	Slip, trips, falls, poor lighting, air quality, lacerations, chemical exposure, back strain/sprain, poor ergonomics, repetitive motion	3C	Ventilation (open windows), ensure temporary lighting is installed, stretch before tasks	Refer to product safety data sheets prior to cleanup, take micro-breaks as needed, know limitations, switch tasks, use teamwork, refer to Lifting & Carrying SWPs.	Steel toed boots, gloves, respirator, particulate filters
2	Exterior (removing lumber with nails, siding, carrying scrap, garbage from leftover trades)	Lacerations, puncture wounds, uneven ground, weather, icy conditions, snow, mud, other workers, traffic, mobile equipment,	2C	Wear sunscreen, use designated walkways, when possible, maintain a safe distance from operating equipment.	Be cautious on slippery surfaces, be cautious in muddy conditions – take breaks and clean off boots, communicate and cooperate with other workers, visually communicate with equipment operators, drivers and spotters. Give operators right of way. Be aware of surroundings at all times.	Steel toed boots, gloves, hard hat, weather appropriate clothing, long pants, and a shirt.
3	Walkways and ramps	Poor weather conditions – rain, snow, ice, mud	2C	Maintain a clean, clear walkway free of debris, ice, mud and trip hazards. Ensure walkway is level and sturdy. Ensure ramp incline is not too steep.	Coordinate walkway installation once decking is complete.	Steel toed boots, gloves, hard hat, weather appropriate clothing
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Framing			Date Prepared: December 15 th , 2017		
	Material Required: Lumber, nails, PL400					
	Tools/Equipment Required: Framing gun, hammer, circular saw, blade, screw gun, reciprocating saw					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Assess job, inspect work area	Slips, trips, falls, electric shock, heat runs damage, plumbing damage, impalement, overhead hazards, other workers	3C	Clean up work area prior to starting, shut off breaker	Perform hazard assessment, be aware of electrical outlets, heat runs, plumbing, communicate and cooperate with other workers, be aware of surroundings, inspect tools/equipment prior to use and tag-out any deficient equipment	Hard hat, steel toed boots
2	Removing Framing	Lacerations, puncture wounds, back strain/sprain, property damage	2C	Maintain a clean work environment	Proper instruction, review lifting & carrying and reciprocating saw SWP, stretching, micro-breaks, teamwork	Hard hat, steel toed boots, gloves
3	Measure & cut	Lacerations, amputation, slip, trip, fall, flying debris, untrained workers, back sprain/strain	2C	Setup cut area on even ground free of slip/trip hazards, ensure guards and in place for saws	Only competent workers operate saws unless under direct supervision, do not put fingers in path of saw, refer to Circular & Reciprocating Saw, Lifting & Carrying safe work practices	Hard hat, steel toed boots, safety glasses while cutting, gloves
4	Frame/Install	Puncture wound, flying debris, property damage, poor weather conditions	2B		Only competent workers use nail gun unless under direct supervision, refer to Nail gun Safe Work Practices	Hard hat, steel toed boots, safety glasses, appropriate clothing for weather, gloves
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Temporary Heat Installation				Date Prepared: December 15 th , 2017	
	Material Required: Polyurethane, staples, insulation					
	Tools/Equipment Required: Hammer tacker, utility knives, olfa blades, ignition source, radiant heater & hose					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Setting up hoarding & heater	Slips, trips, falls, property damage	2C	Clear walkways prior to transporting heater, use two workers to carry heater if too heavy or if awkward lifting required.	Plan route to transport heater, be mindful of surroundings, careful transportation of heater & hose, refer to Lifting & carrying SWPs	Hard hat, steel toed boots, gloves
2	Connecting	Improper installation, defective components, gas leak,	2B	Ensure quick connect male end and female end clear and free of debris, listen and feel for click to indicate proper connection with quick connect	Only workers trained and competent to perform connection shall perform task, ensure certified installation of hose for radiant heater, do not use defective components – flag/tag send for repair	Hard hat, steel toed boots
	Ignition	Gas leak, explosion, property damage, igniting flammable material	2B	Do not install heater near flammable material.	Follow manufacturers specifications to ignite radiant heater, ensure tip over-sensor is functional	Hard hat, steel toed boots
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revision date: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Showhome Openings				Date Prepared: March 5, 2022	
	Material Required: N/A					
	Tools/Equipment Required: hard hats, and emergency fobs. Fire extinguishers					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival at Showhome	Personal injury, icy/snowy conditions. Slips, trips, and falls.	3C	Driveway and sidewalk in good repair.	Daily informal inspections. Report all incidents to Supervisor or Safety Representative. Perform monthly fire extinguisher inspections and monthly Showhome inspections.	Proper clothing for conditions.
2	Opening/Closing	Personal Injury, working alone.	3C	Security system.	Inspection of immediate area prior to opening door and prior to locking up for the night. Ensure to let supervisor know when you arrive and leave. Report all incidents to Supervisor or Safety Representative.	Ensurepersonal emergency fobs are always on you
3	Meeting and escorting clients to sites.	Personal injury, aggravated clients, possible human predators. Working alone. Normal hazards on working job sites.	2C	Cell phones and security system. All systems in place on regular job sites.	Use of visitor logs and appointments. Emails with managers to keep them informed.	Personal emergency fobs supplied by company. Steel toes and hard hats when visiting working job sites,
	Developed by: Dan Rondeau			Reviewed by: Charlotte Charbonneau		
	Revision Date:			Review date: 2024.05.21		
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Siding				Date Prepared: May 21, 2024	
	Material Required: Siding, fascia, eaves trough.					
	Tools/Equipment Required: Steel toed boots, hard hat, fall protection, anchors, netting, ladder, pumpjacks, rails, scaffolding, saws, handtools.					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform Hazard Assessment.	Safety boots, hard hat
2	Climb ladder to roof to install scaffolding poles.	Slips, trips, falls from roof and ladder	1B	Ladders, Fall protection anchors.	Ensure workers are competent to perform work or are under supervision. Fall protection certificate.	Safety boots, gloves, hard hat. Fall protection harness.
3	Attach scaffold plankinto poles.	Slips, trips, falls, sprains/strains.	3C	Engineered scaffold planking and rails.	Workers adequately trained and are competent.	Safety boots, gloves, hard hat.
4	Attach netting to scaffold.	Slips, trips, falls, sprains/strains. Fall from height.	2B	Safety railings, ladders, fall protection equipment.	Refer to Ladder and scaffolding SWP’s. Fall protection certification.	Safety boots, gloves, hard hats.
5	Perform work.	Slips, trips, falls, sprains/strains, cuts, fall from height.	2C	Scaffolding with rails and netting.	Scaffolding, handheld tools and ladder SWP’s.	Safety boots, gloves, safety glasses. Fall protection harness.
6	Tearing down and leaving site.	Slips, trips, falls, traffic, overhead hazards	3C	Use spotters or tie off ladders. Use anchors.	Inspect job to ensure job is complete, review of Housekeeping SWP and ensure job is left in good condition.	Safety boots, gloves, hard hat
	Developed by: Dan Rondeau			Reviewed by: Charlotte Charbonneau		
	Revised by:					
Comments:						

Section 3

Safe Work Practices

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 5
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision date: May 27, 2025

Safe Work Practices

To get a job done safely means that the people involved follow “Safe Work Practices.”

Safe Work Practices are a set of positive guidelines or “Dos and Don’ts” on how to perform a specific task that may not always be done in a certain way. Safe Work Practices are also ways of controlling hazards and doing jobs with a minimum risk to people and property.

The “Safe Work Practices” document located on the s: drive under the Health & Safety Folder, in the Health and Safety Manual. These are recommended when working in the office or on a home site. An annual review will be conducted to ensure these practices are up to date

Daytona Homes
Health & Safety Manual

Safe Work Practices	Development						Review			
Annual Review 2025	Date			By Whom			Date			By Whom
	D	M	Y				M	D	Y	
Cell Phone	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Circular Saws	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Compressed Air	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Concrete Foundations	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Defective Tools	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Electric Power Tools	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Entry & Exit	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Excavating & Trenching	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Fall Protection	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Fire Extinguishers	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Floor Openings	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Hand Tools	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Housekeeping	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Ladders	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Manual Lifting & Carrying	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Motor Vehicle Operation	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Mold Remediation	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Office	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Propane	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Slips, Trips, Falls	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager
Spray Painting	01	05	19	Corporate Fleet & Safety Manager			07	05	26	Corporate Safety & Fleet Manager

Job Title:	Cell Phone Use			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice Cell Phone Use

Scope

This Safe Work Practice on Cell Phone Use applies to all employees, contractors, and visitors in the workplace.

Responsibilities

Supervisors:

- Ensure workers understand and comply with cell phone use policies.
- Monitor for safe practices and correct unsafe behavior.

Workers:

- Follow safe work practices at all times.
- Use cell phones only in compliance with this SWP and company policy.
- Report unsafe conditions, incidents, and misuse of cell phones.

Potential Hazards

- Distraction leading to slips, trips, and falls
- Increased risk of vehicle or equipment collisions
- Reduced situational awareness in hazardous areas
- Hearing damage when using earbuds in high-noise areas
- Electrical hazards when charging devices improperly

Personal Protective Equipment (PPE)

- Workers must continue to wear required PPE while using cell phones in designated areas.

Safe Work Practice Steps

1. General Use:

- Use cell phones only during breaks, in designated safe areas, unless required for work purposes.
- Keep ringtones and notifications on silent or vibrate mode in shared workspaces.
- Avoid using cell phones while walking in operational or hazardous areas.

2. Vehicle and Equipment Operation:

- The use of cell phones is strictly prohibited while operating vehicles, forklifts, or heavy equipment unless a hands-free device is used in compliance with applicable laws.
- Pull over to a safe location before making or receiving calls or texts if hands-free options are not available.

3. Hazardous Work Areas:

- Do not use cell phones in areas where sparks, static discharge, or flammable atmospheres could present ignition hazards.
- Follow all posted signage regarding electronic device restrictions.

Training

All workers must be trained in the safe use of Cellphones in the workplace.

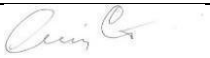
Emergency Procedures

In the event of an emergency requiring evacuation:

- Stop work immediately and follow designated evacuation routes.
- Do not block or delay at exits; proceed calmly and orderly.
- Assist coworkers where safe to do so.
- Report to the designated muster point.
- Notify supervisors of any hazards or obstructions encountered during evacuation.

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or OHS legislative requirements are introduced.

Job Title:	Circular Saws			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Circular Saws

Purpose

To ensure circular saws are used safely to prevent cuts, kickback injuries, electric shock, eye injuries, and other hazards.

Scope

Applies to all workers operating corded or cordless circular saws on job sites, shops, and workplaces.

Responsibilities

Supervisors:

- Ensure workers are trained
- Inspect equipment regularly
- Enforce safe work practices
- Remove defective tools from service

Workers:

- Follow this SWP
- Use required PPE
- Inspect tools before use
- Report hazards immediately

Potential Hazards

- Blade contact/cuts
- Kickback
- Flying debris
- Eye injuries
- Electric shock
- Noise exposure
- Dust inhalation
- Fire hazards
- Improper handling

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield
- Hearing protection
- Cut-resistant gloves (where appropriate)
- Dust mask/respirator when required

Safe Work Practice Steps

Before Starting Work

1. Inspect the circular saw for damage before use.
2. Ensure blade guard operates properly and returns freely.
3. Confirm blade is sharp, clean, and securely installed.
4. Check power cord, battery, and connections for damage.
5. Verify correct blade is installed for the material being cut.
6. Ensure work area is clean, dry, and free of hazards.
7. Remove loose clothing, jewelry, and tie back long hair.

Before Cutting

1. Inspect material for nails, screws, or defects.
2. Secure material with clamps or supports.
3. Mark cutting line clearly.
4. Ensure adequate lighting.
5. Position cord away from cutting path.
6. Keep bystanders clear of work area.

During Operation

1. Maintain firm two-handed grip on saw.
2. Keep hands away from blade and cutting path.
3. Allow blade to reach full speed before cutting.
4. Use steady pressure—do not force the saw.
5. Keep blade aligned with cut line.
6. Stand to one side of the saw to avoid kickback zone.
7. Never reach underneath material while cutting.
8. Never remove or disable blade guards.
9. Stop work immediately if saw binds or kicks back.

After Cutting

1. Release trigger and wait for blade to stop completely.
2. Set saw down only after blade stops rotating.
3. Disconnect power or remove battery before adjustments.
4. Clean saw and remove dust/debris.
5. Store saw in designated safe location.

Training

All workers must be trained in the safe use, handling, and storage of circular saws, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Disconnect power source
3. Secure area
4. Provide first aid
5. Report incident to supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Excavating & Trenching			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Excavating and Trenching

Purpose

To ensure excavation and trenching work is performed safely to prevent cave-ins, collapses, utility strikes, falls, and other workplace injuries.

Scope

Applies to all workers involved in excavation work, trenching, utility installation, foundation digging, backfilling, and ground disturbance activities.

Responsibilities

Supervisors:

- Ensure safe work procedures are followed
- Conduct inspections
- Verify utility locates are complete
- Ensure protective systems are in place
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Inspect work areas
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Cave-ins and trench collapse
- Falling materials
- Contact with underground utilities
- Contact with heavy equipment
- Slips, trips, and falls
- Hazardous atmospheres
- Flooding or water accumulation
- Falling into excavation

Required PPE

- CSA-approved safety footwear
- Hard hat
- High visibility clothing
- Safety glasses
- Gloves
- Hearing protection (where required)
- Fall protection equipment (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before excavation begins.
2. Obtain required permits, locates, and approvals before ground disturbance.
3. Identify underground and overhead utilities.
4. Ensure workers are trained and authorized.
5. Inspect excavation equipment and tools before use.
6. Review emergency procedures with all workers.

Excavation Setup

1. Mark excavation boundaries clearly.
2. Barricade or guard excavation areas to prevent unauthorized access.
3. Keep public and non-essential workers away from excavation zones.
4. Ensure spoil piles are kept a minimum of **1 metre (3 ft)** from excavation edges.
5. Keep heavy equipment a safe distance from excavation edges.

Entering Excavations / Trenches

1. No worker may enter an unsafe excavation.
2. Ensure walls are properly protected using:
 - Sloping
 - Benching
 - Shoring
 - Trench boxes/cages
3. Inspect excavation walls for cracks, loose soil, or movement.
4. Provide safe access and egress (ladders, ramps, stairs).
5. Keep ladders accessible and secure.

Manitoba identifies cave-ins as one of the highest-risk construction hazards, especially where soil conditions or water affect stability.

During Excavation Work

1. Inspect excavation daily and after rain, thawing, or ground movement.
2. Monitor soil conditions continuously.
3. Watch for water accumulation or flooding.
4. Never work under suspended loads.
5. Maintain communication between workers and equipment operators.
6. Keep workers clear of moving equipment.
7. Stop work immediately if unsafe conditions arise.

Backfilling and Completion

1. Backfill according to project requirements.
2. Remove shoring or protective systems safely.
3. Keep workers clear during backfilling.
4. Restore work area and remove hazards.
5. Remove barricades only when safe.

Training

All workers must be trained in the safe work practices of trenching and excavating as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Keep workers out of excavation
4. Contact emergency services if required
5. Provide first aid if safe
6. Notify supervisor
7. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Pressure Washer			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice- Pressure Washer Operation

Purpose

To establish safe work practices for the operation of electric and gasoline-powered pressure washers to prevent injuries, equipment damage, and environmental contamination.

Scope

This safe work practice applies to all employees, contractors, and supervisors operating pressure washers on company worksites.

Potential Hazards

- High-pressure water injection injuries
- Flying debris
- Slips, trips, and falls
- Electrical shock
- Carbon monoxide exposure (gas-powered units)
- Noise exposure
- Burns from hot engine or exhaust
- Hose failure or whipping
- Chemical exposure from detergents
- Damage to property or underground/overhead utilities

Required Personal Protective Equipment (PPE)

- CSA-approved safety glasses or face shield
- CSA-approved safety footwear with slip-resistant soles
- Hearing protection when required
- Waterproof gloves
- Long pants and long sleeves
- High-visibility clothing where required
- Respiratory protection if using cleaning chemicals (as identified by the SDS)

Responsibilities

Worker:

- Follow this Safe Work Practice.
- Wear required PPE.
- Inspect equipment before use.
- Report hazards and defective equipment immediately.
- Stop work if unsafe conditions exist.

Supervisor:

- Ensure workers receive training.
- Verify equipment inspections are completed.
- Ensure defects are corrected before use.
- Monitor compliance with this Safe Work Practice.

Safe Work Practice Steps

Before Starting

- Inspect the pressure washer for leaks, damage, worn hoses, loose fittings, and defective safety devices.
- Ensure guards and protective covers are in place.
- Inspect spray gun, wand, nozzles, and trigger lock.
- Verify hoses are rated for operating pressure.
- Remove tripping hazards from the work area.
- Ensure adequate drainage to prevent slippery surfaces.
- Confirm electrical units are connected to a GFCI-protected outlet.
- Keep electrical connections dry.
- Review the manufacturer's operating instructions.

During Operation

- Keep both hands on the spray wand whenever possible.
- Maintain stable footing.
- Never point the spray at yourself or another person.
- Never use the pressure washer to clean clothing or footwear.
- Keep bystanders away from the work area.
- Use the lowest effective pressure.
- Maintain recommended distance from the surface being cleaned.
- Be aware of hose placement to reduce trip hazards.
- Stop work immediately if equipment malfunctions.
- Never bypass safety devices.
- Avoid spraying electrical equipment unless it has been isolated and approved for cleaning.
- Never operate gasoline-powered pressure washers indoors or in enclosed spaces due to carbon monoxide hazards.

Chemical Use

- Read the Safety Data Sheet (SDS).
- Follow manufacturer dilution instructions.
- Wear required chemical-resistant PPE.
- Prevent chemicals from entering storm drains unless authorized.

After Use

- Turn off engine or disconnect electrical power.
- Relieve pressure before disconnecting hoses.
- Lock trigger during transport or storage.
- Drain water if freezing temperatures are expected.
- Clean and inspect equipment.
- Report defects immediately.
- Store equipment in a clean, dry location.

Prohibited Practices

- Never aim the pressure washer at any person or animal.
- Never operate with damaged hoses or fittings.
- Never leave equipment running unattended.
- Never operate while standing on a ladder.
- Never modify safety devices.
- Never use damaged electrical cords.
- Never fuel gasoline units while running or hot.

Emergency Procedures

High-pressure injection injury

- Treat all injection injuries as a medical emergency.
- Seek immediate medical attention, even if the wound appears minor.

Electrical Shock

- Shut off power if safe to do so.
- Call emergency services if required.
- Administer first aid only if trained.

Chemical Exposure

- Flush affected area with clean water.
- Follow SDS first aid instructions.
- Report exposure immediately.

Fire

- Shut down equipment if safe.
- Use the appropriate fire extinguisher.
- Notify emergency services if necessary.

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Compressed Air			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Compressed Air

Purpose

To ensure the safe use of compressed air equipment and prevent injuries caused by hose failure, flying debris, high-pressure air injection, noise, and equipment malfunction.

Scope

Applies to all workers using air compressors, pneumatic tools, air hoses, compressed air systems, and blow guns and attachments.

Responsibilities

Supervisors:

- Ensure workers are trained
- Maintain equipment inspections
- Enforce safe work practices
- Remove defective equipment from service

Worker:

- Follow this SWP
- Use required PPE
- Inspect equipment before use
- Report hazards immediately

Potential Hazards

- Flying debris
- Eye injuries
- Hose whip
- Equipment failure
- High-pressure air injection into skin
- Noise exposure
- Slips/trips from hoses
- Fire or explosion hazards

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields or face shield
- Hearing protection
- Gloves (where required)
- Respiratory protection if dust exposure exists

Safe Work Practice Steps

Before Starting Work

1. Inspect compressor, hoses, fittings, and tools before use.
2. Check hoses for cuts, cracks, wear, or leaks.
3. Ensure all fittings and couplings are secure.
4. Verify pressure settings are within manufacturer specifications.
5. Ensure guards and safety devices are functioning.
6. Confirm work area is clean and free of hazards.

During Operation

1. Operate equipment only if trained and authorized.
2. Keep hoses routed to avoid trip hazards and damage.
3. Maintain firm control of air hoses and tools.
4. Use proper attachments for the job.
5. Keep body clear of pressurized fittings and hose connections.
6. Never kink, bend, or pinch hoses.
7. Monitor for leaks, unusual noise, or equipment problems.
8. Shut down equipment immediately if defects are found.

Safe Use of Compressed Air

1. Never direct compressed air toward yourself or others.
2. Never use compressed air to clean clothing or skin.
3. Use approved blow guns with pressure-limiting devices.
4. Reduce air pressure before disconnecting hoses.
5. Depressurize system before maintenance or repairs.

Training

All workers must be trained in the safe use, handling, and storage of air compressors, as well as hazard recognition and proper PPE requirements.

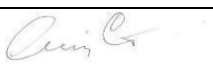
Emergency Response

If an incident occurs:

1. Shut down equipment immediately
2. Isolate air supply
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Concrete Foundations			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Concrete Foundations

Purpose

To ensure safe work practices during excavation, formwork, reinforcing, pouring, and finishing of concrete foundations to prevent injuries, equipment incidents, and structural failures.

Scope

Applies to all workers involved in excavation for foundations, formwork installation, rebar placement, concrete pouring, concrete finishing, and foundation stripping/removal.

Responsibilities

Supervisors:

- Ensure workers are trained and competent
- Conduct inspections
- Enforce safe work practices
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Report hazards immediately
- Work safely at all times

Potential Hazards

- Cave-ins and trench collapse
- Slips, trips, and falls
- Falls into excavation
- Contact with moving equipment
- Rebar impalement hazards
- Concrete burns/skin irritation
- Pinch points
- Struck-by hazards
- Manual handling injuries

Required PPE

- CSA-approved safety footwear
- Hard hat
- High visibility clothing
- Safety glasses
- Gloves
- Hearing protection (where required)
- Fall protection equipment (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before work begins.
2. Confirm underground utilities have been identified and marked.
3. Inspect excavation area for stability and hazards.
4. Ensure excavation protection is in place (sloping, shoring, or trench box).
5. Verify safe access/egress to excavation is provided.
6. Inspect all tools, equipment, and machinery before use.
7. Review emergency procedures with crew.

Excavation and Site Preparation

1. Keep spoil piles at least 1 metre (3 ft) from excavation edge.
2. Install barriers or guardrails around open excavations when required.
3. Keep workers clear of unsupported excavation walls.
4. Ensure ladders/access points are readily available.
5. Monitor for water accumulation, loose soil, or wall movement.

Formwork and Rebar Installation

1. Inspect forms before installation.
2. Ensure forms are braced and secured properly.
3. Install rebar according to engineered drawings.
4. Cap exposed rebar to prevent impalement hazards.
5. Keep work area clean and free of debris.

Concrete Pouring

1. Ensure all workers understand pour sequence.
2. Inspect pump trucks, hoses, and equipment before use.
3. Maintain communication with pump operator at all times.
4. Stay clear of suspended loads and pump booms.
5. Never stand under concrete pump booms.
6. Monitor forms for movement or failure during pour.
7. Avoid direct skin contact with wet concrete.

Concrete Finishing

1. Use proper tools and equipment for finishing.
2. Maintain stable footing on wet/slippery surfaces.
3. Keep work area organized and clear.
4. Use safe lifting techniques when handling materials.

After Completion

1. Allow concrete to cure before stripping forms.
2. Remove forms safely using proper tools.
3. Inspect completed foundation for defects or hazards.
4. Clean and store tools and equipment properly.
5. Remove waste materials and maintain housekeeping.

Training

All workers must be trained in the safe use, handling, and storage of concrete foundations, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Contact emergency services if required
4. Provide first aid
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Defective Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Defective Tools and Equipment

Purpose

To ensure defective tools and equipment are identified, removed from service, and repaired or replaced to prevent injuries, equipment failure, and workplace incidents.

Scope

Applies to all workers using hand tools, power tools, pneumatic tools, electrical equipment, company-owned and personal tools used at the workplace

Responsibilities

Supervisors:

- Ensure regular inspections are completed
- Remove defective tools from service
- Arrange repairs or replacement
- Ensure workers are trained

Workers:

- Inspect tools before use
- Use tools safely
- Report defects immediately
- Follow this SWP at all times

Potential Hazards

- Cuts and lacerations
- Electric shock
- Burns
- Flying debris
- Equipment failure
- Struck-by hazards
- Pinch points
- Fire hazards

Required PPE

- CSA-approved safety footwear
- Safety glasses
- Gloves (where required)
- Hearing protection (where required)
- Face shield (where required)

Safe Work Practice Steps

Before Starting Work

1. Inspect all tools and equipment before use.
2. Check for cracks, loose parts, damaged guards, or excessive wear.
3. Inspect cords, plugs, hoses, batteries, and fittings for damage.
4. Verify safety guards and protective devices are in place.
5. Ensure tools are suitable for the intended task.

During Work

1. Use tools only as intended by manufacturer instructions.
2. Monitor tools for unusual noise, vibration, overheating, or malfunction.
3. Stop work immediately if a defect is identified.
4. Disconnect power source before inspecting damaged equipment.
5. Prevent others from using defective tools.

If a Tool is Defective

1. Stop using the tool immediately.
2. Shut off power, unplug, or isolate energy source.
3. Tag tool as **DEFECTIVE – DO NOT USE**.
4. Remove tool from service immediately.
5. Place tool in designated defective equipment area.
6. Report defect to supervisor right away.
7. Only qualified personnel may repair or replace the tool.

Storage and Maintenance

1. Store tools in clean, dry designated areas.
2. Keep tools maintained according to manufacturer recommendations.
3. Ensure routine inspections are completed.
4. Replace worn or damaged parts promptly.

Training

All workers must be trained in the safe use, handling, and storage of defective tools, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Isolate equipment
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Electric Power Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Electric Power Tools

Purpose

To ensure electric power tools are used safely to prevent injuries from electrical shock, cuts, burns, flying debris, and equipment failure.

Scope

Applies to all workers using corded electric power tools, battery-powered tools, portable electric equipment and company-owned and personal electric tools used at the workplace

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct inspections
- Enforce safe work practices
- Remove defective tools from service

Workers:

- Follow this SWP
- Wear required PPE
- Inspect tools before use
- Report hazards immediately

Potential Hazards

- Electric shock
- Cuts and lacerations
- Burns
- Flying debris
- Eye injuries
- Noise exposure
- Fire hazards
- Kickback
- Trip hazards from cords

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield
- Hearing protection (where required)
- Gloves (where appropriate)
- Respiratory protection if dust exposure exists

Safe Work Practice Steps

Before Starting Work

1. Inspect tool before each use.
2. Check power cords, plugs, batteries, and chargers for damage.
3. Ensure guards and safety devices are installed and functioning.
4. Confirm tool is appropriate for the task.
5. Ensure accessories (blades, bits, discs) are in good condition and properly installed.
6. Verify work area is clean, dry, and well lit.
7. Remove loose clothing and secure long hair.

During Operation

1. Use tools only if trained and authorized.
2. Follow manufacturer operating instructions.
3. Keep hands away from moving parts.
4. Maintain a firm grip and stable footing.
5. Keep power cords clear of cutting or grinding paths.
6. Do not force tools—allow tool to operate at proper speed.
7. Use proper guards at all times.
8. Keep bystanders clear of work area.
9. Stop work immediately if tool malfunctions.

Electrical Safety

1. Never use electric tools in wet or damp conditions unless rated for such use.
2. Inspect extension cords before use.
3. Use grounded or approved double-insulated tools.
4. Protect cords from sharp edges, heat, and traffic areas.
5. Disconnect power before adjustments, cleaning, or changing accessories.
6. Remove battery before servicing cordless tools.

After Use

1. Turn tool off and wait for moving parts to stop completely.
2. Unplug tool or remove battery.
3. Clean tool after use.
4. Inspect for damage.
5. Store in designated dry storage area.

Training

All workers must be trained in the safe use, handling, and storage of electric power tools, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Disconnect power source if safe to do so
3. Secure area
4. Provide first aid
5. Notify supervisor
6. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Access and Egress			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice Access and Egress

Purpose

To ensure safe access to and egress from all workplaces and work areas to prevent injuries caused by slips, trips, falls, blocked exits, and unsafe entry/exit conditions.

Scope

This safe work practice applies to all workers, supervisors, visitors, and contractors.

All workplace entrances, exits, walkways, stairways, ladders, ramps, and temporary access routes

Responsibilities

Supervisors

- Ensure safe access and egress is maintained
- Conduct inspections
- Correct hazards promptly
- Train workers on access and egress requirements

Worker

- Workers must:
- Follow this safe work practice
- Keep routes clear
- Report hazards immediately
- Use access routes safely

Potential Hazards

- Slips, trips, and falls
- Blocked exits
- Poor lighting
- Ice, snow, and mud buildup
- Uneven walking surfaces
- Damaged stairs or handrails
- Improper ladder use
- Unsafe temporary access routes

Required PPE

- CSA-approved safety footwear
- High visibility clothing
- Hard hats (where required)
- Fall protection equipment (when required)

Safe Work Practice Steps

Before Starting Work

1. Inspect all access and egress routes before work begins.
2. Ensure entrances, exits, and walkways are free of obstructions.
3. Confirm stairs, ramps, ladders, and handrails are in good condition.
4. Check lighting in access routes and work areas.
5. Verify walking surfaces provide adequate traction.

During Work

1. Keep all access and egress routes clear at all times.
2. Do not store materials, tools, or equipment in walkways or near exits.
3. Maintain good housekeeping throughout the workday.
4. Remove debris, garbage, and hazards promptly.
5. Report unsafe conditions immediately to a supervisor.
6. Use designated walkways only.
7. Use handrails when climbing or descending stairs.
8. Walk carefully—do not run.
9. Use ladders, stairs, and platforms only as intended.

Emergency Egress

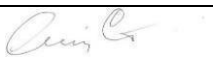
1. Emergency exits must remain clearly marked and accessible.
2. Never block fire exits or emergency escape routes.
3. Workers must know all primary and secondary exit routes.
4. Follow site emergency response procedures during evacuation.

Emergency Response

1. Stop work immediately
2. Secure the area
3. Provide first aid if required
4. Notify supervisor
5. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Hand Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice –Hand Tools

Purpose

To ensure hand tools are selected, inspected, and used safely to prevent injuries such as cuts, punctures, strains, and struck-by incidents.

Scope

Applies to all workers using hand tools including, hammers, screwdrivers, wrenches, pliers, utility knives, chisels, pry bars and hand saws

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct regular inspections
- Remove unsafe tools from service
- Ensure compliance with SWP
- Provide proper tools for tasks

Workers:

- Follow this SWP
- Inspect tools before use
- Use tools safely and correctly
- Report defects immediately
- Refuse unsafe tools or conditions

Potential Hazards

- Cuts and lacerations
- Eye injuries from flying debris
- Pinch points
- Struck-by injuries
- Repetitive strain injuries
- Tool slippage or breakage
- Improper use or misuse

Required PPE

- CSA-approved safety footwear
- Safety glasses or face shield (as required)
- Gloves appropriate to task
- Hearing protection (if applicable)

Safe Work Practice Steps

Before Starting Work

1. Inspect all hand tools before use.
2. Check for:
 - Cracks, chips, or damage
 - Loose or worn handles
 - Mushroomed heads (e.g., hammers, chisels)
 - Bent or broken parts
3. Ensure correct tool is selected for the task.
4. Verify tools are clean and in good working condition.
5. Remove defective tools from service immediately.

Manitoba regulation requires hand tools to be inspected before use and removed if defective.

During Use

1. Use tools only for their intended purpose.
2. Maintain a firm grip and stable stance.
3. Keep cutting edges directed away from the body.
4. Do not use excessive force or make improvised tools.
5. Keep work area clean and well lit.
6. Ensure bystanders are clear of work zone.
7. Use clamps or vises to secure material when possible.
8. Stop work if tool becomes damaged or unsafe.

Cutting and Striking Tools

1. Keep cutting tools sharp and in good condition.
2. Always cut away from body and hands.
3. Do not use tools with loose or damaged handles.
4. Use correct striking tools for chisels or punches.
5. Never strike hardened steel surfaces with non-rated tools.

After Use

1. Clean tools after use.
2. Store tools in designated storage areas.
3. Protect sharp edges with guards or sheaths.
4. Report damaged tools immediately.

Inspection and Maintenance

- Inspect tools before every use
- Remove defective tools immediately
- Only qualified persons may repair tools
- Replace worn or damaged tools promptly
- Maintain tools according to manufacturer instructions

Training

All workers must be trained in the safe work practices for hand tools as well as the hazard recognition and proper PPE requirements.

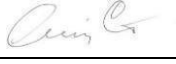
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Provide first aid if required
3. Secure the area
4. Report to supervisor
5. Complete incident report
6. Remove involved tools from service

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Fall Protection			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Fall Protection

Purpose

To ensure workers are protected from falls when working at heights or near openings by using appropriate fall protection systems and safe work procedures.

Scope

Applies to all workers exposed to fall hazards, including construction work, roofing, scaffolds and ladders, elevated platforms, excavations and edges and mechanical lifts and structures.

Responsibilities

Supervisors:

- Ensure compliance with Part 14 requirements
- Verify training and competency
- Inspect work areas and systems
- Ensure rescue plans are in place
- Remove unsafe equipment from service

Workers:

- Follow this SWP
- Use required fall protection systems
- Inspect equipment before use
- Report hazards immediately
- Refuse unsafe work

When Fall Protection is Required

Fall protection is required when a worker may fall:

- **3 metres (10 ft) or more**, or
- Less than 3 metres where there is increased risk of injury, or
- Into operating machinery, water, hazardous substances, or openings in work surfaces.

Required PPE

- Workers must wear:
- CSA-approved full body harness
- Shock-absorbing lanyard or SRL
- CSA-approved safety footwear
- Hard hat (with chin strap when required)
- High visibility clothing
- Gloves (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a job-specific hazard assessment.
2. Confirm fall protection plan is in place (if required).
3. Inspect all equipment:
 - Harness
 - Lanyards/SRL
 - Lifelines
 - Anchors
4. Verify all anchor points are rated and approved.
5. Ensure rescue plan is in place before work begins.
6. Confirm workers are trained and competent.

Anchor Point Requirements

1. Anchors must be **engineered or certified** for use.
2. Permanent anchors must support **at least 22.2 kN per worker**.
3. Temporary anchors must meet manufacturer or engineered specifications.
4. Never use unapproved objects (pipe, conduit, handrails, etc.).
5. Ensure anchor location prevents swing fall hazards.

During Work

1. Always maintain 100% tie-off when required.
2. Keep lifelines adjusted to minimize free fall distance.
3. Avoid working under suspended loads.
4. Keep tools secured to prevent dropped objects.
5. Maintain stable footing and work positioning.
6. Move carefully to avoid pendulum (swing fall) effects.
7. Stop work immediately if equipment or conditions become unsafe.

Ladder / Elevated Work Considerations

1. Maintain three-point contact when climbing ladders.
2. Use fall protection when required by height or task risk.
3. Ensure ladder is secured before climbing.
4. Do not climb with materials that affect balance.

Rescue Planning

1. A rescue plan must be in place before work starts.
2. Rescue equipment must be readily available.
3. Workers must know how to initiate rescue procedures.
4. Suspended workers must be retrieved quickly to prevent suspension trauma.

Training

All workers must be trained in the safe work practices of Fall Protection as well as the hazard recognition and proper PPE requirements.

Emergency Response

If a fall occurs:

1. Stop work immediately
2. Initiate rescue plan
3. Call emergency services if required
4. Provide first aid after rescue
5. Secure the area
6. Report incident to supervisor
7. Complete incident investigation

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Fire Extinguishers			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Fire Extinguishers

Purpose

To ensure fire extinguishers are properly selected, inspected, and used safely to control small fires and protect workers while preventing injury, property damage, and fire escalation.

Scope

Applies to all workers who may work in areas with fire hazards, use or access portable fire extinguishers, perform hot work or work with flammable materials and respond to workplace fire emergencies

Responsibilities

Supervisors

- Ensure extinguishers are available and maintained
- Ensure workers are trained in emergency procedures
- Conduct workplace fire risk assessments
- Enforce safe evacuation procedures
- Replace or service used/damaged extinguishers

Workers:

- Know extinguisher locations and types
- Follow PASS procedure only when safe
- Never put themselves at risk
- Report hazards immediately
- Participate in fire drills and training

Potential Hazards

- Burns and fire exposure
- Smoke inhalation
- Toxic fumes
- Explosion risk
- Electrical shock (electrical fires)
- Incorrect extinguisher use causing fire spread

Required PPE

- CSA-approved safety footwear
- Safety glasses (if time permits)
- Gloves (if available and safe)
- High visibility clothing
- Escape route awareness at all times

Safe Work Practice Steps

Before an Emergency (Prevention & Preparedness)

1. Ensure fire extinguishers are accessible and not blocked.
2. Confirm extinguishers are clearly marked and properly mounted.
3. Verify correct extinguisher type is available for workplace hazards (A, B, C, etc.).
4. Ensure workers are trained in emergency response and extinguisher use.
5. Conduct regular workplace inspections for fire hazards.
6. Ensure emergency evacuation routes are clearly posted and known.

Manitoba requires employers to provide appropriate fire extinguishers and ensure they are maintained according to the Fire Code.

When a Fire is Discovered

1. Alert others immediately (verbal alarm).
2. Activate fire alarm system if available.
3. Call emergency services (911) if required.
4. Assess the fire quickly:
 - Is it small and controllable?
 - Do you have a clear escape route?
 - Are you trained and confident?
5. If ANY answer is NO → evacuate immediately.

Using a Fire Extinguisher (PASS Method)

Only attempt to extinguish a small, contained fire if safe to do so.

1. **P – Pull** the safety pin
2. **A – Aim** at the base of the fire
3. **S – Squeeze** the handle
4. **S – Sweep** side to side at the base of flames

Additional safety rules:

- Keep your back to an exit at all times
- Maintain a safe distance (typically 2–3 metres)
- Never allow fire to block your escape route
- Evacuate if fire does not reduce immediately

After Use of Extinguisher

1. Evacuate area immediately even if fire appears out.
2. Report use of extinguisher to supervisor.
3. Ensure extinguisher is removed from service for recharging/replacement.
4. Participate in incident investigation if required.

Inspection and Maintenance

1. Extinguishers must be visually checked regularly for:
 - Pressure gauge in green zone
 - No physical damage or corrosion
 - Pin and seal intact
 - Clear access and visibility
2. Ensure annual servicing is completed by qualified personnel.
3. Maintain records of inspections and maintenance.

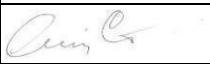
Emergency Response

If fire occurs:

1. Sound alarm / alert others
2. Evacuate if fire cannot be safely controlled
3. Call 911
4. Proceed to muster point
5. Do not re-enter until cleared

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Floor Openings			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Floor Openings

Purpose

To prevent injuries and fatalities by ensuring all floor openings are properly identified, guarded, and controlled to prevent workers from falling through openings in walking/working surfaces.

Scope

Applies to all workers and supervisors working around floor holes and penetrations, uncovered openings in floors or platforms, stairwell openings, elevator shafts, roof and mezzanine openings, and temporary construction openings

Responsibilities

Supervisors:

- Ensure all floor openings are protected
- Conduct regular inspections
- Provide appropriate fall protection systems
- Enforce compliance with SWP
- Correct hazards immediately

Workers:

- Follow this SWP
- Never bypass protections
- Use fall protection when required
- Report hazards immediately
- Refuse unsafe work conditions

Potential Hazards

- Falls from height
- Serious injury or death from falling through openings
- Struck-by falling objects through openings
- Trips and slips around unprotected edges
- Inadequate lighting near openings

Required PPE

- CSA-approved safety footwear
- Hard hat (where required)
- High visibility clothing
- Fall protection system (when required near unguarded openings)
- Safety glasses (where overhead work is occurring)

Safe Work Practice Steps

Before Starting Work

1. Identify all floor openings during hazard assessment.
2. Determine if openings are temporary or permanent.
3. Confirm required controls are in place:
 - Guardrails OR
 - Covers OR
 - Fall protection systems
4. Ensure all openings are clearly marked and visible.
5. Verify adequate lighting around openings.

Protecting Floor Openings

1. All floor openings must be protected to prevent falls.
2. Acceptable protection methods include:
 - Guardrail systems
 - Secure, load-rated covers
 - Travel restraint or fall arrest systems (when guardrails are not feasible)
3. Covers must be:
 - Strong enough to support expected loads
 - Securely fastened to prevent movement
 - Clearly marked (e.g., “HOLE COVER – DO NOT REMOVE”)
4. Guardrails must remain in place unless temporarily removed for work, and then alternate fall protection must be used.

During Work

1. Stay alert to floor openings at all times.
2. Do not remove guardrails or covers without authorization.
3. Maintain safe distance from unprotected edges.
4. Use fall protection if working near or over openings.
5. Keep tools and materials away from openings to prevent falling objects.
6. Ensure openings remain visible and not obstructed.

Temporary Removal of Protection

1. Guardrails or covers may only be removed if necessary for work.
2. Workers must use fall protection when protection is removed.
3. Barriers or spotters must control access to the area.
4. Protection must be replaced immediately after work is completed.

Training

All workers must be trained in the safe work practices of floor openings as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure the area
3. Call emergency services if required
4. Provide first aid if safe
5. Notify supervisor
6. Complete incident report and investigation

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced

Job Title:	Housekeeping			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice Housekeeping

Scope

This practice applies to all employees, supervisors and contractors at the worksite.

Responsibilities

Employer: Provide adequate facilities, storage, and waste disposal systems to ensure effective housekeeping. Ensure compliance with standards.

Supervisors: Enforce housekeeping practices, monitor work areas, and correct unsafe conditions promptly.

Workers: Maintain clean work areas, follow safe housekeeping procedures, and report hazards or unsafe conditions immediately.

Hazards

- Slips, trips, and falls due to debris, spills, or clutter
- Fire hazards from improper storage of flammable materials
- Struck-by or caught-between injuries from poorly stored equipment or materials
- Exposure to hazardous substances from spills or leaks
- Reduced emergency access due to blocked exits or passageways

Safe Work Practice Steps

1. Keep work areas clean and free from unnecessary clutter at all times.
2. Ensure walkways, aisles, stairways, and emergency exits are kept clear and unobstructed.
3. Clean up spills immediately using appropriate spill kits and PPE.
4. Dispose of waste materials in designated containers; do not allow waste to accumulate.
5. Store tools, equipment, and materials in their designated locations when not in use.
6. Secure stacked materials to prevent shifting or falling.
7. Label and store hazardous substances according to WHMIS and OHS Code requirements.
8. Ensure proper lighting in all work areas to maintain visibility.
9. Report unsafe conditions, such as damaged flooring, poor lighting, or blocked exits, immediately.
10. Participate in regular housekeeping inspections and corrective actions.

Training

All workers must receive training in proper housekeeping procedures, hazard recognition, spill response, and safe material storage practices.

Emergency Procedures

In the event of an emergency:

- Remove obstructions from evacuation routes immediately.
- Report and respond to spills, leaks, or fires according to emergency procedures.
- Provide first aid if injuries occur and contact emergency services if required.
- Document incidents in accordance with company and Alberta OHS requirements.

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Extension Ladders			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Extension Ladders

Purpose

To ensure extension ladders are inspected, set up, and used safely to prevent falls, ladder collapse, and other injuries.

Scope

Applies to all workers using extension ladders for access and egress, elevated work, maintenance work, construction activities and inspection tasks.

Responsibilities

Supervisors:

- Ensure workers are trained
- Inspect ladder use regularly
- Enforce safe work practices
- Remove unsafe ladders from service

Workers:

- Follow this SWP
- Inspect ladders before use
- Use ladders safely
- Report hazards immediately

Potential Hazards

- Falls from height
- Slips and trips
- Ladder collapse
- Electrical contact
- Overreaching
- Falling objects
- Unstable ground conditions

Required PPE

- CSA-approved safety footwear
- Hard hat (where required)
- High visibility clothing
- Fall protection equipment (where required)
- Gloves (where appropriate)

Safe Work Practice Steps

Before Starting Work

1. Inspect ladder before each use.
2. Check side rails, rungs, locks, ropes, feet, and brackets for damage.
3. Ensure ladder is clean and free of mud, grease, or ice.
4. Remove defective ladders from service immediately.
5. Confirm ladder is suitable for task and height required.

Ladder Setup

1. Place ladder on stable, level ground.
2. Secure ladder against movement at top and bottom whenever possible.
3. Set ladder at proper **4:1 angle** (1 foot out for every 4 feet up).
4. Ensure ladder extends at least **1 metre (3 feet)** above landing surface for access/egress.
5. Maintain proper overlap of ladder sections:
 - 1 m for ladders under 11 m
 - 1.25 m for ladders 11–15 m
 - 1.5 m for ladders over 15 m
6. Keep area around ladder clear of obstructions.

Manitoba requires extension ladders to have locking devices that securely hold sections in place and meet overlap requirements.

During Use

1. Maintain three-point contact at all times.
2. Face ladder while climbing or descending.
3. Keep body centered between side rails.
4. Do not overreach or lean outside rails.
5. Climb one rung at a time.
6. Carry tools using a belt or hoist—keep hands free.
7. Only one worker on ladder unless manufacturer allows otherwise.
8. Never stand on top three rungs.
9. Do not move ladder while occupied.

Electrical Safety

1. Never use metal ladders near energized electrical equipment.
2. Maintain safe clearance from overhead power lines.
3. Use non-conductive ladders where electrical hazards exist.

Storage and Maintenance

1. Store ladders in clean, dry areas.
2. Protect from damage and excessive moisture.
3. Conduct regular inspections.
4. Repair only by qualified personnel or replace.

Training

All workers must be trained in the safe work practices of extension ladders as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure area
3. Provide first aid
4. Contact emergency services if required
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Step Ladders			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Step Ladders

Purpose

To ensure step ladders are inspected, set up, and used safely to prevent falls, ladder collapse, and other injuries.

Scope

Applies to all workers using step ladders for, access and egress, maintenance work, construction tasks, inspection work and light overhead work.

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct inspections
- Enforce safe ladder practices
- Remove unsafe ladders from service

Workers:

- Follow this SWP
- Inspect ladders before use
- Use ladders safely
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Falls from height
- Slips and trips
- Ladder collapse
- Overreaching
- Electrical contact
- Falling objects
- Unstable surfaces

Required PPE

- CSA-approved safety footwear
- Hard hat (where required)
- High visibility clothing (where required)
- Fall protection equipment (if required by task)
- Gloves (where appropriate) \

Safe Work Practice Steps

Before Starting Work

1. Inspect step ladder before each use.
2. Check for:
 - Cracks or bent rails
 - Loose steps or rivets
 - Damaged braces
 - Worn or missing feet
 - Oil, grease, or slippery substances
3. Ensure ladder is clean and free of defects.
4. Remove defective ladders from service immediately.
5. Confirm ladder is suitable for the task and weight load.

Manitoba requires defective ladders to be removed from service until repaired or replaced.

Ladder Setup

1. Place ladder on stable, level, non-slip surface.
2. Fully open ladder before use.
3. Lock spreader bars/braces securely in place.
4. Ensure all four feet are firmly positioned.
5. Keep area around ladder clear of obstructions.
6. Barricade or secure area if ladder is near doors, traffic, or passageways.

Step ladders in Manitoba must not exceed **6 metres (20 ft)** when set up for use.

During Use

1. Face ladder while climbing and descending.
2. Maintain three-point contact whenever possible.
3. Keep body centered between side rails.
4. Keep both feet on steps at all times.
5. Use only one worker per ladder unless manufacturer allows otherwise.
6. Move ladder instead of overreaching.
7. Maintain stable footing while working.
8. Keep tools secure and avoid carrying bulky items while climbing.

Safe Working Limits

1. Do not stand on the top cap or top step.
2. Do not work from top two steps unless manufacturer specifically permits it.
3. Do not exceed ladder load rating.
4. Use alternate access equipment if task cannot be done safely from ladder.

Electrical Safety

1. Never use metal ladders near energized electrical equipment.
2. Maintain safe clearance from power lines.
3. Use non-conductive ladders where electrical hazards exist.

Storage and Maintenance

1. Store ladders in clean, dry locations.
2. Protect from damage and weather exposure.
3. Conduct regular inspections.
4. Repair only by qualified personnel or replace.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Secure area
3. Provide first aid
4. Contact emergency services if required
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Manual Lifting & Carrying			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Manual Lifting and Carrying

Purpose

To ensure manual lifting and carrying tasks are performed safely to prevent strains, sprains, back injuries, and other musculoskeletal injuries.

Scope

Applies to all workers performing manual lifting, carrying materials, loading and unloading, pushing and pulling and moving equipment or supplies.

Responsibilities

Supervisors:

- Assess lifting hazards
- Provide lifting aids where possible
- Train workers in proper lifting techniques
- Enforce safe work practices
- Correct hazards promptly

Workers:

- Follow this SWP
- Use proper lifting techniques
- Use lifting aids when available
- Request help when needed
- Report hazards immediately

Potential Hazards

- Back injuries
- Muscle strains and sprains
- Shoulder injuries
- Repetitive strain injuries
- Slips, trips, and falls while carrying loads
- Crushed fingers or toes
- Fatigue and overexertion

Required PPE

- CSA-approved safety footwear
- Gloves (where required)
- High visibility clothing (where required)
- Additional PPE based on worksite hazards

Safe Work Practice Steps

Before Starting Work

1. Assess the load before lifting.
2. Determine weight, size, and shape of object.
3. Check for sharp edges, loose contents, or unstable loads.
4. Plan the lift and travel path.
5. Ensure path is clear of obstructions, slip hazards, and trip hazards.
6. Use mechanical lifting aids whenever possible:
 - Dollies
 - Carts
 - Pallet jacks
 - Hoists
7. Ask for assistance if load is too heavy, bulky, or awkward.

Safe Lifting Technique

1. Stand close to the load.
2. Position feet shoulder-width apart for stability.
3. Bend at knees and hips, not at the waist.
4. Keep back straight and maintain natural posture.
5. Get a firm grip on the load.
6. Tighten abdominal muscles before lifting.
7. Lift smoothly using leg muscles.
8. Keep load close to body.
9. Avoid sudden or jerky movements.
10. Do not twist—turn with your feet.

Carrying Loads

1. Keep load close to waist level.
2. Maintain clear line of sight.
3. Take small controlled steps.
4. Avoid twisting while carrying.
5. Use team lifting when required.
6. Communicate clearly during team lifts.

Lowering Loads

1. Position feet securely.
2. Bend knees while keeping back straight.
3. Lower load slowly and under control.
4. Keep fingers and toes clear of pinch points.

Training

All workers must receive training in proper manual lifting & carrying procedures, hazard recognition, spill response, and safe material storage practices.

Emergency Response

If an injury occurs:

1. Stop work immediately
2. Report injury to supervisor
3. Seek first aid or medical attention
4. Secure area if needed
5. Complete incident report

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Motor Vehicle Operation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Motor Vehicle Operation

Purpose

To ensure motor vehicles are operated safely to prevent collisions, injuries, property damage, and unsafe driving incidents while performing work-related duties.

Scope

Applies to all workers operating company vehicles, personal vehicles used for work, rental vehicles, trucks, vans, and passenger vehicles and fleet vehicles used for company business.

Responsibilities

Supervisors:

- Ensure workers are authorized and licensed
- Ensure vehicles are maintained and inspected
- Provide safe driving training where required
- Enforce safe driving policies
- Investigate incidents

Workers:

- Follow this SWP
- Operate vehicles safely
- Complete inspections
- Report hazards and incidents immediately
- Refuse unsafe work

Potential Hazards

- Motor vehicle collisions
- Poor weather and road conditions
- Distracted driving
- Fatigue
- Speeding
- Mechanical failure
- Blind spots
- Backing incidents
- Wildlife or pedestrian hazards

Required PPE / Safety Equipment

Workers must ensure vehicles have:

- Seat belts
- First aid kit (if required)
- Emergency roadside kit
- Fire extinguisher (if required)
- High visibility vest (where required)
- Winter emergency supplies during cold weather

Safe Work Practice Steps

Before Operating Vehicle

1. Ensure you hold a valid driver's licence for the vehicle being operated.
2. Be fit for duty (not impaired, fatigued, or distracted).
3. Complete pre-trip inspection:
 - Tires
 - Lights
 - Mirrors
 - Brakes
 - Windshield
 - Horn
 - Fluid levels
4. Ensure vehicle is in safe operating condition.
5. Remove snow, ice, and frost from windows, mirrors, lights, and roof.
6. Adjust mirrors and seat before driving.

Manitoba requires vehicles used for work to be maintained in safe operating condition and inspected regularly.

During Operation

1. Always wear seat belt.
2. Obey all traffic laws and posted speed limits.
3. Drive defensively and maintain safe following distance.
4. Adjust speed for weather, traffic, and road conditions.
5. Maintain full attention on driving at all times.
6. Watch for pedestrians, cyclists, and wildlife.
7. Use signals for turns and lane changes.
8. Check mirrors and blind spots before moving or backing.
9. Use a spotter when backing in congested areas where possible.

Distracted Driving

Workers must NOT:

- Text while driving
 - Use handheld devices
 - Program GPS while driving
 - Eat or engage in distracting activities
1. Pull over safely before using phone or navigation.
 2. Use hands-free communication only if permitted by company policy and law.

Distracted driving is a major workplace vehicle hazard in Manitoba.

Weather / Winter Driving

1. Slow down during rain, snow, ice, or fog.
2. Increase following distance in poor conditions.
3. Use headlights when visibility is reduced.
4. Carry emergency winter supplies.
5. Avoid travel during severe weather when possible.

Winter driving is a significant risk factor in Manitoba.

Parking and Securing Vehicle

1. Park in safe designated areas.
2. Set parking brake before exiting.
3. Shut off engine and remove keys.
4. Secure vehicle against unauthorized use.
5. Do not leave running vehicle unattended unless operationally required.

Training

All workers must be trained in the safe work practices for motor vehicle operations as well as the hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop vehicle safely
2. Assess for injuries
3. Call emergency services if required
4. Secure area and warn other traffic
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Mold Remediation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Mold Remediation

Purpose

To ensure mold remediation work is completed safely to minimize worker exposure to mold spores, contaminated materials, and airborne biological hazards.

Scope

Applies to all workers involved in mold inspection, mold cleanup, removal of contaminated materials, demolition of mold-damaged building materials and drying and restoration work.

Responsibilities

Supervisors:

- Ensure hazard assessments are completed
- Provide proper PPE and equipment
- Ensure workers are trained
- Maintain safe containment procedures
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Follow containment procedures
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Exposure to airborne mold spores
- Respiratory irritation
- Eye and skin irritation
- Allergic reactions
- Exposure to contaminated dust and debris
- Structural instability from water damage
- Electrical hazards in wet areas
- Slips, trips, and falls

Required PPE

Workers must wear PPE appropriate to contamination level:

- CSA-approved safety footwear
- Gloves
- Safety glasses or goggles
- Disposable coveralls (as required)
- N95 respirator or approved respirator
- Full-face respirator for heavy contamination (if required)
- Respiratory protection must match exposure risk and contamination level.

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment of affected area.
2. Identify source of moisture or water intrusion.
3. Stop and repair leaks or moisture issues before remediation.
4. Determine extent of mold contamination.
5. Restrict access to affected area.
6. Ensure workers are trained and authorized.
7. Inspect PPE and remediation equipment before use.

Area Preparation / Containment

1. Isolate contaminated work area using plastic sheeting or barriers.
2. Seal vents and openings to prevent spread of spores.
3. Use negative air machines or HEPA filtration when required.
4. Post warning signs restricting access.
5. Remove non-essential personnel from area.

Containment is critical to prevent cross-contamination to unaffected areas.

Mold Removal

1. Wear required PPE before entering work area.
2. Remove contaminated porous materials (drywall, insulation, carpet) when necessary.
3. Bag contaminated materials immediately in sealed disposal bags.
4. Avoid dry sweeping or actions that release spores into air.
5. Use HEPA vacuum or approved cleaning methods.
6. Clean non-porous surfaces using approved cleaning agents.
7. Handle materials carefully to minimize airborne dust.

During Work

1. Maintain containment at all times.
2. Monitor air quality and worker exposure where required.
3. Keep work area clean and organized.
4. Watch for electrical hazards in damp areas.
5. Stop work immediately if unsafe conditions develop.

Cleanup and Disposal

1. Place waste in sealed bags or containers.
2. Dispose of contaminated materials according to site requirements.
3. HEPA vacuum and clean work area thoroughly.
4. Remove containment only after cleanup is complete.
5. Confirm area is dry and visibly clean.

All remediated areas should be dry and free from visible contamination.

Training

All workers must receive training in proper mold remediation procedures, hazard recognition, spill response, and safe material storage practices.

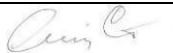
Emergency Response

If an incident occurs:

1. Stop work immediately
2. Leave contaminated area if unsafe
3. Secure area
4. Provide first aid if required
5. Notify supervisor
6. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Office Work			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5 2026

Safe Work Practice Office Work

Scope

This practice applies to all employees, supervisors, and contractors who participate in office work.

Responsibilities

Employer Responsibilities:

- Provide a safe and ergonomically designed work environment.
- Ensure office equipment and furniture are maintained and in good condition.
- Provide training on safe lifting, ergonomics, and hazard awareness.
- Implement and enforce safe office work procedures.
- Identify and control potential office hazards.

Worker Responsibilities:

- Follow safe work practices and use of office equipment properly.
- Maintain an ergonomically correct workstation (chair height, screen position, etc.).
- Take regular breaks to stretch and reduce repetitive strain.
- Keep walkways clear and report hazards such as spills or damaged flooring.
- Use proper lifting techniques when handling office supplies or files.
- Report all incidents, hazards, or unsafe conditions to a supervisor or safety representative.

Safe Work Practice Steps

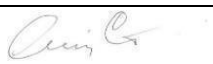
1. Arrange workstation ergonomically: monitor at eye level, feet flat on the floor, and wrists straight.
2. Take short breaks every 30–60 minutes to stretch and rest eyes.
3. Use proper lifting techniques when moving office supplies or equipment (bend knees, keep back straight).
4. Ensure cords and cables are secured to prevent tripping hazards.
5. Store heavy items on lower shelves to avoid overreaching.
6. Use step stools or ladders instead of chairs for reaching high shelves.
7. Keep aisles, exits, and emergency equipment accessible.
8. Immediately clean up or report spills to prevent slips and falls.
9. Follow WHMIS requirements when handling cleaning or office chemicals.

Emergency Procedures

- Know the location of fire extinguishers, first aid kits, First Aiders, and emergency exits.
- In case of fire, follow the building evacuation plan and proceed to the designated Muster point.
- Report any workplace injury or illness immediately to a supervisor.
- Follow company procedures for medical emergencies, including calling 911 when required.

Review

This Safe Work Practice will be reviewed annually or whenever changes occur in legislation, work procedures, or office operations.

Job Title:	Propane Use			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Propane Use

Purpose

To ensure propane is stored, handled, transported, and used safely to prevent fires, explosions, leaks, carbon monoxide exposure, and worker injuries.

Scope

Applies to all workers using propane for heating equipment, temporary heaters, torches, forklifts. Generators, propane-powered tools and equipment as well as cylinders and bulk storage systems.

Responsibilities

Supervisors:

- Ensure workers are trained
- Conduct inspections
- Maintain propane equipment
- Ensure emergency procedures are in place
- Correct hazards immediately

Workers:

- Follow this SWP
- Inspect propane equipment before use
- Use required PPE
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Fire and explosion
- Propane leaks
- Carbon monoxide exposure
- Burns
- Frostbite from liquid propane contact
- Asphyxiation in enclosed spaces
- Equipment failure

Required PPE

- CSA-approved safety footwear
- Safety glasses
- Gloves suitable for propane handling
- High visibility clothing (where required)
- Additional PPE based on task hazards

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before propane use.
2. Ensure workers are trained and authorized.
3. Inspect propane cylinders, hoses, regulators, and fittings before use.
4. Check for dents, corrosion, leaks, or damage.
5. Ensure equipment is CSA-approved and suitable for propane use.
6. Verify fire extinguishers are readily available.

Storage of Propane Cylinders

1. Store cylinders upright and secured.
2. Keep cylinders in well-ventilated areas.
3. Keep away from ignition sources, heat, sparks, and open flames.
4. Protect cylinders from impact or physical damage.
5. Ensure valve protection caps are installed when not in use.
6. Do not store propane cylinders indoors unless specifically permitted and approved.

Leak Checks

1. Check all fittings and connections before use.
2. Use approved leak detection solution (soap/water solution or approved detector).
3. Never use an open flame to check for leaks.
4. If leak is detected:
 - Shut off propane supply immediately
 - Remove ignition sources
 - Evacuate area if required
 - Notify supervisor

During Operation

1. Operate propane equipment only as designed.
2. Keep work area clear of combustible materials.
3. Ensure adequate ventilation at all times.
4. Monitor for propane odor or unusual equipment performance.
5. Keep cylinders secured during use.
6. Shut off propane supply when equipment is not in use.

Propane-powered equipment used indoors or in enclosed spaces can create dangerous carbon monoxide exposure if ventilation is inadequate.

Indoor / Enclosed Space Use

1. Ensure mechanical ventilation is adequate.
2. Use carbon monoxide monitors where required.
3. Never use propane equipment in confined or poorly ventilated spaces without proper controls.
4. Stop work immediately if gas odor or CO alarm occurs.
5. Evacuate area if unsafe conditions develop.

Transporting Cylinders

1. Transport cylinders upright and secured.
2. Ensure valves are closed.
3. Install valve caps when required.
4. Do not leave cylinders loose in vehicles.
5. Protect cylinders from heat buildup.

Training Requirements

Workers handling propane must:

- Receive instruction on propane hazards and safe handling procedures.
- Be trained in emergency response procedures.
- Understand site-specific hazard assessments and controls.
- Be competent in the operation of propane-fueled equipment being used.

Emergency Response

If a propane-related incident occurs:

1. Stop work immediately
2. Shut off propane supply if safe to do so
3. Evacuate area
4. Eliminate ignition sources
5. Call emergency services if required
6. Notify supervisor
7. Complete incident reporting

Review

This Safe Work Practice will be reviewed annually or whenever workplace conditions, procedures, or legislation changes.

Job Title:	Slips, Trips, and Falls			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice Slips, Trips, and Falls

Scope

To prevent injuries caused by slips, trips, and falls by identifying hazards and implementing safe work practices in all work areas.

Responsibilities

Workers:

- Follow safe work practices
- Use required PPE
- Report hazards, incidents, and near misses
- Maintain good housekeeping

Supervisors:

- Ensure hazards are identified and corrected
- Provide worker training
- Enforce safe work practices
- Investigate incidents

Employers:

- Provide training and supervision
- Maintain safe walking surfaces
- Ensure prompt hazard correction
- Provide required fall protection equipment

Potential Hazards

- Wet or slippery floors
- Ice and snow accumulation
- Uneven walking surfaces
- Loose cords or materials
- Poor housekeeping
- Improper footwear
- Poor lighting
- Working at heights without fall protection

Personal Protective Equipment (PPE)

- CSA-approved slip-resistant safety footwear
- Hard hats (where required)
- High visibility clothing
- Fall protection equipment (when required)

Safe Work Practice Steps

Before Starting Work

1. Inspect work areas for slip, trip, and fall hazards.
2. Ensure walkways, stairs, and exits are clear.
3. Verify adequate lighting in all work areas.
4. Check that floor surfaces are dry and stable.
5. Confirm ladders, stairs, and platforms are in good condition.

During Work

1. Maintain good housekeeping at all times.
2. Clean spills immediately or report them.
3. Keep tools, materials, cords, and hoses out of walkways.
4. Walk—do not run.
5. Use handrails when using stairs.
6. Wear proper footwear suitable for conditions.
7. Take extra caution during rain, snow, or icy conditions.
8. Avoid carrying loads that block visibility.
9. Use approved ladders, scaffolds, or platforms when working at heights.
10. Follow fall protection requirements when exposed to fall hazards.

Training

All workers must be trained in the proper ergonomics to prevent slip, trips, and falls as well as hazard recognition and proper PPE requirements.

Housekeeping Requirements

- Keep floors clean and dry.
- Store materials in designated areas.
- Remove debris regularly.
- Secure cords and hoses away from walkways.

Emergency Procedures

If a slip, trip, or fall occurs:

1. Stop work immediately
2. Assess injury severity
3. Call for first aid or emergency assistance
4. Report incident to supervisor
5. Complete incident reporting documentation

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Job Title:	Spray Painting			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Work Practice – Spray Painting

Purpose

To ensure spray painting operations are completed safely to prevent exposure to hazardous fumes, fire, explosion, respiratory illness, and chemical-related injuries.

Scope

Applies to all workers performing, spray painting, primer application, coating application, finishing work, paint mixing and cleanup, and indoor or outdoor spray operations.

Responsibilities

Supervisors:

- Ensure workers are trained
- Verify ventilation systems are functioning
- Provide required PPE
- Enforce safe work practices
- Correct hazards immediately

Workers:

- Follow this SWP
- Wear required PPE
- Review SDS before use
- Report hazards immediately
- Refuse unsafe work

Potential Hazards

- Exposure to paint fumes and vapours
- Chemical inhalation
- Eye and skin irritation
- Fire and explosion
- Compressed air hazards
- Slips from overspray
- Static discharge ignition
- Respiratory illness

Required PPE

- Workers must wear:
- CSA-approved safety footwear
- Safety glasses or goggles
- Chemical-resistant gloves
- Coveralls or protective clothing
- Respirator appropriate for product hazards
- Face shield (where required)

Safe Work Practice Steps

Before Starting Work

1. Conduct a hazard assessment before beginning work.
2. Review Safety Data Sheets (SDS) for all products being used.
3. Ensure workers are trained and authorized.
4. Inspect spray guns, hoses, compressors, and equipment.
5. Confirm required PPE is available and in good condition.
6. Remove ignition sources from work area.
7. Ensure fire extinguishers are accessible.

Work Area Preparation

1. Ensure work area is clean and organized.
2. Restrict access to authorized personnel only.
3. Use designated spray booth or approved spray area when possible.
4. Protect surrounding surfaces from overspray.
5. Post warning signage if required.

Ventilation Requirements

1. Ensure adequate ventilation before spraying begins.
2. Use exhaust systems, fans, or spray booths where required.
3. Maintain airflow to remove vapours and overspray.
4. Stop work immediately if ventilation fails.
5. Never spray in enclosed or poorly ventilated spaces without proper controls.

Poor ventilation can create serious inhalation and explosion hazards.

During Spray Painting

1. Wear required PPE at all times.
2. Mix paint only according to manufacturer instructions.
3. Follow manufacturer recommendations for spray equipment.
4. Maintain safe spray distance and control overspray.
5. Keep spray gun pointed away from people.
6. Monitor for equipment leaks or malfunctions.
7. Keep area free of ignition sources including:
 - o Smoking
 - o Sparks
 - o Open flames
 - o Hot surfaces

After Painting

1. Shut down equipment safely.
2. Clean spray guns and equipment using approved methods.
3. Dispose of waste materials properly.
4. Store paints, thinners, and solvents in approved containers.
5. Continue ventilation until fumes are cleared.
6. Remove PPE safely and wash exposed skin.

Training

All workers must be trained in the safe use, handling, and storage of spray paint, as well as hazard recognition and proper PPE requirements.

Emergency Response

If an incident occurs:

1. Stop work immediately
2. Shut down equipment if safe
3. Evacuate area if required
4. Eliminate ignition sources
5. Provide first aid
6. Notify supervisor
7. Call emergency services if required

Review

This Safe Work Practice will be reviewed annually or whenever new tools, procedures, or legislative requirements are introduced.

Section 4

Safe Job Procedures

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Safe Work/Job Procedures

A Safe Job Procedure is a written, step-by-step description of how to do a job from start to finish. Safe Job Procedures are sometimes referred to as “proper job procedures” or methods. Written Safe Job Procedures are used to train new workers and workers that are moved to new jobs. Safe Job Procedures are also used by workers as a reference, especially for jobs that are complex, hazardous, or not done very often. A Safe Job Procedure contains the appropriate Safe Work Practices and highlights safety points.

The development of Safe Job Procedures arises from potential hazards recognized on the work site. These identified hazards are then subjected to a Job Hazard Analysis (J.H.A.) and finally compiled into a Safe Job Procedure based on experiences, applicable Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006 and the appropriate step-by-step measures to complete the job.

Daytona Homes
Health & Safety Manual

Safe Work Procedures	Development				Review			
Annual Update 2025	Date			By Whom	Date			By Whom
	D	M	Y		D	M	Y	
Cell Phone	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Circular Saws	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Compressed Air	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Concrete Foundations	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Defective Tools	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Electric Power Tools	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Entry & Exit	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Excavating & Trenching	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Fall Protection	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Fire Extinguishers	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Floor Openings	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Fueled Heaters	31	07	05	Safety Manager/ Committee	05	07	26	Charlotte Charbonneau
Hand Tools	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Housekeeping	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Ladders	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Manual Lifting & Carrying	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Motor Vehicle Operation	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Mold Spray	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Office	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Propane	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Slips, Trips, Falls	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau
Spray Painting	31	07	05	Safety Manager	05	07	26	Charlotte Charbonneau

Job Title:	Access and Egress			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Access and Egress

Scope

This procedure applies to all workers accessing and exiting construction sites, buildings, work areas, roofs, scaffolds, elevated work platforms, excavations, and other locations where safe entry and exit are required.

Responsibilities

Supervisor

- Ensure safe access and egress are maintained.
- Conduct regular workplace inspections.
- Correct hazards promptly.
- Verify workers receive required training.
- Ensure emergency exits remain accessible.
- Enforce compliance with this procedure.

Worker

- Follow designated access routes.
- Wear required PPE.
- Report unsafe conditions immediately.
- Maintain good housekeeping.
- Inspect ladders and access equipment before use.
- Never bypass safety controls or barriers.
- Follow all site safety rules and supervisor instructions.

Potential Hazards

- Slips, trips and falls
- Falls from heights
- Falling objects
- Poor lighting
- Ice and snow
- Mud and uneven ground
- Obstructed walkways
- Damaged stairs or ladders
- Unprotected floor openings
- Vehicle and equipment traffic
- Excavations
- Weather conditions

Required PPE

- CSA-approved hard hat
- CSA-approved Grade 1 safety footwear
- High-visibility apparel
- Safety glasses
- Work gloves
- Fall protection equipment (where required)

Safe Operating Steps

1. Pre-Job Planning

- Complete a hazard assessment before work begins.
- Identify all designated access and egress routes.
- Ensure emergency exits remain available.
- Verify workers understand site access requirements.
- Establish pedestrian routes separate from vehicle traffic whenever practical.

2. Inspection

Inspect all access and egress routes before use.

Check for:

- Ice or snow accumulation
- Mud or standing water
- Loose materials
- Uneven surfaces
- Damaged stairs
- Broken handrails
- Poor lighting
- Open holes
- Damaged ladders
- Obstructions

3. Accessing the Work Area

- Use designated walkways and entrances.
- Maintain three points of contact when using ladders.
- Use stairs where provided.
- Keep hands free while climbing.
- Use approved material hoists or rope systems for tools and materials.
- Never climb while carrying heavy or awkward loads.
- Maintain secure footing at all times.

4. Elevated Work Areas

- Install guardrails where required.
- Use approved fall protection when exposed to fall hazards.
- Ensure access ladders extend above landing surfaces where required.
- Keep platforms free of debris.
- Maintain adequate lighting.

5. Excavation Access

Where workers enter excavations:

- Provide ladders, ramps or stairs.
- Position ladders to allow safe exit.
- Keep access routes clear.
- Never jump into or out of excavations.
- Inspect access points daily.

6. Housekeeping

Maintain access routes by:

- Removing scrap materials
- Cleaning spills immediately
- Keeping cords and hoses organized
- Removing snow and ice
- Applying sand or ice melt when required
- Storing materials away from walkways

7. Weather Conditions

During adverse weather:

- Remove snow and ice promptly.
- Apply traction materials.
- Increase lighting during low visibility.
- Inspect temporary walkways more frequently.
- Suspend access to unsafe areas until hazards are corrected.

8. Emergency Access

- Keep exits unlocked and unobstructed.
- Maintain access for emergency responders.
- Clearly identify emergency exits.
- Ensure workers know evacuation routes and muster points.

Emergency Procedures

Slip, Trip or Fall

- Stop work immediately.
- Notify the supervisor.
- Administer first aid if trained.
- Contact emergency services if required.
- Secure the area to prevent additional incidents.

Blocked Emergency Exit

- Remove the obstruction immediately if safe.
- Notify the supervisor.
- Do not resume work until a safe exit route is restored.

Damaged Access Equipment

- Remove equipment from service.
- Tag as **Out of Service**.
- Report to the supervisor.
- Replace or repair before reuse.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Air Compressor Operation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Air Compressor Operation

Scope:

Operation of portable or stationary air compressors to supply compressed air for pneumatic tools, equipment, cleaning, inflation, and construction activities.

Responsibilities:

Supervisor:

- Ensure workers receive training.
- Verify pre-use inspections are completed.
- Remove defective equipment from service.
- Ensure required PPE is worn.
- Monitor compliance with this procedure.

Worker:

- Follow this Safe Job Procedure.
- Inspect equipment before use.
- Wear required PPE.
- Report defects immediately.
- Never operate unsafe equipment.

Potential Hazards

- High-pressure compressed air
- Flying debris
- Hose whip from disconnected hoses
- Excessive noise
- Pinch points
- Moving engine components
- Carbon monoxide exposure (gas-powered units)
- Burns from hot engine or compressor components
- Fuel spills and fire hazards
- Slips, trips, and falls from hoses

Required PPE

- CSA-approved hard hat (where required)
- CSA-approved safety glasses with side shields
- Hearing protection
- CSA-approved safety footwear
- Work gloves
- High-visibility apparel (where required)
- Respiratory protection if airborne contaminants are present

Safe Operating Steps

1. Pre-Use Inspection

- Conduct a visual inspection before each use.
- Ensure guards are installed and secure.
- Inspect hoses for:
 - Cuts
 - Cracks
 - Blisters
 - Loose fittings
- Verify safety clips, locking couplers or whip checks are installed.
- Check compressor oil level (if applicable).
- Check fuel level and inspect for leaks.
- Ensure pressure relief valve is operational.
- Verify pressure gauge is functional.
- Drain moisture from the air receiver if required.
- Confirm the compressor has current inspection/maintenance.

2. Set Up

- Position compressor on firm, level ground.
- Keep work area clean and free of trip hazards.
- Maintain adequate ventilation.
- Never operate gasoline or diesel compressors inside enclosed spaces unless properly vented.
- Secure hoses to minimize trip hazards.
- Ensure electrical compressors are connected to properly grounded power.

3. Operation

- Wear required PPE.
- Start compressor following manufacturer's instructions.
- Allow pressure to build gradually.
- Never exceed manufacturer-rated operating pressure.
- Ensure regulator is adjusted for the tool being used.
- Connect hoses using positive locking couplers.
- Never kink, pinch, or sharply bend hoses.
- Maintain good housekeeping.
- Keep unauthorized persons away.
- Monitor gauges during operation.
- Shut down immediately if unusual vibration, overheating, leaks, or abnormal noises occur.

4. Using Pneumatic Tools

- Disconnect air supply before changing accessories or servicing tools.
- Inspect tool before use.
- Never point compressed air at yourself or others.
- Never use compressed air to clean clothing or skin.
- Maintain secure footing while operating tools.
- Keep hands clear of moving parts.
- Ensure hoses cannot become entangled.

5. Shutdown

- Turn compressor off.
- Allow pressure to bleed down safely.
- Close outlet valves.
- Disconnect hoses only after pressure is released.
- Drain moisture from tank if required.
- Coil hoses properly.
- Store compressor in a clean, dry location.

Emergency Procedures

Equipment Failure

- Shut compressor off immediately.
- Isolate energy source.
- Tag equipment "Out of Service."
- Report defect to supervisor.

Hose Failure

- Shut compressor off.
- Allow pressure to bleed off.
- Replace damaged hose before reuse.

Fire

- Shut engine off if safe.
- Use appropriate fire extinguisher.
- Evacuate if necessary.
- Notify supervisor.

Injury

- Stop work immediately.
- Provide first aid.
- Contact emergency services if required.
- Report incident according to company procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Concrete Foundations			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Concrete Foundations

Scope

Construction of concrete foundations, including site preparation, excavation, footing installation, formwork, reinforcing steel, concrete placement, stripping forms, waterproofing, and backfilling.

Responsibilities

Supervisor:

- Ensure workers are trained.
- Verify hazard assessments are completed.
- Inspect excavations and formwork.
- Ensure PPE is worn.
- Monitor compliance with this procedure.

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Report hazards immediately.
- Inspect tools before use.
- Never enter an unsafe excavation.
- Use proper lifting techniques.
- Follow supervisor instructions.

Potential Hazards

- Excavation collapse
- Falls into excavations
- Falling objects
- Heavy equipment
- Pinch points
- Rebar impalement hazards
- Concrete burns
- Silica dust
- Manual lifting injuries
- Formwork collapse
- Slips and trips
- Underground utilities
- Adverse weather conditions

Required PPE

- CSA-approved hard hat
- CSA-approved safety boots (Grade 1)
- Safety glasses with side shields
- High-visibility clothing
- Work gloves
- Hearing protection
- Respiratory protection (when required)
- Fall protection equipment where exposed to fall hazards

Safe Operating Steps

1. Pre-Job Planning

- Conduct a hazard assessment.
- Review engineered drawings.
- Locate and identify underground utilities before excavation.
- Obtain required excavation registration if workers will enter an excavation greater than 1.5 meters deep.
- Ensure emergency procedures are communicated.
- Inspect work area for overhead power lines and other hazards.

2. Excavation

- Use qualified operators.
- Keep unauthorized personnel away.
- Install sloping, benching, shoring, or engineered support systems as required.
- Keep spoil piles at least 1 metre from excavation edges.
- Provide safe access and egress.
- Inspect excavations before each shift and after rain or ground movement.
- Do not enter unsafe excavations.

3. Footing Preparation

- Verify excavation dimensions.
- Install compacted granular base if specified.
- Ensure excavation remains dry.
- Remove loose material.
- Install reinforcing steel as required.

4. Formwork Installation

- Inspect all formwork materials.
- Install forms according to manufacturer specifications or engineered design.
- Brace forms securely.
- Verify dimensions before pouring.
- Ensure walkways are stable and free of hazards.
- Cap exposed rebar to prevent impalement.

5. Reinforcing Steel

- Wear gloves.
- Use proper lifting techniques.
- Secure reinforcing steel before concrete placement.
- Install rebar caps on exposed vertical bars.

6. Concrete Placement

- Inspect forms before pouring.
- Confirm concrete delivery route is clear.
- Maintain communication between pump operator and workers.
- Stay clear of suspended concrete buckets.
- Do not overload forms.
- Vibrate concrete safely without damaging forms.
- Wear waterproof gloves and boots when handling wet concrete.

7. Finishing

- Maintain stable footing.
- Keep work area free of excess concrete.
- Use finishing tools properly.
- Avoid overreaching.

8. Form Removal

- Remove forms only after concrete has achieved sufficient strength.
- Remove bracing carefully.
- Stay clear of suspended materials.
- Stack removed materials safely.

9. Waterproofing

- Follow manufacturer instructions.
- Wear required chemical PPE.
- Maintain adequate ventilation.
- Eliminate ignition sources when using flammable products.

10. Backfilling

- Inspect foundation walls before backfill.
- Use appropriate equipment.
- Keep workers clear of moving equipment.
- Place fill evenly to avoid wall damage.
- Compact in lifts as required.

Emergency Procedures

Excavation Collapse

- Stop work immediately.
- Do not enter the excavation to attempt a rescue.
- Contact emergency services.
- Secure the area.

Concrete Burns

- Flush affected area with clean water.
- Remove contaminated clothing.
- Obtain medical attention.

Equipment Incident

- Shut equipment down if safe.
- Report immediately.
- Tag defective equipment out of service.

Injury

- Provide first aid.
- Contact emergency services if required.
- Report incident according to company procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Excavating and Trenching			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure - Excavating and Trenching

Scope

This procedure applies to all employees, contractors and trades involved in: Excavating, trenching, installing underground services, foundation excavation, utility installation, backfilling, site grading and working in or around excavations.

Responsibilities

Supervisor:

- Conduct and document hazard assessments.
- Verify utility locates have been completed.
- Ensure excavations are inspected by a competent person before each shift and after events that could affect stability (e.g., rain, vibration, freezing/thawing).
- Ensure workers are trained and competent.
- Verify protective systems are installed where required.
- Remove unsafe excavations from service until hazards are corrected.
- Ensure emergency procedures are communicated and understood.

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Inspect access and egress points before entering.
- Report unsafe conditions immediately.
- Stay clear of operating equipment.
- Never enter an excavation that has not been declared safe by a competent person.
- Follow all supervisor instructions and site safety rules.

Potential Hazards

- Trench collapse or cave-in
- Contact with underground utilities
- Falling into excavations
- Falling objects or materials
- Mobile equipment
- Spoil pile collapse
- Hazardous atmospheres

- Water accumulation
- Slips, trips and falls
- Overhead power lines
- Manual material handling
- Struck-by incidents
- Noise and vibration
- Weather conditions

Required PPE

- CSA-approved hard hat
- CSA Grade 1 safety boots
- High-visibility apparel
- Safety glasses with side shields
- Work gloves
- Hearing protection (where required)
- Respiratory protection (where required)
- Fall protection equipment where required

Safe Operating Steps

1. Pre-Job Planning

Before excavation begins:

- Complete a documented hazard assessment.
- Obtain all required permits.
- Contact utility locate services before digging.
- Review underground utility information with all workers.
- Confirm excavation dimensions and engineered requirements.
- Develop an emergency rescue plan.
- Ensure a competent person has been designated to supervise excavation activities.

2. Site Preparation

- Barricade the work area.
- Install warning signs.
- Keep unauthorized persons out.
- Establish equipment travel routes.
- Maintain adequate lighting if required.
- Remove surface hazards before excavation begins.

3. Utility Locates

Before digging:

- Confirm all underground utilities have been located and marked.
- Hand expose utilities when working within required tolerance zones.
- Do not rely solely on drawings.
- Stop work if unknown utilities are discovered.
- Notify the supervisor immediately.

4. Excavation Operations

- Excavations shall be performed by competent operators.
- Keep workers clear of operating equipment.
- Never allow workers beneath suspended loads.
- Maintain safe distances from excavation edges.
- Remove loose material from excavation walls.
- Inspect excavation stability continuously.

5. Ground Protection

Where required:

- Slope excavation walls according to soil conditions.
- Install trench boxes or shoring systems.
- Use engineered support systems when necessary.
- Do not enter unprotected excavations where cave-in hazards exist.
- Follow engineered designs where applicable.

6. Spoil Piles

- Keep excavated material a minimum of **1 metre (3 ft.)** from the edge of the excavation.
- Prevent spoil from falling back into the excavation.
- Do not place heavy equipment close to excavation edges unless approved by a competent person.

7. Access and Egress

Where workers enter excavations:

- Provide ladders, ramps or stairs.
- Ensure ladders extend at least **1 metre (3 ft.)** above the landing surface.
- Locate ladders so workers do not travel excessive distances within the trench.
- Keep access routes clear at all times.

8. Atmospheric Hazards

Where hazardous atmospheres may exist:

- Test the atmosphere before entry.
- Ventilate the excavation if required.
- Do not enter where oxygen deficiency or hazardous gases are present.
- Follow confined space procedures if applicable.

9. Water Accumulation

- Prevent water from collecting in excavations.
- Pump water out where necessary.
- Inspect excavation stability after heavy rain.
- Stop work if water compromises excavation safety.

10. Working Around Equipment

- Maintain eye contact with equipment operators.
- Stay outside swing radius.
- Wear high-visibility clothing.
- Use designated signalers where required.
- Never walk behind moving equipment.

11. Backfilling

- Remove unnecessary personnel from the excavation.
- Remove shoring or trench boxes according to engineered procedures.
- Backfill evenly.
- Compact material as specified.
- Remove barricades only after the area is safe.

Emergency Procedures

Trench Collapse

- Stop work immediately.
- Call **911**.
- Do **not** enter the trench to perform a rescue unless trained and equipped.
- Secure the area.
- Notify site management.

Utility Strike

- Stop work immediately.
- Evacuate the area if required.
- Contact the utility owner.
- Notify the supervisor.
- Do not attempt repairs unless authorized.

Equipment Incident

- Shut equipment down if safe.
- Provide first aid if required.
- Contact emergency services.
- Report the incident immediately.

Injury

- Stop work.
- Provide first aid.
- Contact emergency services if required.
- Complete incident reporting.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Office Work			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Office Work

Scope

This procedure applies to employees performing office and administrative duties, including: Computer work, telephone use, filing and document handling, printing and photocopying, meetings, general office housekeeping and manual handling of office supplies

Responsibilities

Supervisor

- Provide worker orientation and training.
- Conduct workplace inspections.
- Ensure ergonomic assessments are completed when required.
- Correct identified hazards promptly.
- Maintain emergency equipment and procedures.
- Ensure workers follow safe work procedures.

Worker

- Follow this Safe Job Procedure.
- Maintain good housekeeping.
- Report hazards and injuries immediately.
- Use office equipment safely.
- Practice proper ergonomic techniques.
- Participate in required safety training.
- Follow emergency procedures.

Potential Hazards

- Poor workstation ergonomics
- Repetitive motions
- Eyestrain
- Slips, trips and falls
- Electrical hazards
- Manual lifting injuries
- Fire hazards
- Poor housekeeping
- Stress and fatigue
- Cuts from paper or office equipment

Safe Work Procedure

1. Before Starting Work

- Complete required orientation and training.
- Inspect your workstation for hazards.
- Ensure walkways and exits are clear.
- Adjust your workstation before beginning work.
- Report unsafe conditions to your supervisor.

2. Ergonomic Workstation Setup

Adjust the workstation to promote neutral body posture:

- Sit with feet flat on the floor or on a footrest.
- Knees at approximately 90 degrees.
- Back fully supported by the chair.
- Shoulders relaxed.
- Elbows close to the body and bent about 90 degrees.
- Wrists kept straight while typing.
- Top of the monitor at or slightly below eye level.
- Position the monitor approximately an arm's length away.
- Place frequently used items within easy reach.

3. Computer Work

- Alternate tasks throughout the day.
- Take short movement and stretching breaks every 30–60 minutes.
- Avoid prolonged static postures.
- Use proper keyboard and mouse positioning.
- Reduce screen glare where possible.
- Adjust screen brightness for comfort.

4. Telephone Use

- Use a headset when making frequent or lengthy calls.
- Avoid cradling the phone between your shoulder and ear.
- Maintain good posture while speaking.

5. Manual Handling

When lifting office supplies:

- Use proper lifting techniques.
- Avoid twisting while carrying.
- Request assistance for heavy or awkward items.
- Use carts or dollies whenever possible.

6. Office Equipment

Before using printers, copiers or shredders:

- Follow manufacturer instructions.
- Keep hands clear of moving parts.
- Do not bypass safety guards.
- Report damaged equipment immediately.

7. Electrical Safety

- Inspect cords before use.
- Do not overload power bars or outlets.
- Keep liquids away from electrical equipment.
- Do not use damaged electrical cords.
- Report electrical hazards immediately.

8. Housekeeping

- Maintain a clean and organized workspace
- Keeping walkways clear.
- Securing cords to prevent trip hazards.
- Closing filing cabinet drawers when not in use.
- Cleaning spills immediately.
- Properly storing office supplies.

9. Fire Safety

- Know the location of emergency exits.
- Know the location of fire extinguishers.
- Keep exits unobstructed.
- Participate in emergency drills.
- Report fire hazards immediately.

Emergency Procedures

Medical Emergency

- Call emergency services if required.
- Notify the supervisor.
- Provide first aid if trained.
- Complete required incident reporting.

Fire

- Activate the fire alarm.
- Evacuate using designated exits.
- Proceed to the designated muster point.
- Do not use elevators unless authorized.

Electrical Incident

- Disconnect power if safe to do so.
- Do not touch exposed energized components.
- Report immediately.
- Remove defective equipment from service.

Spill

- Clean minor spills immediately if safe.
- Use appropriate cleaning materials.
- Report larger spills or hazardous substance releases to the supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Circular & Reciprocating Saws			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Circular & Reciprocating Saws

Purpose

To establish a safe method of operation for the use of circular or reciprocating saws to prevent injury, equipment damage, or property damage.

Scope

Applicable to all employees, contractors, and authorized operators using circular or reciprocating saws for cutting timber, metal, plastics, or other approved materials.

Responsibilities

Workers:

- Must follow this procedure and report hazards, defects, or incidents.
- Must be trained and competent before operating the equipment.

Supervisors:

- Ensure workers are trained and PPE is supplied.
- Verify equipment is maintained and inspected before use

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields
- Hearing protection
- Work gloves suitable for the task
- Respiratory protection when cutting materials that generate dust or airborne contaminants
- Hard hat where overhead hazards exist

Hazards and Control Measures

Hazard	Potential Injury	Control Measures
Contact with blade	Lacerations, amputation	Keep hands clear of cutting path and guards in place.
Kickback	Impact injuries	Maintain proper grip and body position; support materials correctly.
Flying debris	Eye injuries	Wear safety glasses and inspect material before cutting.
Noise exposure	Hearing damage	Wear hearing protection.
Dust generation	Respiratory irritation	Use dust control methods and respiratory protection when required.
Damaged blades	Blade failure, injury	Inspect blades before use and replace damaged blades immediately.
Electrical hazards	Shock or burns	Inspect cords and use GFCI protection.
Material movement	Loss of control	Secure materials before cutting.
Hidden utilities	Electrical shock, flooding, gas release	Inspect work area before cutting.
Fatigue or awkward posture	Strains and sprains	Use proper body positioning and take breaks as needed.

Pre-Use Inspection

Before each use:

1. Inspect saw body for damage.
2. Verify all guards operate correctly.
3. Ensure blade is sharp, properly installed, and suitable for the material.
4. Inspect power cords, batteries, and plugs.
5. Verify trigger switch functions properly.
6. Confirm all adjustments are secure.
7. Remove defective equipment from service and report deficiencies.

Safe Operating Steps

1. Preparation

1. Complete a hazard assessment.
2. Select the correct saw and blade for the material.
3. Review manufacturer operating instructions.
4. Ensure adequate lighting and housekeeping.
5. Identify hidden electrical, plumbing, gas, or communication lines before cutting.
6. Establish a clear work area free of bystanders.

2. Material Setup

1. Secure materials using clamps or stable supports.
2. Ensure the cut-off piece can fall away safely without pinching the blade.
3. Mark cutting lines clearly.
4. Maintain stable footing before starting work.

3. Operating a Circular Saw

1. Verify the blade guard moves freely and returns automatically.
2. Hold the saw firmly with both hands.
3. Allow the blade to reach full operating speed before contacting the material.
4. Maintain control throughout the cut.
5. Keep hands and body out of the cutting path.
6. Do not force the saw through the material.
7. Allow the blade to stop completely before setting the saw down.
8. Disconnect power before changing blades or performing adjustments.

4. Operating a Reciprocating Saw

1. Select the proper blade for the material.
2. Ensure the blade is securely locked in place.
3. Hold the saw with both hands whenever possible.
4. Position the shoe firmly against the material before starting the cut.
5. Start slowly and maintain control throughout the cut.
6. Keep hands away from the blade travel area.
7. Avoid cutting blindly into walls, floors, or ceilings.
8. Allow the blade to stop completely before setting the tool down.
9. Disconnect power before changing blades or performing maintenance.

5. Completion of Work

1. Turn off and unplug or remove battery power.
2. Clean saw and work area.
3. Inspect equipment for damage.
4. Store tools and blades securely.
5. Report any equipment defects to supervision.

Prohibited Practices

- Operating saws with guards removed or disabled.
- Using damaged blades or equipment.
- Carrying a saw by the power cord.
- Reaching underneath material while cutting.
- Making adjustments while the saw is energized.
- Using excessive force during cutting.
- Cutting materials that have not been properly secured.
- Operating equipment while fatigued, impaired, or distracted.

Emergency Procedures

Injury Response

1. Stop work immediately.
2. Shut down equipment.
3. Provide first aid if trained.
4. Contact emergency services (911) for serious injuries.
5. Report all incidents and near misses to supervision.

Equipment Failure

1. Stop using the equipment immediately.
2. Disconnect power source.
3. Tag and remove defective equipment from service.
4. Notify supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Corded or Cordless Drills			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Corded or Cordless Drills

Purpose

To provide a safe method of work for the operation of corded and cordless drills to reduce the risk of injury, property damage, and unsafe workplace practices.

Scope

This procedure applies to all workers authorized to operate all types of drills for drilling, fastening, or similar tasks.

Responsibilities

Workers:

- Follow this procedure at all times.
- Use drill only if trained and competent.
- Report hazards, defects, or incidents immediately.

Supervisors:

- Ensure training, supervision, and PPE compliance.
- Confirm tools are inspected and maintained regularly

Required PPE

- CSA-approved safety footwear
- Safety glasses with side shields
- Hearing protection (when required)
- Work gloves appropriate for the task
- Hard hat where overhead hazards exist
- High-visibility apparel where required
- Respiratory protection when drilling materials that generate dust or airborne contaminants

Hazards and Control Measures

Hazard	Potential Injury	Control Measures
Rotating drill bit	Cuts, punctures, entanglement	Keep hands clear of rotating parts and secure loose clothing.
Flying particles	Eye injuries	Wear safety glasses and inspect materials before drilling.
Bit breakage	Lacerations, impact injuries	Use correct bit type and inspect before use.
Material movement	Pinching, impact injuries	Secure workpiece with clamps or supports.
Electrical hazards	Shock or burns	Inspect cords and use GFCI protection.
Hidden utilities	Shock, gas release, flooding	Locate utilities before drilling into walls, floors, or ceilings.
Dust generation	Respiratory irritation	Use dust control methods and respiratory protection when required.
Battery hazards	Burns, fire	Inspect batteries and chargers before use.
Repetitive motion	Strains and sprains	Use proper posture and take breaks as required.
Torque reaction (bit binding)	Wrist, hand, or arm injuries	Maintain firm grip and use auxiliary handles when provided.

Pre-Use Inspection

Before each use:

1. Inspect drill housing for cracks or damage.
2. Verify trigger switch operates correctly.
3. Inspect chuck for wear or damage.
4. Ensure drill bits are sharp and suitable for the task.
5. Inspect power cords, plugs, batteries, and chargers.
6. Verify auxiliary handles are secure where equipped.
7. Confirm ventilation openings are clean and unobstructed.
8. Remove defective equipment from service and report deficiencies.

Safe Operating Steps

1. Preparation

1. Conduct a hazard assessment before beginning work.
2. Select the proper drill, bit, and accessory for the material being drilled.

3. Review manufacturer instructions when required.
4. Ensure adequate lighting and housekeeping.
5. Locate hidden electrical, gas, plumbing, and communication lines before drilling.
6. Ensure all required PPE is worn.

2. Material Setup

1. Secure the workpiece using clamps or other approved methods.
2. Confirm the workpiece is stable and supported.
3. Mark drilling locations clearly.
4. Ensure there is adequate clearance behind the material being drilled.

3. Operating a Corded Drill

1. Inspect extension cords and routing to prevent trip hazards.
2. Plug into a properly grounded outlet or approved GFCI-protected source.
3. Maintain a firm two-handed grip when appropriate.
4. Start drilling at a slow speed.
5. Apply steady pressure without forcing the drill.
6. Reduce pressure when nearing breakthrough.
7. Disconnect power before changing bits or making adjustments.

4. Operating a Cordless Drill

1. Ensure battery is fully seated and locked in place.
2. Use only manufacturer-approved batteries and chargers.
3. Maintain firm control of the tool during operation.
4. Apply steady pressure and appropriate speed for the material.
5. Remove the battery before changing bits, maintenance, or storage.
6. Store batteries away from excessive heat, moisture, and metal objects.

5. Completion of Work

1. Turn off the drill and allow all moving parts to stop.
2. Disconnect power or remove battery.
3. Remove drill bits carefully, as they may be hot.
4. Clean tool and work area.

5. Inspect equipment for damage.
6. Store drill, batteries, chargers, and accessories in a secure location.

Prohibited Practices

- Using damaged drills, cords, batteries, or accessories.
- Wearing loose clothing, jewelry, or unsecured long hair near rotating equipment.
- Carrying a corded drill by the power cord.
- Changing bits while the drill is energized.
- Using excessive force during drilling.
- Drilling without securing the workpiece when practical.
- Operating the drill with damaged guards or safety features.
- Using unauthorized accessories or batteries.

Emergency Procedures

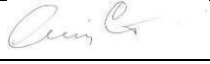
Injury Response

1. Stop work immediately.
2. Turn off and disconnect the drill.
3. Provide first aid if trained and safe to do so.
4. Contact emergency services (911) if required.
5. Report all injuries, incidents, and near misses to supervision.

Equipment Failure

1. Stop using the drill immediately.
2. Disconnect power or remove battery.
3. Tag defective equipment and remove it from service.
4. Report defects to supervision.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Drywall			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Drywall

Purpose

To establish safe work practices for drywall installation, mudding, sanding, and taping activities to prevent injuries, illness, and property damage.

Scope

This procedure applies to all workers, supervisors, and contractors performing drywall and taping work on construction and renovation projects.

Responsibilities

Workers:

- Follow this procedure.
- Wear required PPE.
- Report hazards, incidents, and near misses.
- Inspect tools before use.
- Refuse unsafe work in accordance with legislation.

Supervisors:

- Ensure workers are trained and competent.
- Conduct hazard assessments.
- Provide required PPE and equipment.
- Monitor compliance with this procedure.

Potential Hazards

- Manual handling injuries from lifting and carrying drywall sheets
- Cuts and lacerations from utility knives and cutting tools
- Slips, trips and falls from debris and materials
- Falls from ladders, scaffolds, or elevated work platforms
- Struck-by hazards from falling materials or tools
- Exposure to drywall dust, silica, and airborne contaminants during sanding
- Eye injuries from dust and debris
- Noise exposure from power tools
- Electrical hazards when working near energized systems
- Musculoskeletal injuries from repetitive movements and overhead work

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review site-specific hazards and emergency procedures.
3. Verify workers have received required training.
4. Inspect work area for trip hazards, floor openings, and overhead hazards.
5. Ensure adequate lighting and ventilation are available.
6. Confirm ladders, scaffolds, and elevated work platforms have been inspected before use.

2. Material Handling

1. Inspect drywall sheets for damage before handling.
2. Use team lifting techniques or mechanical lifting devices for large sheets.
3. Keep loads close to the body while carrying.
4. Avoid twisting while lifting or carrying materials.
5. Store drywall flat and in stable stacks to prevent tipping.
6. Maintain clear access routes and exits.

3. Cutting Drywall

1. Inspect utility knives and cutting tools before use.
2. Use sharp blades to reduce excessive force.
3. Cut away from the body and keep hands clear of the cutting path.
4. Replace damaged or dull blades immediately.
5. Dispose of used blades in an approved sharps container.
6. Maintain a clean work area free of scrap materials.

4. Installing Drywall

1. Verify framing is complete and stable before installation.
2. Identify and avoid electrical, plumbing, and mechanical systems.
3. Secure drywall sheets using appropriate fasteners.
4. Maintain three-point contact when using ladders.
5. Do not overreach while working from ladders or scaffolds.
6. Use approved fall protection when required by Manitoba regulations.
7. Keep workers clear of suspended loads and material lifts.

5. Taping and Mudding

1. Review Safety Data Sheets (SDS) for all compounds and additives.
2. Follow manufacturer instructions for mixing and use.
3. Wear gloves when handling joint compounds.
4. Maintain good ventilation in enclosed spaces.
5. Clean spills immediately to prevent slip hazards.

6. Sanding Operations

1. Wear an approved respirator (minimum N95) when sanding drywall.
2. Use dust collection or vacuum-assisted sanding equipment whenever possible.
3. Avoid dry sweeping; use HEPA vacuum equipment or wet cleanup methods.
4. Wear safety glasses or goggles to protect against airborne dust.
5. Ensure adequate ventilation throughout the work area.
6. Stop work immediately if asbestos-containing materials are suspected in older buildings and notify supervision.

7. Housekeeping

1. Remove scrap drywall, mud containers, and debris regularly.
2. Keep walkways, exits, and work areas clear.
3. Store tools and equipment safely when not in use.
4. Dispose of waste materials in designated containers.

Emergency Procedures

Injury

1. Stop work immediately.
2. Notify supervisor.
3. Administer first aid if trained.
4. Contact emergency services if required.
5. Complete incident reporting documentation.

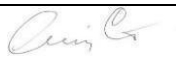
Fire

1. Stop work and activate alarm if necessary.
2. Evacuate to the designated muster point.
3. Contact emergency services.
4. Do not re-enter until authorized.

Dust Exposure

1. Leave the affected area.
2. Move to fresh air.
3. Seek medical attention if symptoms persist.
4. Report exposure to supervision.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Electric Pressure Washer			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Electric Pressure Washer

Purpose

To establish safe work procedures for operating electric pressure washers to prevent injuries, electrical hazards, and property damage while ensuring compliance with Manitoba Workplace Safety and Health requirements.

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Inspect equipment before use
- Use PPE at all times
- Maintain electrical safety practices
- Follow chemical SDS instructions
- Report hazards and defects immediately

Supervisor

- Ensure workers are trained and competent
- Provide safe equipment and GFCI protection
- Enforce safe chemical use and PPE compliance
- Inspect job sites for hazards
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Face Shield
- Hearing Protection (as required)

Potential Hazards

- Electrical shock or electrocution
- High-pressure injection injuries (skin penetration)
- Slips and falls on wet surfaces
- Flying debris or particles
- Chemical exposure from detergents or cleaning agents
- Noise exposure
- Burns from hot water (if heated unit used)
- Hose whip injury from burst or disconnected hoses
- Equipment malfunction or pressure failure
- Trip hazards from hoses and cords

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Identify electrical hazards and ensure safe power source availability.
3. Review Safety Data Sheets (SDS) for cleaning chemicals.
4. Ensure work area is clear of bystanders and slip hazards.
5. Verify pressure washer is suitable for task and surface type.
6. Ensure drainage is adequate to prevent pooling water.

2. Equipment Inspection

Before use, inspect:

- Power cord for cuts, frays, or exposed wiring
- Plug and GFCI protection functionality
- Hose for cracks, leaks, or bulges
- Spray wand and trigger lock mechanism
- Nozzles for blockage or wear
- Connections and fittings for tightness
- Pressure settings and safety shutoff systems

Do not use damaged equipment. Tag out and report immediately.

3. Setup Procedure

1. Place pressure washer on stable, level surface.
2. Connect water supply before turning unit on.
3. Ensure hose connections are secure and leak-free.
4. Plug unit into a GFCI-protected outlet only.
5. Route cords and hoses to prevent tripping hazards.
6. Select correct nozzle for cleaning task.
7. Establish safety perimeter around work area.

4. Starting the Pressure Washer

1. Ensure trigger is locked before startup.
2. Turn on water supply fully.
3. Turn on power switch.
4. Release trigger slowly to remove air from system.
5. Check for leaks or abnormal pressure.
6. Test spray direction away from people and equipment.

5. Safe Operating Practices

1. Hold wand firmly with both hands when possible.
2. Never point spray at people, animals, or electrical equipment.
3. Maintain safe distance from cleaning surface.
4. Use correct pressure setting for material being cleaned.
5. Avoid using ladders while operating pressure washer unless approved and secured.
6. Be aware of recoil force when triggering spray.
7. Keep electrical cords and connections dry and elevated.
8. Do not leave unit running unattended.

6. Chemical Use (If Applicable)

1. Review SDS before use.
2. Use only approved detergents for pressure washer system.
3. Mix chemicals according to manufacturer instructions.
4. Avoid skin and eye contact.
5. Do not mix incompatible chemicals.
6. Rinse surfaces thoroughly after chemical application.

7. Shutdown Procedure

1. Turn off pressure washer.
2. Turn off water supply.
3. Squeeze trigger to release residual pressure.
4. Disconnect power from GFCI outlet.
5. Disconnect hoses and drain water.
6. Clean and store nozzles and accessories.
7. Inspect equipment for damage or wear.

8. Storage

- Store equipment in dry, protected area
- Coil hoses and cords properly to prevent damage
- Keep nozzles and accessories organized
- Drain water completely before storage in freezing conditions
- Lock and secure equipment when not in use

Prohibited Practices

Workers shall NOT:

- Use equipment with damaged cords or hoses
- Bypass GFCI protection
- Spray electrical panels, outlets, or energized equipment
- Point spray at people or animals
- Use pressure washer from unstable ladders or surfaces
- Leave equipment running unattended
- Use improper or unapproved chemicals

Emergency Procedures

Electrical Shock

1. Do not touch victim if still in contact with power source.
2. Shut off power at source if safe.
3. Call emergency services (911).
4. Provide first aid if trained.
5. Report incident immediately.

High-Pressure Injury

1. Stop work immediately.
2. Seek medical attention—injuries may appear minor but are serious.
3. Do not ignore puncture wounds.
4. Report incident to supervisor.

Slip/Fall Injury

1. Stop work and assess area.
2. Provide first aid if needed.
3. Secure area to prevent further incidents.
4. Report to supervisor.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Elevated Work Platform			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Elevated Work Platform

Purpose

To establish safe work practices for the operation of Elevating Work Platforms (EWPs) to prevent falls, tip-overs, contact with overhead hazards, struck-by incidents, and equipment damage.

Scope

This procedure applies to all workers who operate, work from, or work in the vicinity of an Elevating Work Platform (EWP), including scissor lifts, boom lifts, articulating boom lifts, and vertical mast lifts. The EWP is used to provide safe access to elevated work areas where ladders or other access methods are not practical or suitable.

Responsibilities

Worker:

- Follow all Manitoba Workplace Safety and Health requirements.
- Operate only equipment for which training and authorization have been received.
- Conduct and document required inspections.
- Wear required PPE and fall protection equipment.
- Report hazards, incidents, and equipment defects immediately.
- Follow manufacturer instructions and site-specific procedures. Manitoba regulations require employers to develop safe work procedures, train workers, and ensure compliance when elevated work platforms are used.

Supervisor:

- Ensure workers are trained and competent
- Verify all EWP operators have completed proper training/certification for the specific equipment.
- Ensure workers understand:
 - Equipment controls
 - Safe operating procedures
 - Hazard recognition
 - Emergency lowering procedures
 - Manufacturer limitations
- Supervisors must provide adequate supervision and only allow competent workers to operate equipment.

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Vest
- Full Body Harness and Lanyard (when required by manufacturer or site procedures)

Potential Hazards

- Falls from elevation
- Tip-over due to unstable ground conditions
- Contact with overhead power lines
- Struck-by or caught-between hazards
- Falling tools or materials
- Equipment malfunction
- Collision with structures, vehicles, or personnel
- Overloading platform capacity
- Improper use of fall protection equipment
- Adverse weather conditions affecting stability and visibility

Safe Operating Steps

1. Pre-Operation Planning

1. Conduct a hazard assessment of the work area.
2. Review site-specific safety requirements and emergency procedures.
3. Verify operator training and authorization.
4. Confirm the manufacturer's operating manual is available on the machine.
5. Identify overhead hazards, power lines, floor openings, traffic, and unstable ground conditions.
6. Determine if fall protection is required based on the equipment type and manufacturer instructions.

2. Pre-Use Inspection

- Inspect and document the following before each shift:
- Tires and wheels
- Guardrails and gates
- Controls and emergency stop functions
- Hydraulic hoses and fittings
- Batteries, fuel levels, or charging systems
- Fall protection anchor points
- Warning decals and placards
- Emergency lowering system
- Structural components for damage

Do not operate equipment that is defective or unsafe. Tag out and report deficiencies immediately.

3. Work Area Inspection

1. Inspect travel path and work area.
2. Verify ground conditions can support equipment weight.
3. Identify slopes, depressions, holes, and obstructions.
4. Establish exclusion zones where required.
5. Maintain required clearances from energized electrical conductors.
6. Assess weather conditions including wind, rain, snow, and ice.

4. Operating the Elevated Work Platform

1. Mount and dismount using three-point contact.
2. Ensure entry gates are closed before operation.
3. Wear required PPE.
4. Remain inside guardrails at all times.
5. Do not stand on rails, planks, ladders, or boxes to gain additional height.
6. Maintain awareness of surrounding workers and equipment.
7. Travel only when permitted by the manufacturer and after inspecting the route.
8. Operate controls smoothly and at safe speeds.
9. Keep both feet on the platform floor.
10. Never exceed the rated load capacity.
11. Secure tools and materials to prevent falling objects.

5. Fall Protection

1. Use fall protection equipment when required by the manufacturer, site-specific hazard assessment, or applicable regulations.
2. Inspect harnesses, lanyards, and connectors before use.
3. Connect only to designated anchor points approved by the manufacturer.
4. Never tie off to adjacent structures unless specifically permitted by the manufacturer and work plan.
5. Report damaged fall protection equipment immediately and remove it from service.

6. Working Near Electrical Hazards

1. Treat all power lines as energized.
2. Maintain minimum approach distances as required by Manitoba legislation and utility requirements.
3. Use a spotter when working near electrical hazards.
4. Stop work immediately if safe clearances cannot be maintained.

7. Parking and Shutdown

1. Lower platform completely when work is finished.
2. Park on firm, level ground.
3. Turn off power and remove keys.
4. Secure equipment against unauthorized use.
5. Recharge batteries or refuel only in designated areas.
6. Complete post-use inspection and report defects.

Emergency Procedures

Equipment Failure at Height

1. Stop work immediately.
2. Notify ground personnel.
3. Use emergency lowering procedures according to the manufacturer's instructions.
4. Do not climb out of the platform.
5. Await rescue assistance if unable to lower safely.

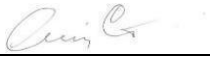
Contact with Power Lines

1. Remain on the platform if safe to do so.
2. Warn others to stay away.
3. Contact emergency services and utility provider.
4. Exit only if fire or imminent danger exists and perform a jump clear without touching equipment and ground simultaneously.

Fall or Injury

1. Stop work immediately.
2. Contact emergency services if required.
3. Administer first aid if trained.
4. Notify supervisor.
5. Complete incident reporting documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Extension Ladder Use			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Extension Ladder Use

Purpose

To establish safe practices for setting up, using, and storing extension ladders to reduce the risk of falls, injuries, equipment failure, and property damage.

Scope

Applies to all workers using extension ladders for access, work positioning, inspection tasks, or elevated activity.

Responsibilities

Worker:

- Inspect ladders before each use.
- Follow Manitoba Workplace Safety and Health requirements.
- Use ladders only for their intended purpose.
- Maintain three-point contact when climbing.
- Report hazards, incidents, and defective equipment immediately.
- Follow all site-specific safety procedures.

Supervisors:

- Ensure ladders are fit for use and inspections are completed.
- Provide adequate PPE and maintain safe workplace conditions.

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Clothing
- Fall Protection Equipment (where required)

Potential Hazards

- Falls from height
- Ladder collapse or failure
- Ladder movement or slipping
- Contact with overhead power lines
- Overreaching and loss of balance
- Falling tools or materials
- Improper ladder setup
- Adverse weather conditions
- Musculoskeletal injuries from handling ladders
- Slips, trips and falls around the work area

Extension ladders must be inspected before each use, secured against movement, and used in accordance with Manitoba Workplace Safety and Health requirements.

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Determine if the task can be completed safely from the ground or another work platform.
3. Inspect the work area for overhead hazards, electrical conductors, traffic, and unstable surfaces.
4. Select the appropriate ladder type and length for the task.
5. Ensure workers are trained and competent in ladder use.

2. Ladder Inspection

Inspect the ladder before each use for:

- Cracked, bent, broken, or damaged rails
- Damaged rungs or steps
- Missing feet or non-slip pads
- Defective locks, ropes, or pulleys
- Loose hardware or fasteners
- Missing manufacturer labels
- Corrosion or excessive wear

Do not use damaged ladders. Remove defective ladders from service and report them immediately.

3. Ladder Setup

1. Place the ladder on a firm, stable, level surface.
2. Secure the ladder against movement whenever possible.
3. Set the ladder using the 4:1 ratio (1 metre out for every 4 metres of working height).
4. Ensure extension ladder locks are fully engaged before climbing.
5. Maintain required overlap between ladder sections.
6. When used for access to a roof, platform, or landing, extend the ladder at least 1 metre above the landing surface.
7. Barricade or isolate the area if the ladder is located in a doorway, corridor, or vehicle travel path.
8. Do not place ladders on boxes, scaffolds, materials, or unstable objects to gain additional height.

4. Electrical Safety

1. Maintain safe clearance from overhead electrical conductors.
2. Never use a metal ladder near energized electrical equipment or power lines.
3. Treat all electrical conductors as energized unless verified otherwise.
4. Stop work immediately if minimum safe distances cannot be maintained.

5. Climbing and Working from an Extension Ladder

1. Face the ladder when ascending or descending.
2. Maintain three-point contact at all times.
3. Keep your body centered between the side rails.
4. Do not overreach; reposition the ladder as required.
5. Carry tools using a tool belt, hoist line, or other approved method.
6. Do not carry heavy or bulky materials while climbing.
7. Do not stand on the top rungs of the ladder.
8. Only one worker may be on the ladder unless it is specifically designed for multiple users.
9. Keep both feet on the ladder rungs while working.
10. Do not move, shift, or "walk" the ladder while occupied.

6. Fall Protection Requirements

1. Follow site-specific fall protection requirements.
2. Where required by hazard assessment or applicable regulations, use approved fall protection equipment.
3. Inspect harnesses, lanyards, and connectors before use.
4. Ensure anchor points are approved and capable of supporting required loads.
5. Do not use fall protection equipment that is damaged or has been subjected to a fall.

7. Weather Conditions

1. Do not use ladders during high winds, electrical storms, or severe weather.
2. Remove snow, ice, mud, and debris from ladder rungs and footwear before climbing.
3. Ensure ladder feet remain secure on the supporting surface.

8. Dismantling and Storage

1. Descend the ladder maintaining three-point contact.
2. Lower extension sections carefully.
3. Inspect ladder for damage after use.
4. Store ladders in a dry, secure location.
5. Protect ladders from damage during transport and storage.

Emergency Procedures

Fall Incident

1. Stop work immediately.
2. Call emergency services if required.
3. Administer first aid if trained.
4. Notify the supervisor.
5. Secure the area and complete incident reporting.

Ladder Failure

1. Stop work immediately.
2. Remove the ladder from service.
3. Tag and report defective equipment.
4. Investigate the cause before returning equipment to service.

Electrical Contact

1. Do not touch the ladder if energized.
2. Keep all personnel clear of the area.
3. Contact emergency services and the utility provider.
4. Follow site emergency response procedures.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Fall Protection			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Fall Protection Equipment

Purpose

To ensure proper selection, inspection, use, and maintenance of fall protection equipment to prevent injuries or fatalities caused by falls from height.

Scope

Applies to all workers required to wear or use fall protection systems including harnesses, lanyards, anchors, lifelines, SRLs, and associated hardware.

Responsibilities

Worker:

- Complete required fall protection training.
- Inspect equipment before each use.
- Use fall protection equipment as trained.
- Report damaged or defective equipment immediately.
- Follow all Manitoba Workplace Safety and Health Regulations and company procedures.
- Participate in rescue planning and emergency response activities.

Supervisor

- Ensure workers are trained and competent.
- Verify fall protection systems are appropriate for the work.
- Ensure inspections are completed and documented.
- Remove defective equipment from service.
- Ensure rescue procedures are established before work begins.

Potential Hazards

- Falls from elevated work areas
- Failure of fall arrest equipment
- Improper fit or adjustment of harnesses
- Inadequate anchor points
- Swing falls
- Contact with lower levels or obstructions
- Suspension trauma following a fall
- Equipment damaged by wear, impact, chemicals, heat, or UV exposure
- Improper storage or maintenance of equipment

Required PPE:

- Hard Hat
- CSA-Approved Safety Footwear
- Safety Glasses
- High-Visibility Clothing
- Full Body Harness
- Shock-Absorbing Lanyard or Self-Retracting Lifeline (SRL)
- Approved Anchor System

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before beginning work.
2. Determine if fall hazards exist and identify the required control measures.
3. Ensure workers have received approved fall protection training.
4. Develop a rescue plan before work begins.
5. Verify that anchor points and fall protection systems have been selected for the specific task.
6. Review manufacturer instructions for all equipment.

2. Equipment Inspection

Inspect all fall protection equipment before each use.

Harness Inspection

- Check webbing for cuts, fraying, burns, abrasions, mold, or chemical damage.
- Inspect stitching for loose, broken, or pulled threads.
- Examine D-rings and hardware for cracks, deformation, corrosion, or excessive wear.
- Verify labels and identification tags are legible.

Lanyard and SRL Inspection

- Inspect rope, webbing, and shock absorbers for damage.
- Check connectors, hooks, and carabiners for proper operation.
- Verify locking mechanisms function correctly.
- Inspect SRLs for proper retraction and locking action.

Anchor Systems

- Inspect anchor points and connectors for damage.
- Ensure anchor devices are approved and installed according to manufacturer specifications.

Do not use defective equipment. Remove damaged equipment from service immediately and report it to supervision.

3. Donning and Adjusting a Harness

1. Hold the harness by the dorsal D-ring and allow straps to hang freely.
2. Inspect the harness during donning.
3. Put on shoulder straps and secure leg straps.
4. Fasten chest and waist straps if applicable.
5. Adjust all straps to ensure a snug fit without restricting movement.
6. Verify the dorsal D-ring is positioned between the shoulder blades.
7. Have a competent worker verify proper fit when required.

4. Selecting and Using Anchor Points

1. Connect only to approved anchor points.
2. Verify anchor points are capable of supporting required loads.
3. Position anchors above the worker whenever possible to reduce free-fall distance.
4. Minimize swing-fall hazards by working directly below the anchor point.
5. Never attach to guardrails, piping, conduit, scaffolding components, or structures not designed as anchors.
6. Use only compatible connectors and hardware.

5. Working at Heights

1. Maintain 100% tie-off when required.
2. Keep lanyards and lifelines free from sharp edges and pinch points.
3. Avoid creating trip hazards with lifelines.
4. Do not alter or modify fall protection equipment.
5. Ensure sufficient fall clearance exists below the work area.
6. Maintain awareness of lower-level hazards.
7. Follow site-specific fall protection requirements at all times.

6. After a Fall Event

1. Stop work immediately.
2. Activate the rescue plan.
3. Obtain emergency medical assistance if required.
4. Remove all equipment involved in the fall from service.
5. Tag equipment as unusable pending inspection or replacement.
6. Report and investigate the incident according to company procedures.

7. Cleaning, Maintenance and Storage

1. Clean equipment according to manufacturer recommendations.
2. Use mild soap and water only unless otherwise specified.
3. Allow equipment to air dry away from direct heat.
4. Store equipment in a clean, dry location protected from:
 - Moisture
 - Chemicals
 - Direct sunlight
 - Extreme temperatures
 - Mechanical damage
5. Maintain inspection and maintenance records where required.

Emergency Procedures

Fall Arrest Event

1. Initiate emergency rescue procedures immediately.
2. Contact emergency services if required.
3. Monitor the suspended worker continuously.
4. Prevent suspension trauma by implementing the rescue plan as quickly as possible.
5. Provide first aid once the worker is safely recovered.

Injury

1. Stop work immediately.
2. Notify the supervisor.
3. Provide first aid if trained.
4. Seek medical attention as required.
5. Complete incident reporting documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Fire Extinguisher			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Fire Extinguisher Use

Purpose

To provide safe work practices for the selection, handling, and operation of fire extinguishers to reduce injury risk, control fire hazards, and protect life and property.

Scope

Includes all workplace personnel required to use portable fire extinguishers to put out small fires.

Responsibilities

Worker:

- Know the location of fire extinguishers and emergency exits.
- Participate in fire safety training.
- Inspect extinguishers during routine workplace inspections.
- Report damaged, missing, or discharged extinguishers.
- Follow emergency response procedures.
- Use extinguishers only when trained and when conditions are safe.

Supervisor:

- Ensure adequate fire extinguishers are provided and maintained.
- Ensure workers receive fire safety training.
- Conduct workplace inspections.
- Maintain emergency response procedures.
- Investigate fire incidents and corrective actions.

Potential Hazards

- Burns from fire or hot surfaces
- Smoke inhalation
- Exposure to hazardous combustion products
- Explosion hazards
- Reduced visibility during fire events
- Improper extinguisher selection
- Equipment failure due to poor maintenance
- Re-ignition of fire
- Panic during emergency situations
- Strains or injuries while transporting extinguishers

Fire Extinguisher Types

Class	Fire Type
Class A	Ordinary combustibles (wood, paper, cloth, cardboard)
Class B	Flammable liquids and gases
Class C	Energized electrical equipment
Class D	Combustible metals
Class K	Cooking oils and fats

Workers must know the location and type of extinguisher available before beginning work.

Safe Operating Steps

1. Pre-Use Inspection

Inspect fire extinguishers before use and during workplace inspections.

Verify:

- Extinguisher is in designated location
- Access is unobstructed
- Safety pin and tamper seal are intact
- Pressure gauge is within operating range
- Hose and nozzle are undamaged
- No signs of corrosion, leakage, dents, or damage
- Inspection tag is current and legible
- Operating instructions are visible

Do not use damaged or expired extinguishers. Report deficiencies immediately.

2. Assess the Situation

Before attempting to fight a fire:

1. Activate the fire alarm if required.
2. Notify nearby personnel.
3. Call emergency services if necessary.
4. Confirm the fire is small, contained, and in the early stages.
5. Ensure a safe escape route is available.
6. Verify the correct extinguisher type is available.

Do not attempt to fight a fire if:

- The fire is spreading rapidly.
- Smoke is reducing visibility.
- Hazardous materials are involved.
- The fire has reached the ceiling.
- You are not trained to use the extinguisher safely.

Evacuate immediately if any of these conditions exist.

3. Using a Fire Extinguisher (PASS Method)

P – Pull

- Pull the safety pin from the extinguisher.

A – Aim

- Aim the nozzle at the base of the fire.

S – Squeeze

- Squeeze the handle to discharge the extinguishing agent.

S – Sweep

- Sweep the nozzle side to side across the base of the fire until extinguished.

Continue monitoring the area for signs of re-ignition.

4. During Fire Suppression

1. Maintain a safe distance from the fire.
2. Keep your back toward a clear exit path.
3. Move cautiously and watch for changing fire conditions.
4. Avoid breathing smoke or combustion products.
5. Stop immediately and evacuate if the fire grows or conditions worsen.

5. After Extinguisher Use

1. Report extinguisher use to supervision.
2. Monitor the area for re-ignition until emergency responders arrive or the hazard is eliminated.
3. Remove discharged extinguishers from service.
4. Arrange for inspection, servicing, or replacement.
5. Complete required incident reporting documentation.

Fire Prevention Requirements

Workers shall:

- Maintain good housekeeping.
- Properly store flammable and combustible materials.
- Keep exits and emergency equipment accessible.
- Follow hot work procedures when welding, grinding, or cutting.
- Report fire hazards immediately.
- Dispose of combustible waste regularly.
- Ensure smoking restrictions are followed.

Emergency Procedures

Fire Emergency

1. Stop work immediately.
2. Activate alarm systems if required.
3. Notify occupants in the area.
4. Call 911 or designated emergency contacts.
5. Use a fire extinguisher only if safe to do so.
6. Evacuate to the designated muster point.
7. Do not re-enter the building until authorized.

Injury During Fire Response

1. Move to a safe area.
2. Obtain first aid or medical assistance.
3. Contact emergency services if necessary.
4. Report the incident to supervision.
5. Complete required documentation.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Fixed or Retractable Knives			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Fixed or Retractable Knives

Purpose

To outline safe methods for using, handling, storing, and maintaining fixed or retractable knives to prevent cuts, lacerations, and other injuries.

Scope

Applies to all workers using knives for cutting tasks involving packaging, materials, trimming, scoring, or general utility work.

Responsibilities

Worker:

- Inspect knives before use.
- Use the correct knife for the task.
- Follow safe cutting techniques.
- Wear required PPE.
- Report damaged tools and injuries immediately.
- Dispose of used blades properly.

Supervisor:

- Ensure workers receive training on knife safety.
- Provide appropriate cutting tools and PPE.
- Ensure proper blade disposal containers are available.
- Monitor compliance with safe work procedures.
- Investigate incidents and implement corrective actions.

Required PPE:

- Safety Glasses
- Cut-Resistant Gloves (as appropriate for the task)
- CSA-Approved Safety Footwear
- Long Pants
- High-Visibility Clothing (where required)

Potential Hazards

- Cuts and lacerations
- Puncture wounds
- Hand and finger injuries
- Flying debris from cutting operations
- Slips and falls caused by loss of balance during cutting
- Contact with hidden utilities or materials
- Blade breakage
- Improper blade disposal
- Injuries to nearby workers

Safe Operating Steps

1. Pre-Use Inspection

1. Inspect the knife for damage or defects.
2. Verify blades are sharp and securely installed.
3. Ensure retractable mechanisms operate correctly.
4. Check handles for cracks, damage, or excessive wear.
5. Confirm blade locking devices function properly.
6. Remove damaged knives from service immediately.

2. Work Area Preparation

1. Ensure adequate lighting.
2. Keep the work area clean and organized.
3. Secure materials before cutting.
4. Remove unnecessary personnel from the cutting area.
5. Identify hidden hazards such as wiring, piping, or cables behind materials being cut.
6. Ensure stable footing and proper body positioning.

3. Safe Knife Use

1. Select the proper knife for the task.
2. Use sharp blades to reduce the amount of force required.
3. Cut away from your body whenever possible.
4. Keep hands and fingers clear of the cutting path.
5. Maintain full attention while using knives.
6. Make controlled cuts using steady pressure.
7. Use a cutting surface or backing material where practical.
8. Never use excessive force.
9. Do not use knives as screwdrivers, pry bars, chisels, or scrapers unless specifically designed for that purpose.
10. Do not attempt to catch a dropped knife.

4. Retractable Knife Safety

1. Retract the blade immediately after use.
2. Engage blade locks before cutting.
3. Verify the blade is fully retracted before carrying or storing.
4. Carry retractable knives in approved pouches or holders when not in use.

5. Fixed-Blade Knife Safety

1. Use a sheath or blade cover whenever the knife is not being used.
2. Store fixed-blade knives securely.
3. Maintain control of the knife at all times.
4. Never carry an exposed fixed-blade knife in a pocket.

6. Blade Replacement

1. Wear cut-resistant gloves when changing blades.
2. Follow manufacturer instructions.
3. Remove used blades carefully.
4. Dispose of used blades immediately in an approved sharps container.
5. Never leave used blades on work surfaces, in garbage containers, or on the ground.
6. Verify replacement blades are secured before returning the knife to service.

7. Storage and Transportation

1. Retract or cover blades before transport.
2. Store knives in designated tool storage areas.
3. Keep knives out of walkways and work surfaces when not in use.
4. Secure knives during transportation to prevent movement or accidental exposure.

Prohibited Practices

Workers shall not:

- Use damaged knives.
- Carry exposed blades.
- Leave knives unattended with blades exposed.
- Throw knives to another worker.
- Use excessive force when cutting.
- Use knives for unintended purposes.
- Carry knives in clothing pockets without proper sheaths or covers.
- Dispose of blades in regular garbage containers.

Emergency Procedures

Cut or Laceration Injury

1. Stop work immediately.
2. Apply pressure to control bleeding.
3. Obtain first aid assistance.
4. Seek medical attention if necessary.
5. Report the injury to the supervisor.
6. Complete incident reporting documentation.

Serious Injury

1. Call emergency services if required.
2. Provide first aid within the scope of training.
3. Secure the work area.
4. Notify supervision immediately.
5. Preserve the scene for investigation if required.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Flooring Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Flooring Installation

Purpose

To establish safe practices for preparing, installing, cutting, and finishing flooring materials to minimize the risk of injury, slips/trips, equipment damage, and exposure to hazardous substances.

Scope

- Applies to all employees and contractors installing or removing flooring including:
- Vinyl, laminate, timber, hybrid flooring
- Ceramic/porcelain/stone tiles
- Carpet/carpet tiles
- Underlay, adhesives, and moisture barriers

Responsibilities

Worker:

- Follow this Safe Job Procedure.
- Wear required PPE.
- Inspect tools and equipment before use.
- Follow manufacturer instructions.
- Maintain housekeeping standards.
- Report hazards, incidents, and defective equipment immediately.

Supervisor:

- Ensure workers are trained and competent.
- Provide appropriate PPE and equipment.
- Review hazard assessments.
- Monitor compliance with safe work procedures.
- Investigate incidents and implement corrective actions.

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- Respiratory Protection as required by hazard assessment

Potential Hazards

- Manual lifting and material handling injuries
- Cuts and lacerations from utility knives and cutting tools
- Exposure to dust, adhesives, sealants, and flooring compounds
- Slips, trips, and falls
- Knee, back, and shoulder strain from repetitive movements
- Noise exposure from power tools
- Flying particles during cutting operations
- Electrical hazards from power tools
- Exposure to silica dust when cutting tile, concrete, or masonry products
- Contact with hazardous substances contained in adhesives or coatings
- Struck-by hazards from moving materials or equipment

Safe Operating Steps

1. Pre-Job Planning

1. Complete a hazard assessment before starting work.
2. Review Safety Data Sheets (SDS) for adhesives, sealants, and coatings.
3. Inspect the work area for hazards.
4. Ensure adequate ventilation when using adhesives or coatings.
5. Verify workers have received required training.
6. Ensure emergency exits remain accessible throughout the project.

2. Material Handling

1. Inspect flooring materials before handling.
2. Use proper lifting techniques.
3. Obtain assistance or use material handling equipment for heavy or awkward loads.
4. Store materials in a stable manner to prevent shifting or collapse.
5. Keep access routes clear.
6. Avoid carrying materials that obstruct vision.

3. Work Area Preparation

1. Remove debris, trip hazards, and obstructions.
2. Verify subfloors are structurally sound and suitable for installation.
3. Identify hidden utilities before fastening into floors or walls.
4. Ensure adequate lighting is available.
5. Establish barriers or signage where public access may occur.

4. Cutting Flooring Materials

1. Inspect cutting tools before use.
2. Use the appropriate cutting tool for the material being cut.
3. Secure materials before cutting.
4. Cut away from the body whenever possible.
5. Keep hands clear of cutting paths.
6. Wear safety glasses during cutting operations.
7. Use dust collection systems where practical.
8. When cutting tile, concrete, or masonry products, implement silica dust controls in accordance with Manitoba requirements.
9. Remove damaged cutting tools from service.

5. Adhesives and Flooring Compounds

1. Follow manufacturer instructions.
2. Review SDS information before use.
3. Wear appropriate gloves when handling adhesives.
4. Maintain adequate ventilation.
5. Avoid skin and eye contact.
6. Clean spills immediately according to manufacturer recommendations.
7. Store products in approved containers.

6. Installation Activities

1. Maintain good housekeeping throughout the installation.
2. Keep tools organized and stored safely when not in use.
3. Use knee pads to reduce strain injuries.
4. Avoid awkward body positions and repetitive movements where possible.
5. Take regular task variation breaks during extended kneeling activities.
6. Follow manufacturer installation procedures.
7. Keep work areas free of loose materials and debris.

7. Power Tool Use

1. Inspect tools before use.
2. Use guards and safety devices provided by the manufacturer.
3. Verify electrical cords are in good condition.
4. Disconnect power before maintenance or blade changes.
5. Follow the applicable Safe Job Procedures for power tools.
6. Wear hearing protection where required.

8. Housekeeping and Cleanup

1. Remove scrap materials regularly.
2. Dispose of waste materials in designated containers.
3. Clean adhesive spills promptly.
4. Store tools and materials safely at the end of each shift.
5. Maintain clear walkways and exits.

Prohibited Practices

Workers shall not:

- Use damaged tools or equipment.
- Bypass safety guards.
- Leave cutting tools unattended with exposed blades.
- Use adhesives in poorly ventilated areas without appropriate controls.
- Create tripping hazards with cords, tools, or materials.
- Lift materials beyond their capabilities without assistance.

Emergency Procedures

Injury

1. Stop work immediately.
2. Notify the supervisor.
3. Administer first aid if trained.
4. Seek medical attention as required.
5. Complete incident reporting documentation.

Chemical Exposure

1. Follow SDS first aid instructions.
2. Flush affected area with water if applicable.
3. Move affected worker to fresh air if inhalation exposure occurs.
4. Seek medical attention if symptoms persist.
5. Report the incident to supervision.

Fire

1. Stop work immediately.
2. Activate emergency procedures.
3. Use a fire extinguisher only if trained and safe to do so.
4. Evacuate the area if necessary.
5. Contact emergency services.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Forklift Operation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Forklift

Purpose

To establish safe work practices for the operation of forklifts to prevent injury to workers.

Scope

This procedure applies to all personnel who operate forklifts at company worksites, warehouses, yards, and construction projects.

Responsibilities

Worker:

- Operate forklift only if trained and authorized
- Conduct pre-use inspections
- Follow safe load limits and procedures
- Report defects and hazards immediately
- Follow Manitoba Workplace Safety and Health requirements

Supervisor:

- Ensure operator certification is valid
- Maintain equipment inspection records
- Enforce traffic management and pedestrian separation
- Ensure defective equipment is removed from service
- Provide training and refresher instruction

Potential Hazards

- Tip-over or rollover incidents
- Struck-by or caught-between injuries
- Falling loads or unstable loads
- Pedestrian collisions
- Crushing injuries
- Poor visibility during reverse or load handling
- Mechanical failure or brake failure
- Battery charging hazards (acid exposure, hydrogen gas)
- Fuel handling hazards (propane, diesel, gasoline)
- Slips, trips, and falls in work areas
- Overloading equipment beyond rated capacity

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat (where required)
- High-Visibility Clothing
- Safety Glasses
- Hearing Protection (as required by site conditions)

Safe Operating Steps

1. Pre-Operation Planning

1. Confirm operator certification and authorization.
2. Review site-specific hazards and traffic patterns.
3. Identify pedestrian areas and establish separation zones.
4. Inspect travel routes for:
 - Uneven surfaces
 - Ice, snow, or debris
 - Overhead obstructions
 - Tight corners or blind spots
5. Confirm load weights and stability requirements before lifting.

2. Pre-Use Inspection

Complete and document inspection before each shift:

- Tires or wheels condition
- Forks (cracks, bends, wear)
- Hydraulic systems (leaks, damage)
- Mast and chains (wear, lubrication, integrity)
- Steering and brakes
- Horn, lights, alarms
- Seatbelt function
- Fluid levels (fuel, oil, hydraulic fluid)
- Battery condition (if electric)
- Warning labels and data plate

Do not operate defective equipment. Tag out and report immediately.

3. Starting and Operating the Forklift

1. Mount using three-point contact.
2. Adjust seat and fasten seatbelt.
3. Ensure forks are lowered before starting.
4. Start equipment following manufacturer instructions.
5. Test controls in a safe area.
6. Keep hands and feet inside operator compartment at all times.

4. Safe Driving Practices

1. Obey all site speed limits.
2. Keep forks low when traveling (15–20 cm / 6–8 inches off ground).
3. Travel in reverse when load blocks forward visibility.
4. Use horn at intersections and blind corners.
5. Maintain safe distance from pedestrians and other equipment.
6. Never carry passengers unless the forklift is designed for it.
7. Avoid sudden stops, starts, or sharp turns.
8. Slow down on ramps and inclines; travel with load upgrade when possible.
9. Always maintain clear visibility.

5. Load Handling

1. Check load weight does not exceed forklift capacity.
2. Center and secure load before lifting.
3. Ensure forks are fully under load.
4. Tilt mast back slightly when lifting and transporting.
5. Raise loads only as high as necessary.
6. Avoid unstable or damaged pallets.
7. Do not stack loads where stability is compromised.
8. Never stand or walk under raised forks or loads.
9. Use spotters when visibility is restricted.

6. Parking and Shutdown

1. Lower forks fully to the ground.
2. Set parking brake.
3. Place controls in neutral.
4. Turn off ignition and remove key.
5. Park in designated areas only.
6. Do not block exits, fire equipment, or travel routes.

7. Battery Charging / Fueling Safety

Electric Forklifts

- Charge in designated ventilated areas
- Avoid open flames or sparks
- Wear PPE when handling batteries
- Follow spill response procedures for acid leaks

Propane/Fuel Forklifts

- Turn off engine before refueling
- No smoking or ignition sources nearby
- Check for leaks after cylinder change
- Store fuel cylinders safely

8. Special Conditions

- Stop operation during high winds when handling elevated loads
- Use caution on icy or wet surfaces
- Increase spacing between equipment in congested areas
- Follow site-specific traffic management plans

Prohibited Practices

Workers shall NOT:

- Operate without training or authorization
- Exceed rated load capacity
- Carry passengers without proper seating
- Use forklifts to lift personnel unless approved lift platform is used
- Leave forks elevated while traveling
- Use damaged or unsafe equipment
- Perform unauthorized modifications
- Operate under the influence of drugs or alcohol

Emergency Procedures

Tip-Over

1. Stay in the operator seat.
2. Hold on firmly to steering wheel.
3. Brace feet and lean away from impact.
4. Do not attempt to jump.

Collision or Injury

1. Stop equipment immediately.
2. Secure area and shut down forklift.
3. Call emergency services if required.
4. Provide first aid if trained.
5. Report incident to supervisor.

Equipment Failure

1. Stop operation safely.
2. Lower load if possible.
3. Shut down equipment.
4. Tag equipment out of service.
5. Report immediately.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Framing (Wood or Metal)			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Framing

Purpose

To ensure safe practices when constructing structural framing components, reducing risks of falls from height, tool injuries, material handling incidents, and flying debris.

Scope

This procedure applies to personnel engaged in:

- Wall, floor, and roof framing
- Stud, joist, and rafter installation
- Blocking, bracing, sheathing, and layout work
- Use of nail guns, saws, drills, levels, and measuring tools

Responsibilities

Worker:

- Follow all Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Inspect tools and materials before use
- Follow safe lifting and tool practices
- Report hazards and defective equipment immediately
- Maintain clean and organized work areas

Supervisor:

- Ensure workers are trained and competent
- Provide safe tools and equipment
- Enforce fall protection requirements
- Inspect work areas regularly
- Ensure compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- High-Visibility Clothing (as required)
- Respiratory Protection (as needed for dust)

Potential Hazards

- Falls from ladders, scaffolds, or incomplete structures
- Struck-by injuries from hammers, nail guns, and falling materials
- Cuts and punctures from lumber, metal studs, and fasteners
- Musculoskeletal injuries from lifting and repetitive work
- Pinch points during assembly of framing members
- Electrical hazards from hidden wiring
- Exposure to wood dust and airborne particles
- Nail gun misfires or ricochets
- Collapse of unstable or improperly braced structures
- Slips, trips, and falls on uneven surfaces or debris

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review drawings, plans, and specifications.
3. Identify load-bearing and non-load-bearing structures.
4. Confirm workers are trained and competent for assigned tasks.
5. Inspect work area for hazards such as:
 - Open edges
 - Uneven ground
 - Overhead power lines
 - Stored materials or debris
6. Ensure emergency exits remain accessible.

2. Material Handling

1. Inspect lumber or steel studs for defects (cracks, warping, bends).
2. Use proper lifting techniques.
3. Team lift long or heavy materials.
4. Keep materials organized and stacked safely.
5. Avoid carrying materials that block vision.
6. Store materials away from walkways and work areas.

3. Work Area Setup

1. Establish a clean and level work area.
2. Remove trip hazards and debris.
3. Ensure adequate lighting.
4. Set up safe access using ladders or scaffolds.
5. Install guardrails or fall protection where required.
6. Verify underground and hidden utilities before fastening.

4. Framing Operations

1. Follow approved plans and measurements.
2. Assemble framing members on stable surfaces.
3. Secure temporary bracing to prevent collapse.
4. Ensure structures are plumb, level, and square.
5. Install fasteners according to specifications.
6. Avoid placing hands in pinch points during assembly.
7. Do not remove structural supports until authorized.

5. Power Tool Use

General Requirements

1. Inspect tools before use.
2. Use proper guards and safety devices.
3. Ensure cords and plugs are in good condition.
4. Disconnect power before changing blades or performing maintenance.
5. Follow manufacturer instructions.

Nail Guns / Fastening Tools

1. Treat nail guns as loaded at all times.
2. Never point at yourself or others.
3. Keep finger off trigger until ready to fire.
4. Ensure material is stable before firing.
5. Do not bypass safety mechanisms.
6. Use sequential trigger mode where required by site policy.

6. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Do not overreach.
4. Use fall protection where required.
5. Keep work platforms clear of debris and tools.
6. Do not work on unstable or incomplete framing without proper fall protection.

7. Housekeeping

1. Remove scrap lumber and debris regularly.
2. Keep walkways clear at all times.
3. Store tools safely when not in use.
4. Remove protruding nails or fasteners from scrap material.
5. Maintain organized work zones to prevent trips and falls.

Prohibited Practices

Workers shall NOT:

- Work on unstable framing without bracing
- Use damaged tools or equipment
- Bypass safety guards on tools
- Carry materials that obstruct vision in unsafe areas
- Stand on unsecured or incomplete structures
- Fire nail guns without proper control and positioning
- Leave protruding nails or hazards in walkways

Emergency Procedures

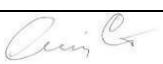
Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Notify supervisor.
4. Seek medical attention if required.
5. Complete incident report.

Structural Collapse or Near Miss

1. Evacuate the area immediately.
2. Do not re-enter until assessed.
3. Report to supervisor.
4. Secure the area to prevent further access.
5. Conduct investigation before resuming work.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Fueled Heaters			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Fueled Heaters

Purpose

To provide a safe method for operating fuel-powered heaters to prevent fire, explosion, carbon monoxide exposure, burns, and property damage.

Scope

Applies to all personnel who operate, refuel, transport, or work near portable or stationary fuel-burning heaters.

Responsibilities

Worker:

- Follow Manitoba Workplace Safety and Health requirements
- Inspect equipment before use
- Maintain proper ventilation
- Report hazards, leaks, or defects immediately
- Follow manufacturer instructions
- Use PPE at all times

Supervisor:

- Ensure workers are trained in heater use
- Provide proper equipment and ventilation controls
- Enforce inspection and maintenance requirements
- Ensure fuel is stored safely and correctly
- Investigate incidents and enforce corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Work Gloves
- High-Visibility Clothing
- Hearing Protection (as required)
- Respiratory Protection (as required by hazard assessment)

Potential Hazards

- Carbon monoxide (CO) poisoning
- Fire and explosion from fuel leaks or improper ignition
- Oxygen depletion in enclosed spaces
- Burns from hot surfaces or flame contact
- Fuel spills and environmental contamination
- Improper ventilation
- Electrical hazards (fans, controls, ignition systems)
- Improper fuel storage or handling
- Mechanical failure of heater components
- Overheating or ignition of nearby combustibles

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before use.
2. Verify heater is appropriate for the work environment (indoor/outdoor rated).
3. Confirm adequate ventilation is available at all times.
4. Ensure carbon monoxide monitoring is in place when required.
5. Review manufacturer instructions and safety requirements.
6. Identify and remove all flammable and combustible materials from the area.
7. Ensure workers are trained in heater operation and emergency procedures.

2. Equipment Inspection

- Fuel lines, hoses, and fittings for leaks or damage
- Regulators and valves for proper operation
- Electrical cords and ignition systems
- Burner assembly and flame guards
- Fuel tanks for leaks or corrosion
- Safety shut-off systems
- Air intake and exhaust vents

3. Setup Requirements

1. Place heater on a stable, level, non-combustible surface.
2. Maintain required clearance from combustible materials (as per manufacturer specs).
3. Ensure adequate fresh air intake and ventilation.
4. Position heater away from walkways to prevent contact injuries.
5. Secure fuel cylinders/tanks to prevent tipping.
6. Route hoses and cords to prevent trip hazards or damage.
7. Verify fire extinguisher is accessible nearby.

4. Fuel Handling and Refueling

Propane / Natural Gas

1. Inspect cylinders before connection.
2. Ensure proper regulator is used.
3. Check for leaks using approved leak detection solution only.
4. Never use open flame to check for leaks.
5. Turn off heater before changing cylinders.

Diesel / Kerosene

1. Refuel only when heater is off and cool.
2. Use approved fuel containers.
3. Avoid spills; use spill containment if required.
4. Clean up spills immediately.
5. Store fuel away from ignition sources.

5. Starting and Operating the Heater

1. Verify all connections are secure.
2. Ensure area is clear of personnel and combustibles.
3. Follow manufacturer start-up procedures.
4. Ignite heater using approved ignition system only.
5. Monitor flame quality and operation during startup.
6. Confirm proper ventilation is maintained continuously.
7. Do not leave operating heaters unattended unless approved by site procedures.
8. Monitor for unusual smells, sounds, or smoke.

6. Safe Operation Practices

- Maintain required clearances at all times
- Ensure continuous ventilation in enclosed or semi-enclosed spaces
- Monitor carbon monoxide levels when applicable
- Keep heater surfaces free from obstructions
- Do not dry clothing or materials on heaters unless designed for that purpose
- Keep combustible materials away from heat source
- Shut down immediately if unsafe conditions are observed

7. Shutdown Procedure

1. Turn off fuel supply and ignition.
2. Allow heater to cool before handling or moving.
3. Disconnect fuel sources if required.
4. Store equipment safely in designated area.
5. Inspect heater after use for damage or leaks.
6. Report any defects immediately.

8. Storage

- Store fuel cylinders upright and secured
- Store heaters in dry, ventilated areas
- Keep fuel away from ignition sources
- Label all fuel containers appropriately
- Follow WHMIS requirements for fuel storage

Prohibited Practices

Workers shall NOT:

- Use heaters in unventilated enclosed spaces
- Operate damaged or leaking equipment
- Refuel hot or operating heaters
- Bypass safety devices or controls
- Leave heaters unattended in unsafe conditions
- Use unauthorized fuels
- Store fuel near heat sources or ignition points

Emergency Procedures:

Carbon Monoxide Exposure

- Stop work immediately.
- Move all personnel to fresh air.
- Shut down heater if safe to do so.
- Seek medical attention if symptoms occur (headache, dizziness, nausea).
- Report incident to supervision.

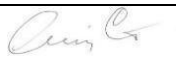
Fire or Explosion

- Activate emergency response procedures.
- Use fire extinguisher only if safe and trained.
- Evacuate area immediately if fire spreads.
- Call emergency services (911).
- Do not re-enter until cleared.

Fuel Leak or Spill

- Stop source of leak if safe.
- Eliminate ignition sources.
- Contain spill using absorbent materials.
- Report immediately.
- Dispose of waste according to environmental regulations.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Hand Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Hand Tools

Purpose

To establish safe methods for selecting, inspecting, and using hand tools to prevent injuries such as cuts, punctures, impact trauma, repetitive strain, and equipment failure.

Scope

This procedure applies to all workers who use:

- Cutting tools (knives, chisels, snips, saws)
- Striking tools (hammers, mallets, punches)
- Gripping tools (pliers, wrenches, clamps)
- Screwdrivers and manual fastener tools
- Measuring and layout tools
- Specialty trade hand tools

Responsibilities:

Worker:

- Select and use the correct tool for the job
- Inspect tools before use
- Follow safe handling procedures
- Maintain tools in good condition
- Report damaged tools immediately
- Use required PPE at all times

Supervisor:

- Ensure workers are trained in tool safety
- Provide proper tools and PPE
- Remove defective tools from service
- Monitor compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves (as required)
- Hearing Protection (if applicable)

Potential Hazards

- Cuts, lacerations, and puncture wounds
- Struck-by injuries from tool failure or misuse
- Repetitive strain injuries (RSI)
- Pinch points during tool use
- Flying debris or fragments
- Slips and loss of control during tool use
- Improper tool selection for the task
- Tool breakage due to wear or misuse
- Electrical hazards (for insulated hand tools near energized systems)
- Musculoskeletal injuries from improper posture or force

Safe Operating Steps

1. Pre-Job Planning

1. Assess the task and identify hazards.
2. Select the correct tool for the job.
3. Ensure workers are trained in proper tool use.
4. Inspect the work area for hazards such as:
 - Slippery surfaces
 - Poor lighting
 - Overhead hazards
 - Electrical risks
5. Ensure adequate space to perform the task safely.

2. Tool Inspection

Before each use, inspect tools for:

- Cracks, bends, or deformation
- Loose, cracked, or splintered handles
- Mushroomed or damaged striking surfaces
- Worn, dull, or chipped cutting edges
- Loose fittings or attachments
- Rust or corrosion affecting performance
- Insulated tool damage (if used for electrical work)

Do not use defective tools. Remove from service immediately and report.

3. Safe Use of Hand Tools

General Requirements

1. Use the correct tool for the task—never improvise.
2. Maintain a firm grip and stable footing.
3. Keep work area clean and well-lit.
4. Focus on the task; avoid distractions.
5. Use tools only as intended by the manufacturer.
6. Apply controlled force—do not overexert or use excessive force.

Cutting Tools (Knives, Chisels, Blades)

- Cut away from the body
- Keep hands clear of cutting path
- Use sharp tools to reduce force required
- Secure material before cutting
- Store blades safely when not in use

Striking Tools (Hammers, Mallets)

- Inspect hammer heads for secure attachment
- Do not use damaged or loose handles
- Strike squarely to prevent glancing blows
- Wear safety glasses to protect from flying debris

Wrenches and Pliers

- Use correct size tool for fasteners
- Pull instead of pushing where possible
- Do not use extensions (cheater bars) unless approved
- Ensure jaws are not worn or damaged

Screwdrivers

- Use correct tip type and size
- Do not use as chisels or pry bars
- Keep hands behind handle when applying force

4. Ergonomics and Safe Body Positioning

1. Maintain neutral wrist and body posture where possible.
2. Avoid repetitive forceful motions for extended periods.
3. Take regular breaks during repetitive tasks.
4. Position work at a comfortable height when possible.
5. Avoid overreaching or awkward positions.

5. Work Area Safety

- Keep tools organized and within reach
- Remove clutter and trip hazards
- Ensure proper lighting
- Keep others clear of active work zones
- Store unused tools safely

6. Tool Maintenance

1. Clean tools after use.
2. Sharpen cutting tools as required.
3. Replace damaged or worn components.
4. Lubricate moving parts when necessary.
5. Store tools in dry, secure locations.
6. Tag and remove defective tools from service immediately.

Prohibited Practices

Workers shall NOT:

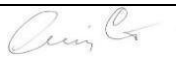
- Use damaged or defective tools
- Use tools for unintended purposes
- Carry sharp tools in pockets without protection
- Throw tools or pass them in unsafe manners
- Use excessive force or makeshift extensions
- Leave tools in unsafe locations (ladders, edges, walkways)

Emergency Procedures

Injury (Cut, Puncture, or Strain)

1. Stop work immediately.
2. Apply first aid as trained.
3. Control bleeding if necessary.
4. Seek medical attention if required.
5. Report incident to supervisor.
6. Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Insulation Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Insulation Installation

Purpose

To provide safe methods for installing insulation materials while minimizing risks related to respiratory exposure, skin irritation, falls, electrical hazards, and confined work environments.

Scope

Applies to all workers performing: Batt insulation (fiberglass, mineral wool), rigid foam board insulation, spray foam application, cellulose/blown-in insulation and vapor barrier installation

Responsibilities:

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use required PPE at all times
- Follow manufacturer instructions and SDS guidance
- Report hazards and defective equipment immediately
- Maintain clean and safe work areas
- Use respiratory protection when required

Supervisor

- Ensure workers are trained and competent
- Provide appropriate PPE and equipment
- Review hazard assessments and SDS documents
- Ensure ventilation and controls are adequate
- Monitor compliance with safe work procedures
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Goggles
- Cut-Resistant Gloves
- Long Sleeves
- Disposable Coveralls (as required)
- Respiratory Protection (N95 minimum or higher depending on hazard assessment)
- Hearing Protection (as required)
- Hard Hat (where required)

Potential Hazards

- Respiratory irritation from airborne fibers and dust
- Skin irritation from fiberglass or mineral wool
- Eye irritation from particulates and chemicals
- Exposure to hazardous chemicals (spray foam, adhesives, vapours)
- Falls from ladders, scaffolds
- Cuts from sharp materials or tools
- Electrical hazards from contact with wiring
- Fire hazards from improper installation around heat sources

Safe Operating Steps

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Identify ventilation requirements for the work area.
3. Ensure workers are trained and competent for the assigned insulation type.
4. Inspect work area for:
 - Electrical wiring
 - Sharp objects
 - Structural hazards
 - Poor ventilation
5. Confirm emergency exits remain accessible.

2. Material Handling and Storage

1. Inspect insulation materials for damage or contamination.
2. Store materials in dry, clean areas away from moisture.
3. Handle materials carefully to avoid releasing fibers into the air.
4. Use proper lifting techniques to prevent strain injuries.
5. Keep work areas organized to prevent tripping hazards.

3. Work Area Preparation

1. Isolate work area to restrict unauthorized access.
2. Cover or protect surfaces not being insulated.
3. Ensure adequate lighting is available.
4. Turn off or protect electrical circuits where necessary.
5. Set up ladders or scaffolding securely.

4. Installing Batt or Roll Insulation

1. Measure and cut insulation using sharp tools on a stable surface.
2. Avoid tearing or compressing insulation unnecessarily.
3. Fit insulation snugly into cavities without gaps or voids.
4. Do not cover electrical boxes or recessed fixtures unless rated for insulation contact.
5. Secure insulation using appropriate fasteners or friction fit.
6. Minimize airborne dust during handling.

5. Blown-In Insulation

1. Set up blower equipment according to manufacturer instructions.
2. Ensure hoses and connections are secure.
3. Wear full respiratory protection to prevent dust inhalation.
4. Maintain communication between operator and feeder.
5. Control dust release during filling operations.
6. Do not overfill cavities or block ventilation pathways.

6. Spray Foam Insulation (If Applicable)

1. Follow manufacturer instructions and SDS strictly.
2. Ensure proper ventilation and containment.
3. Wear full chemical-resistant PPE including respirator (as required).
4. Mix and apply materials according to specifications.
5. Avoid skin and eye contact at all times.
6. Restrict access to curing areas.
7. Allow proper curing time before re-entry.

7. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Use fall protection where required.
4. Ensure space has adequate ventilation and lighting.
5. Use caution when moving in uneven spaces.

8. Housekeeping and Cleanup

1. Clean work areas regularly to control fiber accumulation.
2. Use HEPA vacuum systems—do not dry sweep insulation dust.
3. Dispose of waste insulation in designated containers.
4. Remove PPE carefully to avoid contamination.
5. Wash exposed skin after work to remove fibers or chemicals.

Prohibited Practices

Workers shall NOT:

- Work without required respiratory protection in dusty environments
- Leave insulation materials exposed in work areas
- Block electrical panels or fixtures with insulation
- Use damaged or wet insulation materials
- Perform spray foam application without proper training

Emergency Procedures

Exposure (Dust, Fibers, or Chemicals)

1. Stop work immediately.
2. Move to fresh air or well-ventilated area.
3. Remove contaminated clothing.
4. Flush eyes or skin with water if irritated.
5. Seek medical attention if symptoms persist.
6. Report incident to supervisor.

Fall or Physical Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Call emergency services if required.
4. Secure area to prevent further injury.
5. Report incident and complete documentation.

Fire Hazard

1. Stop work immediately.
2. Activate emergency procedures.
3. Evacuate area if necessary.
4. Use fire extinguisher only if trained and safe to do so.
5. Contact emergency services.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Manual Lifting & Carrying			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Manual Lifting& Carrying

Purpose

To provide safe methods for manually lifting, lowering, and carrying materials to prevent musculoskeletal injuries and ensure safe work practices.

Scope

Includes all personnel required to lift, push, pull, carry, or move materials by hand on job sites, in workshops, warehouses, and offices.

Worker Responsibilities

- Use mechanical lifting aids whenever possible
- Follow proper lifting techniques
- Report unsafe conditions or heavy loads
- Participate in training programs
- Use PPE as required
- Work within personal physical limits

Supervisor Responsibilities

- Identify and control manual handling hazards
- Provide mechanical lifting equipment
- Ensure workers are trained in safe lifting practices
- Monitor workloads and ergonomic risks
- Investigate MSI incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Gloves (as required)
- High-Visibility Clothing (where required)

Potential Hazards

- Back strains and sprains
- Shoulder, neck, and knee injuries
- Slips, trips, and falls while carrying loads
- Dropped loads causing foot or hand injuries
- Pinch points and crush injuries
- Overexertion and fatigue
- Awkward postures and repetitive lifting
- Poor visibility while carrying large objects
- Uneven or slippery surfaces
- Sudden load shifts or unstable materials

Safe Operating Steps

1. Pre-Job Planning

1. Assess the load before lifting:
 - Weight
 - Size and shape
 - Stability
 - Grip availability
2. Determine if mechanical lifting aids are available (dollies, carts, forklifts, hoists).
3. Use mechanical assistance whenever possible—avoid manual lifting where feasible.
4. Plan the travel path:
 - Clear of obstacles
 - Well-lit
 - Even and dry surface
5. Identify team lifting requirements for heavy or awkward loads.

2. Work Area Preparation

1. Remove trip hazards from the route.
2. Ensure adequate lighting.
3. Open doors and secure access points.
4. Ensure sufficient space for lifting and turning.
5. Confirm destination area is clear and prepared for load placement.

3. Proper Lifting Technique

Step-by-Step Lifting Procedure:

1. **Position yourself close to the load**
 - Keep feet shoulder-width apart for balance.
2. **Test the weight of the load**
 - Lightly push or lift one corner first if unsure.
3. **Bend at the knees, not the waist**
 - Keep back straight and maintain natural curve.
4. **Grip the load firmly**
 - Use full hand grip, not fingertips.
5. **Lift using your legs, not your back**
 - Stand up smoothly and steadily.
6. **Keep the load close to your body**
 - Avoid holding it away from your torso.
7. **Avoid twisting while lifting or carrying**
 - Turn your feet instead of your back.
8. **Move carefully and maintain clear vision**
 - Ensure path is visible and stable.

4. Carrying Loads Safely

1. Maintain balanced posture while walking.
2. Do not rush or run while carrying loads.
3. Keep load at waist height when possible.
4. Avoid obstructing vision with the load.
5. Set down loads carefully using reverse lifting technique.
6. Take breaks when handling repetitive or heavy loads.

5. Team Lifting

1. Assign a team leader to coordinate movement.
2. Ensure all workers understand the lift plan.
3. Lift on a clear verbal command (“1, 2, 3, lift”).
4. Maintain even load distribution between workers.
5. Move slowly and communicate throughout the lift.
6. Set down load together in a controlled manner.

6. Pushing and Pulling Loads

- Push instead of pull whenever possible
- Keep back straight and use body weight to assist movement
- Avoid sudden forceful movements
- Ensure wheels or equipment are in good condition
- Do not exceed equipment load limits

7. Ergonomic Practices

- Rotate tasks to reduce repetitive strain.
- Avoid prolonged bending or kneeling positions.
- Adjust work height where possible.
- Use mechanical aids whenever available.
- Take regular rest breaks during heavy work periods.

8. Use of Mechanical Aids

Examples include:

- Hand trucks / dollies
- Pallet jacks
- Carts
- Hoists or lifts
- Forklifts (operator certified only)

Prohibited Practices:

Workers shall NOT:

- Lift loads beyond personal capability
- Twist while lifting heavy objects
- Carry loads that block vision in unsafe areas
- Use damaged carts or lifting equipment
- Rush or run while carrying materials
- Attempt to catch falling heavy objects

Emergency Procedure:

If an injury occurs:

- Stop work immediately and ensure the area is safe.
- Do not continue lifting or carrying if pain or discomfort is experienced.
- Notify your supervisor immediately.
- If the injury is serious (e.g., severe back injury, suspected fracture, head injury, loss of consciousness):
- Call **911** immediately.
- Do not move the injured worker unless they are in immediate danger.
- Keep the injured worker calm and comfortable until emergency responders arrive.
- If trained, provide first aid within the scope of your training.
- Report the incident according to company procedures and complete all required incident/injury documentation.
- Secure the work area if the incident was caused by a hazard (e.g., unstable load, poor housekeeping, obstructed walkway) until corrective actions have been taken.
- Investigate the incident to determine the root cause and implement corrective measures before work resumes.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Mold Remediation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Mold Remediation

Purpose

To establish safe procedures for identifying and removing mold contamination to prevent exposure to airborne spores, respiratory illness, cross-contamination, and property damage.

Worker Responsibilities

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE correctly at all times
- Follow containment and decontamination procedures
- Report hazards and exposure immediately
- Do not disturb unknown building materials
- Maintain clean and controlled work zones

Supervisor Responsibilities

- Ensure workers are trained and fit-tested for respirator use
- Confirm proper containment setup
- Verify moisture source is corrected before remediation
- Provide appropriate equipment and PPE
- Ensure proper waste disposal procedures
- Conduct final inspection and clearance

Required PPE:

- Full or half-face respirator (P100 or as per hazard assessment), N95 minimum (low-risk only)
- CSA-approved safety footwear
- Safety glasses or goggles
- disposable coveralls (Tyvek or equivalent)
- nitrile gloves (or chemical-resistant gloves)
- head protection (if required)
- hearing protection (as needed)

Potential Hazards

- Inhalation of mold spores and bioaerosols
- Skin and eye irritation
- Allergic reactions or respiratory illness
- Exposure to contaminated dust and debris
- Asbestos or lead-containing materials in older buildings
- Chemical exposure from cleaning agents or biocides
- Confined or poorly ventilated spaces
- Slips, trips, and falls in wet environments
- Structural instability in water-damaged materials
- Electrical hazards in wet areas
- Improper containment leading to cross-contamination

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a site hazard assessment before starting work.
2. Identify moisture source causing mold growth and ensure it is controlled.
3. Determine extent of contamination (small, moderate, or large-scale remediation).
4. Review Safety Data Sheets (SDS) for all chemicals used.
5. Confirm workers are trained and fit-tested for respirator use.
6. Identify potential hazardous materials (asbestos, lead paint) before disturbing surfaces.
7. Develop a containment and remediation plan.

2. Work Area Isolation and Containment

1. Establish controlled work zones.
2. Seal off affected areas using polyethylene sheeting.
3. Use zipper doors or airlocks for entry/exit.
4. Set up negative air pressure using HEPA filtration systems.
5. Shut down HVAC systems to prevent spread of spores.
6. Post warning signage: "Mold Remediation – Authorized Personnel Only."
7. Remove or cover non-affected materials to prevent contamination.

3. PPE Donning Procedure

1. Inspect all PPE before use.
2. Put on disposable coveralls.
3. Fit respirator and perform seal check.
4. Wear gloves and ensure sleeves overlap.
5. Tape gloves to sleeves and boots if required for containment level.
6. Ensure PPE is intact before entering containment area.

4. Mold Removal Process

1. Lightly mist surfaces to reduce airborne spores before disturbance.
2. Remove contaminated porous materials (drywall, insulation, carpet) as required.
3. Cut and remove materials carefully to minimize dust generation.
4. Place removed materials directly into sealed disposal bags.
5. Clean non-porous surfaces using HEPA vacuuming followed by approved cleaning solution.
6. Do not dry sweep or use compressed air.
7. Replace materials only after area has been verified clean and dry.

5. Cleaning and Decontamination

1. HEPA vacuum all affected surfaces.
2. Wipe down with approved antimicrobial solution.
3. Dispose of cleaning materials as contaminated waste.
4. Clean tools and equipment within containment before removal.
5. Shower/change procedures should be followed after exiting containment when required.

6. Waste Handling and Disposal

1. Seal waste in labeled, heavy-duty bags.
2. Double-bag contaminated materials if required.
3. Transport waste in covered containers.
4. Dispose of materials according to local environmental and municipal regulations.
5. Do not transport contaminated materials through clean areas.

7. Dismantling Containment

1. HEPA vacuum all surfaces before removing containment barriers.
2. Carefully remove plastic sheeting to avoid spreading spores.
3. Dispose of containment materials as contaminated waste.
4. Perform final HEPA cleaning of surrounding area.
5. Conduct visual inspection for remaining contamination.

8. Clearance and Verification

1. Confirm moisture source has been corrected.
2. Verify area is dry and free of visible mold.
3. Conduct final HEPA vacuum and cleaning.
4. Document remediation completion.
5. Only re-occupy area after supervisor clearance.

Prohibited Practices

Workers shall NOT:

- Enter containment without required PPE
- Dry sweep or use compressed air in mold areas
- Use non-HEPA vacuum equipment
- Disturb mold without containment controls
- Eat, drink, or smoke in contaminated areas
- Reuse contaminated PPE
- Ignore signs of asbestos or hazardous materials

Emergency Procedures

Exposure Incident

1. Exit contaminated area immediately.
2. Remove contaminated PPE safely.
3. Wash exposed skin and eyes with water.
4. Seek medical attention if symptoms occur.
5. Report exposure to supervisor.

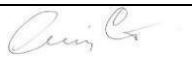
Equipment Failure (HEPA / Negative Air Unit)

1. Stop work immediately.
2. Secure containment area.
3. Replace or repair equipment before continuing.
4. Do not continue without proper negative pressure.

Suspected Asbestos or Hazardous Material Discovery

1. Stop all work immediately.
2. Do not disturb materials further.
3. Notify supervisor immediately.
4. Follow regulated hazardous material procedures before resuming.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Painting			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Painting

Purpose

To provide safe guidelines for surface preparation, painting, and cleanup activities to prevent injuries, exposure to hazardous vapors, slips, falls, and property damage.

Scope

Applies to all workers involved in:

- Interior and exterior painting
- Spray, brush, and roller applications
- Surface preparation (sanding, scraping, chemical stripping)
- Ladder or scaffold use
- Paint-related cleanup and disposal

Responsibilities

Worker:

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Follow SDS and manufacturer instructions
- Maintain good housekeeping
- Report hazards and incidents immediately
- Use equipment safely and correctly

Supervisor:

- Ensure workers are trained and competent
- Provide appropriate PPE and ventilation controls
- Enforce safe use of chemicals and equipment
- Maintain SDS documentation
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses or Goggles
- Chemical-Resistant Gloves
- Respiratory Protection (N95 minimum or higher depending on products used)
- Disposable Coveralls (as required)
- High-Visibility Clothing (where required)

Potential Hazards

- Inhalation of paint vapours, fumes, and solvents
- Skin and eye irritation from paints and coatings
- Exposure to volatile organic compounds (VOCs)
- Flammable liquids and fire hazards
- Falls from ladders, scaffolds, or elevated work platforms
- Slip hazards from wet paint or spills
- Electrical hazards when working near outlets or fixtures
- Chemical burns or sensitization from coatings or cleaners
- Strains from repetitive brushing, rolling, or overhead work
- Spray paint mist exposure (airborne particles)

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review SDS for all paints, primers, and solvents.
3. Ensure proper ventilation is available for interior work.
4. Identify flammable materials and ignition sources.
5. Verify workers are trained in safe use of coatings and equipment.
6. Inspect work area for hazards such as:
 - Electrical outlets and fixtures
 - Trip hazards
 - Inadequate lighting
 - Unstable surfaces or heights

2. Work Area Preparation

1. Remove or protect furniture, equipment, and surfaces.
2. Install drop sheets and masking materials.
3. Ensure ventilation systems or fans are operating.
4. Clearly mark wet paint areas to prevent slips.
5. Ensure emergency exits remain accessible.

3. Surface Preparation

1. Inspect surfaces for damage, moisture, or contamination.
2. Clean surfaces using appropriate methods (scraping, sanding, washing).
3. Control dust using HEPA vacuum systems where required.
4. Wear respiratory protection during sanding or scraping.
5. Repair cracks or defects before painting.

4. Paint Handling and Mixing

1. Review product SDS before use.
2. Use approved containers and mixing tools.
3. Open containers carefully to avoid splashes.
4. Mix paints in well-ventilated areas.
5. Keep lids closed when not in use.
6. Store flammable materials away from heat sources.

5. Painting Application

Brush and Roller Application

1. Use proper technique to avoid overexertion.
2. Maintain stable footing when using ladders or extension poles.
3. Avoid overreaching—reposition ladder as needed.
4. Keep work area free of spills and drips.

Spray Painting (If Applicable)

1. Ensure proper ventilation and containment.
2. Wear appropriate respirator and full PPE.
3. Test spray equipment before use.
4. Maintain correct spray distance and pressure.
5. Avoid spraying near ignition sources.
6. Control overspray using barriers or masking.

6. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain three-point contact when using ladders.
3. Do not stand on top rungs or unstable surfaces.
4. Use fall protection when required.
5. Keep tools secured to prevent dropping hazards.

7. Cleanup Procedures

1. Clean brushes, rollers, and equipment using approved methods.
2. Dispose of solvent waste in designated containers.
3. Do not pour paint or chemicals down drains.
4. Remove masking and drop sheets carefully.
5. Dispose of contaminated materials properly.
6. Wash hands and exposed skin after work.

8. Storage

- Store paints and chemicals in approved, labeled containers
- Keep flammable products in ventilated storage areas
- Protect materials from heat and freezing temperatures
- Ensure lids are tightly sealed
- Follow WHMIS labeling requirements

Prohibited Practices

Workers shall NOT:

- Use paints or solvents without reading SDS
- Work in poorly ventilated areas without respiratory protection
- Smoke or use open flames near flammable coatings
- Use damaged ladders or equipment
- Spray paint without proper PPE or containment
- Leave spills unattended
- Store chemicals in unapproved containers

Emergency Procedures

Chemical Exposure

- Stop work immediately.
- Move to fresh air or ventilated area.
- Flush eyes or skin with water if exposed.
- Seek medical attention if symptoms occur.
- Report incident to supervisor.

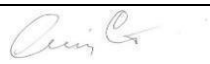
Fire or Flammable Vapor Ignition

- Activate emergency procedures.
- Use fire extinguisher only if trained and safe.
- Evacuate area if fire spreads.
- Call emergency services (911).
- Do not re-enter until cleared.

Spill Response

- Stop source of spill if safe.
- Contain spill using absorbent materials.
- Remove ignition sources.
- Dispose of contaminated materials properly.
- Report spill immediately.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Plumbing Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Plumbing Installation

Purpose

To establish safe work practices for installing plumbing systems including water lines, drainage systems, fixtures, fittings, and associated components, while minimizing exposure to hazards such as sharp tools, confined spaces, hot work, chemical exposure, and pressurized systems.

Scope

Applies to all workers performing plumbing installation in residential, commercial, or industrial environments including:

- Water supply and drainpipe installation
- Fixture and appliance hookups
- Soldering/brazing, PVC and PEX assembly
- Testing pressurized systems
- Cutting, threading, and joining pipes

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE at all times
- Follow lockout/tagout procedures
- Use chemicals safely according to SDS
- Report hazards and defects immediately
- Maintain clean and safe work areas

Supervisor

- Ensure workers are trained and competent
- Enforce lockout/tagout and confined space procedures
- Provide appropriate PPE and equipment
- Review hazard assessments
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (as required)
- High-Visibility Clothing (where required)
- Respiratory Protection (as required by hazard assessment)

Potential Hazards

- Exposure to sewage, bacteria, and biological contaminants
- Contact with pressurized water or gas systems
- Chemical exposure (solvents, adhesives, pipe cleaners, flux)
- Burns from soldering or hot materials
- Cuts and punctures from pipes and tools
- Confined space hazards (manholes, crawl spaces, trenches)
- Trench collapse or cave-in hazards
- Electrical hazards (bonding/grounding or hidden wiring)
- Slips, trips, and falls in wet environments
- Musculoskeletal injuries from lifting heavy pipe and fixtures
- Working at heights (pipes above ceilings or roofs)

Safe Operating Procedure**1. Pre-Job Planning**

1. Conduct a hazard assessment before starting work.
2. Review drawings, specifications, and system layout.
3. Identify shut-off valves and isolation points.
4. Confirm whether confined space or trenching work is involved.
5. Review Safety Data Sheets (SDS) for all chemicals and solvents.
6. Ensure workers are trained and competent for assigned tasks.
7. Verify emergency procedures and rescue plans where applicable.

2. Isolation and System Shutdown

1. Shut off and lock out water, gas, or related systems before work begins.
2. Verify zero energy/pressure conditions before opening lines.
3. Tag out systems to prevent accidental activation.
4. Drain or vent systems safely before disassembly.
5. Confirm isolation points with supervisor when required.

3. Work Area Preparation

1. Inspect area for hazards (wet floors, electrical sources, obstructions).
2. Establish safe access routes.
3. Provide adequate lighting and ventilation.
4. Set up barricades or signage where required.
5. Ensure tools and materials are organized and accessible.

4. Pipe Installation and Assembly

1. Measure and cut piping accurately using appropriate tools.
2. Deburr pipe ends to prevent injury or joint failure.
3. Assemble piping using correct fittings and approved materials.
4. Apply solvents, adhesives, or solder in well-ventilated areas.
5. Avoid skin and eye contact with chemicals.
6. Support piping properly during installation to prevent strain or collapse.
7. Ensure proper alignment and secure fastening of all systems.

5. Soldering and Hot Work

1. Obtain hot work permit if required.
2. Clear area of flammable materials.
3. Use heat-resistant gloves and eye protection.
4. Maintain fire extinguisher nearby.
5. Never leave open flame unattended.
6. Allow materials to cool before handling.

6. Working in Confined Spaces (If Applicable)

1. Follow confined space entry procedures.
2. Test atmosphere before entry (oxygen, gases, vapours).
3. Use ventilation and continuous monitoring.
4. Assign trained attendant/standby worker.
5. Use approved retrieval and rescue systems.
6. Do not enter without authorization and permit.

7. Pressure Testing and Commissioning

1. Verify all joints and connections are secure.
2. Gradually pressurize system as per specifications.
3. Monitor for leaks or failures.
4. Keep personnel clear of pressurized lines.
5. Depressurize system safely after testing.

8. Housekeeping

1. Remove scrap materials and debris regularly.
2. Clean up water spills to prevent slip hazards.
3. Store tools safely when not in use.
4. Dispose of chemical containers according to regulations.
5. Maintain clear walkways and exits.

Prohibited Practices

Workers shall NOT:

- Work on live or pressurized systems without authorization
- Bypass lockout/tagout procedures
- Enter confined spaces without proper permits and training
- Use damaged tools or equipment
- Leave open flames unattended
- Mix incompatible chemicals
- Ignore trench or excavation safety requirements

Emergency Procedures

Exposure to Sewage or Chemicals

- Stop work immediately.
- Wash affected area thoroughly with water.
- Remove contaminated clothing.
- Seek medical attention if required.
- Report exposure to supervisor.

Gas Leak

- Stop work immediately.
- Eliminate ignition sources if safe.
- Evacuate area.
- Call emergency services and utility provider.
- Do not re-enter until cleared.

Injury

- Provide first aid if trained.
- Call emergency services if necessary.
- Secure the area.
- Notify supervision immediately.
- Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Roofing			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Roofing

Purpose

To outline safe practices for roofing work including installation, repair, removal, and inspection while protecting workers from falls, weather exposure, material hazards, and equipment risks.

Scope

Applies to all workers performing:

- Shingle, metal, membrane, or tile roof installation
- Roofing repair, re-roofing, tear-off, and replacement
- Work near roof edges, skylights, and openings
- Material lifting and rooftop equipment handling

Worker Responsibilities

- Follow Manitoba Workplace Safety and Health requirements
- Use fall protection correctly at all times
- Inspect all equipment before use
- Follow manufacturer installation instructions
- Maintain safe housekeeping practices
- Report hazards and unsafe conditions immediately

Supervisor Responsibilities

- Ensure fall protection systems are in place and inspected
- Confirm workers are trained and competent
- Monitor weather conditions and work stoppage decisions
- Enforce safe work procedures
- Ensure rescue plan is in place before work begins
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Hard Hat
- Safety Glasses
- Cut-Resistant Gloves
- High-Visibility Clothing
- Full Fall Protection System (harness, lanyard/SRL, lifeline as required)
- Hearing Protection (as required)

Potential Hazards

- Falls from roof edges, skylights, or openings
- Slips on wet, icy, or loose roofing materials
- Falling tools, materials, or debris
- Exposure to weather (heat stress, cold stress, wind)
- Electrical hazards from overhead power lines
- Burns from hot tar, torches, or adhesives
- Cuts and punctures from tools and materials
- Structural collapse of weakened roof surfaces
- Musculoskeletal injuries from lifting materials
- Chemical exposure from adhesives, sealants, and solvents

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review weather conditions (no roofing in high winds, ice, or storms).
3. Identify fall hazards and roof access points.
4. Confirm fall protection system is required and available.
5. Review roof structure for weak or unstable areas.
6. Identify overhead electrical hazards and maintain safe distances.
7. Ensure workers are trained in fall protection and roofing safety.

2. Site Preparation

1. Establish controlled access zones below roof work.
2. Set up warning signage and barricades to protect pedestrians.
3. Inspect ladders, scaffolds, and access equipment.
4. Ensure materials are staged safely and secured from wind.
5. Identify roof anchors and install engineered anchor points where required.

3. Ladder and Roof Access Safety

1. Inspect ladders before use.
2. Secure ladder at top and bottom.
3. Extend ladder at least 1 metre above roof edge.
4. Maintain three-point contact when climbing.
5. Do not carry heavy materials while climbing—use hoists or ropes.

4. Fall Protection Use

1. Inspect harness, lanyard/SRL, and anchor points before use.
2. Connect to approved anchor before stepping onto roof.
3. Maintain 100% tie-off at all times when required.
4. Position lifelines to minimize swing fall hazards.
5. Do not tie off to non-approved structures (vents, pipes, gutters).
6. Ensure adequate fall clearance distance below working level.

5. Roofing Operations

Material Handling

1. Use proper lifting techniques or mechanical assistance.
2. Secure materials to prevent sliding or wind displacement.
3. Do not overload roof structures.

Installation

1. Work from secure positions—avoid loose or unstable surfaces.
2. Keep tools secured with lanyards when required.
3. Maintain awareness of roof edges and openings.
4. Install materials according to manufacturer specifications.
5. Avoid stepping on skylights or fragile roof sections.

Hot Work (If Applicable)

1. Obtain hot work permit.
2. Remove combustibles from work area.
3. Keep fire extinguisher nearby.
4. Monitor ignition sources continuously.
5. Allow materials to cool before leaving area.

6. Weather Condition

1. Stop work during high winds, lightning, heavy rain, or icy conditions.
2. Avoid roofing during extreme heat without hydration and rest breaks.
3. Remove snow and ice before working on roof surfaces.
4. Monitor roof surface conditions continuously.

7. Housekeeping

1. Remove debris regularly to prevent slip hazards.
2. Keep tools organized and secured.
3. Do not leave loose materials near roof edges.
4. Clear walkways, ladders, and access points.

Prohibited Practices

Workers shall NOT:

- Work on roofs without fall protection where required
- Work in unsafe weather conditions
- Step on skylights or fragile surfaces
- Carry materials while climbing ladders
- Use damaged or unsecured access equipment
- Tie off to non-approved anchor points
- Leave tools or materials unsecured near edges

Emergency Procedures

Fall or Near-Fall Incident

- Stop work immediately.
- Provide first aid if trained.
- Call emergency services if required.
- Do not move injured worker unless necessary for safety.
- Secure the area and report incident.

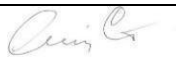
Fall Arrest Activation

- Initiate rescue plan immediately.
- Do not delay rescue (suspension trauma risk).
- Use trained rescue personnel and equipment.
- Call emergency services if required.

Injury

- Stop work immediately.
- Provide first aid.
- Notify supervisor.
- Seek medical attention if required.
- Complete incident report.

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Siding Installation			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure – Siding Installation

Purpose

To establish safe work practices for the installation, repair, and removal of exterior siding while minimizing risks of falls, cuts, musculoskeletal injuries, and material handling hazards.

Scope

This procedure applies to all workers performing: Vinyl, wood, fiber-cement, metal, and engineered siding installation, removal of existing siding, use of ladders, scaffolding, and cutting equipment, material handling, fastening, and weather barrier installation

Responsibilities

Worker

- Follow Manitoba Workplace Safety and Health requirements
- Use PPE correctly at all times
- Inspect tools and access equipment before use
- Follow manufacturer installation instructions
- Maintain safe housekeeping practices
- Report hazards and defects immediately

Supervisor

- Ensure workers are trained and competent
- Provide safe access equipment and PPE
- Monitor weather and work conditions
- Enforce fall protection requirements
- Investigate incidents and implement corrective actions

Required PPE:

- CSA-Approved Safety Footwear
- Safety Glasses
- Cut-Resistant Gloves
- Hearing Protection (when using power tools)
- High-Visibility Clothing (where required)
- Respiratory Protection (as required by dust exposure)
- Fall Protection Equipment (when working at height as required)

Potential Hazards

- Falls from ladders, scaffolds, or elevated work platforms
- Struck-by injuries from tools, fasteners, or falling materials
- Cuts and lacerations from siding materials and sharp edges
- Musculoskeletal injuries from lifting and repetitive installation
- Exposure to silica dust (cement/fibre cement siding cutting)
- Noise exposure from power tools
- Electrical hazards from hidden wiring or overhead lines
- Slips and trips on uneven ground or debris
- Wind hazards affecting materials and worker balance
- Chemical exposure from sealants, adhesives, and coatings

Safe Operating Procedure

1. Pre-Job Planning

1. Conduct a hazard assessment before starting work.
2. Review site drawings and siding installation specifications.
3. Identify fall hazards and determine if fall protection is required.
4. Check weather conditions (avoid high winds, storms, icy surfaces).
5. Identify electrical hazards such as overhead power lines.
6. Ensure workers are trained and competent for assigned tasks.
7. Verify access equipment is inspected and safe for use.

2. Work Area Preparation

1. Establish controlled work zones below elevated work.
2. Set up barricades or warning signage.
3. Ensure adequate lighting and safe access routes.
4. Remove debris and trip hazards.
5. Stage materials securely to prevent tipping or wind displacement.
6. Protect surrounding structures and landscaping as required.

3. Access Equipment Setup (Ladders/Scaffolds/EWP)

1. Inspect ladders, scaffolds, or EWP before use.
2. Ensure ladders are placed on stable, level surfaces and secured.
3. Maintain three-point contact when climbing ladders.
4. Do not overreach—reposition ladder as needed.
5. Use guardrails on scaffolds where required.
6. Use fall protection when required by height or hazard assessment.

4. Material Handling

1. Inspect siding materials for damage or defects.

2. Use proper lifting techniques or team lifts for long/heavy materials.
3. Store materials flat and stable to prevent movement.
4. Keep materials clear of walkways and edges.
5. Avoid carrying materials that obstruct vision.

5. Cutting and Preparation

1. Use correct cutting tools for material type.
2. Secure materials before cutting.
3. Wear safety glasses and cut-resistant gloves.
4. Control dust—use HEPA vacuum or wet cutting for fibre cement.
5. Avoid cutting materials in windy or uncontrolled environments.
6. Dispose of scrap materials safely and promptly.

6. Installation Process

1. Follow manufacturer installation instructions.
2. Ensure proper alignment and fastening spacing.
3. Use approved fasteners for siding material type.
4. Avoid placing hands in pinch points during installation.
5. Maintain safe distance from edges and openings.
6. Secure tools to prevent falling hazards when working at height.
7. Install weather barriers and flashing as required.

7. Working at Heights

1. Use ladders, scaffolds, or EWP only if inspected and approved.
2. Maintain fall protection when required.
3. Do not work in high winds or unsafe weather conditions.
4. Keep platforms clear of debris and tools.
5. Avoid stepping on unstable siding or unfinished surfaces.

8. Sealants and Finishing Work

1. Review SDS for sealants and adhesives.
2. Use gloves when handling chemicals.
3. Ensure adequate ventilation.
4. Avoid skin and eye contact.
5. Clean spills immediately.

9. Housekeeping

1. Remove scrap materials regularly.
2. Keep work areas clean and organized.
3. Store tools safely when not in use.
4. Maintain clear access routes and exits.

5. Dispose of waste materials properly.

Prohibited Practices

Workers shall NOT:

- Work without required fall protection when needed
- Use damaged ladders, scaffolds, or tools
- Leave tools or materials unsecured at height
- Bypass tool safety guards
- Carry materials that obstruct vision in unsafe conditions
- Cut fibre cement without dust control measures

Emergency Procedures

Fall or Injury

1. Stop work immediately.
2. Provide first aid if trained.
3. Call emergency services if required.
4. Secure the area.
5. Report incident to supervisor.

Tool or Equipment Failure

1. Stop using equipment immediately.
2. Tag out defective tools.
3. Report to supervisor.
4. Do not resume work until repaired or replaced.

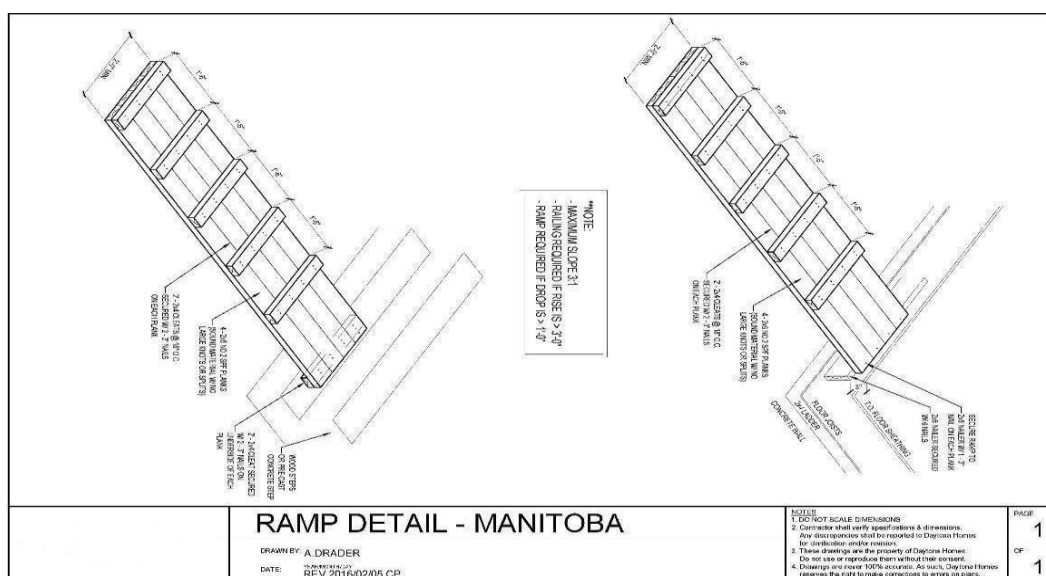
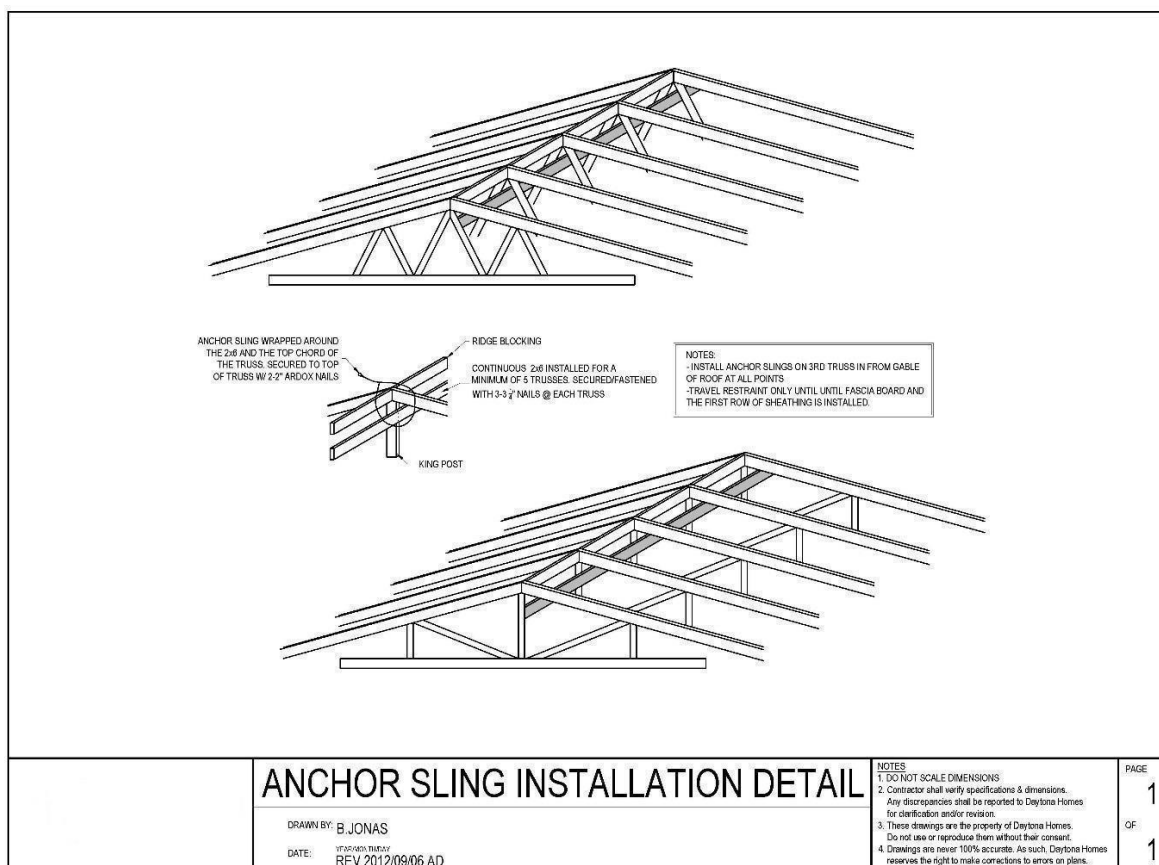
Exposure (Dust/Chemicals)

1. Move to fresh air.
2. Wash affected skin or eyes if required.
3. Seek medical attention if symptoms persist.
4. Report exposure immediately.

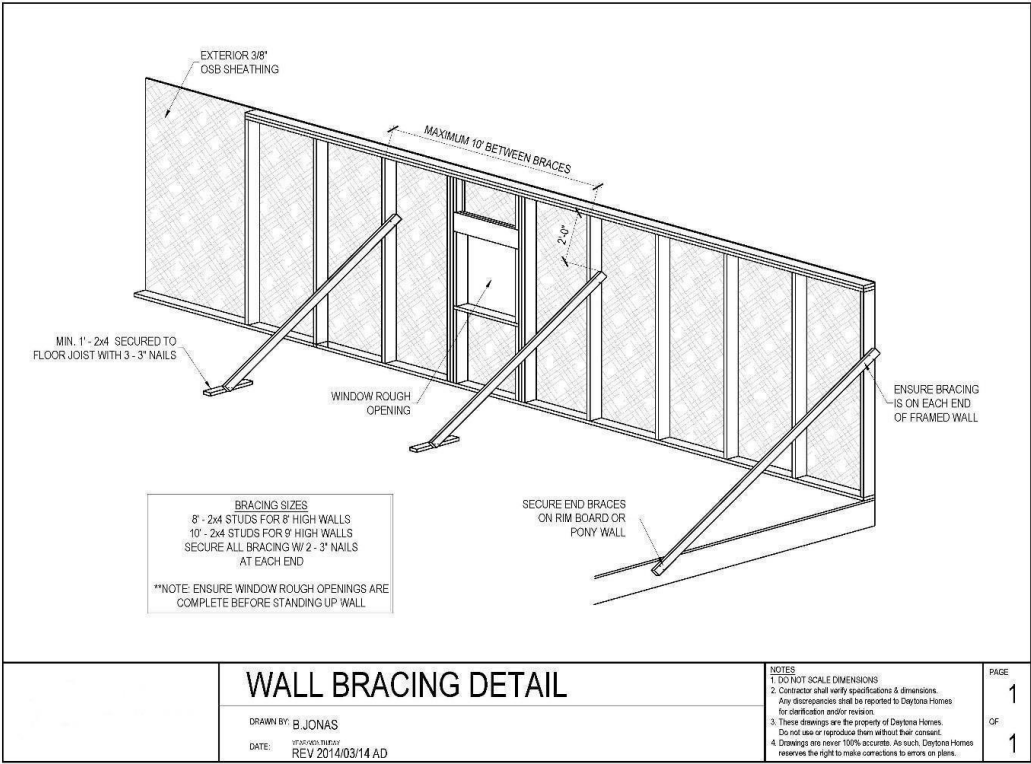
In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Daytona Homes

Health & Safety Manual



Daytona Homes
Health & Safety Manual



Job Title:	Scaffolding			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Kayla Mossman	Safety Coordinator	Date:	July 5, 2026

Safe Job Procedure- Scaffolding

Purpose

To establish safe work procedures for the erection, inspection, use, alteration, and dismantling of scaffolds to prevent falls, structural collapse, falling objects, and other workplace injuries.

Scope

This procedure applies to all workers, supervisors, and subcontractors who erect, inspect, use, alter, or dismantle scaffolding at Manitoba worksites.

Responsibilities

Supervisor:

- Ensure competent supervision.
- Verify worker training.
- Ensure daily inspections are completed.
- Remove unsafe scaffolds from service.
- Enforce compliance with this procedure.
- Ensure required fall protection is used.

Worker:

- Follow this Safe Job Procedure.
- Inspect scaffolds before use.
- Report defects immediately.
- Use required PPE.
- Do not alter scaffolds unless authorized.
- Follow manufacturer instructions and supervisor directions.

Potential Hazards

- Falls from height
- Scaffold collapse
- Falling tools or materials
- Overloading
- Electrical contact
- Uneven ground
- Slips and trips
- Weather (wind, rain, snow, ice)
- Pinch points
- Manual handling injuries

Required PPE

- CSA-approved hard hat
- CSA-approved safety footwear
- Safety glasses with side shields
- High-visibility apparel
- Work gloves
- Full body harness with approved lanyard when required
- Additional PPE as identified in the hazard assessment

Required Training & Competency

Workers shall:

- Receive scaffold hazard awareness training.
- Be trained in this Safe Job Procedure.
- Be trained in fall protection where required.
- Be competent to perform assigned scaffold duties.
- Work under the supervision of a competent person during scaffold erection, modification, and dismantling.

Tools & Equipment

- Scaffold components
- Base plates
- Screw jacks
- Mud sills
- Guardrails
- Midrails
- Toe boards
- Cross braces
- Access ladder or stair tower
- Fall protection equipment
- Scaffold inspection tag

Safe Operating Steps

1. Pre-Job Planning

- Complete a hazard assessment.
- Review site conditions.
- Confirm scaffold type is suitable.
- Determine load requirements.
- Verify weather conditions.
- Establish exclusion zones where required.

2. Inspection Before Assembly

Inspect all scaffold components for:

- Damage
- Bent frames
- Missing locking pins
- Cracks
- Corrosion
- Defective planks
- Missing guardrail components

Remove damaged equipment from service immediately.

3. Scaffold Erection

Only competent persons shall erect scaffolding.

- Install on stable, level ground.
- Use mud sills when required.
- Install base plates and screw jacks.
- Install all cross bracing.
- Fully secure all platforms.
- Install guardrails, midrails, and toe boards.
- Install safe ladder or stair access.
- Tie scaffold to the structure as required.
- Install fall protection during erection where required.

4. Scaffold Inspection

Inspect:

- Before first use
- At the beginning of each shift
- After alteration
- After severe weather
- Following any event affecting structural integrity

Verify:

- Level and plumb
- Bracing secure
- Guardrails installed
- Platforms fully decked
- Safe access
- No damaged components
- Proper scaffold tag displayed

5. Safe Use

Workers shall:

- Use designated access points.
- Maintain three-point contact while climbing.
- Keep platforms clean.
- Stay within rated load capacity.
- Evenly distribute materials.
- Never climb guardrails.
- Never move mobile scaffolds while occupied.
- Maintain required clearance from energized electrical equipment.
- Wear fall protection where required.
- Secure tools to prevent falling objects.

6. Mobile Scaffolds

Before movement:

- Workers must dismount.
- Secure materials.
- Lock platforms.
- Unlock casters only during movement.
- Relock wheels before use.

7. Alterations

- Only competent persons may alter scaffolds.
- Reinspect before returning to service.
- Update scaffold tag after modifications.

8. Dismantling

- Remove materials first.
- Dismantle from the top down.
- Maintain structural stability.
- Lower materials safely—do not throw components.
- Maintain exclusion zones below.
- Use fall protection where required.

Emergency Procedures

In the event of: scaffold collapse, worker fall, structural failure, and falling objects; Workers shall:

1. Stop work immediately.
2. Notify the supervisor.
3. Contact emergency services if required.
4. Prevent access to the affected area.
5. Do not reuse the scaffold until inspected and approved.
6. Report the incident according to company procedures.

Prohibited Practices

- Using damaged scaffold components
- Exceeding scaffold load limits
- Climbing scaffold cross braces
- Removing guardrails while in use
- Working on unstable foundations
- Moving occupied mobile scaffolds
- Using makeshift platforms or ladders on scaffold decks
- Working during unsafe weather conditions unless hazards are controlled

In any serious incident situations remember to secure the scene and contact Workplace Safety and Health.

Job Title:	Unauthorized Access			
Developed By:	Safety Manager	Charlotte Charbonneau	Date:	July 15, 2026
Approved By:	Craig Corbett CEO		Date:	July 29, 2026
				
Revised By:			Date:	

Safe Job Procedure – Unauthorized access(Trespassing)

Purpose

To establish a safe work procedure for protecting workers and contractors against personal harm or property damage by unauthorized person(s) in the houses.

Scope

This procedure applies to all workers, supervisors, and contractors performing work in Daytona Homes.

Responsibilities

Workers:

- Inspect the house before starting work or bringing any tools or equipment into the house
- Remove yourself immediately from any unsafe situations
- Immediately report all incidents, equipment and/or property damage
- Contact Supervisor, Project Manager and Safety Manager as soon as reasonably possible
- Take pictures and document findings, complete an incident report and forward to the Safety Manager
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible

Supervisors:

- Ensure personal safety, worker and contractors' safety by performing inspections in homes suspected of unauthorized entry
- Remove yourself immediately from any unsafe situations
- Contact Project Manager and Safety Manager as soon as reasonably possible
- Take pictures and document findings, complete an incident report and forward to the Safety Manager
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible

Contractors:

- Inspect the house before starting work or bringing any tools or equipment into the house
- Remove yourself immediately from any unsafe situations
- Note any issues on the daily hazard assessment, include pictures of access and damage
- If the house is occupied by an unauthorized person, leave the house immediately.
- Contact the Daytona Supervisor for the area, notify the companies direct report and office
- Note any issues on the daily hazard assessment, include pictures of access and damage
- Contact 911 or the Police non-emergency line (204) 986-6222 depending on the situation
- Refuse unsafe work in accordance with Manitoba OHS legislation
- Do not engage with any unauthorized persons in the house
- Secure windows and doors at the end of the day where possible
- Do not leave any tools or equipment in the home overnight
- Lock the door if going on lunch or break

Potential Hazards:

- Personal injury
- Fire
- Theft
- Damaged property
- Damaged equipment
- Unauthorized person(s) injured
- Legal consequences

Safe Work Practice:

Do:

Ensure it is safe to enter the house

Note any issues on the daily hazard assessment

Contact emergency services if needed

Report to the appropriate people as noted on the Safe Work Procedure

Close windows and doors before leaving the house

Do not:

Enter the house if there is an authorized person inside

Bring in tools/equipment until you know the house is safe

Leave tools, personal items or equipment in the house over night

Engage with any unauthorized person in the house

Section 5

Company Rules

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Company Rules and Disciplinary Policy

- All employees have the right to refuse unsafe work. If a person is not competent (adequately trained or suitably qualified), they can not perform a task.
- Employees must follow the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
- Incidents, injuries or “Near Misses” regardless of their nature, be promptly reported to your Site Superintendent, immediate Supervisor, or the Safety Department.
- Contractors (Trade Partners) complete an orientation with the Prime Contractor prior to commencing work on any site.
- PPE CSA approved footwear with the green triangle symbol and Hard Hats are to be worn on all Daytona work sites. Other PPE is task specific
- Contractors (Trade Partners) conduct a Hazard Assessment prior to commencing work on any site.
- Smoking and vaping are not permitted in the offices, on-site or in homes under construction.
- Theft of property at the office or on a Daytona jobsite is grounds for immediate dismissal.
- Only competent operators are permitted to use equipment. they have current certification and training.
- Horseplay, fighting and possession of firearms are strictly forbidden on all the Prime Contractor’s jobs and constitute grounds for immediate dismissal or termination of the contract.
- Impairment: Consuming or being in possession of alcohol or illegal drugs on company premises or any of the Prime Contractor’s home sites is strictly prohibited and constitute grounds for immediate dismissal or termination of the contract.
- All work be carried out in accordance with appropriate Safe Work Practices and your Construction Managers,’ immediate Supervisor or Site Superintendents’ direction.
- Hand tools not be used for any purpose other than what they are designed for. All damaged or worn parts be promptly repaired or replaced.
- Only those tools that are in good repair, with all manufacturer’s guards and safety devices in place, be used.
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.
- Company vehicles are always to be kept clean inside and outside.

Disciplinary Actions:

1. **First infraction:** Documented verbal warning with corrective actions applied at the time of infraction.
2. **Second infraction:** Documented written warning with corrective actions applied at the time of infraction.
3. **Third infraction:** Two-day suspension without pay.
4. **Forth infraction:** Further suspension or possible termination.

All disciplinary action must be completed using the Behaviour Modification – Employee Form in True Context.

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Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	May 27, 2025

Impairment Policy

Intent

Daytona Homes is committed to providing a safe, drug and alcohol-free workplace, and prides itself on providing a safe working environment for all its employees. Employees under the influence of drugs or alcohol can pose serious safety and health risks both to themselves and their coworkers. It can also place the integrity and safety of Company and client property and operations at risk.

This policy is intended to outline the standards and expectations associated with alcohol and drug use and confirm the Company's commitment to minimize risk associated with our operations.

Scope

This policy applies to all employees while they are engaged in Company business, working on Company premises or worksites, and operating Company vehicles and equipment.

Commitment

In addressing workplace safety risks caused by drug and alcohol use, the Company's priorities are to:

- Protect the health and wellbeing of our employees, clients, and the public;
- Protect the communities in which we operate;
- Protect the interests of the Company's shareholders;
- Meet regulatory requirements for providing a safe workplace;
- Treat employees fairly and with respect;
- Provide understandable and predictive responses to breaches of this policy;
- Implement drug and alcohol testing as needed to monitor compliance;
- Maintain consistent administration of this policy;
- Aid employees when required; and
- Answer questions and concerns out this policy as needed

Definitions

Drug – any substance, including alcohol, illicit drugs, or medications in the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. NOTE: This does not include CBD.

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Illicit drug - any drug or substance not legally obtainable and whose use, sale, possession, or purchase is restricted by law (i.e.: but not limited to street drugs such as crack, cocaine, meth, and PCP)

Medication - a drug obtained legally, either over the counter or through a doctor's prescription.

Fitness for Work/Duty – the ability to perform the assigned essential duties safely and acceptably without any limitation due to the use of after-effects of alcohol, illicit drugs, or unauthorized medications.

Safety-Sensitive Position – a position in which individuals have a key and direct role in an operation where impaired performance could result in a serious incident affecting the health and safety of employees, contractors, customers, the public, the environment, or an inadequate response or failure to respond to an emergency or operational situation. Safety sensitive positions within the Company are Site Superintendent, Field Technician, Field Construction Manager, Construction Manager, Safety Representative, or anyone who is required to regularly visit active job sites.

Illicit Drugs

The following are prohibited while on Company business, premises, and worksites:

- The use, possession, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
- The unauthorized possession of prescribed medications without a legally obtained prescription, and unauthorized distribution, offering, or sale of prescription medications (trafficking);
- Reporting under the influence of illicit drugs; and
- Presence of illicit drugs in the body as determined through the testing program.

Recreational Drug and Alcohol

The use, possession, distribution, offering, or sale of recreational drugs and beverage alcohol is prohibited when on Company premises and worksites without the prior authorization of either the Chief Executive Officer or President. In addition, employees covered by this policy are expected to use recreational drugs and alcohol responsibly in those situations it is permitted under the policy, and to report and remain fit for work in compliance with this policy.

Employees in non-safety sensitive positions cannot:

- Report for duty under the influence of illicit or recreational drugs or alcohol.
- Have a drug level test result between 2-5 nanograms of THC

Employees holding designated safety-sensitive positions must abide by these recreational drug and alcohol standards and in addition:

- Are required to limit any consumption of drugs and alcohol prior to reporting for duty so that there is no drug or alcohol in the body when they are on duty;
- Are prohibited from consuming any drugs or alcoholic beverage when on duty including meals or other breaks; and

Alcohol and Drug Testing

All employees will be subject to testing in the following circumstance:

Reasonable Cause

Testing will take place whenever the Company has reasonable cause to believe that the actions, appearance, or conduct of an individual while on duty are indicative of the use of drugs or alcohol. The decision to test be made by a divisional General Manager, with concurrence of the Safety Representative. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:

- Observed use of a substance;
- Evidence of use of a substance;
- Erratic atypical behavior of the employee;
- Changes in the physical appearance of the employee;
- Changes in the behavior or speech patterns of the employee.

Post Incident

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- Alcohol and drug testing is required after a significant work-related incident.
- A test will not be necessary if there is clear evidence that the acts or omissions of employees could not have been a contributing factor (i.e.: structural or mechanical failure);
- Employees referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts of omissions leading up to the event; and
- Employees to be tested must not use any substance until after the test has been completed, or they are advised a test is not required.

Return to Duty – Post Violation

In those situations where employment is continued after a violation of this policy, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of six (6) months as a condition of continued employment.

Failure to Test

Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Safety Representative, a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are a violation of this policy. Infractions will result in disciplinary actions up to and including termination.

Company-hosted Events

From time to time, the Company may host events within our offices or facilities, or other locations, at which alcoholic beverages may be available. During these events, the Company will monitor alcohol consumption, discourage over-consumption, and provide transportation to ensure the employee does not operate a motor vehicle under the influence. Recreational drugs are permitted at Company events assuming that the employee is following all provincial and federal laws and abiding by the guidelines of this policy.

Medications

Employees are expected to reasonably use prescribed and over-the-counter medications. The intentional misuse of medications while on Company business or premises is prohibited. Medications of concern are those that inhibit or may inhibit an employee's ability to perform their job safely and productively.

Employees are expected to investigate with their doctor or pharmacist whether a medication can affect safe operation or job performance, and if the medication they are using will affect their ability to operate equipment safely. They are expected to minimize safety risk and advise management of any need for modified duties. The Company reserves the right, on a confidential basis, to confirm the nature and duration of any work modification with their doctor.

No worker misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.

Assistance/Rehabilitation

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The Company recognizes that alcohol and drug dependency are treated illnesses, and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol, or drug Problem are strongly encouraged to seek advice and follow appropriate treatment promptly before job performance is affected or violations of this policy.

Declaring a Problem does not remove an employee from any requirement for testing under this policy.

Where a medical professional, substance use professional, or other counselling professional advises that there may be a risk that would prevent an employee from doing their job safely, a medical work modification may be issued, and the individual may be assigned to alternate duties if available and at the discretion of the Company. The Company will try it is best to accommodate medical work modification until it poses to be an undue hardship on the operations of the Company. In some locations/situations, medical work modification may not be available/appropriate.

Confidentiality

Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns. Only the information strictly limited to the level of functionality may be shared with management for purposes of determining fitness for work, appropriate work accommodation, and/or work re-entry initiatives.

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Division(s):	All	Department(s):	All	Revision #:	4
Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	May 27, 2025

Diversity, Equity, and Inclusion (DEI) Policy Statement

Objectives

At Daytona Homes we embrace our family-oriented culture and entrepreneurial spirit. Whether an employee, trade, supplier, customer, or partner, we are united by our values of passion, win-win relationships, responsibility, and community. To model our values, and to embrace our family-oriented spirit, Daytona Homes is committed to the principles of diversity, equity, and inclusion (DEI):

- We are committed to workforce **diversity**,
- We are committed to creating **equity** across our companies and
- We are committed to fostering and advancing a culture of **inclusion**. Our culture of belonging is about uniting different backgrounds, beliefs, and experiences in an environment where everyone feels valued and works together to achieve greater outcomes.

Our people are our most asset. The collective sum of each of our differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that we invest in our work are a significant part of not only our culture, but our reputation and our companies' achievements as well. Through our commitment to DEI principles and actions, we will support our employees so that we all feel supported, and can do our best at work, every day.

Scope

This policy applies to all employees employed by a Tacada company (including Accent Infills, Carriage Signature Homes, City Homes, Daytona Homes, Tacada Investments, Tacada Services Corporation).

Definitions

Diversity: Diversity is our differences. We acknowledge, value, and celebrate the differences amongst our employees with respect to age, ethnicity, gender, physical and mental ability, race, sexual orientation, or spiritual practice. We understand that each of us is unique and we respect our individual differences.

Equity: Equity is about providing access and support to opportunity. We treat our employees in consideration of diverse needs so that everyone can participate, perform, and engage to the same extent. We will provide equal access to, and opportunity for all employees to grow and advance.

Inclusion: Inclusion means you feel like you belong. By embracing diversity and equity, we commit to a culture of inclusion. This means we will do our best to ensure our workplace supports each employee to feel safe, respected, valued for who you are, and have a sense of belonging, such that you can do your best at work.

Guidelines

Employee Responsibilities:

- Respecting the dignity and diversity of all people.
- Be part of creating and supporting an inclusive environment that is free from discrimination, violence and bullying.

Management Responsibilities:

- Ensuring that employment-related decisions are free from discrimination.
- Engaging in conscious inclusion and other behaviors that promote equity.
- Creating an inclusive and safe work environment that supports DEI and behaviors that reinforce our mission and values
- Ensuring a work environment that is free from discrimination, violence and bullying.
- Consistently displaying inclusive leadership behaviors valuing all perspectives and listening to diverse points of view.
- Role modeling inclusive and respectful behavior in the work environment and all work-related activities.
- Encouraging employees to collaborate, make suggestions, and respect and listen to diverse opinions.
- Cultivating a workplace that inspires respect for all employees, customers, vendors, contractors and others in the work environment.

Addressing, Investigating and Reporting Issues concerning DEI:

Employees are to speak to their manager or HR for any issues or concerns regarding workplace behavior that is not aligned with our DEI policy. In the case of workplace violence, violence or bullying, employees are to refer to the procedures outlined in the Anti-Violence, Anti-Bullying, Anti-Harassment policies.

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Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	May 27, 2025

Media Relations

Effective media relations are critical to the ongoing success of Daytona Homes and the way that the Company is perceived by our customers and the public at large. The Company will work to ensure that information regarding the organization is accurate, informative, and positive and we will work to manage the information provided to media outlets.

Unless specifically designated by the President to speak on the Company's behalf, all Daytona Homes trade partners are prohibited from commenting to the media in any way other than to inform them that they must contact the President of Daytona Homes.

When responding to requests for comments on behalf of the company, please respond with "I am unauthorized to speak on behalf of Daytona. I would be happy to take your contact information and pass it on to Daytona's President as he is the only person able to comment on this matter".

Please remember, even the shortest conversation or comment regarding the topic can be shared publicly. Therefore, it is imperative that you stick to this script and make no comment regarding the media inquiry.

It is also the responsibility of the trade partner to inform Daytona's construction manager that there has been a request from the media to speak on Daytona's behalf so that the company can respond in a timely manner.

Social Media

As a Trade Partner hired by Daytona Homes, it is your responsibility to refrain from making any comments on behalf of the company or using the company logo, or trademark without the consent of the Daytona Homes President. Refrain from posting any negative comments regarding Daytona Homes, its products, or employees. When posting, ensure that you respect all copyright laws and reference material appropriately.

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential company information.
- Any discrimination such as race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, criminal conviction, political belief, and lawful source of income (The Manitoba respective Human Rights Code).
- Defamatory statements regarding the company, its employees, customers, competitors, or vendors.
- Inappropriate behaviour on a work site (including drinking)

Tips: Whenever posting anything concerning Daytona Homes, please use the following best practices:

- Hashtag #daytonahomes in all pictures, when referencing Daytona so that it is easy to track our social media exposure.
- Use spell check before posting anything on social media.
- Have a co-worker review the post for accurate content and appropriateness.

Failure to comply with the terms of this Agreement may result in disciplinary action, up to and including termination of your subcontract assignment.

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Smoking Policy

Smoking and Vaping are not permitted in any office. All employees are required to maintain 5m from any doorway when smoking.

Smoking and Vaping are not permitted inside buildings under construction or completed homes. A minimum distance of 25 feet from the structure be maintained for all personnel on site that are smoking or vaping.

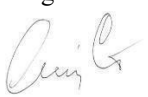
Ensure all cigarette butts are extinguished and disposed of properly.

Smoking is not permitted in the area of flammable materials.

Smoking is permitted only in designated areas set forth by Government Legislation and the Prime Contractor.

This policy does not take precedence over City, Provincial or Municipal by-laws or any other government legislation.

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision # 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Show Home Security

Objectives

To provide a safe workplace for our Employees, Contractors, Suppliers, Clients, and the general public. Working alone in certain circumstances, situations or environments is unsafe and requires special arrangements to minimize potential hazards.

Policy

This policy applies to all employees working in a show home, sales center, or house.

All employees working alone in a show home, sales center or house must have an emergency watch/fob that sends a distress signal and alerts the closet emergency contact and or emergency services.

Definition

Alone" means beyond the visual or audible range of any other individual for more than a few minutes at a time.

Emergency watch/fob

It is a safety device that when enabled contacts listed emergency contacts and 911 closet to your location.

Procedure

Employees working alone in a show home, sales center, or house, shall advise their supervisor of this. This will also include any work that is done outside of regular office hours.

Responsibilities:

Safety representative and Direct manager to ensure that employees are adhering to the procedures outlined above.

Section 6

Personal Protective Equipment

Daytona Homes
Health & Safety Manual

Division(s):	All	Department(s):	All	Revision #:	3
Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	November 12, 2023

Personal Protective Equipment (PPE) Policy

It is the policy of this company to have all Employees and Contractors (Trade Partners) follow Daytona Home's PPE requirements and follow the requirements for all PPE as per Manitoba Workplace Safety and Health Regulations 217/2006 Part 6 PPE. SDS Sheets is also an excellent resource to the PPE that you need to handle the product safety. Another option is to review the manufacturers' recommendations.

All Employees and Contractor's (Trade Partner) will wear Hard Hats, CSA approved footwear, long pants or shorts that meet the company guidelines, t-shirts with a 6" sleeve on construction sites. For this requirement, it be noted that any house prior to completion or occupancy date be under construction. Construction activities on a home adjacent to a site that is completed will require personnel to wear safety equipment per the policy.

It is the policy of this company to have all Employees and Contractor (Trade Partner) use the proper PPE when and where required by the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006, Safety Data Sheets, and the company's policies.

Employees and Contractor (Trade Partner) also wear any other PPE required by manufacturer's recommendations, Safety Data Sheets or the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

All Personal Protective Equipment used will be in good condition and maintained according to manufacturer's instructions. Do not used damaged equipment such as scratched glasses, worn out boots, gloves etc.

The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006. All Employees should be familiar with the Manitoba Workplace Safety and Health Regulations 217/2006 Part 6 Personal Protective Equipment.

The Manitoba Workplace Safety and Health Act and Regulations states that an employer take reasonable measures to reduce hazards to a level where Personal Protective Equipment would not be necessary. However, during some work operations conducted it is impractical or impossible to eliminate all workplace hazards. Therefore, all workers performing jobs the Prime Contractor requires Personal Protective Equipment (PPE).

This section of the safety manual addresses the type of Personal Protective Equipment acceptable for use by the Prime Contractor's Employees and Contractors (Trade Partners). This will be considered a minimum standard for the following:

- Foot Protection
- Eye and Face Protection
- Hearing Protection
- Limb and Body Protection
- Respiratory Protection
- Full Body Harnesses, Lanyards & Life Lines, anchors

It is not the intention of this Health and Safety Program to outline specific Personal Protective Equipment for all situations. The ultimate responsibility of selecting suitable Personal Protective Equipment is with the Contractor (Trade Partner) and the individual worker/employee.

Selection, Care and Use of Personal Protective Equipment

Personal Protective Equipment (PPE) is the third and last means of protecting workers from injury. PPE is only employed when administrative, and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained and that all Safe Work Practices are followed. PPE then provides an additional degree of protection from injury.

Types of PPE

PPE generally falls into two categories. The first category (Basic) is the PPE that should be always worn by all personnel in the workplace. This normally includes Hard Hats, Safety Boots/Shoes, and appropriate clothing. The second category (Specialized) covers PPE, which is used only for specific jobs or for protection from specific hazards. This includes gloves, safety glasses, Respiratory Protective Equipment, Fall Protection Systems, and special clothing where required by the *Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006*.

Selecting PPE

Information gathered from the "Hazard Assessment," manufacturers' recommendations, applicable regulation(s), and the experience of Management, Supervisors and Employees will help you in your selection of appropriate PPE for your operation. In cases of special circumstances such as chemical handling or working at heights, you may wish to call on outside expertise to assist in the selection of proper PPE.

Fall

Fall Protection Systems

General

Fall Protection Systems are used in construction to provide workers working at heights 3m over ground level with freedom of movement and protection from falls. These devices will arrest a fall and absorb some of the shocks of the fall. The systems are usually worn around the body and are attached to a lanyard or shock absorbing lanyard, retractable lanyard or lifeline with a rope gr. Personal Fall Protection Systems be used for any work over 3m from the ground or floor if no guardrails are in place. If there are unusual conditions (i.e., rebar, debris piles, vehicles, stairs, ramps, material) then fall protection be utilized at the 1.2m distance for a fall.

A lifeline should never be used as a service line. The only time a lifeline becomes a load-bearing line is in the event of a fall. At all other times, it should be just slack enough to permit free movement on the lifeline.

Training be obtained by employees or contractors (trade partners) prior to using Fall Protection Equipment on site. Training be renewed every 3 years to ensure that employees are competent. Certification be available on site for review by any of the Prime Contractor's representatives or government agency (OH&S) for any training provided.

In the Residential Construction Industry, full body harnesses with a shock absorbing lanyard be used for all fall arrest situations.

It is very important to get quality advice in the selection, purchase, and maintenance of your Fall Protection System.

See CSA Standard:

- “Fall Arresting Devices, Personal Lowering Devices and Life Lines “CSA Z259.2.2-98

DO:

- obtain expert advice before purchasing a fall arresting device.
- properly train and practice with the system you decide to use.
- use webbing type harnesses instead of leather harnesses.
- use only the manufacturer's components for replacement parts.
- inspect carefully before each use (inspection to be performed by a competent worker).
- have the harness fitted snugly to the worker using the system.
- ensure that the anchor points are secure and able to support the anticipated load in the event of a fall.
- follow the manufacturer's instructions on care and use.
- ensure all lines used with the systems have thimbles.
- use only the proper safety rated fastenings with the system.
- use a full body harness with shock absorber whenever possible.
- have an Emergency Response Plan (ERP) in place before using a Fall Arrest System for work, and
- ensure that all personnel are trained in the use of the Emergency Response Plan (ERP).

DO NOT:

- modify, change, or put additional holes in the harness or hardware.
- jerry-rig the system.
- use the system for any other than its intended use.
- use the lifeline for a service line.
- work alone or without a means of contacting assistance.

Foot Protection

General

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used. Your choice of protective footwear should always over protect, not under protect.

DO:

- Choose footwear according to job hazard and CSA Standards.
- Lace up boot and tie laces securely; boots do not protect if they are a tripping/fall hazard.
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).
- Choose a high cut boot to provide ankle support (fewer injuries).

DO NOT:

- Wear defective safety footwear (i.e., exposed steel toe caps).
- Under protect your feet or modify safety footwear.

Eye and Face Protection

General

This Personal Protective Equipment (PPE) is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splash liquids
- Ultraviolet, infrared, and visible radiation (welding).

This PPE has two types. The first type, “**basic eye protection**” includes:

- Eyecup goggles
- Monodrama goggles and spectacles with side shields

The second type, “**face protection**,” includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welder’s shields or helmets with specified cover
- Filter plates and lens

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should **NOT** be worn at the worksite. Contact lens may trap or sorb particles or gasses causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OH&S office, Material Safety Data Sheet (MSDS) or a supplier will help in your selection.

For more information, look at:

- The *Manitoba Workplace Safety and Health Act and Regulations*, and
- CSA Standard Z94.3-07 (R2014) Eye and Face Protectors, and
- CSA Standard Z94.3.1-09 Selection, use and care of protective eyewear.

DO:

- Ensure your eye protection fits properly (Close to the face).
- Clean safety glasses daily or more often if needed.
- Store safety glasses in a safe, clean, dry place when not in use.
- Replace pitted, scratched, bent, and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver).

DO NOT:

- Modify eye/face protection.
- Use eye/face protection that does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

Use and care of Hearing Protection

The hearing protection that will be used on site will mainly be the soft foam plugs that are inserted into the ear canal. When properly placed they will provide up to a 32-dB reduction in the exposure to noise.

Wear

- Read and follow all earplug fitting instructions, fitting during hearing testing

Selection

- Avoid overprotection in minimal noise environments – in selecting the best earplug for your situation, consider noise levels and your need to communicate with co-workers or hear warning signals on the job

Maintenance

- Inspect earplugs prior to wearing for dirt, damage, or hardness – discard immediately if compromised
- For proper hygiene, discard Single-Use earplugs after use

Fitting Instructions

1. With clean hands roll the entire plug into narrowest possible crease-free cylinder.
2. Reach over your head with your free hand, pull your ear up and back, and insert the earplug well inside your ear canal.
3. Hold the plug-in place for 30-40 second, until the plug fully expands in your ear canal. When properly fitted the plugs should not be visible to someone looking at you from the front.
4. When removing the plug twist to break the seal and remove it slowly.

For further information, look at

- The *Manitoba Workplace Safety and Health Act and Regulations* and
- CSA Standard Z94.2-14 Hearing Protection Devices - Performance, care, selection, and use.

DO:

- Ensure you are wearing proper CSA approved eye and face protection.
- Reuse ear plugs, always put in a new pair.
- Go to the Doctor if you become dizzy, think you may have an ear infection, or ringing in the ears.
- Wash hands prior to inserting ear plug.
- Sanitize ear muffs daily

DO NOT:

- Work in loud environments without hearing protection
- Reuse ear plugs especially if they are dirty

Head Protection

General

Safety headwear is designed to protect the head from impact, falling objects, bumps, splashes from chemicals or harmful substances and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is the Class G hard hat that has the required “dielectric strength” for sites with a potential for electrical shock protection up to 2200 volts. There are many designs, but they all must meet the CSA requirements for Class G industrial head protection.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer’s instructions. If attachments are used with headwear, they must be designed specifically for the protective headwear being used. Bump caps are not considered a hard hat. In Manitoba, they can only be used when the only hazard is where a worker might strike their head against a stationary object.

For further information, look at

- The *Manitoba Workplace Safety and Health Act and Regulations* and
- CSA Standard Z94.1:2015 Industrial Protective Headwear – Performance, Selection, Care and Use.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight, and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

DO:

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer’s instructions.
- Consult OH&S or your supplier for information on headgear.

DO NOT:

- Drill removes peaks or alter the shell or suspension in any way.
- Use solvents or paints on the shells (damages the shell).
- Put straps over the brims of Class B headgear.
- Use any liner that contains metal or conductive material.
- Carry anything in the hard hat while wearing the hard hat.
- Put decals or stickers on the headgear that will cover the shell or do not meet the manufacturers requirements.

Limb and Body Protection

General

Due to the nature of the construction workplace and the number of different hazards it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as “job exposures” (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or raise materials). PPE in the category would be items such as:

- Leg, arm, chin, and belly guards
- Specialty hand pads and grips
- Leather aprons and leggings
- Full body suits
- Flame and chemical resistant clothing
- Various types of plastic boot covers, and overshoes

For more information on the type of specialty PPE you require, check your local OH& S office. With all Personal Protective Equipment following the manufacturer’s instructions on its use, care and cleaning is critical and will help you get the full-service life from your specialty PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands includes finger guards, thimbles and cots, hand pads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE must protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

Types

PPE for the hand come in many forms, each designed to protect against certain hazards. Gloves most used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials or combinations of materials.

Vinyl coated, or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the jobsite that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt out the selection or need for glove or hand PPE, consult your safety supplier, Safety Data Sheet (SDS), or local OH&S office.

DO:

- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off gloves before removing them.
- Ensure that gloves fit properly.
- Use the proper hand PPE for the job.
- Follow manufacturer’s instructions on the care and use of the hand PPE you are using.
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE).

DO NOT:

- Wear gloves when working with moving machinery (gloves can get tangled or caught).
- Wear hand PPE with metal parts near electrical equipment.
- Use gloves or hand protection that is worn out or defective.

Respiratory Protective Equipment

General

Respiratory protection falls into two major categories. The first category is **Air Purifying Respirators (APRs)** which are particle (dust) or chemical cartridges but have **NO** visor plate. The second category is **Atmosphere Supply Respirators** which includes self-contained breathing apparatus (**SCBA**), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice.

APRs

There are two basic types of APRs:

- Disposable fiber type with or without charcoal or chemical filter “buttons” and
- The reusable rubber face mask type with disposable or rechargeable cartridges.

The choice depends on your job, lor, cost, and your maintenance facility.

It is important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs do not supply or make oxygen.

The service life is affected by the type of APR, the wearer breathing demand and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), O.H. & S. or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days growth is the worst. Follow the manufacturer’s instructions to the letter regarding the mask, filter, cartridges, and other components. Workers who must use respiratory protection should be clean shaven.

An APR is only as good as its seal. The seal will directly affect the ability of the APR to filter out the contaminants it was designed to remove.

Combination Respirators

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). **This type of respirator is suitable for most spray painting and welding.** For more information check the:

- Material Safety Data Sheet (MSDS),
- *Canadian Occupational Health & Safety Regulations*
- The local OH & S office, or
- The safety equipment supplier.

For more information, look at the

- *The Manitoba Workplace Safety and Health Act and Regulations,*
- CSA Standard Z94.4 - 11 Selection, Use and Care of Respirators

Respiratory Protective Equipment

DO

- Train workers very carefully in the APR's use, care, and limitations;
- Ensure that respirators are properly cleaned and disinfected after each shift, per the manufacturer's instructions;
- Dispose of exhausted cartridges and masks in sealed bags or containers;
- Keep new, unused filters separate from old, used filters;
- Monitor APR use; they are useless just hung around the neck; and
- Replace filters when breathing becomes difficult.

DO NOT

- Use for protection against materials which are toxic in small amounts;
- Use with materials that are highly irritating to the eyes;
- Use with gases that cannot be detected by odor or throat or nose irritation;
- Use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label);
- Use respirators or masks if the serviceability is in doubt;
- Use APRs where oxygen content in the air is less than 16% or 18 kilopascals (partial pressure or greater).

Air Purifying Respirator (APR) Fit Testing Procedure

1. Review how to disassemble and assemble the respirator. Have the employee complete the process on their own.
2. Check the employee for sensitivity to the testing agent by dispensing a small amount of the smoke and asking if they can identify the scent or if they react to the testing agent (cough).
3. Show how to don the mask and the use of the straps to adjust for a proper fit.
4. Do a positive pressure test by having the employee cover the exhalation vent with the palm of their hand and trying to breathe out. If the mask moves away from the face to let the air out the test is good.
5. Do a negative pressure test by having the employee cover the filter mounts with the palms of their hands and trying to inhale. If the mask moves inward (collapses) the test is good.
6. Attach the filters to the mask and conduct the qualitative fit test using irritating smoke. Conduct test when standing normally, turning head to either side, bent at the waist and while speaking.
7. If any of step 3-7 do not pass, then restart the procedure with a different mask or adjust the existing mask.

Section 7

Preventative Maintenance Program

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Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Maintenance Program Policy

All tools and equipment be properly maintained to reduce the risk of injuries to employees or damage to property or equipment.

The Prime Contractor's Safety Representative and Superintendents ensure that all maintenance of company tools is carried out by qualified personnel according to established schedules and that records are maintained. Inspection of employee tools and company supplied safety equipment will be carried out on an annual schedule for all field personnel.

All tools and equipment be properly maintained to reduce the risk of injuries to employees or damage to property.

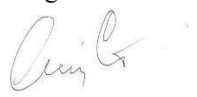
The Prime Contractor's Safety Representative and Superintendents ensure that all maintenance of company tools is carried out by qualified personnel according to established schedules and that records are personnel maintained. Inspection of employee tools and company supplied safety equipment will be carried out on an annual schedule for all field.

All employees regularly check all tools and equipment that they are working with and take out of service any tools or equipment that pose a hazard due to a need for repair.

All tools and equipment that are inspected and found to have a defect be tagged and removed from service immediately. The tag identifies that the tool not be used and what the defect is that requires a repair.

The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006. All employees should be familiar with the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

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Lock out / Tag out Policy

The following Policy is a general overview of Daytona Homes Lock out / Tag out program as per the Manitoba Workplace Safety and Health Regulations 217/2006 Part 16 Machines, Tools, and Robots.

Daytona Homes employees do not perform work on energized equipment; they are not competent or trained to do so. All electrical work is completed by one of our certified Trade Partners.

All construction activity involves people working with tools and equipment. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. An effective maintenance program will reduce the risks of injuries, damage, and loss.

Tag-out Procedure: (White & Red Tags)

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. An effective maintenance program will reduce risks.

If any tools, equipment, materials are broken, damaged or missing parts they must be tagged out at its location. Place an “orange tag” on the item and remove from the work area immediately. A tag on the item to alert others that the item is unsafe.

On the tag, write the date, your name, and a brief description of the hazards. Tell your supervisor that you tagged something out, the reason and, ask where you should put it.

The item can be returned to service if:

- The item is repaired by a competent person
- The item is replaced if it can not be repaired
- Copies of these tags will be put on file

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Fire Extinguisher / First Aid Kit Inspections

To ensure that all safety equipment is adequate, the following items be checked when conducting the annual inspection.

Fire Extinguisher:

Check the following items:

- ✓ Pressure gauge needle is in the green area indicating that it is at full pressure
- ✓ Enter Fire Extinguisher Log Inspection on True Context
- ✓ Pin is properly secured by plastic break away ties
- ✓ End of hose is not obstructed or damaged

First Aid Kit:

- ✓ Contents are in kit per label that is located on inside of lid
- ✓ Document any items removed from this kit on first aid form
- ✓ Replace missing items
- ✓ Replace any expired items
- ✓ Cloth kits can not have any tears, holes, broken zipper and must be clean
- ✓ Metal kits must be free of rust and the latch must be in working order

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Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Tools & Equipment Inspections

To minimize the risk associated with using power and hand tools or equipment, the following inspection procedure be used to determine if the items are in good condition. All company tools and equipment be inspected daily by all personnel that are using them. A formal inspection that is documented be completed yearly for each company tool. Inspection will be completed on True Context app.

If any deficiencies are found during the inspection, the tool be taken out of service immediately and tagged with a “Orange tag” until it is repaired. All tags be filled out and kept after the repair is completed and kept on file.

Power Tool Inspection

Look for the following items when conducting an inspection;

- Check power cords for breaks in the casing.
- Check the plug to ensure that all prongs are in place.
- Check to ensure that all guards are in place and are operating as designed. Refer to operating manual for the tool if you are unsure of the guards on the equipment.
- Check the switches to ensure they are operating freely and do not stick.
- Check blade/bit to ensure that there are no cracks or missing teeth. Any blade that is cracked or is missing teeth be replaced immediately.
- Check grinder/cutting blade to ensure that it has not worn down more than 20% from its original diameter.

Hand Tool Inspection

Look for the following items when conducting an inspection;

- Cracked, broken or damaged handles.
- Ends of tools are not cracked or chipped.
- The tool is working as designed.

Electrical Cord Inspection

Look for the following items when conducting an inspection;

- Cracked or damaged casing.
- Missing or broken prongs on plugs.

Extension Ladder Inspection

Look for the following items when conducting an inspection;

- Oil, grease, paint, or excess dirt.
- Rungs of the ladder to ensure that they are secure and not bent.
- Side rails of the ladder to ensure that there are no delamination's, cracks, or bends.
- Extension ladder non skid feet/picks are damaged or defective.
- Extension ladder locks to ensure that they are operating properly and are not cracked, broken or missing parts.
- Ropes or pulleys are damaged or defective.

Step Ladder Inspection

Look for the following items when conducting an inspection;

- Oil, grease, paint, or excess dirt
- Cap of the step ladder for cracks or breaks.
- Rungs of the ladder to ensure that they are secure and not bent.
- Side rails of the ladder to ensure that there is no delaminating, cracks, or bends.
- Spreaders or locks are damaged or defective.

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Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	July 27, 2023

Equipment Inventory

The equipment that requires monitoring, periodic checks, and maintenance are as follows:

- Company Vehicles;
- Power tools;
- Hand tools;
- Ladders;
- Power cords;
- Temporary lighting equipment;
- Temporary heating equipment;
- Personal Protective Equipment;
- Any other items listed on the company tools and equipment spreadsheet;
- Other accessories.

Section 8

Training/Orientations/Safety Meetings

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 28, 2025

Safety Training Policy

Purpose

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

It is the responsibility of all contractors (Trade Partners) to ensure that their employees are properly trained prior to commencing work for the Prime Contractor.

Policy

Employees are required to participate in all safety and related training that is necessary to minimize losses of human and physical resources of the company. In addition, safety meetings involving all employees will be held monthly.

This training will include, but will not be limited to:

- New Hire Safety Orientations before or on the first day of work.
- Safety Orientations will be performed a secondary time upon return from maternity and or extended medical leave as well as re hires.
- Complete the Competency training checklist on the first day of work, this applies to Field Technicians and Superintendents. This checklist will measure employees training, knowledge, and experience.
- Specialized safety and related training (First Aid, WHMIS2015, Fall Protection). Three years re certification will apply to First Aid & Fall Protection training. WHMIS2015 re certification will be required only if legislation changes.
- Job-specific training (Aerial Platform, Explosive Actuated Tools).
- Task and trade-specific training and certification
- Safety training for field level management and supervisors (Work Site Investigation Basics, Leadership for Safety Excellence, Ground Disturbance 201) Re certification required upon expiry if applicable.

Unless special arrangements are made, the company will not be required to provide safety training for contractor (trade partner). All contractors (trade partner) are responsible to ensure that they and their employees have received adequate training acceptable to the Prime Contractor's standards before commencing a task.

The "initial employee orientation" training can be the most important training program for both the employee and the employer. This training outlines the safety policies and practices to the employee and includes an overview of the Health and Safety Management System. At the end of the orientation, the employee will be more aware of their personal responsibilities concerning their specific job and the company in general. The supervisor will be able to gauge the employee's ability to perform adequately within the existing structure of the company.

Training Requirements

The following specifies training for employees:

All employees

- The applicable & appropriate safety orientation based on their role

Field Technicians/Warranty Superintendents

- Emergency First Aid training with Level with Level C CPR and AED
- WHMIS 2015

Superintendents

- Standard First Aid Training with Level C CPR and AED
- Leadership for Safety Excellence
- Worksite Investigation
- Safe Trenching Excavation and Ground Disturbance
- WHMIS 2015

Site Superintendent Managers/Field Construction Managers

- Standard First Aid Training with Level C CPR and AED
- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance
- WHMIS 2015

Construction Managers

- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance
- WHMIS 2015

Office Staff

- The number of office employees that require first aid training will be determined by the Workplace Safety and Health Legislation 217/2006 for the City & Province in which they work.

Section 9

Safety Inspections

Inspection Policy

Purpose

Inspections are required to provide a formal documented system that shows all levels of the organization are participating in the process and identifying unsafe acts and conditions as well as correcting them. This illustrates a top-down philosophy for safety and participation by the upper management as required by the audit process.

Policy

The Prime Contractor will make ongoing safety inspections a normal part of its daily work activities.

Responsibilities

The Safety Representative is responsible for the overall operation of the program and ensure that all field personnel conduct the yearly formal inspection of their tools and equipment.

Superintendents: Are responsible for completing 4 inspections of their sites each month. The inspections will be completed for homes at the high-risk stages of construction for 50% of the inspections. Excavation, framing, roofing, and siding be the stages of construction that be high risk. Superintendents and Site Assistants are responsible for conducting ongoing informal inspections of areas where employees are working and documenting the inspections. In addition to the 4 inspections, 2 Toolbox meetings must be performed.

Site Superintendent Managers Are responsible for completing 4 inspections each month, in addition 2 toolbox meetings. The inspections will be completed for homes under construction at the high-risk stages. This includes excavation, framing, roofing, and siding.

Field Construction Managers: Are responsible for completing 2 inspections each month. The inspections will be completed for homes under construction at the high-risk stages. This includes excavation, framing, roofing, and siding.

Construction Managers: Are responsible for completing 2 inspections each month. The inspections will be completed for homes under construction at the high-risk stages. This includes excavation, framing, roofing, and siding.

General Managers: Are responsible for completing 1 inspection each month. The inspections will be completed for homes under construction at the high-risk stages. This includes excavation, framing, roofing, and siding.

All workers are responsible for participating in and contributing to the inspection program by reporting unsafe acts and conditions.

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Division(s):	All	Department(s):	All	Revision #:	3
Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	May 1, 2023

Safety Inspections

Safety inspections of company activities and company owned work sites will be performed as per the inspection policy to identify unsafe acts and conditions that could potentially cause or create injuries or property, material, tools or equipment damage.

The inspections are a gauge by which Employees and Contractors (Trade Partner) can determine how effective they are in promoting safety attitudes and actions in the workplace. The inspections will be performed by the Safety Department, General Managers, Construction Managers, Superintendents or Field Technicians and be designed to acknowledge good, acceptable performances, as well as unacceptable performances.

Ongoing (informal) Inspections

Ongoing inspections should be conducted by supervisory personnel who do most of their work on the job site. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a Problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective action must be recorded by the supervisors for follow-up. Contractor (Trade Partner) be notified, in writing, regarding continued infractions.

The frequency of inspections is outlined in the Inspection Policy and be strictly adhered to. This process is designed to comply with applicable sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

The inspection report is designed for company use and is not intended to replace accepted reports or inspection forms developed for specific situations or designed to comply with applicable sections of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

Section 10

Incident Investigation

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 1, 2023

Incident Policy

An incident is any unplanned and unwanted event which results in, or could have resulted in, damage and/or injury. Almost every incident is the result of a combination of causes. The primary purpose of an investigation is to identify these causes so corrective action can be taken to prevent a recurrence of the incident. Additionally, information collected will be valuable in preventing incidents by communicating the information to all employees in the organization. The investigation be conducted by the supervisor in charge of the area and/or personnel involved. The Construction Manager or Safety Department may assist in the investigation and review the incident report to ensure appropriate corrective actions take place.

Occupational Health and Safety (OH&S) Reporting Requirements

- a) Incidents that be immediately reported to Manitoba Workplace Safety & Health Act W20 and Regulations 217/2006 include any incident in which a worker is killed.
- (b) in which a worker suffers (I) an injury resulting from electrical contact, (ii) unconsciousness as the result of a concussion, (iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot, (iv) amputation of an arm, leg, hand, foot, finger or toe, (v) third-degree burns, (vi) permanent or temporary loss of sight, (vii) a cut or laceration that requires medical treatment at a hospital as defined in The Health Services Insurance Act, or (viii) asphyxiation or poisoning
- (c) that involves (I) the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation, (ii) an explosion, fire, or flood, (iii) an uncontrolled spill or escape of a hazardous substance, or (iv) the failure of an atmosphere-supplying respirator.

Preservation of Evidence

Except to the extent necessary to free a trapped person or to avoid the creation of an additional hazard, and subject to a directive issued by a safety and health officer under clause 24(1)(l) of the Act, an employer must ensure that nothing involved in a serious incident is altered or moved until at least 24 hours after the notice under subsection 2.7(1) is given. In accordance with the Manitoba Workplace Safety & Health Act W210.

Incident Types

There are several types of incidents that occur, and each has specific procedures to be followed. All personnel are to be aware of the differences between the types and which report or reporting requirements are to be followed. This would include occupational illness.

Work Refusals – All reports regarding unsafe work refusals must be addressed and investigated by the health and safety representative in conjunction with the joint work site health and safety committee if applicable.

No Loss Incident / Near Miss – Incident that under slightly different circumstances would have resulted in an injury or property damage. This type of incident be reported to your immediate supervisor and Safety Department, and a No Loss/Near Miss incident report form be completed.

Minor Incident – A minor incident is an injury that occurs to a person that can be dealt with by a First Aid trained person on site. It be reported to your immediate supervisor; the respective divisional Safety Department and a Minor incident report form be completed with the participation of the personnel that were involved in the incident.

Serious Incident – Serious incidents are incidents that require medical attention at a treatment centre. Any incident that has the potential for serious injury or possibility of a fatality be a Serious Incident. Incidents of this nature are to be reported to your supervisor and immediately notify the Manitoba Workplace Safety and Health Division, and Safety and Fleet Manager to begin an investigation and a complete all necessary documentation.

Expanded Incident Investigation Reports – Will be completed by the Health and Safety Manager for any major incident or fatality experienced by an employee or a Trade Partner working on site. A major incident could be a fire, explosion, spill. These reports will be submitted to the Safety and Fleet Manager for review.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety & Fleet Manager	Revision Date: July 27, 2023

Incident Investigation

Purpose

To investigate incidents so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

Policy

In this company, the following types of incidents be fully investigated:

1. Incidents that result in injuries requiring medical aid;
2. Incidents that cause property damage or interrupt operation with any potential loss;
3. Incidents that must be reported to Manitoba Workplace Safety and Health Division, Workers Compensation Board, or other regulatory agencies.
4. Any incident that under slightly different circumstances may have resulted in an injury.

Responsibilities

1. All Employees report all incidents to their immediate supervisor and or the Safety department.
2. All Contractors (Trade Partner) report all incidents to the Superintendent or Safety department.
3. Superintendents conduct initial investigations and submit their reports to the Safety Department or Construction Manager promptly. Contractors (Trade Partner) submit a report to the Construction Manager.
4. Superintendents and Contractors (Trade Partner) determine the need for and, if necessary, direct, detailed investigations. They also determine the causes, recommend corrective action, and report this information to the Safety Manager.
5. The Construction Manager review all Superintendent and Contractor (Trade Partner) reports, determine the corrective action to be taken, and ensure that such action is implemented.

Serious Injuries

The person or team investigating of a serious injury/fatality incident should proceed as follows:

1. Take control of the scene (preserve evidence) Secure the Scene
2. Ensure that any injured persons are cared for (Dial 911);
3. Contact immediate Supervisor and respective Safety Representative and advise them of the situation;
4. Ensure that no further injury or damage occurs;
5. Get the “big picture” of what happened;
6. Examine equipment/materials involved;
7. Collect and safeguard any physical evidence;
8. Take photographs of the scene;
9. Interview people involved and obtain written statements where appropriate;
10. Analyze all the available information to determine the causes;
11. Look for causes where “the system failed the worker,” not only for those where “the worker failed the system” by not following practices and procedures in the Safety Manual;
12. Determine what corrective action will prevent recurrence; and
13. Complete the report.

Note: Incident investigations are Fact Finding not Fault Finding. They are to prevent recurrence and raise awareness for employees and contractors.

Section 11

Emergency Preparedness

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Emergency Preparedness Policy

On each job site the Construction Manager, Superintendents and Field Technicians be aware of information such as the location of the nearest hospital, fire station and medical clinic to help minimize travel time to obtain treatment for all Employees and Contractor (Trade Partner).

This information is to prevent confusion during an emergency as both Managers and Superintendents will be aware of the various procedures to follow on each job site should a serious incident occur.

All Employees are to be aware of the action required or the number to be contacted but should follow the instructions set out by their supervisor.

The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006. All Employees should be familiar with the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

Emergency preparedness means having plans in place that we hope we never have to use. Emergency preparedness will ensure that everyone has the resources to deal with emergency situations on all our work sites and offices. At a minimum, we should be capable of:

1. Obtaining first aid for the injured;
2. Promptly contacting outside agencies for assistance;
3. Dealing with small fires on site;
4. Evacuating the office, home site or show home;
5. Transporting an injured worker to the nearest medical facility for minor injuries.

The First Aid Regulations set out requirements for recording injuries. Use a First Aid Treatment form for the recording of any in-house first aid treatment.

First Aid Treatment

If an employee or Contractor (Trade Partner) sustains an injury while working on site, the following procedure be followed;

1. If you do not have First Aid training, then you contact the nearest employee with training.
2. If you are First Aid trained, then you will assess the scene. Ensure that you advise the injured person that you are First Aid trained and ask if they are willing to have you assist them.
3. If the nature of the injury is serious (i.e., fracture, open fracture, spinal, head, laceration of an artery, etc.) contact 911 immediately.
4. Do not move the person unless there is a possibility of further injury or loss of life at their present location (i.e., Fire, Explosion, etc.).
5. If the injury is minor in nature, then provide on-site First Aid and transport the individual to the nearest treatment facility.

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Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 28, 2025

Office Evacuation Procedures

If a fire or other emergency occurs in the office the evacuation procedure is as follows;

1. Do not panic. Remain calm.
2. Move to the nearest Fire Alarm Pull Station and activate the system by pulling the center of the alarm station. This will activate the Fire Alarm throughout the building and notify the Fire Department.
3. Advise all office personnel to evacuate the office.
4. Report the nature of the emergency to the Fire Marshal for the office.
5. Leave the office by the nearest safe exit.
6. Dial 911 and provide the address and emergency information to the dispatcher.
7. Meet at the muster point that is noted on the office evacuation plans.
8. Report to the Fire Marshall that all employees are accounted for.
9. If there is someone missing, do not attempt to go into the building. The Fire Marshall will report the information to Emergency Services when they arrive.

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Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Show home or Work Site Evacuation Procedure

If a fire or other emergency occurs in a show home, employees do the following.

1. Advise all office personnel to evacuate the show home or work site.
2. Leave the office by the nearest safe exit.
3. Dial 911 and provide the address and emergency information to the dispatcher.
4. **Show home** - Meet directly across from the show home on the other side of the street.
Work site - Meet at the nearest show home
5. Check to see if anyone is missing. If there is someone missing, do not attempt to go into the building. Remain outside until the emergency services personnel arrive and provide them with the information.
6. Remain at the show home until the Superintendent or other representative advises you that the Emergency has been resolved.

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Emergency Response Plan

The Prime Contractor identify and inform all employees of the potential emergencies that might occur at their workplace. All employees be trained on the Emergency Response Plan during the employees' orientation.

First aid kits and fire extinguishers are in all fleet trucks. First aid kits for all offices be in the first aiders offices as indicated on the posted Fire Mar and First Aider list. Fire Extinguishers are mounted throughout all offices.

The Emergency Response Plan is a plan in the event of an emergency or catastrophe. Must be prepared to implement our Emergency Response Plan in the event of an emergency. We take charge, in keeping with our Health & Safety Program, to protect the public, property, clients, employees, the environment, and ourselves from injury or loss.

This plan contains a phone list of people and organizations, trained, and prepared to assist us in the event of an emergency. All construction field staff, and sales staff carry a cell phone and phones will be available at the offices. The phone list be copied and posted at the offices.

In the event of a serious incident involving Emergency Response Personnel or Government Officials, employees of the company contact their direct Supervisor and/or Safety and Fleet Manager. Management will respond to the scene as soon as is reasonably possible.

An emergency mock training drill also be conducted annually with a review following the drill or actual emergency to ensure the plan meets the needs of the company

Evacuation Procedure

1. Turn off any vehicles and heavy-duty equipment you may be working with.
2. Exit the building through the closest safe exit.
3. Make your way to the Muster Point.
4. Meet with your department and manager and the Fire Mar will determine who is accounted for.
5. If anyone is missing at the Muster Point, let your supervisor and/or Fire Mar know where you saw them last, but do not attempt to re-enter the building to locate the individual.
6. Remain at the Muster Point until all clear to return to work has been given.

Meeting Place or Muster Point

During the employee orientation the Muster Point will be identified based on the employee's work location. Muster points must be clearly marked at each office. Show homes are the muster point for all field construction staff and trades.

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Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 1, 2023

Fire, Spills, Power Outage, Vehicles Emergencies, Inclement Weather

Fire

In the event of a fire call 911 immediately. To alert others in the immediate area and shout "FIRE". Shut down equipment you are using. Attempt to control the fire with available fire extinguishers and personnel if safe to do so. If the fire cannot be contained in the time it takes to discharge one fire extinguisher evacuate to the designated muster point.

Chemical Spill

Identify the spilled chemical. Refer to the MSDS for cleanup procedure and precautionary measures. Wear appropriate personal protective equipment during clean up. Eliminate all sources of ignition and ventilate the area. If the vapors or chemical itself is considered hazardous evacuate the area.

Power Outage

Turn off all equipment that may be damaged or create a hazard when the power is returned. Proceed to your office and wait for further instruction.

Rescue

We must leave the rescue of injured or trapped personnel to the professionals. Failure to follow this procedure may result in the need to be rescued yourself. If you notice a fellow co-worker or visitor is missing from the muster point notify your supervisor or Fire Marshal immediately and advise them of the last area you saw them working.

Motor Vehicle Incident

If it is safe to do so and you are not seriously injured, move your vehicle out of harm's way, like to the shoulder of the road. Make sure your vehicle is no longer moving, shift into park, turn off the engine. If either vehicle is immobile the police must be contacted by dialing 911. Check on all the other parties involved, including drivers, passengers, and pedestrians, to make sure no one is hurt. Call 911 if anyone may be injured. Report the incident, when possible, to your direct supervisor or the Safety and Fleet Manager.

Document as much information as possible regarding the accident, including:

- Driver's name and phone number
- Driver's license number
- License plate numbers
- Insurance information
- Make and models of all vehicles involved
- Pictures of all damages
- Location of the accident

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 1, 2023

Storms, Tornadoes, Winter Driving

Storms and Inclement weather

During thunderstorms, it is not safe to be outside. The risk can be minimized by assessing the lightning threat and taking the appropriate actions. Attention should be given to early signs of thunderstorms: high winds, dark clouds, rain, distant thunder, or lightning. At this point, no new task should be started that cannot be quickly stopped.

It takes the sound of a thunderclap about three seconds to travel one kilometer while the lightning flash is seen instantaneously. Therefore, for every three seconds between the flash of the lightning and the bang of thunder, lightning is one kilometer away. A thirty second Flash-to-Bang count means lightning is 10 kilometers away.

If the “Flash-to-Bang” count is 30 seconds or less, the thunderstorm is close enough (10 km) to be dangerous – seek shelter.

Ensure that all persons leave the danger area in an orderly fashion. Follow this simple rule: Walk, do not run.

Good shelter during a lightning storm includes:

- Fully enclosed building with roof, walls, floor, and plumbing/wiring for ground – stay away from showers, sinks, TV, computers.
- Hard-topped vehicle, doors and windows closed – do not touch metal
- Equipment with enclosed cab – windows and doors closed – metal and radios

Bad (unreliable) Shelter includes:

- Equipment with open cab
- Convertible with the top up
- Tree, tent, car port, shed
- Near water, near metal objects

Use an “all clear” signal that is different from the “warning” signal.

All individuals have the right to leave a site to seek shelter if the person feels in danger of impending lightning activity, without fear of repercussion or penalty.

In case of a serious personal emergency or sever damage to property or buildings call 911.

Working and Driving in Snowstorms

Snow and snowstorms can provide unknown and unpredictable conditions. You could encounter decreased visibility, slippery roads/highways, being stuck or stranded and be exposed to extremely low temperatures and wind chills.

Prior to winter weather, have a mechanic thoroughly inspect your vehicle. Also, make sure your tires are in good condition, checking the air pressure and treads. With your equipment fully functional, the risk of you breaking down or getting in an accident is reduced.

Before driving in winter weather, stock up your vehicle with products to keep you safe. Keep in mind how long and how frequent your travel is. Let someone know your timetable and primary and alternate routes.

Use the following list as a guide:

- Warm blankets
- Jumper cables
- Shovel
- Tire Chains if available
- Small bag of sand or cat litter for traction
- High energy snack foods and bottled water
- Flashlight and extra batteries
- Medications and first aid kit
- Newspapers for additional insulation
- Extra hats, mittens and scarves
- Plastic bags for sanitation
- Warning devices; flares or triangles

Reduce the risk of getting stranded by keeping at least half a tank of gas in your car. An ice scraper and brush should be present throughout the snow season, too; you will need it to clean off your vehicle before you start driving and if you get stuck. If you have a cell phone, do not get into your car without it; it is your link to help.

Knowing the conditions and being prepared is your best defense against snow hazards. Check the road and weather reports prior to departure and communicate and plan your route accordingly. You will want to wear loose-fitting layers for extra warmth and movement.

Take the time to clear snow off your vehicle and thoroughly warm the engine before setting out. This improves your visibility and prepares your engine for harsh conditions.

Once on the road, you are driving techniques and awareness can keep you safe. Set your speed according to visibility, road conditions and volume of traffic. It is always a good idea to steering smoothly, accelerate gradually and brake gently. You will retain traction and avoid skidding.

It takes twice as long to brake on slippery surfaces, so keep extra distance between you and other vehicles. Notice how other cars are handling the road and modify your driving accordingly.

The behavior of other vehicles can alert you to slick spots or decreased visibility.

Most importantly, always wear your seatbelt. If the unexpected occurs, it can save your life.

If your vehicle becomes disabled, do not leave your vehicle, and attempt to walk to safety. Stay with your vehicle and wait for help. The proper use of GPS units can reduce the risk of getting lost in a snowstorm. GPS applications are available on most cellular phones.

Daytona Homes Winnipeg Emergency Phone Numbers

Police, Fire and Ambulance - Dial 911

Office Address

106 Terracon Place, Winnipeg MB

Medical Facilities

Victoria General Hospital, 2340 Pembina Hwy	204.269.3570
Green crest Pembina Clinic (Medi centre), 2750-B Pembina Hwy	204.415.0044

Daytona Emergency Contact

Daytona Construction Manager	204.997.3838
Daytona Safety Manager	780.668.7632

Manitoba Government Agencies

Workplace Safety & Health	204.957.7233 or 1.855.957.7233
Manitoba One Call	204.777.6590
TDG (CANUTEC)	1.888.226.8832
Poison Control	1.855.776.4766

Utilities (Emergency Only)

Power (Manitoba Hydro)	204.480.5900
Gas (Manitoba Hydro)	204.480.5900
Water & Sewer Trouble	311
TV Cle (Shaw Communications)	1.888.472.2222
Phone (Manitoba Telecom)	611 or 204.225.5687

Police Services

Winnipeg Police Services (Non-Emergency)	204.986.6222
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Section 12

Records and Statistics

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Records & Statistics Policy

Introduction

Safety program management is a dynamic part of maintaining an efficient and effective Health and Safety Program. To accomplish this, records are kept for reference of program activities and results necessary for assessment to make required modifications and plan for future activities. Reports that are to be kept on file include:

- safety orientation forms;
- safety meetings;
- formal inspections;
- incident investigation reports;
- First-aid treatment reports.

Scope

Information is collected for injuries or deaths suffered by employees when they are:

- Engaged in activities involving the design, engineering, production, sales, administration and supporting services.

The statistics include:

- Number of Recordable Injuries (RI) and Rate (RIR) per 200,000 man-hours.
- Number of lost time injuries (LTI) and rate (LTIR) per 200,000 man-hours.

Definitions

Recordable Injury (RI): Any work-related injury or illness that requires more than first aid treatment by a First Aid trained employee and/or additional treatment at a medical facility.

The following treatments are considered first aid and are not to be counted as recordable injury cases:

- Non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing, soaking surface wounds
- Wound coverings, butterfly bandages, steric-strips (not closure devices such as sutures, stitches, or staples)
- Hot or cold therapy
- Non-rigid means of support (slings for sprains)
- Drilling fingernail or toenail, draining fluid from blister
- Removing foreign bodies from the eye requires medical attention

- Finger guards
- Massages
- Fluids to relieve heat stress

Incident Frequency Rate (IFR): The number of recordable injuries and illnesses per 200,000 hours of exposure (see “Hours of Exposure” below). The IFR is calculated using the following formula:

$$\text{IFR} = \frac{\text{Number of RI's X 200,000}}{\text{Total employee hours of exposure}}$$

Hours of Exposure: The time an employee is engaged in work activities in the interest of the employer. This includes work related travel but does not include travel to and from work. What is required is the total number of hours employees perform work for the company. Hours spent on the following activities, for example, are not counted:

- Eating lunch
- Company sponsored family party outside of work.
- If the company sponsors a sports team and employees voluntarily play on the team.

Count the hours an employee is working for the company; do not count the time taken to get from home to work, by whatever means.

“Hours of exposure” may not be directly related to pay. Some employees are paid a fixed salary and do not get additional pay when they work overtime. The hours for such employees are difficult to monitor and most companies either do an estimate based on what the employee reports, or just use the hours in a normal work week (for example 40 hours per week, no overtime). When an employee is entitled to overtime pay, it is usually 1.5 to 2.0 times the normal pay. In such cases, count the actual hours worked.

Some employees are paid even though they are on holiday or on vacation. These hours should not be counted because the employee is not performing work in the interest of the employer. The estimation of hours can be simple or complicated. For example, time for eating lunch does not count as a work activity. However, one could argue that if an employee is required to remain at his post while eating lunch, then that time should be counted. (For example, a control room operator for an air separation plant may be required to remain in the control room.) One could go further and ask if the 10-minute breaks employees take should be deducted. It is not necessary to go into such detail when estimating hours.

Note: Full time contract workers that report directly to a company supervisor have their hours included.

Man, Hours Worked: The Man Hours worked is based on the number of hours that an employee works on a yearly basis divided by the number of months. An accepted practice is to use 2000 hours per year as the standard number of hours for an employee to work (40 hours per week X 50 weeks per year). The number to be used per employee per month for this calculation is 167 hours (2000 hours per year / 12 months). Man, Hours Worked = Number of Employees X 167.

Recordable Injury (RI): A work related injury or illness resulting in inability to work and the employee's since beyond the day of the Incident

Injury Severity Rate (ISR): The number days lost due to injuries and illnesses per 200,000 hours of exposure. The ISR is calculated using the following formula:

$$\text{ISR} = \frac{\text{Number of Days Lost X}}{200,000 \text{ Total employee hours of exposure}}$$

Lost Time: The total number of calendar days that the injured person is away from work as a result of a temporary disability. The lost time does not include the day on which the incident occurred or the day on which the injured person returns to work.

Collection of information

A Safety Department employee will compile the necessary information to produce summaries statistics on a monthly basis to the Health and Safety manager

Monthly Safety Summary form

- Total workers at the beginning of the month
- Total number of workers terminated
- Total number workers hired
- Total number completed Orientations
- Total Number of Incidents (Damage Only, Injury Only, Injury and Damage, Near Miss)
- Total Number of Investigations

Section 13

Legislation

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Legislation

All employees will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Act W210 and Regulations 217/2006.

Management, lead technician, safety representatives and employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

Know your Legislated Rights:

- Right to Refuse unsafe work
- Right to Know about hazards you may encounter while doing work
- Right to Participate in correcting the hazards and in your own health and safety
- Right to work without fear of reprisal (can not be reprimanded for refusing)

A copy of the Workplace Safety and Health Act (W210) and the Regulation will be available and will be readily available for all employees to reference. In addition, our company will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program will be implemented for work areas where exposure to noise is in excess of 80dBa.
- Working Alone Procedure is that No worker will work alone on any job site unless a plan is developed by the worker and management – a system of contact is to be developed and adhered to.
- Lock-Out/Tag-Out procedure – A visible lock out tag must be used anytime equipment or tools are damaged. Remove the item from the area.
- Operator Directive – All Operators must have current training.
- Any person working with or in the proximity of a controlled product will require WHMIS 2015 training prior to job start up.
- For all tasks which pose the potential for a musculoskeletal injury, a risk assessment will be conducted and appropriate control measures to eliminate, reduce or control injury to employees will be implemented.
- The company will enforce a program of zero tolerance for workplace harassment, violence, and discrimination.
- Zero tolerance for impairment of any type.

Section 14

Manitoba Supplements

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Hearing Conservation Program

Policy

All Site Superintendents, Field Technicians and Warranty Superintendents will have hearing tests conducted at the company's expense at the intervals specified in Part VII, Section 113 of the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

Responsibilities

Employee - use the appropriate hearing protection when conducting any work for the company.

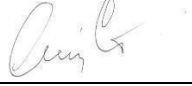
Safety Representative – Arrange the required testing of the Employees and work site and record results of all testing.

Procedures

All Superintendents and Field Technicians will have an initial Baseline test completed within the first 6 months of employment. Follow-up tests will be conducted at 2-year intervals after the initial testing.

The safety information in this policy does not take precedence over the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006. All Employees should be familiar with the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.

Daytona Homes
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 12, 2023

Working Alone Policy

Working alone in certain circumstances, situations or environments is unsafe and requires special arrangements to minimize potential hazards. “Alone” means beyond the visual or audible range of any other individual for more than a few minutes at a time.

The Health and Safety of our Trade Partners on Daytona Homes jobsites is extremely important to us. Daytona Homes has added QR Codes to all property signs and posted copies of the QR Codes at the entrance to the homes to assist with their health and welfare.

Responsibilities:

Daytona Representatives: Employees working alone as defined by the Workplace Safety and Health Regulations Section 28 Working alone or in Isolation, are required to notify their appointed contact of their work location and will need to check in by phone at predetermined times.

Trade Partners: Will use the Daytona Homes QR Code located on the address sign or posted by the entrance to the home when working outside of regular hours and/or on the weekend. Individuals must scan the QR Code and record when they arrive on site and when they leave. This is in addition to the Trade Partners own “Working Alone” Program.

If the person does not call in as scheduled, the contact will repeatedly call the person for 10 minutes to reach them. If there is no response they will go to where the person was working, and continue to call on their way.

- If you know of someone in the area who is closer, contact them to check on the person.
- If there is cause for concern, Contact 911 Emergency Services for assistance

Communication will be done by phone, text, or other source of communication which will provoke an immediate response. Set an alarm on your cell phone or watch for your predetermined check in reminder.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Ergonomics / MSD Injuries

When Daytona Homes is aware or has been advised that a work activity creates a risk of musculoskeletal injury (defined as injuries or disorders of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissues including sprains, strains, and inflammation), Employees are required to ensure that the risk is assessed and implement control measures to eliminate or reduce the risk of musculoskeletal injury.

MSD's are from over exertion, awkward sustained positions or posture, static force, repetitive motion, sitting, standing for long periods of time, vibration and cold or wet working conditions.

MSIs typically occur after weeks, months or years of overusing muscles, tendons, and joints. Not all people will be affected in the same way and some will notice problems sooner than others. They usually develop slowly, but sudden events, such as a slip or fall, may also cause an injury to the musculoskeletal system.

Control measures may include one or more of the following:

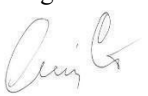
- Providing, positioning, and maintaining equipment that is designed and constructed to reduce or eliminate the risk to the employee.
- Implementing safe work procedures to eliminate or reduce the risk.
- Performing morning stretches, and after breaks
- Implementing work schedules that incorporate rest and recovery periods, changes to workload or other arrangements for alternating work.
- Providing proper PPE
- Provide training and instruction
- Implementing control measures

The physical effects of MSIs range from minor discomfort to disability. Symptoms are not always confined to the injury site. Other symptoms include:

- Numbness or burning in the area
- Joint stiffness
- Muscle weakness or tightness
- Change of skin colour or swelling
- Difficulty grasping/holding objects

Every employee who may be exposed to a risk of musculoskeletal injury is informed of the risk and of the signs and common symptoms of any injury associated with work and receives instructions and training respecting any control measure implemented.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Operator Training

Only certified operators to operate mobile equipment on our job sites. This includes company employees and sub trades. It is the responsibility of Major Electric Ltd. to verify and obtain a current copy of the operator's certification prior to the use of any powered mobile equipment on site.

The training must be conducted by a registered professional and must be current. The operator must carry proof of certification anytime they are operating the equipment.

Operators must fill out a daily hazard assessment and equipment inspection forms required for the job. By performing the daily hazard assessment, you can determine what hazards are involved in and implement corrective measures. There must also be an emergency response plan developed and the job site needs to know how to execute the plan.

The operator must perform a written inspection which will identify any unsafe conditions. All aspects of the equipment must be in proper working order. If there are any unsafe conditions noted the unit can not be operated until all maintenance has been performed by a competent repair shop.

If Daytona Homes finds that the operator is not safely operating the equipment, Major Electric Ltd. reserves the right to request that another certified operator operate the equipment.

Operators should review the safe work procedure prior to use and be familiar with Part 22 Powered Mobile Equipment of the Workplace Safety and Health Act W210 and Regulations 217/2006.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Joint Health & Safety Committee (JHSC)

Terms of reference

The purpose of this document is to provide departmental "Joint Health and Safety Committee" (JHSC) with guidelines as to the information that should be included in their "Terms of Reference."

The Joint Health and Safety Committees (JHSC) consist of employee and management representatives working cooperatively to improve health and safety performance. It is their responsibility to recommend changes to senior management who will consider and, where appropriate, implement these recommendations.

General

1. The JHSC consist of at least 4 members per Manitoba Legislation.
2. Participants be split equally between managers and workers. Site Superintendents be considered management.
3. Workers elect worker representatives.
4. Managers elect employer representatives.
5. Participants be split amongst all departments (i.e., construction, estimating, sales, production, office).
6. All committee members complete the required training per Legislation.
7. Committee members participate in the committee for a 2-year period. Renewal of their participation will be by ballot at the end of the 2 years. There is no restriction on the number of 2-year terms they can complete.
8. All committee participants be listed on a sheet at the office for reference by all employees.
9. If a committee member leaves the company, a call out for volunteers will be completed within 30 days to replace that member. If it is a Co-chair that leaves a new vote will be required at the next quarterly meeting.
10. All reports regarding unsafe work refusals must be addressed and investigated by the health and safety representative in conjunction with the joint work site health and safety committee if applicable.

Committee Member Duties

1. Meeting minutes be taken by a participant chosen from among the committee members by voting.
2. Participate in inspections at each meeting
3. Participate in investigations where applicable.
4. All committee members complete the required training per the Manitoba Workplace Act W210 and Legislation 217/2006.
5. Assist with the development or review of safe job procedures and or safe work practices
6. Respond to health and safety concerns of workers.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

WHMIS 2015

Daytona Homes is committed to the prevention of exposures, or spills that result in injury and/or illness due to hazardous products in the workplace. We comply with all applicable federal and provincial health and safety requirements.

WHMIS is short form for the Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use and handling of hazardous materials in the workplace. Information is provided in the form of labeling, Safety Data Sheets (SDS) and employee education programs.

The Three Main Components of WHMIS2015 GHS are;

1. Training
2. Labels
3. SDS (Safety Data Sheet)

All employees are trained in WHMIS 2015 at the time of orientation. All products in the workplace will be properly labelled using the current system. Workplace labels will replace labels which are damaged. A current inventory of all hazardous chemicals/material is maintained, all workers must have access to Safety Data Sheets (SDS).

Exposure to hazardous materials can cause or be contributed to many serious and life-threatening health hazards. This could include damage to the nervous system, kidney or lung damage, sterility birth defects, burns and rashes. Some hazards can cause safety related hazards such as fire or explosion. WHMIS was created to help stop or very least decrease the number of injuries, illness, deaths, and medical costs related to handling and storage of hazardous materials.

Employees are responsible to make sure all materials are properly labeled and an SDS is present for each product. SDS sheets will be reviewed, and they are readily available. Employees must inform their Safety Department when labels are accidentally removed, worn off, or are no longer legible. A workplace label will be required.

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Any new product brought on a job site must have an SDS sheet for reference and reviewed with the employees prior to use. SDS sheets must be revised every 3 years. If the SDS has not changed it will be noted on the SDS. All chemicals will be stored in their original container with manufacturers' label attached. If a product is decanted a workplace label is required.

There are four (4) steps which are obligatory by law that must be on a workplace label:

1. Product Name
2. Hazard Statement or pictogram
3. Safe handling
4. Refer to SDS for more information

Remove any containers from site which are not labelled, and the product is unknown. Handle with gloves and use secondary containment if possible. Dispose of the product as per environmental regulations.

- Knowledge of chemicals present at their job site.
- Location and availability of the SDS binder and the written WHMIS 2015 program.
- Methods to reduce or prevent exposure to chemicals including safe work procedures and practices, personal protective equipment, ventilation equipment for safe handling.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- Ensure that all products are disposed of properly according to the Canadian Environmental Protection Act, 1999.

Working with chemicals must be listed on the daily hazard assessment with the product name and precautionary measures. Everyone must know the first aid measures for each product being used or know where to locate the information. The labels are a good source of information as a quick reference while locating the SDS. All job locations will have current SDS's or access to them for all products on site whether they are being used or not.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Environmental Policy

Daytona Homes is committed to protecting health and the environment through regulatory compliance and the continuous review of our construction operations. We intend to meet this commitment through the application of the following principles:

1. Introduction of environmental requirements as an integral part of our business operations;
2. Minimization of health hazards;
3. Evaluation and assessment of our construction operations to provide environmental protection;
4. Assessment of potential environmental risks;
5. Evaluation and monitoring of our environmental performance to applicable standards; and
6. Providing education, training, and maintaining an effective communication and reporting system.

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Workplace Anti-Violence Policy

Objective

The company is committed to building and preserving a safe, productive, and healthy working environment for its employees. In pursuit of this goal, the company does not condone nor tolerate acts of violence against or by any employee or manager.

Definitions

Workplace Violence: Violence, usually in the form of physical use or threat, which creates a risk to the health and safety of an employee(s).

Sexual Violence: Offensive or humiliating behavior that is related to a person's sex, or behavior of a sexual nature, that creates a hostile work environment or violent intent.

Abuse of Authority

When a person uses authority to unreasonably interfere with an employee or the employee's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities such as performance appraisals and discipline.

Informal Reporting Procedure:

If you are in fear of your personal safety, you may:

1. Speak to a confidant
2. Discuss the situation with your manager, your manager, or the human resources manager
3. Do not engage the person who is a threat
4. Contact the police and make a report

Formal Procedure:

Make a written complaint to the human resources manager and include the following information:

1. The date and time of each incident you wish to report.
2. The name of the person(s) involved in the incident(s).
3. The name of any person or persons who witnessed the incident(s).
4. A full description of what occurred.
5. Contact the police if necessary

Once a written complaint has been received, the company will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they filed a complaint when they believed they were at harm.

The investigation will include:

1. Informing the accused of the complaint.
2. Interviewing the complainant, any person(s) involved in the incident and any identified witnesses.
3. Interviewing any other person(s) who may have knowledge of the incident(s) complaint.
4. Statements from all parties involved will be taken and a decision will be made.
5. If necessary, the company may employ outside assistance or request the use of our legal counsel.
6. Where it is determined that violence has occurred, a written report of the remedial action will be given to the employees concerned.

If it is determined by the company that any employee has been involved in the act of violence of another employee, immediate disciplinary action will be taken, up to and including termination of employment.

Fraudulent or Malicious Complaints:

If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal violence, immediate disciplinary action will be taken and may include in termination of employment

Confidentiality:

The company will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The company will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or disciplinary action.

Disciplinary action be determined by the company and will be proportionate to the seriousness of the situation.

Co-worker responsibilities

If you are a co-worker who has witnessed violence in the workplace:

- ✓ Inform the person who was the subject of a potential threat of violence what you witnessed, and that you find it unacceptable. If that subject does not feel that there are any issues, then consider the matter closed.

Management Responsibilities

- ✓ Management has a legal responsibility for creating and maintaining a violence free workplace.
- ✓ Managers must be sensitive to the culture in the workplace and address potential problems before those problems become serious.
- ✓ If a manager becomes aware of violence in the workplace and chooses to ignore it, that Manager and the company risk being named co-respondent in a complaint and may be found in legal proceedings brought out by the complainant and/ or local human rights' authorities.

When an employee has asked their manager to deal with a violence incident, the manager:

- ✓ Support the employee without prejudice.
- ✓ Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- ✓ Contact their superior and/or senior management and provide details of the incident on behalf of the employee.

Application

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisal, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect. This policy will be reviewed in the event of an incident occurring.

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Division(s):	All	Department(s):	All	Revision #:	3
Approved By:	Craig Corbett 	Author:	Safety and Fleet Manager	Revision Date:	July 27, 2023

Workplace Anti-Harassment Policy

Objective

Daytona Homes is committed to providing a safe and respectful work environment for all staff and customers. No one whether a manager, an employee, a contractor, or a member of the public, subject of harassment at our workplace, for any reason at any time. This policy is one way to ensure our workplace is a comfortable place for all employees, suppliers, and customers. Harassment is against the law, and the harasser(s) may initiate a Human Rights investigation.

The Workplace Safety and Health Regulation, M.R. 217/2006 Section 11, and The Human Rights Code require we be harassment free. All employees have a right to live and work without being in fear of threat of harassment.

What Constitutes Harassment

” Harassment” means any objectionable conduct, comment, or display, directed at an employee, made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, and creates a risk to the health of the employee. Harassment is any behavior that degrades, demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (ex: touching, pushing), comments (ex: jokes, name calling) or displays (ex: posters, cartoons).

Harassment can take place in the workplace or outside of it in a situation connected to work, such as during delivery trips, off-site meetings, or business trips. Harassment will not be tolerated in any workplace or at any work event.

“Sexual harassment” includes offensive or humiliating behaviour based on a person’s sex; behaviour of a sexual nature that creates an intimidating, hostile or poisoned work environment; or behaviour that could reasonably be thought to put sexual conditions on a person’s job or job opportunities. A few examples are questions and discussions about a person’s sexual life; persisting in asking for a date after having been refused; or writing sexually suggestive letters or notes. Sexual harassment often occurs where there is unequal power between the people involved.

What Does Not Constitute Harassment

Consensual banter or romantic relationships where the people involved consent to what is happening, is not harassment. Appropriate performance reviews, counseling or discipline by a supervisor or manager, is not harassment.

Informal Reporting Procedure:

If you are being harassed, you may:

1. Speak to a confidant
2. Discuss the situation with your manager, your manager, or the human resources manager
3. Do not engage with the person

Formal Procedure:

Make a written complaint to the human resources manager and include the following information:

1. The date and time of each incident you wish to report.
2. The name of the person(s) involved in the incident(s).
3. The name of any person or persons who witnessed the incident(s).
4. A full description of what occurred.
5. Contact the police and make a report if necessary

Once a written complaint has been received, the company will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they filed a complaint when they believed to be true.

The investigation will include:

1. Informing the accused of the complaint.
2. Interviewing the complainant, any person(s) involved in the incident and any identified witnesses.
3. Interviewing any other person(s) who may have knowledge of the incident(s) complaint.
4. Statements from all parties involved will be taken and a decision will be made.
5. If necessary, the company may employ outside assistance or request the use of our legal counsel.
6. Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

If it is determined by the company that any employee has been involved in the act of harassment of another employee, immediate disciplinary action will be taken, up to and including termination of employment.

Fraudulent or Malicious Complaints:

If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken and may include in termination of employment

Co-worker responsibilities

If you are a co-worker who has witnessed harassment in the workplace:

- ✓ Inform the person who was the subject of harassment what you witnessed, and that you find it unacceptable. If that subject does not feel that there are any issues, then consider the matter closed.

Management Responsibilities

- ✓ Management has a legal responsibility for creating and maintaining a harassment free workplace.
- ✓ Managers must be sensitive to the culture in the workplace and address potential problems before those problems become serious.
- ✓ If a manager becomes aware of harassment in the workplace and chooses to ignore it, that Manager and the company risk being named co-respondent in a complaint and may be found in legal proceedings brought out by the complainant and/ or local human rights' authorities.

When an employee has asked their manager to deal with a harassment incident, the manager must;

- ✓ Support the employee without prejudice.
- ✓ Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- ✓ Contact their superior and/or senior management and provide details of the incident on behalf of the employee.

Once a written complaint has been received, the company will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they filed a complaint when they believed they were at harm.

Confidentiality:

The company will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The company will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or disciplinary action.

Disciplinary action be determined by the company and will be proportionate to the seriousness of the situation.

Application

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace harassment or act as witnesses. Management will take all reasonable and practical measures to prevent reprisal, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect. This policy will be reviewed in the event of an incident occurring.

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Anti-Bullying Policy

Objectives

The company is dedicated to ensuring that employees can complete their duties in a safe environment, without fear of bullying or any violence related to bullying. As such, we will not tolerate and is dedicated to preventing any instance of bullying in the workplace. All employees share in the responsibility to ensure that our workplace is a safe and welcoming place to work. Employees are responsible for reporting any instances of bullying, whether they were the target of the bullying or were witness to the bullying. In all cases, where a complaint of bullying is made in good faith, the employee will not be disciplined or retaliated against in any way. Every employee has the right to come to work without being afraid.

Bullying Defined

Workplace bullying is a repeated pattern of behaviour intended to intimidate, offend, degrade, or humiliate a group or person-the bully's target. It is also described as the assertion of power through aggression, targeting the competence level of the person being bullied. Although it can include physical use or the threat of use, bullying usually causes psychological rather than physical harm.

Unacceptable bullying actions include, but are not limited to:

- Spreading malicious rumours, gossip, or innuendo
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or impeding someone's work
- Physically using or threatening use
- Stealing credit for work or ideas
- Withholding, or not providing information where it is needed by the other person
- Intruding on a person's privacy by pestering, spying, or stalking
- Insulting or putting down a person (either verbally or written)
- Making offensive jokes – verbally or written

Reporting Bullying

Informal Reporting Procedure:

If you are being harassed, you may:

3. Speak to a confident
4. Discuss the situation with your manager, your manager, or the human resources manager
5. Do not engage with the person

Formal Procedure:

Make a written complaint to the human resources manager and include the following information:

6. The date and time of each incident you wish to report.
7. The name of the person(s) involved in the incident(s).
8. The name of any person or persons who witnessed the incident(s).
9. A full description of what occurred.
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Once a written complaint has been received, the company will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they filed a complaint when they believed to be true.

The investigation will include:

7. Informing the accused of the complaint.
8. Interviewing the complainant, any person(s) involved in the incident and any identified witnesses.
9. Interviewing any other person(s) who may have knowledge of the incident(s) complaint.
10. Statements from all parties involved will be taken and a decision will be made.
11. If necessary, the company may employ outside assistance or request the use of our legal counsel.
12. Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

If it is determined by the company that any employee has been involved in the act of harassment of another employee, immediate disciplinary action will be taken, up to and including termination of employment.

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- ✓ Managers must be sensitive to the culture in the workplace and address potential problems before those problems become serious.
- ✓ If a manager becomes aware of violence in the workplace and chooses to ignore it, that Manager and the company risk being named co-respondent in a complaint and may be found in legal proceedings brought out by the complainant and/ or local human rights' authorities.

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- ✓ Support the employee without prejudice.
- ✓ Work with the employee and document the offensive action(s) and have the employee sign a complaint.
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Once a written complaint has been received, the company will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they filed a complaint when they believed they were at harm.

Confidentiality:

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Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or disciplinary action.

Disciplinary action be determined by the company and will be proportionate to the seriousness of the situation.

Application

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Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: July 27, 2023

Return to Work

Objectives

The company is 100% committed to the health and well-being of our employees. We will actively facilitate our modified work program and return-to-work options in order to reasonably accommodate our employees until they are able to return to their normal job duties. We will operate in a manner that retains our employee's dignity and demonstrates values of respect, integrity, honesty, and trust.

Scope

This policy applies to all employees covered by the Workers Compensation Board that sustain a work-related injury. This includes injuries that are sustained during regular working hours, driving for the purpose of company activities or functions where employees are directed by their supervisor to attend.

Policy

Administered by the health and safety department in coordination with the respective supervisor of the injured worker, our modified work program provides the injured employee with an agreed upon work environment that will aid in the employee's full and timely recovery. It also aims to return the employee to pre-incident duties without the concern of financial burden due to disruption of their capacity of earning full current wages.

Communication will be maintained regularly with the injured, ill, or disabled employee, health care providers and the provincial Worker's Compensation Board or equivalent.

A physical demands analysis and job description are required for all jobs and modified work positions within the company.

Process:

- Speak with your supervisor/manager or with Human Resources where the supervisor/manager is the cause of concern and report the bullying.
- Write out a statement detailing the incidents, along with any supporting documentation (i.e., emails, etc.) and the names of witnesses (if any).
- A fact-finding investigation will be conducted.
- Where it is determined that the person bullying contravened the law, the appropriate authorities will be contacted.
- All complaints be taken seriously and investigated fairly.
- Staff members that submit a report or complaint of bullying not be subject to any form of reprisal or retaliation as a result of the complaint.

Employees should be aware that the company does not support any retaliatory actions where the complainant has not utilized any of the reporting mechanisms.

Confidentiality

We will attempt, in all cases, to maintain the confidentiality of the complainant and respondent. While it is not always possible to do so when soliciting witness statements, we will not release any information to other employees which would jeopardize the confidentiality of the parties involved.

Where it is determined that legislation/law was contravened, the company will supply all evidence to the authorities as necessary, in accordance with PIPA.

Possible Outcomes

If the findings of the investigation indicate that a violation of the Anti-Bullying Policy has occurred, immediate and appropriate disciplinary action, up to and including dismissal, be administered. Other corrective actions may include an employee transfer (where the complainant desires the transfer, it may be provided to them if a position is available but in all other cases, the respondent may be transferred). As well, we will monitor the situation between the employees to ensure that the bullying does not reoccur. Corrective actions be proportional to the seriousness or repetitiveness of the offense.

Roles and Responsibilities

Management:

- Promote a respectful and safe working environment;
- Ensure employee adherence to the Anti-Bullying Policy;
- Investigate complaints of bullying and/or violence promptly and impartially;
- Maintain a confidential file for complaints of violence or bullying, investigations completed, and actions taken;
- Report the incident to police where appropriate;
- Apply appropriate disciplinary action where appropriate.

Employees:

- Treat others with respect, and contribute to a respectful and safe work environment;
- Report all acts of bullying to management.

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision Date: May 27, 2025

Trade Partner (Contractor) Policy

The purpose of this policy is to ensure that all construction and maintenance work undertaken by contracted parties of Daytona Homes will be undertaken in a safe manner in consideration of all hazards present, or associated with the work performed, in complete compliance with the Workplace Safety and Health Act W210 and its Regulations 217/2006.

Daytona Homes has an evaluation and monitoring program in place to ensure that the Trade Partners that are contracted through Daytona Homes meet the criteria and standards set out in this Trade Partner Policy.

Daytona Homes has added QR Codes to our property signs to assist the Trade Partner with accessing Daytona Homes Health and Safety Program and information. A fillable Hazard Assessment and Working Alone form is located on the QR Code. The Trade Partner is required to complete a daily Hazard Assessment prior to starting work which Daytona Homes can monitor through the QR Code.

For a complete list of Trade Partner criteria and responsibilities, please refer to the Trade Partner contract documentation.

Criteria required but is not limited to:

1. Provide current copies of good standing with WCB and Liability Insurance.
2. Follow an Environmental, Health and Safety Plan
3. Trade Partners and their subcontractors must participate in the Daytona Homes Site Orientation prior to working on a Daytona property. The Orientation will outline company rules, disciplinary process, emergency response, safe work procedures, inspections, reporting, documentation, training, PPE.
4. The Trade Partner must ensure that its employees, agents, and subcontractors are properly qualified, trained, and competent to perform their work. Proof of current training must be available if requested.
5. Take reasonable and practical steps to control safety and health hazards that could affect your workers or other persons in the area.
6. Our Contracted Safety Officer, construction team and any other applicable Daytona team members will monitor all Trade Partners to ensure they meet the safety and health requirements of the contract and take appropriate action to correct the problem if the contractor does not.
7. Participate in all Site Inspections performed by Daytona Homes, correct deficiencies immediately.
8. When the nature of the work requires, use all devices, and wear all protective equipment and articles of clothing designated by the safe work procedure and/or is required by the Manitoba Workplace Safety and Health Regulation 217/2006 Part 6.
9. Comply with the applicable Manitoba Workplace Safety and Health Act W210& Regulations 217/2006.
10. Maintain good hygiene and housekeeping in your workspace.
11. Act Professional, remember you represent Daytona Homes.
12. Adhere to Zero tolerance for any type of impairment.
13. No violence, harassment, bullying or discrimination.
14. No theft
15. Promptly report all incidents and injuries to the Site Superintendent, no matter how slight and/or get prompt medical attention.
16. Report any unsafe work conditions or unsafe work practices to the Site Superintendent.
17. Cooperate with the Worker Safety Representative/Committee or other Governing bodies.
18. Report any equipment or machinery malfunction – Remove from Service (tag out).
19. Must be able to provide current equipment, PPE, or speciality training for high-risk tasks.
20. Understand your 4 Rights and what it means to Refuse Unsafe Work.
21. Use all equipment and tools in a safe manner and for the purpose for which they were designed.
22. Do not operate any machine/equipment unless all guards are in place.

Section 15

Procurement Policy

Daytona Homes
Health & Safety Manual

Division(s): Winnipeg	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Safety Manager	Revision Date: May 31, 2025

Contractor Procurement Policy

Objective

Daytona Homes will endeavour to ensure the health and safety of all of our Trade Partners. The selection, evaluation, and monitoring of contracted parties ensures they take a proactive approach towards preventing workplace incidents.

Responsibilities

Employer

- a. Ensure criteria are in place for selecting and evaluating and Trade Partners that meet all company safety requirements such as an effective safety management program, current WCB coverage and third-party liability insurance.
- b. Will ensure that all contracted Trade Partners are evaluated annually to ensure they meet Daytona Homes requirements for safe work.

Supervisors

- a. Take reasonable measures to ensure Trade Partners comply with Daytona Homes Safety Policies and Procedures and ensure accountability.
- b. Strive to ensure that the activities of Trade Partners are monitored so that work is completed in a safe manner and that safety requirements are met.
- c. Ensure all Trade Partners receive a safety orientation prior to working on any worksite.

Trade Partners

- a. Cooperate with Daytona Homes, the workplace safety and health committee, health and safety representatives and work in conjunction with all other authorities.
- b. Ensure all Trade Partners have orientated any new workers, prior to working on site.
- c. Comply with the Safety and Health Policies and Procedures of Daytona Homes, located on the QR Code which is posted on all home signs.

Daytona Homes is legally responsible for:

- a. ensuring all Trade Partners meet their legal safety and health obligations
- b. coordinating, organizing and monitoring the scope of work to ensure reasonable and practical precautions are in place to effectively control safety and health hazards

As part of the procurement process, Trade Partners must submit to Daytona Homes a Contractor Safety Plan and applicable documents and Training Certificates. If a Trade Partner does not have a Safety Management Program that meets Daytona's standards, then they must follow Daytona Homes Safety Program in its entirety.

All Trade Partners must meet with a designated Daytona Homes Safety Representative to complete a Safety Orientation prior to beginning work.

Trade Partners shall be responsible for taking every reasonable precaution to ensure the safety of all workers, other trades, visitors and the general public.

Required documentation

Before being awarded a contract or commencing any work, all Trade Partners shall:

- 1. Be pre-approved by Daytona Homes stating that they meet Company Safety Standards using a Contractor Evaluation process
- 2. Sign a contract, including safety documentation
- 3. Complete a Safety Orientation specific to the work being done
- 4. Provide proof of insurance & WCB Clearance