



**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.



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Craig Corbett, CEO

May 27, 2025


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Date

***Section 1***

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

**Daytona Homes**  
*Health & Safety Manual*

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 4
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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**

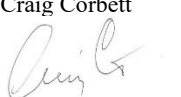
1. Work in conjunction with Management
2. Will meet a minimum of 4 times per year
3. Record and forward minutes to WSH Division
4. Make written recommendations on EH&S matters to management
5. Assist in reviewing and development of the safety program
6. Help implement and maintain program
7. Conduct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

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #: 4</b>
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision date:</b> 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.

<b>Elimination:</b>	Involves physically removing the hazard, such as tripping hazards or overhanging ice.
<b>Substitution:</b>	Involves replacing something that produces a hazard with something that does not, such as replacing a harmful material.
<b>Engineering Controls:</b>	Using tools, equipment, and guards to protect workers such as guardrails, fall protection equipment, guards on saws
<b>Administrative Controls:</b>	Developing and reviewing safe work procedures and policies Providing worker training and education Limiting the time of worker exposure
<b>PPE:</b>	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**

<b>Hazard Ranking-Severity</b>	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 <sup>th</sup> , 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)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  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)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  <b>Probability:</b> A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  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)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  <b>Probability:</b> A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  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 <sup>th</sup> , 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)						
	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable</b>  <b>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	Identified Task: Warehouse Safety			Date Prepared: December 15 <sup>th</sup> , 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)						
	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor</b> <b>4. Not Applicable</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	<b>Probability: A. Probable B. Reasonably Probable</b> <b>C. Remote D. Extremely Remote</b>					
	<b>Identified Task:</b> Material Pickup/Delivery			<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017		
	<b>Material Required:</b> N/A					
<b>Tools/Equipment Required:</b> 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.
	<b>Developed by:</b> Jeff Boyer			<b>Reviewed by:</b> Charlotte Charbonneau <b>Date:</b> January 11, 2024		
	<b>Revised by:</b> Dan Rondeau <b>December 20, 2023</b>					
<b>Comments:</b>						

Job Hazard Analysis (JHA)

	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor</b> <b>4. Not Applicable</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	<b>Identified Task:</b> Drywall Installation				<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017	
	<b>Material Required:</b> Drywall, glue, nails, screws					
	<b>Tools/Equipment Required:</b> Screw guns, hammer, routers, knives, tape measure, pencil, squares, lights, extension cords, ladders, lifts, proper PPE					
<b>Steps</b>	<b>Sequence of Steps</b>	<b>Potential Incidents, Hazards, Conditions</b>	<b>Priority</b>	<b>Controls in Place</b>		
				<b>Engineer</b>	<b>Administration</b>	<b>PPE</b>
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
	<b>Developed by: Jeff Boyer</b>			<b>Reviewed by: Charlotte Charbonneau    Date:</b> January 11, 2024		
	<b>Revised by: Dan Rondeau    Date:</b> January 5, 2024					
<b>Comments:</b>						

Job Hazard Analysis (JHA)

	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable</b>			<b>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)</b>		
	<b>Identified Task:</b> Drywall Finishing/Taping				<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017	
	<b>Material Required:</b> Mud, tape, beads, dry compounds & water					
	<b>Tools/Equipment Required:</b> Taping tools, mixing buckets, hawk, knives, mud pans, snips, sanding sponges, pole sander, screw driver, drill, lights, extension cords ladders, lifts					
<b>Steps</b>	<b>Sequence of Steps</b>	<b>Potential Incidents, Hazards, Conditions</b>	<b>Priority</b>	<b>Controls in Place</b>		
				<b>Engineer</b>	<b>Administration</b>	<b>PPE</b>
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
	<b>Developed by: Jeff Boyer</b>				<b>Reviewed by: Charlotte Charbonneau   Date:</b> January 11, 2024	
	<b>Revised by: Dan Rondeau   Date:</b> January 5, 2024					
<b>Comments:</b>						

Job Hazard Analysis (JHA)						
	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor</b> <b>4. Not Applicable</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	<b>Identified Task:</b> Installing Insulation				<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017	
	<b>Material Required:</b> Insulation, vapour barrier, caulking					
	<b>Tools/Equipment Required:</b> 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
	<b>Developed by: Jeff Boyer</b>			<b>Reviewed by: Charlotte Charbonneau    Date:</b> January 11, 2024		
	<b>Revised by: Dan Rondeau    Date:</b> January 5, 2024					
<b>Comments:</b>						

Job Hazard Analysis (JHA)

	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	<b>Identified Task:</b> Finishing/Carpentry				<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017	
	<b>Material Required:</b> Door jams, shims, door slab, casing, baseboards, finishing nails, wood glue, cabinets, hardware (knobs, handles, locks, towel bars, hinges)					
	<b>Tools/Equipment Required:</b>					
<b>Steps</b>	<b>Sequence of Steps</b>	<b>Potential Incidents, Hazards, Conditions</b>	<b>Priority</b>	<b>Controls in Place</b>		
				<b>Engineer</b>	<b>Administration</b>	<b>PPE</b>
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
	<b>Developed by: Jeff Boyer</b>			<b>Reviewed by: Charlotte Charbonneau    Date:</b> January 11, 2024		
	<b>Revised by: Dan Rondeau    Date:</b> January 5, 2024					
Comments						



Job Hazard Analysis (JHA)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  <b>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  example, <b>Working at a height of 4 meters without fall protection.</b> <b>S (1) +P (A) =PR (1A)</b>		
	Identified Task: Painting				Date Prepared: December 15 <sup>th</sup> , 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)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  <b>Probability:</b> A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			<b>Severity (S) + Probability (P) = Priority Ranking (PR)</b>  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 <sup>th</sup> , 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)						
	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor</b> <b>4. Not Applicable</b>  <b>Probability: A. Probable B. Reasonably Probable</b> <b>C. Remote D. Extremely Remote</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR)</b>  <b>For example,</b> <b>Working at a height of 4 meters without fall protection. S (1)</b> <b>+P (A) =PR (1A)</b>		
	<b>Identified Task:</b> Housekeeping				<b>Date Prepared:</b> December 15 <sup>th</sup> , 2017	
	<b>Material Required:</b> Garbage bag, garbage bin					
	<b>Tools/Equipment Required:</b> 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
	<b>Developed by:</b> Jeff Boyer			<b>Reviewed by:</b> Charlotte Charbonneau <b>Date:</b> January 11, 2024		
	<b>Revised by:</b> Dan Rondeau <b>Date:</b> January 5, 2024					
<b>Comments:</b>						

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 <sup>th</sup> , 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 <sup>th</sup> , 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:						

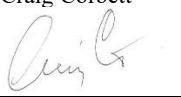
Job Hazard Analysis (JHA)						
	<b>Priority Ranking:</b> Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable  <b>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection. S</b> <b>(1) +P (A) =PR (1A)</b>		
	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.	Ensure personal 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)						
	<b>Priority Ranking:</b> <b>Severity: 1. Imminent Danger 2. Serious 3. Minor</b> <b>4. Not Applicable</b>			<b>Severity (S) + Probability (P) = Priority Ranking (PR) For</b>  <b>example,</b> <b>Working at a height of 4 meters without fall protection. S (1)</b> <b>+P (A) =PR (1A)</b>		
	<b>Identified Task:</b> Siding				<b>Date Prepared:</b> May 21, 2024	
	<b>Material Required:</b> Siding, fascia, eaves trough.					
	<b>Tools/Equipment Required:</b> Steel toed boots, hard hat, fall protection, anchors, netting, ladder, pump jacks, rails, scaffolding, saws, hand tools.					
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 planking to 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
	<b>Developed by: Dan Rondeau</b>			<b>Reviewed by:</b> Charlotte Charbonneau		
	<b>Revised by:</b>					
<b>Comments:</b>						

## ***Section 3***

# ***Safe Work Practices***

**Daytona Homes**  
*Health & Safety Manual*

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 5
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision date:</b> 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			
	Date			By Whom		Date			By Whom
	D	M	Y			D	M	Y	
Cell Phone	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
Circular Saws	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
Compressed Air	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
Concrete Foundations	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
Defective Tools	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
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Slips, Trips, Falls	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager
Spray Painting	01	05	19	Corporate Fleet & Safety Manager		05	27	25	Corporate Safety & Fleet Manager

## **SAFE WORK PRACTICES**

### **Cell Phone Use**

**General** - Personal communication devices (cellular phones) are used extensively for daily work activities. Use of these devices while driving contributes to motor vehicle incidents as it distracts the driver.

1. If an employee needs to make a phone call while driving a company vehicle it must be done by using blue tooth devices. If a blue tooth device is not available, the employee is to pull over and stop when safe to do so to make their phone call.
2. Do not engage in emotional conversations using hands free options while operating a motor vehicle.
3. Never text and drive or use handheld devices while driving.

## **SAFE WORK PRACTICES**

### **Circular Saws**

**General** - This type of power tool is one of the most used in residential construction. Because of this common use there are numerous incidents that could occur. The following are the minimum accepted practices to be used with this piece of equipment.

1. Prior to use, check that the retractable guard is operating properly to prevent the blade from being exposed when not in use.
2. CSA approved safety equipment such as safety glasses or a face shield, hearing protection and hand protection must be worn.
3. Review the safety data sheets for the product before cutting. Where harmful vapours or dusts are created, approved breathing protection will be used.
4. The proper sharp blade is designed for the work to be selected and used. Use of the proper blade for ripping or crosscutting of material will prevent failure of the blade.
5. The power supply needs to be disconnected before making any adjustments to the saw or changing the blade. This will eliminate the possibility of the worker inadvertently starting the saw and injuring themselves.
6. Before the saw is set down be sure the retractable guard has fully returned to its down position. This will protect a worker from injury if the saw blade contacts a surface and kicks back.
7. Both hands to be used to hold the saw during use, this will reduce the possibility of the saw kicking back and injuring the worker.
8. Maintenance shall be done per the manufacturer's specifications.
9. Ensure all cords are clear of the cutting area before starting to cut. Cords that have cut or cracked outer casings can result in an electrical shock to the worker.
10. Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
11. When ripping, make sure the material is held securely in place. Use a wedge to keep the material from closing and causing the saw to bind.
12. Inspect the power cord prior to use to ensure that there are no breaks. This will prevent the possibility of electrical shock.
13. All manufacture furnished safety switches are to remain in place and are to be checked for proper operation prior to use.
14. Ensure blade depth is set appropriately for material to be cut.

## **SAFE WORK PRACTICES**

### **Trenching & Excavation**

**General** - Protecting Workers from injuries associated with excavating and trenching

1. No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless the trench or excavation is shallower than the legal minimums and the soil is stable.
2. Hazard assessment and inspection of all machinery to be done prior to any work being started.
3. Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed, and well marked/flagged.
4. Provide ladders in immediate area for access/egress of trenches and excavations. Where Applicable the excavator will step the shoring for easy access for workers to enter excavation.
5. Set up barricades or fencing when and where required. Please ensure neighbouring homes are contacted in advance if encroachment is going to be needed.
6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage, or other approved method.
7. Ensure workers are trained in trenching and excavation procedures, policies, and current provincial legislation.

## **SAFE WORK PRACTICES**

### **Pressure Washer**

**General** - When using this equipment, the following precautions should be followed:

1. The proper personal protective equipment to be worn as set out by the manufacturer and the safe job procedures.
2. Fire hazard: Do not add fuel while the engine is running. Do not operate if fuel has been spilled, move the machine to another location.
3. This machine has hot surfaces which can cause burns. Operate the unit in a safe environment away from children.
4. Do not allow the high-pressure hose to contact the muffler guard.
5. Do not leave the machine running unattended.
6. Stay alert and watch what you are doing.
7. Do not stand on unstable surfaces.
8. Do not tip the machine on its side.
9. The gun safety lock prevents the trigger from accidentally being engaged. This safety feature does not lock trigger in the on position.
10. Do not spray electrical connections, outlets, or fixtures.
11. Do not operate in an enclosed space as exhaust fumes are dangerous.
12. Do not use hot water.
13. Operate and fuel machine in a well-ventilated area.
14. High pressure jets can be dangerous if subject to misuse. The jet must not be directed at persons, animals, electrical devices, or at the machine itself.

## **SAFE WORK PRACTICES**

### **Compressed Air**

**General** - Air powered tools in construction range from staple guns to jack hammers.

1. Compressed air will not be used to blow debris or to clear dirt from any worker's clothing or skin.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors shall be the quick disconnect pressure release type with a "safety chain/cable".
4. Wear personal protective equipment such as eye protection and face shields and ensure other workers in the area are made aware of or have restricted access to the hazard.
5. Hoses are to be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced immediately.
6. A proper pressure regulator and relief device shall be in the system to ensure that correct operating pressures are maintained.
7. The correct air hoses to be used for the tool/equipment being used.
8. The equipment must be properly maintained per the manufacturer's requirements.
9. Follow manufacturer's general instructions and comply with legislated safety requirements.

## **SAFE WORK PRACTICES**

### **Concrete Foundations**

**General** – Foundations are the first stage of house construction and are literally the “foundation” of any structure.

1. Concrete foundations are structural members and will be completed per approved specifications.
2. Ensure rebar protection is in place (end caps) for any rebar protruding from the ground or concrete work.
3. Ensure excavation is of proper design with appropriate cutbacks, access ramps (at front and back of the excavation) and spoil piles are placed 1m back from edge of excavation.
4. Ensure you are conversant with concrete pour.
5. Ensure you are in concrete pump operator’s sight.
6. Ensure all equipment is in good working order.
7. When working with concrete pumping trucks all personnel need to stay away from the area under the boom.

## **SAFE WORK PRACTICES**

### **Defective Tools**

**General** - Defective tools can cause serious and painful injuries.

**If a tool is defective in any way, DO NOT USE IT and follow the lock out tag out procedure.**

Be aware of problems like:

1. Chisels and wedges with mushroomed heads.
2. Split or cracked handles.
3. Chipped or broken drill bits.
4. Wrenches with worn out jaws.
5. Tools which are not complete such as files without handles.

To ensure safe use of hand tools, remember:

1. Always wear proper personal protective equipment (safety glasses, gloves, and hearing protection).
2. Inspect all tools prior to use.

Air, gasoline, or electric power tools require skill and training. People using these types of tools need to be aware of their surroundings at all times. Do not use power tools when they are defective in any way.

Watch for problems like:

1. Broken or inoperative guards.
2. Insufficient or improper grounding due to damage to double insulated tools.
3. No ground wire (on plug) or cords of standard tools.
4. The on/off switch is not in good working order.
5. The tool blade is cracked.
6. The wrong grinder wheel is being used.



## **SAFE WORK PRACTICES**

### **Electric Power Tools**

**General** - All power tools are to be CSA approved. Power tools must be three-prong grounded or double insulated.

1. When using power tools read and follow manufacturers' instructions.
2. Cutting or abrasive attachments such as blades, disks or bits shall be the proper size and rating for the power tool used.
3. Never force or put pressure on power tools; let the tool do the work. Applying too much pressure may cause the blade, disk, or bit to fail.
4. Always disconnect the tool from the power source when adjusting, changing attachments, or replacing blades. This will eliminate the possibility of inadvertently starting the power tool and injuring the worker.
5. Trigger locking devices shall be removed from all power tools.
6. Guards are to be used on all equipment as directed by the manufacturer. Guards and other safety devices are not to be modified, tampered with, or removed.
7. Power tools are not to be hoisted or handled by the cord. Power tools are to be removed from receptacles by removing the plug, not pulling on the cord.
8. When using power tools always wear eye protection appropriate for the job. Use of power tools that may produce flying particles, such as grinding, require eye protection or a face shield.
9. Power tools must be held firmly, and material must be properly secured before turning on the power tool and starting work. Always use handles provided to help control the power tool and avoid twisting.
10. Use push sticks when using table saws, jointers, or other tools with exposed blades to prevent the possibility of hand contact with cutting attachments.
11. Never wear loose clothing or dangling jewelry when using power tools.
12. Pipe or conduit threading machines and drill presses must be equipped with a foot pedal for on/off controls. In the event clothes or other material get caught in the equipment switches may not be reachable.
13. Ensure defective tools are repaired or replaced using the proper lock out/tag out procedure for all defective equipment.

## **SAFE WORK PRACTICES**

### **Entry & Exit**

**General** – Access/Egress is a legislative and bylaw mandate and must be provided to visitors, trades, and employees.

1. Entrances with a vertical rise or drop greater than one foot need a ramp or step to provide access. RPL lots with no front availability or access for emergency vehicles, rear access may be installed as an alternative.
2. If a step is used, it should be constructed in such a way that it can bear the weight of several workers carrying any equipment, tools, and materials necessary to construct a new home.
3. All stairs or ramps need handrails installed.
4. Stair treads shall be level front to back and side to side.
5. Metal ramps and front access will be installed once framing is completed. (Alberta Only)
6. Floor joist material (TJI) shall not be used for ramps.
7. Do not use any material that is not sound (large knots or split).
8. Ramp slope will not exceed 3 horizontal to 1 vertical (3:1).

## **SAFE WORK PRACTICES**

### **Power Operated Hand Tools**

**General** – All power operated hand tools must be CSA approved and operated by a trained employee.

1. All power operated hand tools shall be operated and maintained in accordance with manufacturers' specifications. It is critical that information specific to each manufacturer is known as the strength of power loads, color coding, and fastening devices are not standardized or interchangeable.
2. Manufacturers' recommendations cover the type of color-coded cartridge for certain materials and applications. As these recommendations cannot cover every material or application, testing may be required. The general rule is to start with the weakest cartridge and increase one load number at a time to reach the required penetration.
3. Power operated hand tools are designed so that two separate actions are required before it will fire (i.e. pressure against the surface of the material and action of the trigger).
4. Power operated hand tools should never be pointed at anyone whether loaded or unloaded. Hands shall always be kept free of the muzzle end.
5. Power operated hand tools to be held firmly and at right angles to the surface being driven into. Fastening devices shall be kept in from the edge of the material being anchored to the minimum distance recommended by the manufacturer.
6. Power operated hand tools need to be kept in a locked container when not in use or when left unattended.
7. Power operated hand tools should only be loaded when required for immediate use. Tools shall not be left loaded when stored or unattended.
8. Wear hearing and eye protection when using this tool.
9. In the event of a misfire:
  - Hold the tool against the material for at least 30 seconds in case firing is delayed.
  - Remove the cartridge from the tool, keeping the tool away from the body, preferably pointed towards material such as wood.
  - Place the cartridge in a container of water or oil.

## **SAFE WORK PRACTICES**

### **Fall Protection**

**General** - Fall protection will be utilized where there is or may be a danger to workers falling. No one should use fall protection equipment or material until they have received adequate training. All certification for workers that have received training needs to be available on site when requested by any company representative or government regulatory agency.

1. Be competent with all components of fall protection system.
2. Ensure you know capabilities of fall protection equipment.
3. Ensure barricades, ribbons and signs identify restricted areas.
4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
5. 2<sup>nd</sup> floor window openings under 36" must have bracing installed.
6. Guardrails must be installed after 2<sup>nd</sup> floor rim joists are installed prior to 2<sup>nd</sup> floor sheathing.
7. Ensure you know your anchor points. Installation of a continuous 2" x 6" along the top of the web chord or king post with 3 – 3 1/4" common nails at each truss shall be done for the installation of anchor slings. Anchor slings will then be secured around the 2" x 6" and the top chord of the truss per the manufacturers' instructions. Install 2-2" Ardox nails on the sling where the strap passes through the loop of the anchor sling.
8. Ensure you do not wrap the lanyards and/or lifelines around beams, girders, pipes, etc.
9. Utilize the buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.
10. Ensure a fall protection plan has been devised and is readily available on site to review.
11. Fall protection certification end user is required for the person working at heights or to ensure the employee has been adequately trained. Online certification will not be accepted for training.

## **SAFE WORK PRACTICES**

### **Fire Extinguishers**

#### **General**

1. Ensure you are trained in the operation of fire extinguishers
2. Check cylinder
3. Inspect cartridge puncture cap.
4. Check hose and nozzle for obstruction
5. Check date of manufacture
6. Check level and condition of powder – yellow needle should be in the green not the red
7. Monthly inspections are required via True Context
8. Recertification of fire extinguishers is completed annually organized by the safety department

## **SAFE WORK PRACTICES**

### **Floor Openings**

**General** - Regulations require that workers be protected from falling through a floor opening by a temporary covering or railing.

1. Install a temporary secure covering to withstand the combined maximum weight of the worker, equipment and material expected to be placed on the cover at any one time.
2. The use of O.S.B. sheathing as the cover without the use of dimensioned lumber for support is not allowed.
3. Install a temporary railing around the opening.
4. If the temporary guard rail or covering is removed an alternative must be provided immediately
5. Do not lean over an opening to perform a task.

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## **SAFE WORK PRACTICES**

### **Hand Tools**

#### **General**

1. Hand tools need to be carried in tool pouches or tool bags. Tools such as knives, chisels or screwdrivers should not be carried in pockets as a fall onto these tools may cause a serious puncture or wound.
2. Cutting tools should always be kept sharp. Care must be taken to work cutting tools away from the body, not towards it. Hands shall be kept behind the tools not in front of them.
3. Knives should have retractable blades whenever possible. Large, fixed blade knives used for cutting insulation shall be equipped with a wrist strap to reduce the chances of it being dropped.
4. Prior to use, hand tools should be inspected for damage. If damaged the tool should be removed from service and repaired.
5. Ends of metal striking tools such as chisels that are mushroomed shall be dressed to prevent fragments from flying off when struck and causing injury.
6. Wrenches are not to be used with “snipes” or metal tubing over the end to increase leverage. Hammer wrenches, pneumatic impacts or nut splitters should be used if unable to free stuck nuts.
7. Gloves & eye protection should be worn when using any hand tools.

## **SAFE WORK PRACTICES**

### **Housekeeping**

**General** - Good housekeeping is the key to a safe and productive project and shall always be maintained.

1. Garbage bins/bags are provided at each site for your use.
2. Keep stairways, access ways and ladders clear of material.
3. Clean up work areas as work progresses.
4. Do not throw garbage or materials from elevations. Lower in containers or install chutes to containers below.
5. When stripping forms or other materials with nails, the nails shall be bent or pulled by the worker stripping and not left for someone else.
6. Ensure materials are well secured especially at elevations to avoid movement during windy conditions.
7. Areas in proximity to emergency equipment such as fire extinguishers, hoses and emergency PPE shall always be kept clear of debris and materials.
8. Hoses, cables, and cords shall be placed in an orderly manner to avoid tripping hazards. Where practical, all hoses, cords and cables shall be suspended above areas where they may be exposed to damage.
9. Potential hazards should be controlled and reported immediately.



## **SAFE WORK PRACTICES**

### **Ladders (General)**

**General** – All ladders used on site to be Grade 1 (250 lb. capacity) or Grade 1A (300 lb. capacity)

1. Ladders need to be inspected prior to each use. Damaged ladders need to be taken out of service
2. Fiberglass ladders, which are not good conductors, shall be used for work in proximity to energized electrical equipment. Wooden ladders are not recommended as they are usually reinforced with wire on the rails and can be conductive when wet. Aluminum ladders shall not be used in proximity to energize electrical equipment
3. All extension ladders shall be tied off at the top. Another worker shall hold ladder until tie-off is complete
4. Anyone working on extension ladders more than 3 meters (10 feet) in elevation shall wear full body harnesses tied to a substantial structure other than the ladder. When working on a ladder the body shall not be extended in a manner that allows the belt buckle to pass beyond the rails. **NOTE: Ladders are not a substitute for safe work platforms. The primary purpose of ladders is for access/egress**
5. Ladders need to be placed on a solid base
6. Ladders need to extend a minimum of 1 meter (3 feet) above the top of a platform or landing
7. Always maintain a 3-point contact and face the ladder when climbing up or down. Do not carry tools or materials in your hands when climbing a ladder. Use a rope or a canvas bucket for hoisting/lowering tools or materials
8. Do not stand on the top two rungs of any step ladder. On a step ladder the cap is not considered a rung
9. Ladders shall not be placed near doorways, roadways, or equipment access routes, unless the door or access route is made temporarily inoperative, and signs are posted. Materials shall not be placed in proximity to the base or landing of any ladder.
10. Keep boots clean of mud, grease or other slippery materials that could cause loss of footing.
11. Extension ladder to be set up with a ratio of 1 Horizontal to 4 Vertical (i.e. 3 feet out at base for a 12-foot rise).
12. Do not climb higher than the fourth rung from the top of any extension ladder.
13. Do not overextend the extension ladder. Maintain the minimum overlap at sections as indicated on the ladder label.
14. Have a second person hold the ladder while securing the top of the extension ladder.
15. Raise and lower all extension ladders from the ground and ensure that the ladder locks are engaged.
16. Do not use any ladder if you have a physical condition that will cause you to lose your balance or are using medication that will cause dizziness, vertigo, or tire easily.

## **SAFE WORK PRACTICES**

### **Ladders (Extension)**

#### **How to use an Extension Ladder properly.**

- Do not use ladders if you tire easily, are subject to fainting spells, are using medicine or alcohol, or are physically handicapped.
- Never climb a damaged ladder.
- Inspect before each use.
- High winds can cause a ladder to topple. Use extreme caution when using a ladder on a windy day.
- Aluminum ladders conduct electricity. Keep clear of wires.
- Never erect ladders on boxes, carts, tables or other unstable surfaces to level or gain added height.
- Unless suitable barricades have been erected, ladders should not be set up in passageways, doorways, driveways or other locations where they can be struck or displaced by persons or vehicles.
- Ladders should not be placed against flexible or movable surfaces.
- Keep ladder clean, free from wet paint, mud, snow, grease, oil, and other slippery materials.
- Keep your shoes clean; leather soles should not be used.
- Be sure both ladder feet are on a firm level, non-slippery surface and that the top of the ladder is firmly supported.
- Do not use on ice, snow or a slippery surface without using ice picks or securing ladder base.
- Secure base when raising and never set-up ladder when it is extended.
- For extra safety have a second person hold the ladder while you're on it.
- Check that top and bottom ends of ladder rails are firmly supported. Stake and tie the feet and tie the top whenever possible.
- Always raise and lower the ladder from the ground and ensure that the ladder locks are fully engaged before climbing.
- Never climb higher than the fourth rung from the top of the ladder or you may lose your balance. Never climb above the top support of the ladder.
- Do not over extend a ladder. Maintain the minimum overlap at sections as indicated on the ladder label.
- Maintain 3-point contact when climbing up or down a ladder. That means two hands and one foot or two feet and one hand on the ladder at all times.
- Always face the ladder when climbing up or down and when working from it. Maintain a firm grip.
- Keep body centered between rails and don't over-reach. Belt buckle should stay inside side-rails.
- Protect children, do not leave ladders set up and unattended.
- Read the instruction labels on ladder for further information.

#### **How to choose the right Extension Ladder**

- Read the product label before making selection.
- Look for the ladder's rating. Buy the ladder designed for your intended use.
- Differing climbing requirements demand a wide range of products. Most manufacturers have a full line of aluminum ladders for the three recognized load ratings.

Grade	Projected Use	Load Rating
1 or 1A	Construction and industrial	Heavy
2	Tradesman and Farm	Medium
3	Household	Light

- Be sure you choose the right length ladder. First measure the distance from the ground to eaves and then check this chart for the correct size.  
This chart allows for the proper overlap of the sections plus an additional 3 ft. of ladder extending above the eaves as required by the safety codes.

#### **Length Chart**

Height of Eaves	Buy this (nominal) Length Extension Ladder	Maximum Extended Length of Ladder
to 9½' Max.	16'	13'
From 9½' to 13½'	20'	17'
From 13½' to 17½'	24'	21'
From 17½' to 21½'	28'	25'
From 21½' to 25'	32'	29'
From 25' to 29'	36'	33'
From 29' to 32'	40'	36'

#### **How to set up your Ladder safely and properly**

Height to Eave (W)	Horizontal Distance from Eave to Ladder Base
9'	2 ½'
12'	3'
16'	4'
20'	5'
24'	6'
28'	7'
32'	8'

Set up single or extension ladder at 75° by placing bottom of ladder 1/4 of the working length (W) out from base of vertical support. Ladder rungs are on 12" centers, count rungs to estimate working length.

## **SAFE WORK PRACTICES**

### **Manual Lifting and Carrying**

**General** - Most lifting incidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed.

1. Ensure that you know your physical limitations and the approximate weight of materials. Obtain assistance in lifting heavy objects.
2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.
3. When in doubt of the weight of an item use a dolly or trolley etc.
4. Ensure a good grip before lifting and employ proper lifting technique.
5. Avoid reaching out.
6. Pipes, conduit, rebar, and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
7. Be aware of hazardous and unsafe conditions (i.e. snow, ice, mud, materials, etc.).
8. When handling material or equipment that can cause finger or hand injuries use gloves.
9. Whenever possible push or pull rather than lift.

## **SAFE WORK PRACTICES**

### **Motor Vehicle Operation**

#### **General**

1. Defensive driving is key when operating any vehicle
2. Back in to parking spots when practical
3. Operation of any motor vehicle for the purposes of company business is prohibited when the driver is fatigued, has consumed alcoholic or drugs causing impairment, or when the road authority does not recommend travel
4. Seatbelts are always required
5. Cell phones can only be used with a hands-free device or if the vehicle is pulled over and in park
6. Any incidents that occur related to fleet vehicles must be reported immediately to the safety department

## **SAFE WORK PRACTICES**

### **Mold Spray**

**General** - Refer to safety data sheets for PPE required for use of this controlled product.

1. Ensure that all other personnel are aware of the spraying operations and the PPE required.
2. Ensure that there is no spillage when pouring liquid into the sprayer. If liquid is spilled, soak it up and dispose of per SDS instructions.
3. Ensure that the walking surfaces are clear of all materials or debris.
4. Use proper lifting technique when lifting the sprayer or liquid canisters.

## **SAFE WORK PRACTICES**

### **Office**

#### **General**

1. Ensure you are aware of the emergency evacuation procedure and location of the muster point.
2. Ensure that all electrical cords are in good condition and are not overloaded.
3. Ensure that computer monitors and chairs are adjusted to correct height.
4. Ensure fans/space heaters are used to manufacturer specifications and equipped with a tip over switch that that turns the heater off if this occurs.
5. Filing cabinet drawers are closed when not in use.
6. Ensure you are aware of the fire extinguisher locations.
7. Ensure you are aware of the first aiders within the building.
8. When transporting materials of a heavy nature use handcarts and trolleys.
9. Ensure main traffic areas are free and clear of obstruction (i.e. bags, boxes, misc. items, etc.).

## **SAFE WORK PRACTICES**

### **Propane**

**General** - Since propane is heavier than air and invisible, it is a special concern when it is used on the job site. All installations and use of this product on the jobsite must comply with Government Legislation set out for its safe use.

1. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
2. Tank valves shall be closed, and regulators shall be removed from the tank prior to any movement of the tank.
3. Crane hooks must be equipped with a “safety latch”.
4. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
5. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
6. When in use, propane bottles are to be securely held in an upright position. Specifically, the 100 lb propane tanks shall be secured to prevent the possibility of the tank falling over. If there are 3 or more 100 lb tanks, strap the tanks together with web type tie down to ensure that they will be secure.
7. Tanks are not to be hooked up and used without proper regulators and should only be done so by a qualified trained technician.
8. All tanks are to be left outside the home being constructed a minimum of 3m (10 feet) from the home or any adjacent structure.
9. All tanks must be placed on a flat surface using MDF or plywood type material.

## **SAFE WORK PRACTICES**

### **Slips, Trips & Falls**

**General** -To reduce the number of slips, trips and falls on the work site, make sure to implement safe workspaces or methods.

1. Wear appropriate footwear.
2. Ensure ice & snow are removed from the areas in which you need to walk.
3. Walking surfaces should be suitable for the pushing, pulling, and carrying tasks performed on them to reduce the possibility of injury.
4. Keep walking and working surfaces clear of material and tools.
5. Install railings, cover stairwells, use travel restraint or fall arrest systems where necessary to prevent falls.
6. Ensure you have proper access to the area you need to enter in terms of ramp, stairs etc.
7. Please report any slip, trip or fall injuries regardless of the severity.



## **SAFE WORK PRACTICES**

### **Spray Painting**

**General** - Ensure that safety data sheets are available and referred to prior to commencing work. This will identify any PPE required by workers and explosion or toxic hazards.

1. Ensure the worker is competent & trained in all aspects of the work required of them.
2. Follow manufacturers' recommendations
3. Ensure all sources of ignition are eliminated and all equipment is grounded. This will reduce the possibility of accidental ignition of flammable vapours.
4. Ensure area is well ventilated
5. Promptly clean up any spills or drips of paint to prevent them from becoming slip hazards.
6. Take precautions to prevent fires when spray painting, such as avoiding ignition sources, using non-sparking tools, and ensuring that spray painting equipment is properly grounded. Have fire extinguishers readily available in case of emergencies.

## **SAFE WORK PRACTICES**

### **Mold Remediation**


#### **General**

1. Wear an N95 mask or ½ mask respirator with a P100 filter when cleaning or working in an area with mold.
2. Use chemical and or latex gloves to reduce the possibility of skin contact.
3. Use safety glasses to prevent mold particles meeting your eyes.
4. Use boot covers or extra pair of shoes that will only be used for mold removal purposes.
5. Scrub affected areas with a hard-bristled brush or a power tool with dust collector.
6. Spray Gabor RTU on the affected area until wood is evenly coated and saturated.
7. Dispose of all contaminated poly used to contain the area.
8. Clean all exposed surfaces and tools used in the process or mold removal.
9. Do not use window cleaner on any glass windows or doors– it may contain a food source of the mold.
10. Wash or throw out gloves and safety glasses.
11. Wash hands and face/shower

## ***Section 4***

# ***Safe Job Procedures***

**Daytona Homes**  
*Health & Safety Manual*

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 4
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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.

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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	27	25	Charlotte Charbonneau
Circular Saws	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Compressed Air	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Concrete Foundations	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Defective Tools	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Electric Power Tools	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Entry & Exit	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Excavating & Trenching	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Exercise	18	02	23	Safety Manager / Committee	05	27	25	Charlotte Charbonneau
Explosive Actuated Tools	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Fall Protection	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Fire Extinguishers	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Floor Openings	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Fueled Heaters	31	07	05	Safety Manager / Committee	05	27	25	Charlotte Charbonneau
Hand Tools	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Hantavirus	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Housekeeping	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Ladders	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Ladders (Extension)	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Manual Lifting & Carrying	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Motor Vehicle Operation	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Mould Spray	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Office	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Propane	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Slips, Trips, Falls	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau
Spray Painting	31	07	05	Safety Manager	05	27	25	Charlotte Charbonneau

## Safe Work/Job Procedure

Title: **Exercises**

Developed By: Safety Manager

Date: Dec 19, 2018

Approved By: Craig Corbett

CEO

Date: February 23, 2023

Revised By: Charlotte Charbonneau

Safety & Fleet Manager

Date: February 23, 2023

Potential Hazards:	Required PPE/Equipment:	Training:
<ul style="list-style-type: none"><li>• Strains, sprains</li><li>• Pulled Muscles</li><li>• Slips &amp; Trips</li><li>• Uneven ground</li><li>• Fall from same level</li></ul>	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>	<ul style="list-style-type: none"><li>• MSD Awareness</li></ul>
<p style="text-align: center;"><b>Steps to perform the task safely:</b></p> <p>Note: Participate in exercises unless it puts undue hardship on your body If there is a reason you cannot participate, please let your supervisor know.</p> <ol style="list-style-type: none"><li>1. Get the group into a circle (out of weather elements)</li><li>2. Assign someone to lead the exercises</li><li>3. Do not wear belt or other tools which may impede movement</li><li>4. Stand up straight, raise arms above head</li><li>5. Bring arms halfway down to your side and perform circular rotations with both arm</li><li>6. Raise arms above head and bend over and touch your toes (15 times)</li><li>7. Perform leg lunges on both legs (10 per leg)</li><li>8. Perform jumping jacks (25 times)</li><li>9. Perform stretching after breaks and before starting work</li></ol> <p style="text-align: center;"><b>Refer to WSH Act &amp; Regulations W210 217/2006 Part 8 Musculoskeletal Injuries for additional information.</b></p>		

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Job Title: **STM Safe Job Procedure**

Developed By: Safety Manager

Date: Dec 19, 2018

Approved By: Craig Corbett

CEO

Date: February 13, 2023

Revised By: Charlotte Charbonneau

Safety & Fleet Manager

Date: February 13, 2023,

**Equipment Required**

Hammer Tacker, Knife,  
Cordless router, and hand  
tools

**Material Required**

Blue goo, Home Flash,  
Sill treatment and plastic  
shims. Tyvek

**Personal Protective Equipment**

Hard hat, steel toed boots, gloves  
and fall protection equipment,

**STM Safe Job Procedure applies to the prep and installation of the window treatments prior to installation.**

**Job Steps:**

1. Check in with your manager prior the start and end of each job. Job number and or address needs to be provided so they are aware of your location.
2. PPE must be worn as required by the Prime Contractor's company policy.
3. Complete hazard assessment prior to starting work.
4. Ensure tools are safe and have been checked prior to use (i.e. extension cords, blades, guards).
5. Ladders be inspected regularly and properly maintained.
6. All ladders be Grade 1 or 1A.
7. Fall protection to be worn any time working over 3m or 10 ft

**Daytona Homes**  
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Job Title: **Electric Pressure Washer**

Developed By: Safety Manager

Date: Dec 8, 2017

Approved By: Craig Corbett

CEO

Date: February 13 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: February 13, 2023

**Equipment Required**

**Material Required**

**Personal Protective Equipment**

Pressure Washer

WHMIS if applicable

Safety glasses, hand protection,  
hard hat

**Job Steps:**

1. PPE must be worn as required by the manufactures instructions and the Prime Contractor's company policy.
2. Ensure you have been trained in the use of pressure washers
3. Inspect pressure washer carefully prior to use, look for signs or wear or damage
4. Do not use extension cords, plug your cord directly into the receptacle.
5. Ensure all hoses and cords are away from city sidewalks and stairs into the home
6. Pressure washers produce a kickback, maintain firm footing and grip to a
7. Avoid injury
8. Modifications to trigger device are not allowed, strap or tie down etc.
9. If using a chemical injector, read and follow the chemical suppliers MSDS
10. To avoid damage and risk of flying particles, do not start with the spray too close to the surface to be cleaned



**Daytona Homes**  
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Job Title: **Framing**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: May 11, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: May 11, 2023

**Equipment Required**

Saws, ladders, hammer,  
air Nailers, hand tools

**Material Required**

Dimensional Lumber  
TJI joists, OSB sheathing

**Personal Protective Equipment**

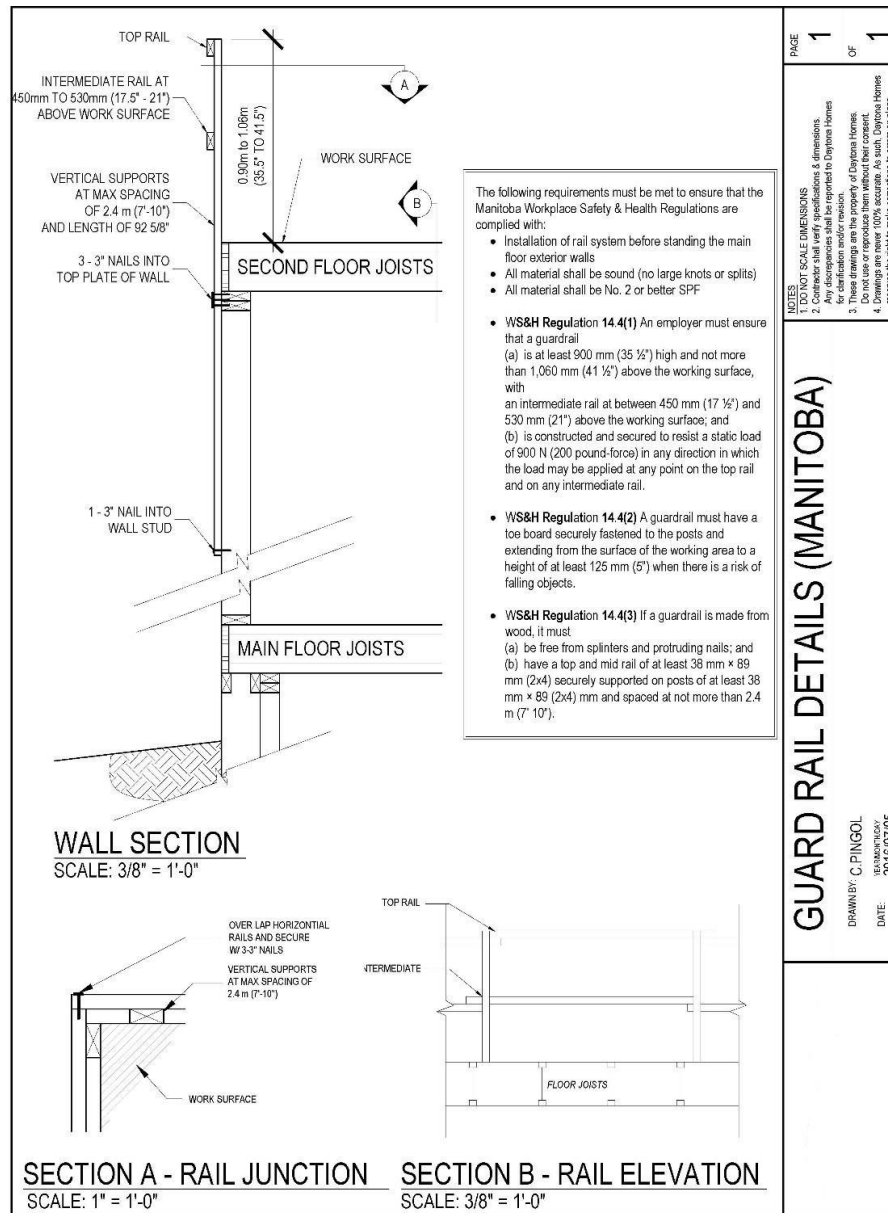
Hard hat, steel toed boots, safety  
glasses, fall protection equipment,  
chainsaw pants, face shield,  
hearing protection

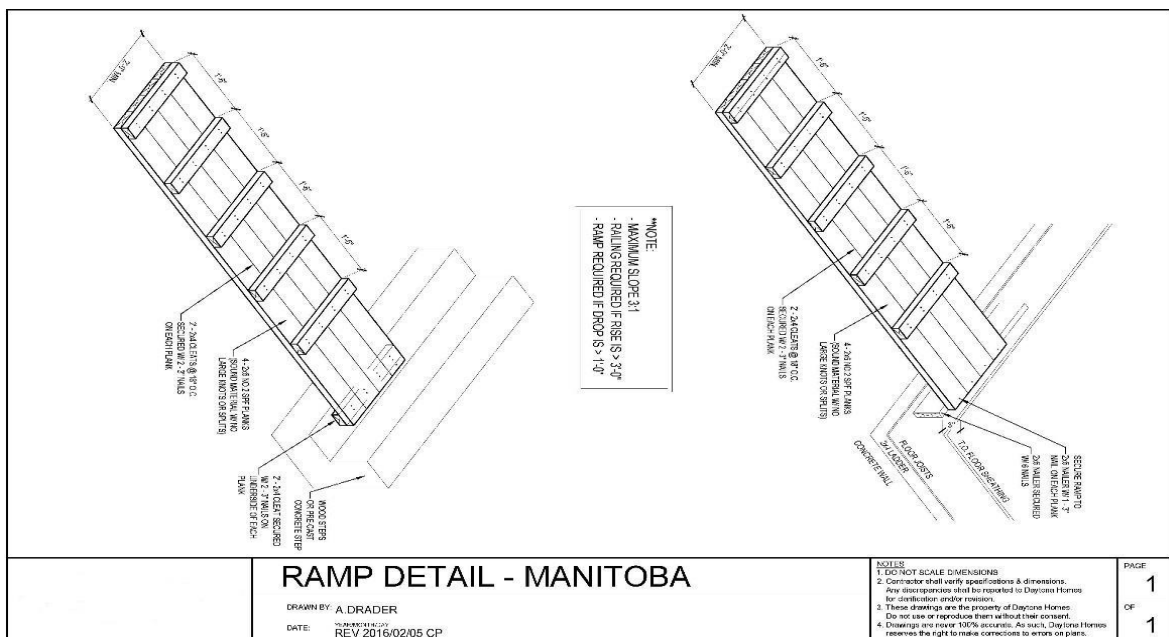
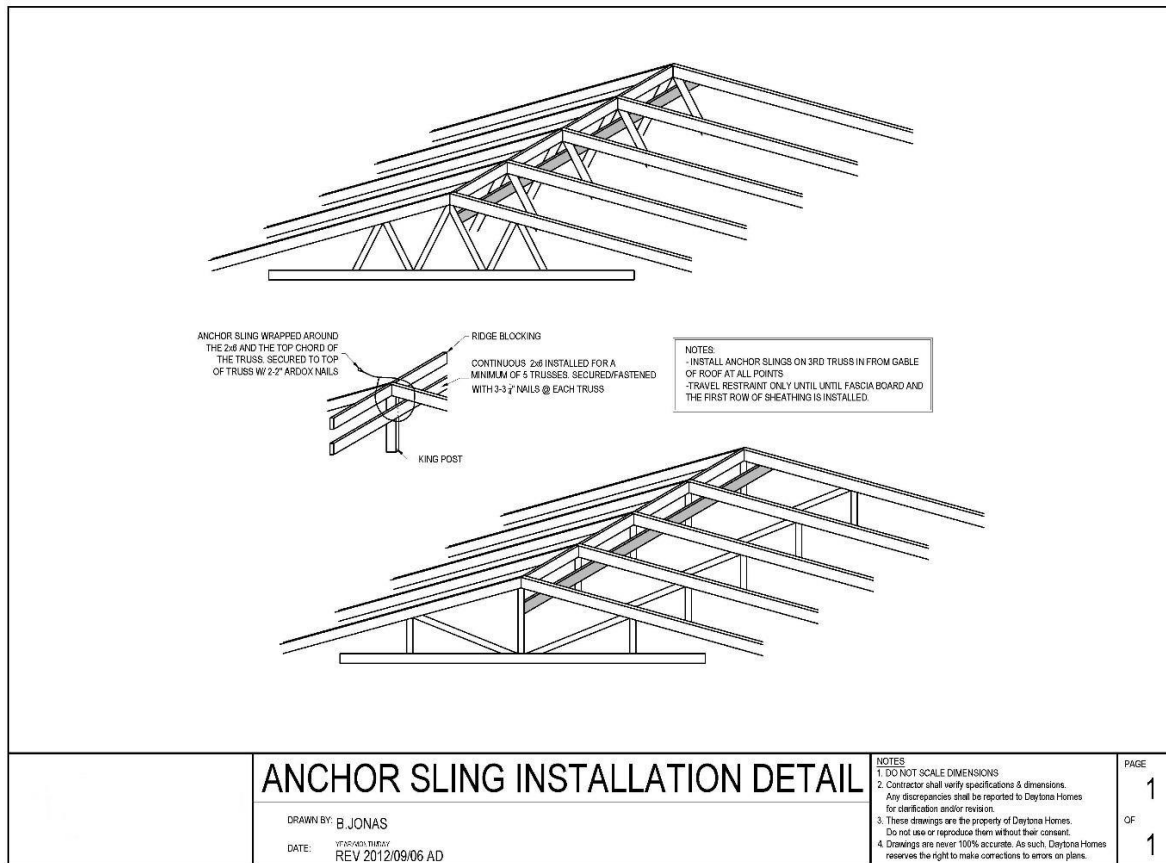
**Note: Framing Safe Job Procedure applies to framing of homes, garages, decks, and frost walls.**

**Job Steps:**

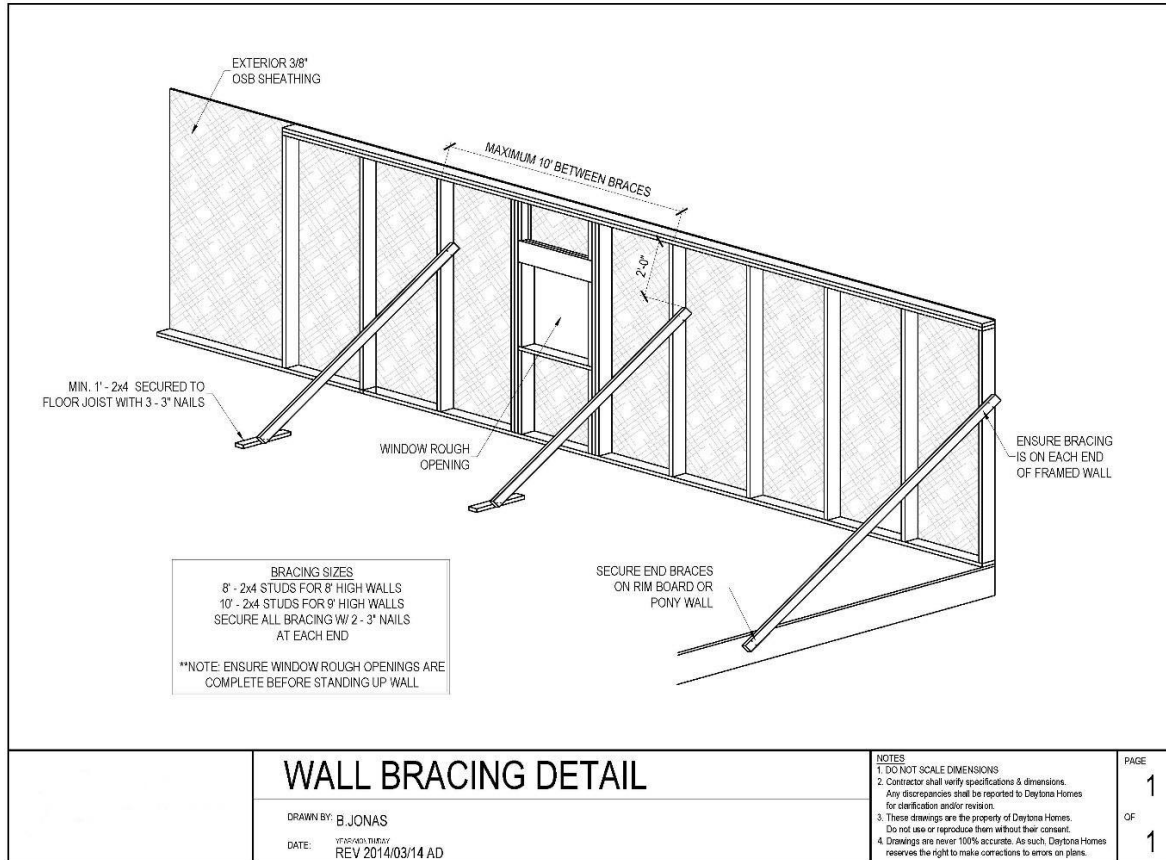
1. PPE must be worn as required by the Manitoba Workplace Safety and Health Regulations 217/2006 Part 6 and the company's policy.
2. Install ramp for access/egress when the main floor is capped. All homes under construction have a ramp or stairs for access egress to the dwelling. Ramps be constructed of 4 - 2 X 6 planks with 2 X 4 cleats at 24 inches on center. Cleats be fastened with 2 nails where they cross each plank. Ramps with a rise greater than 36 inches have a handrail installed.
3. Ensure that employees are competent in the use of Power or Air tools.
4. Ensure tools are safe: (i.e., extension cords, blades, guards).
5. When using a chainsaw utilize proper PPE (chainsaw pants, face shield, hearing protection).
6. Ladders be inspected regularly and properly maintained.
7. All ladders be Grade 1 or 1A.
8. Floor openings to be securely covered or barricaded and marked. Stairwell openings be covered when constructing the 2<sup>nd</sup> floor of the structure and the roof structure. Covering of openings be done with 2 x 6-dimensional lumber with a maximum distance of 3" between boards. Floor sheathing material be used to cover the supporting 2 x 6's and secured in place.
9. Operators of Telehandlers (Zoom Booms) have certificate of training on site. Load lift charts and maintenance logs be on site for all lifting equipment.
10. Any platforms used with Telehandlers (Zoom Booms) be manufactured to CSA specifications or have approval by a Professional Engineer. Person(s) working in these devices must always use fall protection equipment.

11. Install railing for exterior of 2nd floor on the main floor walls before they are lifted.
12. Tag lines must be used for any hoisting operations.
13. Fall Protection System (Covering of openings, Guardrails, Travel Restraint or Fall Arrest) is required if working more than 3m over ground or fall distance is greater than 3m or 10 ft.
14. Proper housekeeping practices on the job site must be maintained. Clean up the site as work progresses.
15. Workers using Fall Protection Equipment be competent in the care, use and maintenance of the equipment. End user fall protection training be renewed every 3 years by a recognized provider.
16. Training documentation and Fall Protection Plans must be on site.
17. Fall Protection Plan must include a rescue procedure that employees are trained in.
18. Anchor Slings be installed per manufacturer's instructions. A 2 x 6 spanning 5 trusses be installed along the top of the king post or center web chord of the truss and secured by 3 - 3½" common nails at each truss. The Anchor Sling be wrapped around the 2 x 6 and the top chord of the truss then secured using 2 - 2½" Ardo nails through the loop and the strap. Detail can be seen below.
19. Exterior wall bracing must be installed at each end of the wall and every 10ft along the length of the wall. Braces be installed on the flat side of the wall studs. A 2 x 4 block that is a min of 1 ft long must be installed flat onto the floor with 3 - 3" nails securing it to the floor joist and the wall brace nailed into the side of the 2 x 4 blocking. Window RO's must be cut out prior to walls being raised. Bracing detail can be seen below.
20. Tall walls not be lifted into place until the adjacent 2<sup>nd</sup> floor exterior walls are in place to support them. Ensure that the walls are lifted in place using mechanical equipment or adequate bracing to protect against the wall falling over. Lifting tall walls in place not be done when the wind is affecting the lifting or placing operations.





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Job Title: **Roofing**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: July 17, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 7, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<u>Ladder, full body harness,</u>	<u>Shingles, nails, vents,</u>	<u>Fall protection system, safety</u>
<u>Lanyard, lifeline, retractable</u>	<u>flashing</u>	<u>glasses, hard hats, steel toed boots</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

**Job Steps:**

1. PPE must be worn as required by the manufactures instructions and the Prime Contractor's company policy.
2. Fall Protection be used as per the Fall Protection System (covering of openings, guardrails, travel restraint or fall arrest) is required if working more than 3m over ground.
3. Ladders must be secured and project 1m over roof level.
4. All ladders used must be Grade 1 or 1A.
5. Ladders be inspected regularly and properly maintained.
6. Inspect roof surfaces for slip and trip hazards.
7. Materials must be stored a minimum of 2m from roof edge. No more than 6 bundles be stacked together on any area of the roof and not be done on an area where the ridge of a roof intersects a roof slope.
8. Ensure roof brackets are securely attached to a solid surface.
9. Roof with a fall distance greater than 10 ft. (3m) must have safety nets, guard rails, Travel Restraint or Fall Arrest Systems in place.
10. Workers using Fall Protection Equipment be competent in the care, use and maintenance of the equipment. End user fall protection training be renewed every 3 years by a recognized provider.
11. Training documentation and Fall Protection Plans must be on site.
12. Fall Protection Plan must include a rescue procedure that employees are trained in.
13. Proper housekeeping practices must be followed. Bags for excess material or construction debris have a maximum weight of 60 lbs. (27 kg).
14. All cut pieces are to be bagged and lowered to the ground. Throwing of excess material or cut off pieces from the roof to the ground is not allowed.

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Job Title: **Plumbing Installation**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Nov 21, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Nov 21, 2023

**Equipment Required**

Hand tools, power tools,  
ladders

**Material Required**

S pipe, pox lines,  
S adhesive

**Personal Protective Equipment**

Hard hat, steel toed boots, safety  
glasses and gloves

**Job Steps:**

1. Proper PPE must be used.
2. Ensure that SDS for all materials used is available for reference.
3. Ladders must be inspected and maintained regularly.
4. Floor openings must be properly covered, secured, or barricaded and marked.
5. All ladders used must be Grade 1 or 1A.
6. Ladders be inspected regularly and properly maintained.
7. All pipe threaders have foot pedal to turn machine on and off.
8. Ensure all extension cords are the right gauge, are properly grounded and are not damaged.
9. Check all power tools to ensure that they are in good condition with all guards in place.
10. Ensure that fire extinguisher is available when doing any hot work.
11. Power tools to be grounded or double insulated.
12. Extinguish all sources of ignition prior to using any flammable adhesives.
13. Proper housekeeping practices must be followed

**Daytona Homes**  
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Job Title: Siding

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Mar 26, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Mar 16, 2023

**Equipment Required**

Metal shears, air Nailer,  
circular saw, hammer, poles,  
planks, back rails

**Material Required**

Siding, soffit, and fascia  
materials

**Personal Protective Equipment**

Hard hat, steel toed boots, safety  
glasses fall protection system

**Job Steps:**

1. Ensure that proper PPE is used.
2. Ensure that poles and planks are inspected prior to use.
3. Properly secure all pole supports and chain all planks to poles to prevent movement.
4. Ladders be inspected regularly and properly maintained.
5. Check all power and air tools to ensure that all guards and safety devices are in place.
6. Wear proper Personal Protective Equipment when using power or air tools.
7. Proper housekeeping practices must be followed.
8. Fall Protection System be used as required by the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
9. Workers using Fall Protection Equipment be competent in the care, use and maintenance of the equipment. End user fall protection training be renewed every 3 years by a recognized provider.
10. Training documentation and Fall Protection Plans must be on site.
11. Fall Protection Plan must include a rescue procedure that employees are trained in.



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Job Title: **Insulation**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Apr 21, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Apr, 1, 2023

**Equipment Required**

Ladder, scaffold, knives,  
stapler

**Material Required**

Insulation, poly, tape,  
sealant

**Personal Protective Equipment**

Steel toed boots, dust mask or  
Air purifying respirator or

**Job Steps:**

1. Proper respiratory protection must be used. Refer to SDS or manufacturer's recommendations for proper PPE.
2. Clothing that adequately covers the body and limbs be worn.
3. Proper ventilation must be maintained.
4. Ladders be inspected regularly and properly maintained.
5. All ladders used on site must be Grade 1 or 1A
6. All scaffolding must be properly erected and inspected as per the
7. For work done over 3m from the floor proper Fall Protection be in place.
8. Disposal of used blades must be done safely.
9. Hand tools be in good repair.
10. Proper housekeeping practices must be followed.

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Job Title: **Drywall and Taping**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Ladder, stilts, knife,  
scaffold, trowels

**Material Required**

Wall board, screws,  
drywall compound

**Personal Protective Equipment**

Steel toed boots, dust mask or  
Air purifying respirator or

**Job Steps:**

1. Proper access to the building for delivery of materials be provided.
2. Ensure that SDS's are reviewed prior to commencing work.
3. Proper PPE must be used (i.e., when sanding is done use recommended breathing protection).
4. Proper ventilation must be maintained.
5. Floor openings must be covered and secured or barricaded.
6. All ladders used must be Grade 1 or 1A.
7. Ladders be inspected regularly and properly maintained.
8. All scaffolding must be properly erected, inspected and tagged as per the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
9. When stilts are used the floor must be clear of debris.
10. Stilts must not be used on stairs or where Fall Protection applies.
11. Disposal of used blades must be done safely.
12. Fall protection required if working higher than 3m.
13. If drywall material is to be disposed of through the windows on the second floor of a home the area below must be marked, and signs posted warning of the activity, or a worker must be below to ensure that no personnel will be in the area that the materials are being dropped.

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Job Title: **Painting**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Ladder, rollers, brushes,  
scaffold, spray machine,  
sander

**Material Required**

Paint, solvent  
masking tape

**Personal Protective Equipment**

Steel toed boots, safety glasses  
air purifying respirator

**Job Steps:**

1. Ensure that SDS are reviewed prior to commencing work.
2. Proper PPE must be used.
3. All Employees must wear proper respiratory equipment when spraying is done.
4. Respiratory equipment must be properly fitted.
5. Ensure there is proper ventilation.
6. Ensure air (spray) equipment is in good repair.
7. All scaffolding must be properly erected and inspected as per the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006.
8. Ladders be inspected regularly and properly maintained.
9. All ladders used must be Grade 1 or 1A.
10. Proper disposal of paint cans supplies, and solvents must be carried out as per the manufacturer's instructions and or the local environmental legislation.

## Safe Work/Job Procedure

Job Title: **Fueled Heaters (Frost Fighters)**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett CEO

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau Safety Manager

Date: Feb 15, 2023

Potential Hazards:	Required PPE/Equipment:	Training:
<ul style="list-style-type: none"><li>• Carbon Monoxide Poisoning</li><li>• Fire</li><li>• Burns</li><li>• Equipment/Property damage</li></ul>	<ul style="list-style-type: none"><li>• Carbon Monoxide Detector</li><li>• Batteries</li><li>• Fire Extinguisher</li><li>• Drywall or metal base</li></ul>	<ul style="list-style-type: none"><li>• First Aid / CPR</li><li>• WHMIS</li><li>• Fire Extinguisher</li><li>• ERP</li></ul>
<p style="text-align: center;"><b>Steps to perform the task safely:</b></p> <ol style="list-style-type: none"><li>1. Kerosene or other fueled heaters, before use, shall be approved by the foreman or safety coordinator</li><li>2. Kerosene or other fueled heaters shall be placed on a non- combustible material, which extends a minimum of 3 feet from the front of the heater's outlet. Keep all combustibles a minimum of 10 feet away from the outlet and a minimum of 3 from the top, side, and rear.</li><li>3. An ABC type fire extinguisher must be always in the immediate area of the heater.</li><li>4. Ensure that there is adequate ventilation; refer to the heater manufacturer's specifications. This can be done by opening windows or doors.</li><li>5. A battery-operated Carbon Monoxide detector must be within sight or hearing range of the workers to alert them to exposure of Carbon Monoxide gas.</li><li>6. Symptoms of inadequate ventilation are; headache, dizziness, burning eyes and nose, nausea and dry mouth or sore throat. Workers are to leave the site and get medical attention and report the incident to the Safety Officer immediately.</li><li>7. Re-fueling tanks must be stored safely outside; the heater must be brought outside when re-fueling and all spills must be cleaned off the unit before i.t is re-fired. All empty fuel cans must be removed from the work site and discarded as per environmental requirements</li><li>8. Workers are not permitted to work alone in a worksite with any type of fossil fuel heaters.</li><li>9. Never leave a heater running unattended.</li><li>10. All workers must have WHMIS training and the current SDS for the fuel used must be readily available.</li></ol> <p style="text-align: center;"><b>Refer to the Manitoba Workplace Safety and Health Act W210 and Regulations 217/2006 for additional information.</b></p>		

**Daytona Homes**  
*Health & Safety Manual*

Job Title: **Flooring**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Feb 15, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 15, 2023

**Equipment Required**

Kicker, knee pads, knife,  
trowel, power Nailer

**Material Required**

Carpet, linoleum,  
Hardwood, glue, smooth  
edge

**Personal Protective Equipment**

Safety glasses, gloves

**Job Steps:**

1. Proper PPE is required for work being done (i.e., knee pads, safety glasses).
2. Refer to SDS prior to commencing work.
3. Ensure Employees are competent in the use of hand, power, and air tools.
4. Proper lifting techniques be used when carrying materials (i.e., large rolls of carpet).
5. Clear floor of sharp objects before installing material.
6. Disposal of used blades be done safely.
7. Provide adequate ventilation when spreading glue.
8. Take precautions when installing carpet on stairs to prevent tripping.
9. Good housekeeping practices must be followed.
10. Ensure proper disposal of glue containers.

**Daytona Homes**  
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Job Title: **Manual Lifting and Carrying**

Developed By: Safety Manager Date: Feb 10, 2009

Approved By: Craig Corbett CEO Date: Feb 15, 2023

Revised By: Charlotte Charbonneau Safety Manager Date: Feb 15, 2023

Equipment Required	Material Required	Personal Protective Equipment
<hr/>	<hr/>	<u>Steel toed boots and gloves</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

**Job Steps:**

1. Size up the load. If you think you need help, ask for it.
2. Get a good footing.
3. Bend your knees and get a good grip on the object to be lifted.
4. Keep your back straight, your head up, lift with your legs and keep the object being lifted close to your body.
5. Keep your balance. Do not twist or turn as you lift.
6. To put objects back down again, do not bend at the waist. Keep your back straight and bend your knees keeping the object close to your body until it is placed in a secure position.

**Daytona Homes**  
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Job Title: **Fall Protection Equipment**

Developed By: Safety Manager Date: Feb 10, 2009

Approved By: Craig Corbett CEO Date: April 5, 2023

Revised By: Charlotte Charbonneau Safety Manager Date: April 5, 2023

Equipment Required	Material Required	Personal Protective Equipment
	<u>Anchor point</u>	<u>Harness, lifeline, shock sorbing</u>
		<u>Lanyard, carrier(s)</u>

**Job Steps:**

1. Do not use this equipment unless you have been trained in the use of this type of safety equipment.
2. Check your anchor point prior to connecting the lifeline to it.
3. Check the harness for any damage (cuts, damaged stitching, and damage from chemicals).
4. Check the lifeline for cuts or damage.
5. Ensure that the rope gr is installed in the proper direction.
6. Put on your harness and adjust it so that it fits snugly. Have another person check to see that the “D” ring is located between your shoulder blades.
7. Secure the end of the lifeline to the anchor point.
8. Secure the shock sorbing lanyard to the rope gr and then to the “D Ring” on the harness.
9. Have your Fall Protection Plan on site.

Job Title: Hand Tools

Developed By: Safety ManagerDate: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Oct 6, 2023Revised By: Charlotte CharbonneauSafety ManagerDate: Oct 6, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Hammer, screwdriver</u>		<u>Safety glasses, hard hat, hearing</u>
<u>wrenches</u>		<u>protection, safety footwear, gloves</u>

### Job Steps:

1. Check all tools prior to use for defects. Watch for cracked handles or other defects.
2. Use the proper tool for the job.
3. Hold the tool firmly.
4. Do your work in a safe manner.

# Hammer

- Grasp handle tightly with your wrist straight.
- Face of hammer should be larger than the object being struck.
- Keep your eye on the object being struck.
- Strike the object with a square blow.

## Screwdrivers

- Ensure that the object is secure.
- Do not hold object in your hand.
- Use insulated end screwdrivers.

## Wrenches

- Use a boxed end wrench whenever practical.
- Always apply the force towards you and not away.
- Never strike a wrench to gain more force.
- Never use a pipe (snipe) to gain more force.



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Job Title: **Fixed or Retractable Knives**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Jan 31, 2023

Revised By: Jody Edin

Safety Manager

Date: Jan 31, 2023

**Equipment Required**

Fixed blade knife or  
retractable blade knife

**Material Required**

\_\_\_\_\_

**Personal Protective Equipment**

Safety glasses, Kevlar gloves

**Job Steps:**

1. Check all tools prior to use for defects.
2. Always use sharp blades.
3. Always cut away from your body.
4. Ensure that your hands or other parts of your body are out of the line of fire.
5. Only one worker work on material with a knife.
6. Make sure that no other personnel are in the line of fire.

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Job Title: **Circular or Reciprocating Saws**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: July 31, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 31, 2023

**Equipment Required**

Circular saw, reciprocating  
saw

**Material Required**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Protective Equipment**

Safety glasses, hearing protection,  
Gloves, hard hat, safety footwear

\_\_\_\_\_  
\_\_\_\_\_

**Job Steps:**

1. Determine if this is the proper tool for the job required.
2. Read the manufacturer's instructions when using a new tool.
3. Inspect tool including electrical cord and safety features for any damage. If damage is noted do not use tool and chose another.
4. Put on all PPE required when operating saw.
5. Ensure proper blade for the material being cut.
6. Set the blade depth to the proper level for the material being cut.
7. Secure the material to be cut.
8. Plug in the saw.
9. Cut material as desired ensuring that your hands, body, and electrical cords remain out of the line of fire.
10. Wait until guard falls back into place or blade stops spinning before placing saw down on any surface.
11. Secure tool for future use.

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Job Title: **Corded or Cordless Drills**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Sept 13, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Sept 13, 2023

**Equipment Required**

Cordless or corded drill

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Material Required**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Protective Equipment**

— Safety glasses, hearing protection,

— gloves, hard hat, safety footwear

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Job Steps:**

1. Read the manufacturer's instructions prior to using a new tool.
2. Ensure that tool is unplugged, or battery removed when adjusting or changing the bits.
3. Use the proper type of drill bit for the material that you are working on.
4. Hold the tool per the manufacturer's instructions.
5. Pay full attention to the work activity when using this type of tool.

**Daytona Homes**  
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Job Title: **Extension Ladder**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: Aug 16, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Aug 16, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<u>Extension ladder</u>	<u></u>	<u>As required</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

**Job Steps:**

1. Ensure that all materials and debris is cleared away from area where ladder will be used.
2. Inspect ladder for any defects.
3. Extend ladder to 3 ft. over the point where you will be getting on or off.
4. Install kicker at base of ladder.
5. Have someone hold the ladder until the top is secured or tied off.
6. Always maintain 3-point contact when using the ladder.
7. Do not overreach, keep your body centered on the ladder.

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Job Title: **Step Ladder**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett CEO

Date: July 31, 2023

Revised By: Charlotte Charbonneau Safety Manager

Date: July 31, 2023

<b>Equipment Required</b>	<b>Material Required</b>	<b>Personal Protective Equipment</b>
<u>Step ladder</u>	<u></u>	<u>As required</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

**Job Steps:**

15. Make sure that all materials and debris is cleared away from area where ladder will be set up.
16. Inspect ladder for any defects.
17. Fully open ladder and lock spreader.
18. Set ladder up on a firm, level, and dry surface.
19. Secure the top of the ladder.
20. Do not carry objects in your hand while climbing ladders.
21. Do not climb on top two rungs of a step ladder or top 3 rungs of a portable ladder.
22. Do not overreach, keep your body centered on the ladder.

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Job Title: **Fire Extinguishers**

Developed By: Safety Manager

Date: Feb 10, 2009

Approved By: Craig Corbett

CEO

Date: July 31, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: July 31, 2023

**Equipment Required**

Fire Extinguisher

**Material Required**

**Personal Protective Equipment**

As required

**Job Steps:**

1. Approach the burning material from upwind.
2. Stay approximately 3m from the burning material.
3. Holding the Fire Extinguisher in an upright position twist the pin to break the tie then pull pin out.
4. Aim the hose or nozzle at the base of the fire.
5. Squeeze the lever.
6. Sweep the Fire Extinguisher from side to side.
7. Do not breathe in the extinguishing agent.

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Job Title: **Mold Remediation**

Developed By: Safety Manager

Date: Apr 8, 2016

Approved By: Craig Corbett

CEO

Date: Feb 19, 2023

Revised By: Charlotte Charbonneau

Safety Manager

Date: Feb 19, 2023

**Equipment Required**

Ladders

Mold Spray Pack

**Material Required**

Poly

Bristled Brush

Gabor RTU

Mold Clean

**Personal Protective Equipment**

Safety Glasses

Respirator

Chemical or Latex Gloves

Boot Covers and or extra shoes

**Job Steps:**

**\*Level 1 if less than 50% mould cover in a 1m<sup>2</sup> area than proceed with the following steps\*:**


1. Put down a layer of poly on the floor.
2. Spray affected area with Mold Clean.
3. Scrub affected area with a hard-bristled brush, hand brush or power tool with dust collector (Repeat steps 2 and 3 as required until stain is removed)
4. Spray Gabor RTU on the affected area until wood is evenly coated and saturated. Spray generously but do try to avoid excessive dripping
5. Clean all exposed surfaces and tools used in the process.
6. Do not use window cleaner on any glass windows or doors.
7. Dispose of all contaminated poly used to contain area.
8. Wash gloves and safety glasses thoroughly.
9. Wash hands and face / shower.

## ***Section 5***

# ***Company Rules***



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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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 immediately 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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<b>Approved By:</b>	Craig Corbett 	<b>Author:</b>	Safety and Fleet Manager	<b>Revision Date:</b>	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.

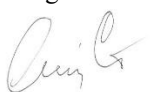
Declaring a Problem does not remove an employee from any requirement for testing under this policy.

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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## 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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## 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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## 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*

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #</b> 4
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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***

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<b>Division(s):</b>	All	<b>Department(s):</b>	All	<b>Revision #:</b>	3
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## 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 grab. 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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## 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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## 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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## 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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## 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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<b>Approved By:</b>	Craig Corbett 	<b>Author:</b>	Safety and Fleet Manager	<b>Revision Date:</b>	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***

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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety & Fleet Manager	<b>Revision Date:</b> 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***

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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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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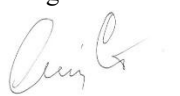
<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 4
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> May 28, 2025

## 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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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> July 27, 2023

## 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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<b>Approved By:</b>	Craig Corbett 	<b>Author:</b>	Safety and Fleet Manager	<b>Revision Date:</b>	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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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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 severe 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
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#### 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

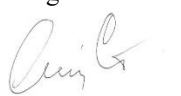
#### Police Services

Winnipeg Police Services (Non-Emergency)	204.986.6222
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## ***Section 12***

# ***Records and Statistics***

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<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 3
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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:

$$\text{IFR} = \frac{\text{Number of RI's} \times 200,000}{\text{Total employee hours of exposure}}$$

**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***

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<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 3
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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***

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<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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.

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## 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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## 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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## 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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## 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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## 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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## 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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## 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 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 will 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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## 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.

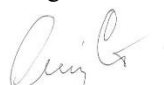
Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever unless such disclosure is necessary for an investigation or disciplinary action.

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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## 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.
10. 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:**

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.

### **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 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 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 possible 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.

**Daytona Homes**  
*Health & Safety Manual*

<b>Division(s):</b> All	<b>Department(s):</b> All	<b>Revision #:</b> 3
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety and Fleet Manager	<b>Revision Date:</b> 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.



**Daytona Homes**  
*Health & Safety Manual*

<b>Division(s):</b>	All	<b>Department(s):</b>	All	<b>Revision #:</b>	4
<b>Approved By:</b>	Craig Corbett 	<b>Author:</b>	Safety and Fleet Manager	<b>Revision Date:</b>	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.

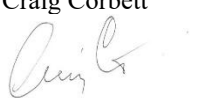
**Criteria required but is not limited to:**

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*

<b>Division(s):</b> Winnipeg	<b>Department(s):</b> All	<b>Revision #:</b> 2
<b>Approved By:</b> Craig Corbett 	<b>Author:</b> Safety Manager	<b>Revision Date:</b> 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