

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

Safe Work Practice Access and Egress

Scope

This practice applies to all employees, contractors, and visitors who use access and egress in the workplace.

Responsibilities

- **Employers:** ensure that safe means of entry and exit are provided and maintained.
- **Supervisors:** must ensure walkways, stairways, and access points remain clear, well-lit, and hazard-free.
- **Workers:** must use designated entry and exit routes, follow safe work practices, and report unsafe conditions immediately.

Hazards

- Slips, trips, and falls due to cluttered or wet walkways
- Restricted access to emergency exits
- Falls from equipment or vehicles due to improper dismounting
- Injuries from using unauthorized or unsafe access routes
- Delays in evacuation during emergencies due to blocked exits

Safe Work Practice Steps

1. Always use designated entry and exit routes; do not create unauthorized shortcuts.
2. Keep entryways, stairways, and exit routes free from obstructions.
3. Ensure adequate lighting is available for all entry and exit points.
4. Use handrails when ascending or descending stairs.
5. Maintain three points of contact when entering or exiting vehicles, heavy equipment, or ladders.
6. Do not jump from equipment, platforms, or elevated work areas.
7. Ensure emergency exits are clearly marked, unobstructed, and accessible.
8. In icy or wet conditions, apply slip prevention measures such as salt, sand, or mats.
9. Report damaged stairs, ladders, railings, or lighting immediately.
10. Follow all posted signage regarding entry restrictions, PPE requirements, or emergency evacuation routes.

Training

All workers must be trained in the safe use and handling of Access and Egress in a workplace, as well as hazard recognition and proper PPE requirements.

Emergency Procedures

In the event of an emergency requiring evacuation:

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

Review

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

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

Safe Work Practice Cell Phone Use

Scope

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

Responsibilities

Supervisors:

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

Workers:

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

Potential Hazards

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

Personal Protective Equipment (PPE)

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

Safe Work Practice Steps

1. General Use:

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

2. Vehicle and Equipment Operation:

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

3. Hazardous Work Areas:

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

Training

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

Emergency Procedures

In the event of an emergency requiring evacuation:

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

Review

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

Job Title:	Circular Saws			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Circular Saws

Scope

This practice applies to all employees, contractors, and visitors who use or may be exposed to Circular Saws in the workplace.

Responsibilities

Supervisors:

- Ensure workers are trained and competent in the use of circular saws.
- Enforce compliance with OHS legislation and company policies.

Workers:

- always Follow safe work practices.
- Use PPE as required.
- Report hazards, incidents, and unsafe conditions to the supervisor.

Hazards

- Contact with rotating blade (cuts, amputations)
- Kickback of material
- Flying debris and wood chips
- Noise exposure
- Electric shock
- Repetitive strain or fatigue

Personal Protective Equipment (PPE)

- CSA-approved safety glasses or face shield
- Hearing protection (earplugs or earmuffs)
- Cut-resistant gloves (when handling material, not while cutting)
- CSA approved Steel-toed footwear with non-slip soles
- Appropriate work clothing (no loose clothing or jewelry)

Safe Work Practice Steps

Pre-Use Inspection:

- Ensure saw is CSA-approved and in good working order.
- Inspect blade for cracks, missing teeth, warpage, or damage.
- Confirm guards are in place and functioning properly.
- Check power cord and plug or battery for wear or damage.
- Verify work area is clean, dry, and well-lit.

Setup:

- Secure material using clamps or a stable surface.
- Adjust blade depth to extend no more than 6 mm (1/4 inch) below the material.
- Ensure proper footing and balance before cutting.

Operation:

- Keep hands and fingers at least 150 mm (6 inches) from the blade.
- Allow the blade to reach full speed before cutting.
- Follow the marked line slowly and steadily without forcing the saw.
- Stand to the side of the cutting line to avoid potential kickback.
- Do not bypass or disable safety features or guards.

Post-Use:

- Turn off/unplug the saw or remove battery before changing blades or making adjustments.
- Allow the blade to come to a complete stop before setting the saw down.
- Store saw in a safe, dry location.
- Report any defects or malfunctions immediately.

Training

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

Emergency Response

- In case of injury, immediately stop work and seek first aid or emergency medical assistance.
- Report all incidents, near misses, and injuries to the supervisor and/or safety representative.
- Ensure fire extinguisher and first aid kit are accessible in the work area.

Review

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

Job Title:	Compressed Air			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Compressed Air

Scope

This practice applies to all employees, contractors, and visitors who use or may be exposed to compressed air in the workplace.

Responsibilities

Supervisors:

- Ensure workers are trained and competent in the use of compressed air systems.
- Enforce compliance with OHS legislation and company policies.

Workers:

- Follow safe work practices at all times.
- Use PPE as required.
- Report hazards, incidents, and unsafe conditions to the supervisor.

Potential Hazards

- Eye injuries from flying debris
- Skin penetration or embolism from direct air contact
- Hearing damage from high noise levels
- Fire or explosion when used near flammable materials
- Slips, trips, and falls from dislodged materials or hoses
- Damage to equipment or tools from improper use

Personal Protective Equipment (PPE)

- CSA-approved safety glasses or face shield
- Hearing protection (earplugs or earmuffs)
- Gloves to protect hands from sharp debris
- Steel-toed footwear with non-slip soles
- Respiratory protection if working in dusty environments

Safe Work Practice Steps

Pre-Use Inspection:

- Inspect hoses, fittings, and nozzles for damage or leaks.
- Ensure couplings are secure and safety clips are in place.
- Confirm pressure regulators and gauges are working properly.

Operation:

- Never direct compressed air toward yourself or others.
- Do not use compressed air for cleaning clothing or skin.
- Reduce air pressure to 10 psi or less when used for cleaning equipment or surfaces.
- Use appropriate nozzles with safety relief features.
- Maintain a firm grip on hoses to prevent whipping.
- Keep work area clear of unnecessary personnel.

Housekeeping:

- Do not leave hoses stretched across walkways.
- Coil and store hoses properly when not in use.
- Report damaged equipment immediately and remove from service.

Post-Use:

- Shut off air supply before disconnecting hoses.
- Release pressure from hoses and tools before storage.
- Store hoses and equipment in designated areas.

Training

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

Emergency Response

- In case of injury, immediately stop work and seek first aid or emergency medical assistance.
- Report all incidents, near misses, and injuries to the supervisor.
- Ensure first aid kit and emergency eyewash stations are accessible in the work area.

Review

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

Job Title:	Concrete Foundations			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Concrete Foundations

Scope

This safe work practice applies to all workers, supervisors, and contractors involved in excavation, formwork, rebar installation, pouring, finishing, and curing of concrete foundations.

Responsibilities

Supervisors:

- Ensure workers are trained and competent for assigned tasks.
- Conduct regular inspections of excavation, formwork, and equipment.
- Enforce compliance with OHS Alberta regulations and company policies.

Workers:

- Follow all safe work procedures and use required PPE.
- Report unsafe conditions, near misses, and incidents immediately.
- Participate in training and toolbox meetings.

Hazards

- Struck-by or caught-in incidents with equipment or formwork
- Trips, slips, and falls on uneven or wet surfaces
- Contact with wet concrete (chemical burns/dermatitis)
- Dust inhalation from cutting or grinding concrete
- Musculoskeletal injuries from lifting, bending, and repetitive tasks
- Noise exposure from equipment and tools
- Collapse of excavation walls or unstable formwork

Personal Protective Equipment (PPE)

- CSA-approved hard hat
- Safety glasses or face shield
- CSA-approved steel-toed boots with slip-resistant soles
- Hearing protection when exposed to high noise levels
- Alkali-resistant gloves for handling wet concrete
- Respiratory protection when exposed to dust or vapors

Safe Work Practice Steps

1. Conduct a pre-job hazard assessment before starting work.
2. Ensure excavation areas are sloped, benched, or shored as per OHS regulations.
3. Verify formwork is properly designed, erected, and braced to prevent collapse.
4. Use mechanical aids or team lifts for heavy or awkward materials.
5. Keep work areas clear of unnecessary debris, tools, and tripping hazards.
6. Ensure safe access/egress from excavation and foundation areas.
7. When pouring concrete, maintain clear communication with pump operators and equipment operators.
8. Avoid direct skin contact with wet concrete; wash immediately if contact occurs.
9. Use water suppression or dust extraction when cutting/grinding cured concrete.
10. Follow lockout/tagout procedures when servicing equipment.

Training

All workers must be trained in the safe work practices regarding concrete foundations; the hazard recognition and PPE requirements.

Emergency Response

- In case of skin contact with wet concrete, immediately flush with clean water.
- Report all injuries and incidents to the supervisor immediately.
- Follow site-specific emergency procedures for evacuation, rescue, and medical response.

Review

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

Job Title:	Defective Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Defective Tools

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to defective tools in the workplace.

Responsibilities

Supervisors:

- Ensure workers are trained in safe tool use and inspection practices
- Remove defective tools from service immediately
- Arrange for repair or disposal of defective tools

Workers:

- Inspect tools prior to each use
- Report any defective tools to a supervisor immediately
- Tag defective tools as 'Out of Service' and do not use them
- Do not attempt unauthorized repairs

Hazards

- Cuts, abrasions, or puncture wounds from broken or damaged tools
- Electrical shock from faulty power tools
- Fire hazards caused by electrical faults
- Property damage due to malfunctioning tools

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used

Safe Work Practice Steps

1. Inspect all tools before use to ensure they are in safe working condition.
2. Do not use tools that are cracked, frayed, missing guards, or otherwise defective.
3. Tag and remove defective tools from service immediately.
4. Report defective tools to your supervisor for replacement or repair.
5. Only qualified personnel may repair defective tools.
6. Maintain good housekeeping practices to prevent accidental use of defective tools.

Training

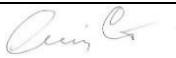
All workers must be trained in identifying defective tools and the proper storage and use requirements.

Emergency Procedures

- If a tool fails during use and causes an injury, stop work immediately and seek first aid.
- Report the incident to a supervisor and document the event as per company incident reporting procedures.
- Do not resume use of the defective tool until it has been repaired or replaced.

Review

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

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

Safe Work Practice Electric Power Tools

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to electric power tools in the workplace.

Responsibilities

- **Employers:** must provide safe and well-maintained electric power tools and ensure workers are trained in their use.
- **Supervisors:** must enforce safe work practices, inspect tools regularly, and remove defective tools from service.
- **Workers:** must inspect tools before use, follow manufacturer guidelines, use required personal protective equipment (PPE), and report any tool defects or hazards immediately.

Hazards

- Electrical shock from damaged cords or improper grounding
- Cuts, punctures, or amputations from rotating or sharp tool parts
- Eye injuries from flying debris
- Hearing loss from prolonged exposure to noise
- Fire hazards from sparks or overheating
- Musculoskeletal injuries from improper handling or prolonged use

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

1. Inspect electric power tools before each use for frayed cords, damaged plugs, missing guards, or other defects.
2. Do not use tools with defective cords, switches, or casings.
3. Ensure tools are properly grounded or double insulated as required.
4. Use ground fault circuit interrupters (GFCIs) when working in damp or outdoor environments.
5. Disconnect power tools from the power source before changing blades, bits, or performing maintenance.
6. Keep work areas clean and dry to prevent slips, trips, or electrical hazards.
7. Do not carry power tools by their cords or disconnect them by pulling the cord.
8. Use only manufacturer-approved accessories and attachments.
9. Wear appropriate PPE including safety glasses, hearing protection, gloves, and protective footwear.
10. Store tools in a clean, dry location when not in use.

Training

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

Emergency Procedures

In the event of an incident involving electric power tools:

- Stop work immediately and disconnect the tool from the power source.
- Provide first aid as required and call emergency services if necessary.
- Report the incident to the supervisor and complete an incident report.
- Secure the defective tool for further investigation before repair or disposal.

Review

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

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

Safe Work Practice Excavating & Trenching

Scope

This practice applies to all employees, supervisors, and contractors who participate or may be exposed to excavating and trenching in the workplace.

Responsibilities

Employer:

- Ensure compliance with OHS legislation and company policies.
- Provide appropriate training, equipment, and supervision.
- Ensure hazards are identified and controlled before excavation begins.

Supervisors:

- Ensure workers follow this safe work practice.
- Conduct hazard assessments prior to excavation.
- Verify protective systems (shoring, shielding, sloping) are in place.
- Ensure emergency procedures are in place and communicated.

Workers:

- Follow all safe work practices and procedures.
- Use personal protective equipment (PPE) as required.
- Report hazards or unsafe conditions immediately.
- Do not enter unprotected excavations or trenches.

Hazards

- Cave-ins and soil collapse
- Falls into excavations
- Falling loads or equipment
- Hazardous atmospheres (toxic gases, low oxygen)
- Water accumulation and flooding
- Contact with underground utilities (gas, electrical, water, sewer)
- Mobile equipment movement near excavations

Personal Protective Equipment (PPE)

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

- Complete a hazard assessment and obtain necessary permits before starting excavation.
- Locate and mark all underground utilities prior to excavation.
- Ensure trenches deeper than 1.2 meters (4 feet) are protected with shoring, shielding, or sloping.
- Keep spoil piles and equipment at least 1 meter from trench edges.
- Provide safe access and egress (ladders, ramps) within 8 meters of workers in trenches.
- Inspect excavations and protective systems daily, and after rainstorms or other hazard-increasing events.
- Do not work under suspended loads or near mobile equipment without barriers.
- Use atmospheric testing where hazardous atmospheres may be present.
- Protect excavation sites with barriers, fencing, or signage to prevent unauthorized entry.
- Ensure emergency procedures are in place, including trench rescue planning.

Training

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

Emergency Procedures

- In the event of a cave-in, stop all work immediately and call emergency services.
- Do not attempt rescue without proper training and equipment.
- Maintain communication with all workers in and around the excavation.
- Ensure first aid and rescue equipment is readily available on site.

Review

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

Job Title:	Extension Ladders			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Extension Ladders

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to extension ladders in the workplace.

Responsibilities

Employer:- Provide CSA-approved extension ladders suitable for the job (grade 1 or 1A).

- Ensure ladders are inspected, maintained, and stored properly.
- Provide training to workers on the safe use of extension ladders.

Workers:- Inspect ladders prior to each use, report any defects and take out of service.

- Set up, secure, and use ladders in accordance with training and manufacturer's instructions.
- Maintain three points of contact when climbing or working from the ladder.
- Avoid unsafe practices such as overreaching, carrying heavy loads, or standing on the top rungs.

Hazards

- Falls due to unstable or improperly secured ladders
- Slips from wet, icy, or damaged rungs
- Contact with overhead power lines
- Ladder tipping due to incorrect angle or uneven surface
- Structural failure from damaged or overloaded ladders
- Overreaching or leaning to the side

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

- Select an extension ladder that is the correct length for the job; it must extend at least 1 meter (3 feet) above the landing.
- Inspect ladders before each use: check for cracks, bent rails, missing feet.
- Place ladder on firm, level ground and use ladder stabilizers or tie-offs where required.
- Maintain a 4:1 setup ratio (1 foot out for every 4 feet in height).
- Secure the top and bottom of the ladder to prevent shifting or slipping.
- Do not exceed the manufacturer's load rating.
- Always face the ladder when ascending or descending.
- Keep both hands free when climbing (use a tool belt or hoist tools instead of carrying).
- Do not stand on the top three rungs of an extension ladder.
- Do not move, extend, or adjust the ladder while someone is on it.

Training

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

Emergency Procedures

- In case of a fall, provide immediate first aid and call emergency medical services.
- Report all incidents and near misses to a supervisor and the safety representative.
- Tag and remove defective ladders from service immediately.

Review

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

Job Title:	Fall Protection			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice: Fall Protection

Scope

This Safe Work Practice applies to all employees, contractors, and visitors who are required to work at heights of 3 meters (10 feet) or more, or where a fall from a lesser height could result in serious injury.

Responsibilities

Employer: Ensure fall protection systems and equipment meet OHS Alberta requirements.

- Provide training to workers on fall protection systems and safe work procedures.
- Conduct hazard assessments and implement controls.
- Inspect and maintain fall protection equipment regularly.

Supervisors: Ensure workers use fall protection equipment properly.

- Verify that equipment inspections are completed before use.
- Enforce compliance with this safe work practice.
- Report unsafe conditions immediately.

Workers: Use fall protection systems as trained and required.

- Inspect equipment before each use.
- Report any damage or deficiencies immediately and take out of service.
- Follow safe work procedures and instructions provided by the supervisor.

Hazards

- Falls from elevations
- Falling objects
- Equipment failure
- Improper use of fall protection equipment
- Slips and trips while using fall protection systems

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

1. Conduct a hazard assessment before beginning work at heights.
2. Select the appropriate fall protection system (fall restraint, fall arrest, or guardrails) based on the task.
3. Inspect all fall protection equipment before each use, ensuring it is free of defects and properly maintained.
4. Ensure anchor points can support the required loads and meet OHS requirements.
5. Maintain 100% tie-off when using fall arrest systems.
6. Keep work areas clear of tripping hazards.
7. Do not use equipment that is damaged, expired, or has failed inspection.
8. Follow manufacturer's instructions for use, care, and maintenance of equipment.
9. Immediately report any fall incidents or near misses to a supervisor.

Training

All workers required to use fall protection equipment must receive in-class training in accordance with OHS Alberta requirements and Tacada safety policies. Training must cover:

- Hazard recognition and assessment
- Proper use, inspection, and maintenance of fall protection systems
- Emergency response and rescue procedures

Emergency Procedures

- In the event of a fall, call emergency services immediately.
- Follow the site-specific rescue plan.
- Do not attempt a rescue unless trained and it is safe to do so.
- Provide first aid as required until emergency personnel arrive.

Review

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

Job Title:	Fire Extinguishers			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Fire Extinguishers

Scope

This Safe Work Practice applies to all employees, supervisors and contractors who may be required to use a fire extinguisher in the event of a workplace fire emergency.

Responsibilities

Employer:- Ensure fire extinguishers are provided, inspected, and maintained in accordance with OHS Alberta and fire code requirements.

- Provide training to workers on fire extinguisher use and fire response procedures.
- Conduct regular workplace fire risk assessments.
- Ensure extinguishers are accessible and properly located.

Supervisors:- Ensure workers are familiar with fire extinguisher locations and usage.

- Verify monthly extinguisher inspections are completed.
- Enforce compliance with this safe work practice.
- Report damaged or missing extinguishers immediately.

Workers:- Know the location of fire extinguishers in their work area.

- Use extinguishers only if trained and it is safe to do so.
- Report damaged, discharged, or missing extinguishers to a supervisor.
- Follow emergency evacuation procedures if the fire cannot be controlled.

Hazards

- Exposure to smoke and flames
- Improper use of fire extinguishers
- Failure of extinguisher due to lack of maintenance
- Chemical exposure from extinguisher contents
- Risk of injury if attempting to extinguish a fire beyond extinguishers capabilities.

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

1. Identify the type of fire and select the appropriate extinguisher (e.g., Class A, B, C, D, or K).
2. Ensure personal safety—do not attempt to fight a fire larger than an incipient stage.
3. Position yourself with an exit at your back before using the extinguisher.
4. Follow the PASS technique:
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the handle.
 - Sweep side to side in a controlled manner until the fire is out.
5. If the fire cannot be controlled, evacuate immediately and activate the fire alarm.
6. Never turn your back on a fire and always maintain a clear escape path.

Training

All workers who may be expected to use a fire extinguisher must receive training in accordance with OHS Alberta requirements. Training must cover: Fire extinguisher types and uses, Fire classifications and limitations of extinguishers, PASS technique and safe operation.

Emergency Procedures

- Activate the nearest fire alarm pull station.
- Call emergency services (911).
- Attempt to extinguish only small fires if safe to do so.
- Evacuate the area immediately if the fire grows, spreads, or threatens your safety.
- Follow site-specific emergency response plans.

Review

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

Job Title:	Floor Openings			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Floor Openings

Scope

This applies to all employees, supervisors and contractors who may be exposed to floor openings, including construction, maintenance, and operational activities where floor openings are present.

Responsibilities

Employer:- Ensure all floor openings are properly protected with covers, guardrails, or barriers in accordance with OHS Alberta requirements.

- Provide training to workers on the hazards and controls associated with floor openings.
- Conduct inspections to ensure safety compliance.
- Maintain equipment and barriers in safe working condition.

Supervisors:- Ensure workers follow safe work practices when working near floor openings.

- Confirm that protective covers and guardrails are in place before work begins.
- Report and correct unsafe conditions immediately.
- Enforce safety compliance .

Workers:- Do not remove or alter floor opening covers, guardrails, or barriers without authorization.

- Use fall protection equipment when required.
- Immediately report missing or damaged guards, covers, or barriers.
- Maintain good housekeeping around floor openings to prevent slips, trips, and falls.

Hazards

- Falls through unprotected openings
- Tripping hazards near floor openings
- Falling objects through openings
- Improperly secured covers or guardrails
- Unauthorized removal of protective barriers

Safe Work Practice Steps

1. Identify and mark all floor openings with appropriate signage and barriers.
2. Cover all floor openings with secured, load-rated covers as per OHS legislation and Daytona safety policies.
3. Use guardrails or barriers around openings where covers are not feasible.
4. Ensure covers and guardrails are inspected regularly and remain in place until work is complete.
5. When covers are removed for work, ensure fall protection measures are in place.
6. Maintain clear access routes around floor openings.
7. Never leave an unprotected floor opening unattended.
8. Ensure materials, tools, or debris are not placed on temporary covers.

Training

All workers exposed to floor openings must receive training in accordance with OHS Alberta requirements. Training must cover:

- Hazard recognition and assessment related to floor openings
- Proper installation and inspection of covers and guardrails
- Use of fall protection equipment when working near openings
- Emergency response procedures in case of incidents involving floor openings

Emergency Procedures

- In the event of a fall or incident involving a floor opening, call emergency services immediately.
- Follow the site-specific emergency response and rescue plan.
- Provide first aid as required until trained personnel arrive.
- Secure the area to prevent further incidents.

Review

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

Job Title:	Hand Tools			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Hand Tools

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to hand tools in the workplace.

Responsibilities

Employer: Ensure that safe, appropriate hand tools are provided and maintained in good working condition. Provide training as required.

Supervisors: Monitor tool use, enforce safe practices, and remove defective tools from service.

Workers: Use hand tools properly, inspect tools before use, and report or tag out defective tools.

Hazards

- Cuts, punctures, or abrasions
- Impact injuries (struck-by hazards)
- Eye injuries from flying particles
- Musculoskeletal injuries from improper tool use
- Electrical shock from using tools near live conductors
- Slips, trips, and falls due to improper storage of tools

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

1. Select the right tool for the job; never use makeshift tools.
2. Inspect all tools before use for damage, wear, or defects.
3. Do not use damaged or defective tools; tag and remove them from service.
4. Keep cutting tools sharp and in good condition.
5. Use tools only for their intended purpose.
6. Wear appropriate personal protective equipment (PPE) such as gloves and safety glasses.
7. Maintain a clean and organized work area to prevent trips or dropped tools.
8. Store tools properly when not in use (e.g., in toolboxes or racks).
9. Do not carry sharp tools in pockets; use tool belts or holsters.
10. Be aware of your surroundings when using tools to avoid striking coworkers.

Training

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

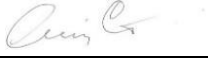
Emergency Procedures

In the event of an incident:

- Administer first aid as required.
- Call for emergency assistance if necessary.
- Report incidents and near misses according to company procedures and Alberta OHS legislation.

Review

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

Job Title:	Housekeeping			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Housekeeping

Scope

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

Responsibilities

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

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

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

Hazards

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

Safe Work Practice Steps

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

Training

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

Emergency Procedures

In the event of an emergency:

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

Review

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

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

Safe Work Practice Manual Lifting & Carrying

Purpose

To establish safe practices for manual lifting and carrying tasks to reduce the risk of strains, sprains, and other injuries.

Responsibilities

Employer:

- Provide training and instruction on safe lifting and carrying techniques.
- Ensure mechanical aids (e.g., dollies, carts, hoists) are available and maintained.
- Identify and assess tasks that involve manual material handling.
- Implement controls to reduce risk of musculoskeletal injuries.

Workers:

- Follow safe lifting and carrying techniques as trained.
- Assess the load before lifting; request help or use equipment if too heavy or awkward.
- Report any hazards, unsafe conditions, or injuries to a supervisor.
- Do not attempt to lift loads beyond personal physical capability.

Hazards

- Back, shoulder, and neck strains due to improper lifting techniques
- Slips, trips, or falls while carrying objects
- Crush injuries from dropping heavy loads
- Overexertion due to lifting loads that are too heavy or awkward
- Hand and foot injuries from poor grip or improper footwear

Safe Work Practice Steps

- Assess the load before lifting. Check weight, size, and stability.
- Plan the route to ensure it is clear of obstacles and hazards.

Use proper body mechanics:

- Stand close to the load with feet shoulder-width apart.
- Bend at the knees and hips, not at the waist.
- Keep the back straight and head up.
- Use the strength of your legs to lift, not your back.
- Hold the load close to the body and avoid twisting while carrying.
- If turning is necessary, move your feet instead of twisting your torso.
- For heavy or awkward loads, get assistance or use mechanical aids.
- Take frequent breaks if performing repetitive lifting tasks.
- Wear proper footwear with good traction to prevent slips.
- Do not lift or carry loads that obstruct your view.

Training

All workers involved in manual material handling must receive training in:

- Risk assessment and hazard identification
- Proper lifting and carrying techniques
- Reporting procedures for hazards and injuries

Emergency Procedures

- Stop work immediately if you experience pain or discomfort during lifting.
- Report all injuries or near misses to a supervisor and/or safety representative.
- Seek medical attention promptly for suspected musculoskeletal injuries.

Review

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

Job Title:	Mold Spraying			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice – Mold Spray

Purpose

To establish safe work practices for the handling and application of mold treatment and remediation sprays to prevent worker exposure to hazardous substances.

Hazards

- Exposure to chemical vapours, mists, and aerosols
- Skin and eye irritation or burns
- Respiratory irritation or illness
- Exposure to mold spores and contaminants
- Slips, trips, and falls from wet surfaces
- Improper chemical mixing or handling
- Environmental contamination

Required Personal Protective Equipment (PPE)

- Safety glasses or chemical splash goggles
- NIOSH-approved respirator as identified by the SDS and hazard assessment
- Chemical-resistant gloves
- Disposable coveralls or protective clothing
- CSA-approved safety footwear
- Additional PPE as identified in the hazard assessment or SDS

Training Requirements

Workers must:

- Be trained on mold hazards and remediation procedures.
- Understand SDS requirements for products being used.
- Receive respiratory protection training when respirators are required.
- Be trained on emergency response and spill procedures.

Safe Work Practices

Before Starting Work

1. Review the Safety Data Sheet (SDS) for the mold treatment product being used.
2. Complete a hazard assessment of the work area.
3. Ensure adequate ventilation is available.
4. Restrict access to the work area and post warning signs as required.
5. Inspect spray equipment for damage or leaks.
6. Verify appropriate PPE is available and in good condition.

Handling Mold Spray Products

1. Follow manufacturer instructions and SDS requirements.
2. Do not mix chemicals unless specifically directed by the manufacturer.
3. Keep containers properly labeled and sealed when not in use.
4. Avoid direct contact with skin, eyes, and clothing.
5. Use only approved containers and equipment.

Application Procedures

1. Wear all required PPE before handling or spraying product.
2. Ensure occupants and unauthorized personnel are removed from the area.
3. Apply mold treatment products according to manufacturer specifications.
4. Avoid overspray and excessive application.
5. Maintain adequate ventilation throughout the application process.
6. Do not eat, drink, or smoke while handling chemicals.
7. Avoid creating airborne dust or disturbing mold-contaminated materials unnecessarily.

Ventilation

1. Use mechanical ventilation, air movers, or exhaust fans where required.
2. Ventilate work areas until airborne contaminants have dissipated.
3. Follow manufacturer recommendations regarding re-entry times.

Housekeeping

1. Clean spills immediately using appropriate spill response procedures.
2. Dispose of contaminated materials according to local regulations and manufacturer instructions.
3. Remove waste from the work area promptly.
4. Decontaminate tools and equipment after use.

Emergency Procedures

Chemical Exposure – Eyes

- Flush eyes immediately with clean water for a minimum of 15 minutes.
- Seek medical attention.
- Report the incident to supervision.

Chemical Exposure – Skin

- Remove contaminated clothing.
- Wash affected area thoroughly with soap and water.
- Seek medical attention if irritation persists.

Inhalation Exposure

- Move the affected person to fresh air.
- Seek medical attention if symptoms persist.
- Call emergency services if breathing difficulties occur.

Spill Response

- Isolate the area.
- Wear appropriate PPE.
- Follow SDS spill response instructions.
- Dispose of waste materials properly.

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

Safe Work Practice Motor Vehicle Operation

Scope

This practice applies to all employees, contractors, and authorized personnel who operate motor vehicles for work-related purposes, including cars, trucks, vans, and fleet vehicles.

Responsibilities

Employer Responsibilities:

- Ensure all workers operating vehicles have a valid driver's license.
- Maintain all vehicles in safe working condition and conduct monthly inspections.
- Implement and enforce safe driving policies.

Worker Responsibilities:

- Hold a valid driver's license appropriate for the class of vehicle operated.
- Follow traffic laws, OHS regulations, and company policies.
- Avoid distractions such as mobile phones while driving.
- Wear seatbelts always.
- Do not operate a vehicle under the influence of alcohol, drugs, or fatigue.

Safe Work Practice Steps

1. Adjust seating, mirrors, and controls before operating the vehicle.
2. Ensure all occupants wear seatbelts.
3. Obey posted speed limits and adjust driving according to weather and road conditions.
4. Maintain a safe following distance from other vehicles.
5. Use signals when turning or changing lanes.
6. Avoid using handheld devices while driving.
7. Park in designated areas and engage the parking brake when the vehicle is unattended.
8. Shut off the engine before refueling.
9. Report all incidents, near misses, or hazards to a supervisor immediately.

Emergency Procedures

- In case of an accident, stop immediately, ensure the scene is safe, and provide first aid if trained, obtain other vehicle operators information(driver's license and valid insurance).
- Call emergency services (911) if required.
- Report the incident to your supervisor as soon as possible.
- Complete incident reports as required by company policy and OHS legislation.

Review

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

Job Title:	Propane Use			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice – Propane Use

Purpose

To ensure the safe storage, handling, transportation, and use of propane.

Hazards

- Fire and explosion
- Gas leaks
- Burns from cold propane contact (frostbite)
- Carbon monoxide exposure from improper use
- Asphyxiation in confined or poorly ventilated areas
- Struck-by injuries from falling cylinders
- Manual handling injuries

Required Personal Protective Equipment (PPE)

- CSA-approved safety footwear
- Safety glasses with side shields
- Work gloves suitable for propane handling
- High-visibility clothing as required by site conditions
- Additional PPE as identified in site-specific hazard assessments

Safe Work Practices

Before Use

1. Inspect propane cylinders, hoses, regulators, valves, and fittings before each use.
2. Ensure cylinders are approved, properly labeled, and within inspection requirements.
3. Verify connections are tight and leak-free.
4. Check for damage, corrosion, dents, or excessive wear.
5. Ensure fire extinguishers are readily available.
6. Confirm adequate ventilation in the work area.

Leak Testing

1. Test all connections using a soap-and-water solution after connecting equipment.
2. Never use an open flame to check for leaks.
3. If a leak is detected:
 - Shut off the propane supply immediately.
 - Remove ignition sources.
 - Ventilate the area.
 - Tag defective equipment out of service.
 - Report the issue to a supervisor.

Safe Operation

1. Follow manufacturer's operating instructions.
2. Keep propane cylinders upright and secured at all times.
3. Keep cylinders away from heat, sparks, flames, and other ignition sources.
4. Do not smoke while handling or using propane.
5. Use propane appliances only for their intended purpose.
6. Never leave operating propane equipment unattended unless designed for unattended operation.
7. Maintain clear access to emergency shut-off valves.

Transportation

1. Transport cylinders in an upright position and secure them to prevent movement.
2. Ensure valve protection caps are installed when cylinders are not connected.
3. Do not transport cylinders in enclosed passenger compartments.
4. Ensure adequate ventilation during transportation.
5. Follow applicable Transportation of Dangerous Goods (TDG) requirements.

Storage

1. Store propane cylinders outdoors in designated, well-ventilated areas.
2. Protect cylinders from physical damage.
3. Keep cylinders away from ignition sources and combustible materials.
4. Store full and empty cylinders separately when practical.
5. Ensure storage areas are clearly marked and secured against unauthorized access.

Emergency Procedures

Gas Leak

- Stop work immediately.
- Shut off propane supply if safe to do so.
- Eliminate ignition sources.

- Evacuate personnel from the area.
- Notify supervision and emergency services if required.

Fire

- Activate emergency response procedures.
- Evacuate the area.
- Contact emergency services.
- Use a fire extinguisher only if trained and it is safe to do so.

Frostbite Exposure

- Seek first aid immediately.
- Do not rub affected skin.
- Flush affected area with lukewarm water.
- Obtain medical attention.

Training Requirements

Workers handling propane must:

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

Job Title:	Spray Painting			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Spray Painting

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to spray paint in the workplace.

Responsibilities

Supervisors: Ensure workers are trained and competent in spray painting practices.

- Provide appropriate PPE and ensure equipment is properly maintained.
- Monitor ventilation systems and fire prevention measures.

Workers: Follow all safe work procedures and training provided.

- Wear required PPE at all times when spray painting.
- Report hazards, unsafe conditions, or incidents immediately.
- Properly handle and dispose of hazardous materials.

Potential Hazards

- Fire and explosion from flammable vapors
- Inhalation of toxic fumes and vapors (solvents, isocyanates, etc.)
- Skin or eye contact with hazardous materials
- Overexposure leading to respiratory illness or nervous system effects
- High-pressure injection injuries from spray equipment
- Slips, trips, and falls due to overspray or spills

Personal Protective Equipment (PPE)

- CSA-approved respiratory protection (air-supplied respirator or cartridge respirator, depending on product)
- Safety goggles or full-face shield
- Chemical-resistant gloves
- Flame-resistant or chemical-resistant coveralls
- CSA-approved safety footwear
- Hearing protection if required by noise levels

Safe Work Practice Steps

1. Ensure only trained and authorized personnel conduct spray painting.
2. Review Safety Data Sheets (SDS) for all products being used before starting work.
3. Confirm that spray painting is performed in a well-ventilated area.
4. Eliminate ignition sources such as open flames, sparks, and smoking materials from the work area.
5. Ground and bond all containers and equipment when transferring flammable liquids.
6. Inspect spray guns, hoses, and equipment for leaks or damage before use.
7. Wear all required PPE, including respiratory protection, throughout the spraying process.
8. Store paints, thinners, and solvents in approved, labeled containers in designated flammable storage cabinets.
9. Clean equipment using safe methods and approved solvents, following manufacturer instructions.
10. Dispose of rags, filters, and waste materials in approved, fire-resistant containers.

Training

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

Emergency Response

- In case of fire, activate alarms, evacuate the area, and call emergency services immediately.
- For inhalation exposure, move the worker to fresh air and seek medical attention.
- For skin or eye contact, flush with clean water for at least 15 minutes and seek medical assistance.
- For high-pressure injection injuries, seek immediate emergency medical care.
- Report all incidents and near-misses to the supervisor.

Review

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

Job Title:	Step Ladders			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Step Ladders

Scope

This practice applies to all employees, supervisors, and contractors who use or may be exposed to step ladders in the workplace.

Responsibilities

Employer:

- Ensure ladders meet regulatory requirements and are maintained in safe condition.
- Provide training and supervision to workers on the safe use of ladders.
- Conduct regular inspections of ladders and remove defective equipment from service.

Workers:

- Inspect ladders prior to use and report any defects immediately.
- Use ladders only for their intended purpose.
- Follow safe work practices and training when using ladders.
- Always maintain three points of contact when climbing.
- Do not exceed the load rating of the ladder.

Hazards

- Falls due to improper setup or use of ladders
- Slips from wet, oily, or damaged rungs
- Contact with overhead power lines
- Overreaching or leaning too far to the side
- Using damaged or defective ladders
- Carrying heavy or bulky loads while climbing

Personal Protective Equipment (PPE)

Ensure the appropriate PPE is worn for the specific tool being used;

- CSA-approved hard hats
- High visibility vests/clothing
- Protective footwear (steel-toed)
- Gloves suitable for the task
- Eye protection
- Respiratory protection if required

Safe Work Practice Steps

- Select the right type and size of ladder for the job.
- Inspect ladder before each use for cracks, bent rungs, missing feet, or loose components.
- Set up ladder on a stable, level surface and secure where necessary.
- Always face the ladder and maintain three points of contact when ascending or descending.
- Do not stand on the top two rungs of a step ladder or the top three rungs of an extension ladder.
- Never move or shift a ladder while in use.
- Do not exceed the manufacturer's load rating.
- Keep areas around the base and top of the ladder clear of obstructions.

Training

All workers required to use ladders must receive training on ladder safety, including:

- Selection of appropriate ladders
- Pre-use inspection procedures
- Proper setup techniques
- Safe climbing practices
- Hazard recognition and control measures

Emergency Procedures

- In case of a fall, call for medical assistance if necessary.
- Report all incidents and near misses to a supervisor.
- Remove damaged ladders from service immediately and tag them 'Do Not Use'.

Review

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

Job Title:	Office Work			
Developed By:	Safety Manager		Date:	Feb 10, 2009
Approved By:	Craig Corbett CEO		Date:	April 15, 2026
				
Revised By:	Dan Rondeau	Safety Coordinator	Date:	April 10, 2026

Safe Work Practice Office Work

Scope

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

Responsibilities

Employer Responsibilities:

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

Worker Responsibilities:

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

Safe Work Practice Steps

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

Emergency Procedures

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

Review

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

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

Safe Work Practice Slips, Trips, and Falls

Scope

This practice applies to all employees, supervisors, and contractors who could be at risk for slips, trips, and falls in the workplace.

Responsibilities

Supervisors:

- Ensure housekeeping standards are maintained.
- Provide workers with training in slip, trip, and fall prevention.
- Address hazards promptly and ensure corrective actions are taken.

Workers:

- Follow safe work procedures and training provided.
- Immediately report unsafe conditions, hazards, or incidents.
- Maintain good housekeeping practices in all work areas.
- Wear appropriate footwear and PPE at all times.

Potential Hazards

- Wet, oily, or icy surfaces
- Spills not cleaned up promptly
- Uneven walking surfaces or floor openings
- Poor lighting in work areas or walkways
- Clutter, tools, or equipment obstructing walkways
- Improper footwear
- Using stairs or ladders incorrectly

Personal Protective Equipment (PPE)

- CSA-approved, slip-resistant safety footwear
- High-visibility clothing if working in areas with vehicle or equipment traffic
- Additional PPE as required by specific job tasks

Safe Work Practice Steps

1. Keep work areas, walkways, and stairways clear of obstructions, cords, and debris.
2. Immediately clean up spills of liquids, grease, or other slippery substances.
3. Maintain proper lighting in all work and access areas.
4. Walk, do not run, and use handrails when ascending or descending stairs.
5. Report uneven surfaces, damaged flooring, or unsafe conditions immediately to a supervisor.
6. Do not carry loads that obstruct vision when walking.
7. Wear footwear appropriate for the work environment and weather conditions.
8. Use ladders, step stools, and fall protection equipment as required by job tasks.

Training

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

Emergency Response

- Provide first aid immediately if a worker is injured from a slip, trip, or fall.
- Report all incidents to a supervisor, regardless of severity.
- Follow the Company Policy for incident investigation procedures to identify root causes and corrective actions.
- If serious injury occurs, contact emergency services immediately.

Review

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