



Daytona Homes Inc

**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 *Alberta Occupational Health and Safety Act, Regulation and Code*. Please refer to the provincial OHS legislation as required.

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Section 1

Company Safety Policy and Assignment of Responsibilities

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Corporate Fleet & Safety Manager	Revision Date: March 19, 2025

Company Safety Policy

Your Actions Affect More Than You!

The company recognizes that all employees and Contractors (Trade Partners) have the right to work in a safe and healthy environment. To achieve this goal, they have implemented a formal Health and Safety Program to ensure compliance with the *Alberta Occupational Health & Safety Act, Regulation and Code* as well as committing to a strong safety program. This policy also provides protection and maintenance of the health and safety including physical, psychological and the social wellbeing of our Employees, Contractors, Suppliers, Clients and the general public from incidents on our work sites. This is best achieved by working with all parties and being committed to consulting with employees and Contractors (Trade Partners) about all hazards that need to be controlled.

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 coordination 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 and the right to participate.

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 *Alberta Occupational Health & Safety Act, Regulation, and Code* and everyone should be familiar with the legislation and how it applies to them.

Responsibility and Accountability for Safety

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 Contractors (Trade Partner).
2. Will read, understand, and comply with company safety policies, safe work practices, safe job procedures, formal hazard assessments, company rules and relevant sections of the *Alberta Occupational Health and Safety Act, Regulation and Code*.
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 *Alberta Occupational Health & Safety Act, Regulation, and Code*.
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 one manager inspection monthly
7. To hold monthly Safety meetings for Employees.

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

1. All Sales Personnel will 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 *Alberta Occupational Health and Safety Act, Regulation and Code*.
3. No person under the age of 18 is allowed on any site that is under construction. For this requirement, any house prior to completion or occupancy is considered 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 will inspect the site prior to any customers visiting the site to make sure it is safe. 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 shall be done prior to allowing a customer on site.
7. Customers are not allowed to visit a site if a contractor is working in the home.

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Superintendents

1. Will read, understand, and comply with company safety policies, safe work practices, safe job procedures, formal hazard assessments, company rules and relevant sections of the *Alberta Occupational Health and Safety Act, Regulation and Code*.
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 *Alberta Occupational Health and Safety Act, Regulation and Code*.
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, steel toed boots, safety glasses and traffic safety vest) and *Alberta Occupational Health & Safety Act, Regulation & Code* in their vehicle at all times.
7. Must report all incidents immediately, will investigate all incidents fully, and shall 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 shall 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 safety policies, safe work practices, safe job procedures, formal hazard assessments, company rules and relevant sections of the *Alberta Occupational Health and Safety Act, Regulation and Code*.
2. Will complete a daily hazard assessment before commencing work for the day.
3. Will have the required safety equipment (first aid kit, fire extinguisher, hard hat, steel toed boots, safety glasses and traffic safety vest) and *Alberta Occupational Health & Safety Act, Regulation & Code* in their vehicle at all times.
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.

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Contractors (Trade Partners)

1. Are required to provide information, instructions, safety orientations, and assistance to all their on-site staff in order to protect the health and safety of all Employees and Contractors.
2. All contractors, trades and suppliers must have completed safety 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. Must 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. 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. No animals allowed on site at any time for any reason.
8. Are required to attend meetings for the purpose of acquiring safety education and communicating that knowledge to their Employees.
9. Contractors (Trade Partners) are responsible for maintenance of tools, equipment, and any other specialized personal protective equipment, which may be required during their work.

Employees on Site

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 *Alberta Occupational Health and Safety Act, Regulation and Code*.
2. Will report all incidents and injuries to their supervisor as soon as possible.

Office Employees

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 *Alberta Occupational Health and Safety Act, Regulation and Code*.
2. Need to be aware of the evacuation procedure and the location of the muster point for the respective offices.
3. Will report all incidents and injuries to their supervisor as soon as possible.

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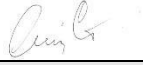
Safety Team

1. Mentor all managers and employees to improve the safety culture of the company.
2. Responsible for the daily administration of the Health and Safety program.
3. Conduct an annual review of the Health and Safety program & manual.
4. Post all safety bulletins, literature, posters, safety rules, and regulations.
5. Assist in the investigation of incidents for all divisions.
6. Analyze all incidents and preparation of all summaries.
7. Prepare a copy of inspection reports on the equipment.
8. Will complete the annual office inspections.
9. Assist in the preparation of the safety meeting items.
10. Schedule all training and maintain tracking of the training completed.
11. Maintain current knowledge of safety literature, legislation, and industry safe work practices.
12. Ensure that all safety equipment, fire fighting, and first aid equipment is maintained per code and legislated requirements.
13. Ensure that all Workers Compensation Board employer reports are completed and submitted as required.
14. Manage the implementation of the Modified Work Program for injured employees.
15. Conduct all internal and external audits to maintain the Certificate of Recognition for the Health and Safety program.
16. Provide information for all occupational health and safety issues to employees.
17. Act as liaison with government agencies and associations related to safety issues.

Section 2

Hazard Assessment

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 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, workers and trade partners of the Prime Contractor are trained in the process of active hazard assessment.

Formal Hazard Assessments will be completed when:

- New work operations, processes or equipment is modified or introduced
- When site specific hazard assessments, inspections or investigations identify a previously unrecognized hazard
- Annually to review and modify existing Formal Hazard Assessments for any changes or updates

Site Specific Hazard Assessments will be completed:

- Whenever work is conducted at temporary/mobile work locations, or at a worksite owned by the Prime Contractor
- Daily before work begins
- Repeated when changes occur

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

- Shut down the job
- Locate to the muster point in the event of an emergency such as fire, flood or gas release
- Inform the other workers of the hazard
- Identify hazards by marking with tape, signage, etc.
- Include hazard identification to new workers and trade partners upon starting their shift
- Investigation, documentation, and corrective actions to be reviewed by the Safety Department
- 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:

- Potential exposure of workers
- Existing control measures and effectiveness
- Documentation of evaluation results
- Advising Manager or Corporate Safety & Fleet Manager by completing required documentation as per training

IMPLEMENTING CONTROL MEASURES

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

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

TYPES OF HAZARDS

Hazard Ranking - Severity	Immediate Danger to Life & Health (IDLH) Potential for serious worker injury and/or property damage Potential for minor worker injury and/or property damage Negligible injury or damage, including near misses
Hazard Ranking - Probability	Likely to occur immediately Likely to occur in the near future 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 are properly trained and qualified.

LIST OF CRITICAL TASKS

The following is the list of critical tasks are associated with the construction of new homes. It is required that the safe job procedures for the tasks be reviewed when completing the job hazard assessment prior to commencing work on the site.

1. Framing
2. Drywall Installation
3. Insulation Installation
4. Finishing Carpentry
5. Painting
6. Operating Forklift
7. Elevated Work Platform

Section 3

Safe Work Practices

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Safety and Fleet Manager	Revision date: May 6, 2026

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.

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.

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 extinguishers 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:	Excavating s 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

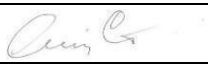
All workers must be trained in the safe work practices of trenching and excavating as well as the hazard recognition and proper PPE requirements.

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:	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

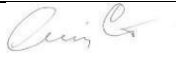
All workers must be trained in the safe use, handling, and storage of compressed air, as well as hazard recognition and proper PPE requirements.

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.

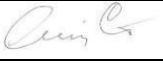
Emergency Procedures

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:	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:	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:	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

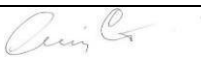
All workers who may be expected to use a fire extinguisher must receive training in accordance with OHS Alberta requirements. Training must cover: Fire extinguisher types and uses, Fire classifications and limitations of extinguishers, PASS technique and safe operation.

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:	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:	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:

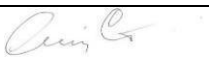
- Selection of appropriate ladders
- Pre-use inspection procedures
- Proper setup techniques
- Safe climbing practices
- Hazard recognition and control measures

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:	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:	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

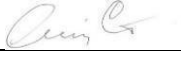
1. Adjust seating, mirrors, and controls before operating the vehicle.
2. Ensure all occupants wear seatbelts.
3. Obey posted speed limits and adjust driving according to weather and road conditions.
4. Maintain a safe following distance from other vehicles.
5. Use signals when turning or changing lanes.
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:	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

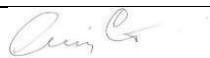
1. Arrange workstation ergonomically: monitor at eye level, feet flat on the floor, and wrists straight.
2. Take short breaks every 30–60 minutes to stretch and rest eyes.
3. Use proper lifting techniques when moving office supplies or equipment (bend knees, keep back straight).
4. Ensure cords and cables 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:	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.

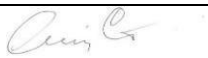
Frostbite Exposure

- 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:	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

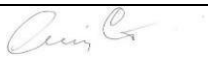
All workers must be trained in the proper ergonomics to prevent slip, trips, and falls as well as hazard recognition and proper PPE requirements.

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.

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 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 vapors, 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.

Annual Review

Safe Work Practices	Development						Review		
	Date			By Whom			Date		
	D	M	Y				D	M	Y
Cell Phone	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Circular Saws	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Compressed Air	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Concrete Foundations	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Defective Tools	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Electric Power Tools	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Entry & Exit	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Excavating & Trenching	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Power Operated Hand Tools	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Fall Protection	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Fire Extinguishers	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Floor Openings	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Hand Tools	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Housekeeping	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Ladders	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Ladders (Extension)	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Manual Lifting & Carrying	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Motor Vehicle Operation	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Mold Spray	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Office	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Propane	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Slips, Trips, Falls	01	05	19	Corporate Fleet & Safety Manager			02	06	26
Spray Painting	01	05	19	Corporate Fleet & Safety Manager			02	06	26

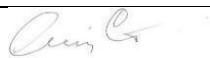
Section 4

Safe Job Procedures

Safe 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 *Alberta Occupational Health & Safety Act, Regulation and Code* and the appropriate step-by-step measures to complete the job.

Job Title:	Forklift 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 Job Procedure – Forklift Operation

1. Purpose

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

2. Scope

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

3. Responsibilities

Supervisor:

- Ensure operators are trained and competent.
- Verify inspections are completed.
- Enforce safe work procedures.
- Remove unsafe equipment from service.
- Investigate incidents and corrective actions.

Workers shall not:

- Operate without authorization.
- Exceed rated load capacity.
- Carry passengers unless manufacturer designed.
- Use damaged equipment.
- Lift workers on forks or pallets.
- Travel with elevated loads.
- Allow anyone under suspended loads.
- Use mobile phones while operating.
- Leave forklift running unattended.
- Ride on loads.

4. Required Personal Protective Equipment (PPE)

Minimum PPE:

- CSA-approved safety footwear
- High-visibility vest or clothing
- Hard hat (where required)
- Safety glasses
- Work gloves as required by the task

Additional PPE may be required based on site hazards.

5. Required Training and Competency

Operators must:

- Complete forklift operator training.
- Demonstrate competency to a qualified evaluator.
- Be familiar with the manufacturer's operating instructions.
- Be authorized by the employer to operate the forklift.
- Receive site-specific orientation where applicable.

6. Pre-Operational Inspection

Before each shift, inspect:

Forklift

- Forks and mast
- Lift chains
- Hydraulic hoses and cylinders
- Tires and wheels
- Steering system
- Brakes and parking brake
- Horn and backup alarm
- Lights and warning devices
- Seat belt
- Fluid levels
- Battery or fuel system
- Operator compartment

Work Area

- Pedestrian traffic
- Ground conditions
- Overhead hazards
- Ramps and inclines
- Obstructions
- Adequate lighting

Do not operate defective equipment. Report defects immediately and tag equipment out of service if safety is affected.

7. Hazards

Potential Hazards

- Struck-by or caught-between incidents
- Forklift tip-over
- Falling loads
- Collisions with pedestrians or equipment
- Pinch points
- Poor visibility
- Uneven surfaces
- Overhead obstructions
- Mechanical failure
- Fueling or battery charging hazards

Controls

- Follow load capacity limits.
- Maintain clear travel paths.
- Separate pedestrian and equipment traffic where possible.
- Wear seat belt.
- Perform pre-operational inspections.
- Use spotters when visibility is restricted.
- Travel at safe speeds.
- Maintain safe distances from edges, ramps, and excavations.

8. Safe Operating Procedure

Starting the Forklift

1. Complete pre-use inspection.
2. Ensure area is clear of personnel.
3. Fasten seat belt.
4. Start forklift according to manufacturer's instructions.
5. Test steering, brakes, horn, and hydraulic controls.

Travelling

1. Drive at a safe speed.
2. Keep forks 10–15 cm (4–6 inches) above the ground while travelling unloaded.
3. Travel with load low and tilted slightly back.
4. Sound horn at blind corners and intersections.
5. Yield to pedestrians.
6. Maintain clear visibility.
7. If load blocks forward view, travel in reverse when safe to do so.
8. Keep arms and legs inside the operator compartment.

Loading and Unloading

1. Verify load weight does not exceed rated capacity.
2. Confirm load is stable and secured.
3. Center forks evenly under the load.
4. Lift smoothly without sudden movements.
5. Tilt mast back slightly before travel.
6. Never allow workers under suspended loads.
7. Do not lift personnel unless using an approved work platform.

Working Around Pedestrians

1. Maintain designated equipment routes where possible.
2. Make eye contact with pedestrians.
3. Use spotters when necessary.
4. Stop operations if workers enter the hazard zone.

Alberta OHS requires employers to separate pedestrian traffic from powered mobile equipment traffic where reasonably practicable.

9. Operating on Ramps and Inclines

Loaded Forklift

- Travel with load uphill.
- Do not turn on ramps.

Unloaded Forklift

- Travel with forks pointed downhill.
- Maintain control and safe speed.

10. Parking Procedure

When leaving the forklift unattended:

1. Lower forks fully to the ground.
2. Place controls in neutral.
3. Set parking brake.
4. Shut off engine/power source.
5. Remove key if required.
6. Park in designated area away from emergency exits and walkways.

Forklifts must be secured against unintended movement when unattended.

11. Refueling / Battery Charging

Propane or Fuel Powered Units

- Shut off engine.
- No smoking or open flames.
- Use approved fueling procedures.
- Clean up spills immediately.

Electric Forklifts

- Charge batteries in designated areas.
- Wear appropriate PPE when handling batteries.
- Ensure adequate ventilation.
- Follow manufacturer instructions.

12. Emergency Procedures

Equipment Failure

- Stop operation safely.
- Lower load to ground.
- Shut down equipment.
- Report defect immediately.

Tip-Over

Do NOT jump from the forklift.

- Hold steering wheel firmly.
- Brace feet.
- Lean away from the direction of the tip.
- Remain inside the operator compartment with seat belt fastened.

Collision or Injury

- Stop operations.
- Secure area.
- Notify supervisor.
- Provide first aid if trained.
- Complete incident reporting requirements.

Job Title:	Electric Pressure Washer			
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 Job Procedure – Electric Pressure Washer

1. Required Training / Authorization

- Electric pressure washer operation training
- WHMIS (if detergents used)
- Electrical safety awareness (GFCI, cords)
- PPE training

2. Required Personal Protective Equipment (PPE)

- Safety glasses or face shield
- Hearing protection (as required)
- CSA-approved footwear with good traction
- Waterproof gloves
- Long sleeves/pants
- Rubber apron (optional)

3. Tools, Equipment & Materials

- Electric pressure washer
- GFCI-protected outlet
- Outdoor-rated extension cord
- Spray wand and nozzles
- Hose and water supply
- Detergents/cleaners (if applicable)

4. Associated Hazards

- Electrical shock
- High-pressure injection injuries
- Slips, trips, and falls
- Flying debris
- Noise exposure
- Chemical splashes
- Tripping hazards from hoses/cords

5. Pre-Use Inspection

Equipment:

- No visible damage to washer, hoses, gun, or nozzles
- Electrical cords intact
- All connections secure
- GFCI functioning
- Filters clean

• Work Area:

Remove loose objects

- Ensure drainage available
- Confirm area clear of unauthorized persons
- Ensure proper lighting

6. Safe Work Procedure

Preparation:

1. Put on PPE.
2. Place unit on stable surface.
3. Connect water supply and turn on.
4. Attach spray gun and nozzle.
5. Keep cords elevated and dry.
6. Plug into GFCI.

Start-Up:

1. Release air with machine OFF.
2. Turn machine ON.
3. Maintain firm grip.

Operation:

- Keep two hands on gun.
- Point wand before triggering.
- Maintain safe spray distance.
- Do not spray electrical fixtures or people.
- Walk cautiously on wet surfaces.
- Stop if GFCI trips or equipment malfunctions.

Shutdown:

1. Turn machine OFF.
2. Unplug.
3. Turn off water.
4. Release pressure.
5. Disconnect hoses and drain, Coil hoses and cords neatly

7. Emergency Procedures

Electric Shock:

- Disconnect power before touching victim.
- Call emergency services.

High-Pressure Injection:

- Treat as medical emergency.
- Go to hospital immediately.

Slips/Falls:

- Stop work, provide first aid, investigate cause.

8. Environmental Considerations

- Prevent runoff into storm drains
- Use biodegradable detergents
- Avoid washing near electrical equipment or sensitive vegetation

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

Safe Job Procedure – Framing (Wood or Metal)

1. Purpose

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

2. Scope

This procedure applies to personnel engaged in:

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

3. Responsibilities

Workers:

- Follow this procedure and use tools/equipment safely.
- Wear required PPE and maintain regular housekeeping.
- Report hazards, defects, or unsafe conditions immediately.

Supervisors/Foreman:

- Confirm workers are trained and competent.
- Ensure materials are suitable, workspace is controlled, and hazards are mitigated.

4. Required PPE

- Hard hat
- Safety glasses or face shield
- Hearing protection when operating power tools
- Cut-resistant gloves (optional depending on task)
- High-visibility clothing when working around mobile equipment
- Steel-toe boots
- Fall protection harness when working at heights

Additional PPE may be required during cutting, grinding, or overhead work.

5. Pre-Work Inspection

Before starting framing:

Site Hazards

- Inspect the area for uneven ground, debris, or unstable surfaces.
- Identify overhead hazards — electrical lines, suspended loads, scaffolding.
- Ensure fall protection systems are installed when working above 3 m.

Tools & Equipment

- Check saws, nail guns, drills, compressors for defects.
- Ensure electrical cords and air hoses are intact and secured.
- Verify ladders are Grade 1 or 1A and scaffolding is stable and inspected.

Material Handling

- Store lumber or metal studs in stable, organized stacks.
- Do not overload platforms, floors, or scaffolding.
- Use team lifts or mechanical aids for heavy beams.

6. Safe Work Procedure

Layout & Measurement

1. Review framing drawings and specifications.
2. Mark layout lines using tape measure, chalk line, and square.
3. Verify load-bearing points, anchor placements, and stud spacing.

Cutting & Preparation

4. Use saws and cutting tools on stable surfaces.
5. Keep hands clear of blade path — use clamps or supports.
6. Maintain blade guards and disconnect power during blade changes.
7. Remove offcuts to prevent slips and trips.

Assembly

8. Position plates, studs, joists, or rafters according to plans.
9. Keep body and hands away from nail/screw impact zones.
10. Use nail guns with safety tip engaged — never bypass safety features.
11. Install temporary bracing to stabilize frames before standing or lifting.

Lifting & Erection of Walls/Frames

12. Confirm path is clear and footing is secure.
13. Use team lifting techniques — good communication is mandatory.
14. Brace walls immediately after raising to prevent collapse.
15. Secure framing before releasing support.

Working at Heights

16. Use guardrails, scaffolds, or fall arrest systems when required.
17. Maintain three-point contact on ladders.
18. Do not stand on top plates or unbraced framing without fall protection.

Sheathing

19. Install sheathing panels one section at a time.
20. Use appropriate fasteners — do not overdrive nails.
21. Keep footing stable and avoid stepping between joists.

7. Housekeeping & Hazard Control

- Keep work area clean — remove sawdust, scrap wood, nails.
- Store tools and hoses to prevent tripping or puncture wounds.
- Mark off areas where overhead work is in progress.
- Collect nails, screws, and sharp waste in designated containers.

8. Post-Operation

- Return tools, nails, and materials to storage.
- Report damaged equipment for repair or replacement.
- Secure unfinished framing against wind or collapse.
- Clean up site, remove debris, and dispose of waste properly.

9. Emergency Procedures

- For cuts or punctures → apply first aid and seek medical attention.
- For falls → do not move injured worker unless necessary, call emergency response.
- For nail gun injuries → do not remove embedded fasteners, seek medical care immediately.
- Report all incidents to supervisor and complete documentation.

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Daytona Homes Inc
Health & Safety Manual

1. Fall Protection System (Covering of openings, Guardrails, Travel Restraint or Fall Arrest) is required if working more than 3m above ground or fall distance is greater than 3m.
2. Proper housekeeping practices on the job site must be maintained. Clean up the site as work progresses.
3. Workers using Fall Protection Equipment shall be competent in the care, use and maintenance of the equipment. End user fall protection training shall be renewed every 3 years by a recognized provider.
4. Training documentation and Fall Protection Plans must be on site.
5. Fall Protection Plan must include a rescue procedure that employees are trained in.
6. Anchor Slings shall be installed per manufacturer's instructions. A 2 x 6 spanning 5 trusses shall 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 shall be wrapped around the 2 x 6 and the top chord of the truss then secured using 2 - 2½" Ardox nails through the loop and the strap. Details can be seen below.
7. Exterior wall bracing must be installed at each end of the wall and every 10ft along the length of the wall. Braces shall 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.

Job Title:	Roofing			
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 Job Procedure – Roofing

1. Purpose

To outline safe practices for roofing work including installation, repair, removal, and inspection while protecting workers from falls, weather exposure, material hazards, and equipment risks.

2. Scope

Applies to all workers performing:

- Shingle, metal, membrane, or tile roof installation
- Roofing repair, re-roofing, tear-off, and replacement
- Work near roof edges, skylights, and openings
- Material lifting and rooftop equipment handling

3. Responsibilities

Workers Must:

- Follow all fall protection and roof safety procedures.
- Inspect harnesses, ladders, tools, and anchorage before use.
- Maintain housekeeping to prevent slips and trips.
- Stop work and report hazards or unsafe weather conditions.

Supervisors Must:

- Ensure fall protection equipment is available and properly used.
- Conduct jobsite hazard assessments daily.
- Confirm workers are trained and competent in roofing tasks.
- Ensure emergency rescue plan is in place for falls/incidents.

4. Required PPE

- CSA approved hard hat (where required)
- Safety boots with slip-resistant soles
- Cut-resistant work gloves
- Safety glasses or goggles
- High-visibility clothing (site dependent)
- Fall protection harness, lanyard, lifeline, anchors (when working at heights)
- Weather-appropriate PPE (heat, cold, rain gear)

5. Key Hazard Controls

Hazard	Control
Falls from height	Guardrails, lifelines, harnesses, lanyards, anchors
Roof edge exposure	Set clear warning lines, restrict access zones
Slips/trips	Keep materials organized, clean debris, secure cords
Heat/cold stress	Breaks, hydration, weather monitoring
Struck-by tools/materials	Secure tools, toe-boards, no overhead work zones
Ladder access	4:1 angle, tie-off, extend 3 ft beyond landing
Fragile roofing surfaces	Identify skylights/openings, cover or guard

6. Pre-Work Preparation

Site Assessment

- Inspect roof condition for weak structure, rot, or soft spots.
- Identify skylights, edges, vents, and roof penetrations.
- Confirm weather conditions (no work in high winds, lightning, snow/ice accumulation).
- Designate material staging and scrap disposal areas.
- Any worker working at height needs end user Fall Protection Certification.

Equipment Check

- Inspect fall protection equipment for wear, cuts, deformation.
- Verify anchors rated for minimum 5,000 lbs. per worker.
- Inspect ladders, scaffolds, hoists, nailers, generators, and cutters.
- Confirm fire extinguishers available if hot work is used.

7. Safe Work Procedure

Accessing the Roof

1. Set ladder at **4:1 angle**, secure top and bottom.
2. Ensure ladder extends **minimum 3 feet above roof edge**.
3. Maintain **3 points of contact** while climbing.
4. Use hoists or lifts to raise heavy materials; do not carry large loads up a ladder.

Rooftop Work Preparation

5. Install guardrails or **100% fall protection** when within 6 ft of edge.
6. Set warning lines and controlled access zones.
7. Keep pathways clear to reduce tripping hazards.
8. Store materials away from roof edges to prevent sliding or falling.

Material Handling

9. Lift with legs—not back—use teams or mechanical assists.
10. Secure bundles, rolls, and sheets to prevent blow-offs.
11. Organize tools to avoid unnecessary climbing or movement.
12. Never toss tools or materials across the roof.

Roofing Installation

13. Follow manufacturer installation instructions.
14. Use kneeling pads when required to prevent strain.
15. Avoid overreaching—move positioning instead.
16. Monitor weather—stop work if wind or lightning increases.

Tear-off & Removal

17. Use debris chutes or bins; never throw roofing off the edge.
18. Sweep frequently to prevent slips from granules or nails.
19. Keep work area clean of cut-offs and torn shingles.

Hot Work or Torch Roofing (if applicable)

20. Obtain hot work permit.
21. Keep fire extinguisher within 10 meters at all times.
22. Ensure combustible materials are shielded or removed.
23. Maintain fire watch at least 30 minutes post-completion.

8. Weather Considerations

- Stop work during high winds, heavy rain, lightning, snow, extreme heat/cold.
- Use fall protection rated for wet or icy surfaces.
- Hydrate regularly and take breaks in hot weather.
- Wear thermal PPE in cold environments.

9. Cleanup & Completion

- Remove nails, scraps, and sharp materials from roof and ground areas.
- Securely lower tools and leftover materials—do not drop them.
- Remove fall protection only after job is complete and site is clear.
- Inspect roof for missed debris, loose shingles, and proper sealing.

10. Emergency Response

- In the event of a fall → initiate rescue plan immediately.
- For severe injuries → call emergency services.
- For minor cuts or punctures → clean, disinfect, and bandage.
- Document incidents, near misses, or equipment failures.

Job Title:	Plumbing Installation			
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 Job Procedure – Plumbing Installation

1. Purpose

To establish safe work practices for installing plumbing systems including water lines, drainage systems, fixtures, fittings, and associated components, while minimizing exposure to hazards such as sharp tools, confined spaces, hot work, chemical exposure, and pressurized systems.

2. Scope

Applies to all workers performing plumbing installation in residential, commercial, or industrial environments including:

- Water supply and drainpipe installation
- Fixture and appliance hookups
- Soldering/brazing, PVC and PEX assembly
- Testing pressurized systems
- Cutting, threading, and joining pipes

3. Responsibilities

Workers Must:

- Follow SJP, manufacturer guidelines, and local plumbing codes.
- Use appropriate PPE for task-specific hazards.
- Report unsafe conditions, leaks, or unknown substances.
- Ensure work area is kept clean and free of slip/trip hazards.

Supervisors Must:

- Confirm workers are trained and competent in plumbing operations.
- Provide job-specific hazard assessments before work begins.
- Ensure fire watch and permits are used when hot work is conducted.

4. Required PPE

- Safety glasses or face shield
- Cut-resistant gloves
- Safety boots (steel toe recommended)
- Hearing protection during cutting/grinding
- Respiratory protection when working with fumes or dust
- Welding gloves & heat-resistant PPE during soldering or brazing

Additional PPE may be required based on risk assessment.

5. Pre-Work Preparation

Site & Hazard Assessment

- Identify water, gas, and electrical shutoff points.
- Inspect work area for slip hazards, mold, sharp objects, or chemicals.
- Verify structural stability before entering crawlspaces or ceiling cavities.
- Ensure proper lighting and ventilation.
- Confirm all permits and lockout/tagout (LOTO) requirements.

Material & Equipment Checks

- Inspect pipes, fittings, valves, and tools for defects.
- Ensure fire extinguishers are available when performing hot work.
- Confirm no cross-connections or contamination hazards exist.
- Check ladders/scaffolding if working at height.

6. Safe Work Procedure

Material Handling & Cutting

1. Secure pipes before cutting to prevent kickback or falls.
2. Use pipe cutters instead of grinders when possible to reduce sparks.
3. Deburr edges to avoid cuts and ensure proper sealing.
4. Keep hands clear of blades and moving tools.

Assembly & Installation

5. Dry-fit components before final glue, heat, or compression.
6. Use correct solvent cement for PVC/CPVC and follow cure times.
7. For PEX installation, check expansion/compression tool calibration.
8. Ensure correct slope and alignment for drainage systems.
9. Support pipe runs at required intervals to prevent sagging.

Soldering/Brazing (Hot Work)

10. Obtain hot work permit before beginning.
11. Use heat shields to protect combustible materials.
12. Keep fire extinguisher within 10 meters.
13. Ventilate area to reduce fume exposure.
14. Conduct fire watch for minimum 30 minutes after work is complete.

Pressurized System Testing

15. Verify all connections are complete before pressure testing.
16. Never stand directly in front of pressurized joints/fittings.
17. Slowly increase pressure to test values.
18. Shut down immediately if leaks, popping, or shifting occur.

Fixture Connections

19. Shut off water/gas supply and verify de-energization.
20. Install fixtures per manufacturer torque and seal requirements.
21. Tighten fittings gradually → avoid over-torquing.
22. Verify operation, drainage flow, and no visible leaks.

7. Hazard Controls

Hazard	Control Measure
Cuts and punctures	Use gloves, deburr pipes, secure cutting tools
Burns from soldering/brazing	Heat-resistant gloves, shields, permits, fire watch
Pressurization hazards	Slow pressure increase, stand aside, verify seals
Chemical exposure	SDS review, ventilation, chemical-resistant gloves
Confined space hazards	Air monitoring, entry permit, standby worker
Slips and trips	Cleanup materials, keep floors dry and organized
Electrical contact near water	GFCI protection, lockout/tagout power sources

8. Cleanup and Waste Disposal

- Wipe spills immediately, especially oils and primers.
- Dispose of pipe shavings, cutoffs, used flux, rags, and empty solvent containers per environmental regulations.
- Store torches, fuel cylinders, and chemicals safely after use.
- Remove debris from floor and walkways to prevent tripping.

9. Emergency Actions

- Shut off water, gas, electrical power in event of rupture or leak.
- For burns → cool with water; seek medical attention for severe burns.
- For chemical splashes → flush area for 15+ minutes and seek treatment.
- Report all injuries, leaks, exposures, and near misses.

Job Title:	Siding Installation			
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 Job Procedure – Siding Installation

1. Purpose

To establish safe work practices for the installation, repair, and removal of exterior siding while minimizing risks of falls, cuts, musculoskeletal injuries, and material handling hazards.

2. Scope

This procedure applies to all workers performing:

- Vinyl, wood, fiber-cement, metal, and engineered siding installation
- Removal of existing siding
- Use of ladders, scaffolding, and cutting equipment
- Material handling, fastening, and weather barrier installation

3. Responsibilities

Workers Must:

- Follow PPE and fall protection requirements.
- Maintain clean, organized working surfaces.
- Inspect and use tools and ladders safely.
- Report unsafe conditions, damaged equipment, or incidents immediately.

Supervisors Must:

- Ensure workers are trained in siding installation and hazard controls.
- Verify fall protection systems are installed and used correctly.
- Complete jobsite hazard assessments and daily safety planning.

4. Required PPE

- Safety glasses or goggles
- Cut-resistant work gloves
- Steel-toe boots with slip-resistant soles
- Hard hat (where overhead work is present)
- Hearing protection when cutting or sawing
- Respirator when cutting fiber cement or dusty materials
- Fall protection harness and lifeline when required

5. Hazard Controls

Hazard	Control
Falls from height	Guardrails, harnesses, lifelines, secured ladders
Cuts from saws/knives	Use cut-resistant gloves, sharp tools with guards
Dust inhalation	Wet cutting, respiratory protection, ventilation
Repetitive strain & lifting injuries	Lift properly, team carry, mechanical aids
Flying debris	Eye protection at all times
Weather exposure	Monitor wind, rain, heat, cold risks
Falling materials	Toe boards, controlled laydown zones, clear walkways

6. Pre-Work Preparation

Any worker working at height needs end user fall protection certification

Site Assessment

- Inspect ground for stability around work zones.
- Identify power lines, windows, and overhead obstructions.
- Confirm weather conditions—stop work during high wind, lightning, or storms.
- Establish designated cut and material staging areas.

Equipment & Material Check

- Inspect siding tools: nail guns, saws, snips, scoring knives.
- Ensure ladders meet angle & extension requirements.
- Inspect scaffolding—planks secure, level, fully decked.
- Confirm fasteners, flashings, and moisture barriers are available.

7. Safe Work Procedure Steps

Material Handling

1. Lift panels with assistance when long or flexible.
2. Store siding flat and secured to prevent blow-off.
3. Transport materials to heights using hoists instead of carrying by ladder.

Cutting & Fabrication

4. Use proper saw blades for siding material.
5. Wet cut fiber cement or use HEPA dust extraction.
6. Keep hands away from blade path; secure material before cutting.
7. Use knives safely. Cut away from body, use stable surface.

Installation

8. Install house wrap/flashings before siding.
9. Set starter strip level to ensure proper alignment.
10. Never overreach—move ladder or reposition scaffold.
11. Maintain recommended expansion gaps and fastener spacing.
12. Use nail guns with sequential trip triggers when possible.
13. Verify all fasteners seat properly—no pinching, warping, or over-driving.

Elevated Work Controls

14. Secure ladders top and bottom—**4:1 angle** rule.
15. Maintain 3 points of contact while climbing.
16. Install guardrails or use fall protection when edge risk exists.
17. Keep tools tethered when working above ground level.

Tear-Off and Removal

18. Check for hidden nails before prying off siding.
19. Remove panels systematically—avoid uncontrolled drops.
20. Dispose of sharp scrap materials immediately.

8. Weather & Environmental Conditions

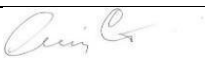
- Stop work in **high winds** (risk of wind-lifted siding).
- Avoid cutting wet or frozen material—slip hazard and material failure risk.
- Use sun protection and hydration in hot weather.
- Use thermal gear, hand warmers, and non-slip boots in winter.

9. Cleanup & Completion

- Collect nails, offcuts, and sharp debris frequently.
- Tie down remaining materials securely at end of day.
- Lower tools and panels safely—never drop or throw from height.
- Remove fall protection only after all elevated tasks are complete.
- Conduct final inspection for gaps, loose panels, and sealant quality.

10. Emergency Response

- In case of fall → initiate rescue plan immediately. Call 911
- For major cuts or punctures → apply pressure, seek medical help.
- For eye injuries → flush with clean water 15+ minutes.
- Report all incidents, near misses, equipment failures to supervisor.

Job Title:	Insulation Installation			
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 Job Procedure – Insulation Installation

1. Purpose

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

2. Scope

Applies to all workers performing:

- Batt insulation (fiberglass, mineral wool)
- Rigid foam board insulation
- Spray foam application
- Cellulose/blown-in insulation
- Vapor barrier installation

3. Responsibilities

Workers:

- Must be trained in handling insulation materials safely.
- Follow PPE requirements and hazard controls.
- Report unsafe conditions, defects, or health symptoms.

Supervisors:

- Ensure materials are properly stored and labeled.
- Verify ventilation and environmental conditions are adequate.
- Confirm workers are trained and equipped for confined or overhead spaces.

4. Required PPE

(Depending on material type)

- Safety glasses/goggles
- Dust mask or respirator (N95 minimum for fiberglass/cellulose)
- Gloves (chemical-resistant for spray foam)
- Long sleeves and long pants to prevent skin irritation
- Hard hat (overhead/attic or construction areas)
- Steel-toe boots or protective footwear
- Knee pads if working low to the ground
- Hearing protection if using blowers or power tools

5. Pre-Work Inspection & Preparation

Materials & Tools

- Ensure insulation is dry and stored off the ground.
- Inspect cutting tools (utility knife, insulation saw) for damage.
- Check blowers, hoses, and spray equipment for leaks or defects.

Work Area

- Confirm structure is stable and secure.
- Identify and mark overhead obstructions, nails, and low clearance hazards.
- Ensure adequate lighting and ventilation.
- Confirm fall protection requirements for attics, scaffolds, mezzanines.

Hazard Identification

- Evaluate electrical hazards — exposed wiring must be de-energized or protected.
- Check for mold, moisture.
- Monitor heat stress risk in attic or confined areas.

6. Safe Work Procedure

General Installation (All Types)

1. Review work plan and insulation type/thickness required.
2. Put on PPE before handling materials.
3. Work methodically to avoid gaps, compression, or air leakage.
4. Maintain clear footing — avoid tripping on batts or tools.
5. Keep insulation away from open flames or heat sources.

Batt/Blanket Insulation

6. Cut insulation on a stable surface using sharp blade.
7. Fit batts snugly — do not compress tightly or overfill cavities.
8. Install vapor barrier if required by design or code.
9. Ensure full coverage around pipes, wires, and ducting.

Rigid Board/Foam Panels

10. Cut panels with hands away from blade path.
11. Use approved adhesives or fasteners — avoid solvent-based near ignition.
12. Seal joints with tape or foam to maintain air barrier.

Blown-In Cellulose/Fiberglass

13. Set up blower outdoors or in ventilated area.
14. Secure hose connections — test flow before starting.
15. Maintain safe distance between operators and hose path.
16. Avoid overfilling — use depth guides to ensure even coverage.

Spray Foam Insulation

17. Only trained personnel may operate spray foam equipment.
18. Use chemical-resistant gloves and respirator.
19. Ensure ventilation — exhaust fumes externally.
20. Monitor curing — avoid ignition sources until hardened.

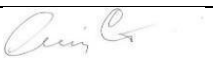
7. Housekeeping & Waste Management

- Keep work area free of scraps, loose fibers, and tripping hazards.
- Clean skin with cool water — not hot, which opens pores.
- Bag insulation waste and dispose of according to company/site standards.
- Store unused material dry and protected to prevent contamination.

8. Emergency Procedures

- **Respiratory difficulty or inhalation** → move worker to fresh air, seek medical attention.
- **Skin or eye irritation** → rinse with clean water, apply first aid.
- **Chemical exposure (spray foam)** → follow SDS instructions immediately.
- **Electric shock** → stop work, call for medical response, do not touch victim if energized.
- **Heat stress** → hydrate, rest, move to shaded/cool area.

All incidents and near misses must be reported immediately.

Job Title:	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 Job Procedure – Painting

1. Purpose

To provide safe guidelines for surface preparation, painting, and cleanup activities to prevent injuries, exposure to hazardous vapors, slips, falls, and property damage.

2. Scope

Applies to all workers involved in:

- Interior and exterior painting
- Spray, brush, and roller applications
- Surface preparation (sanding, scraping, chemical stripping)
- Ladder or scaffold use
- Paint-related cleanup and disposal

3. Responsibilities

Workers Must:

- Use PPE and follow ventilation requirements.
- Follow proper ladder and fall-protection procedures.
- Handle paints, thinners, and chemicals according to SDS instructions.
- Report unsafe conditions immediately.

Supervisors Must:

- Ensure workers are trained in painting safety and hazard recognition.
- Confirm adequate ventilation and fall protection.
- Verify safe storage and disposal of paints and chemicals.

4. Required PPE

- Safety glasses or goggles
- Gloves (chemical-resistant when handling solvents)
- Respiratory protection when sanding or spraying (For spray painting → **use a respirator with appropriate filters**)
- Coveralls or protective clothing
- Safety footwear (slip-resistant)
- Hearing protection when power tools are used

5. Pre-Work Preparation

Assess the Work Area

- Identify overhead hazards, trip hazards, and confined spaces.
- Ensure lighting is adequate for visibility.
- Remove or protect furniture, equipment, and electrical items.
- Confirm surfaces are clean, dry, and free from loose paint or mold.
- Check weather conditions for exterior painting.

Equipment Check

- Inspect ladders and scaffolding for defects.
- Test spray equipment, rollers, brushes, extension poles.
- Review SDS for paints, thinners, primers, and solvents.

Ventilation & Fire Controls

- Provide forced-air ventilation for indoor work.
- Keep ignition sources away from flammable products.
- Store flammable paints in approved containers.

6. Safe Work Procedure

Surface Preparation

1. Wear respiratory and eye protection while sanding or scraping.
2. Contain dust using drop sheets and vacuums with HEPA filters.
3. Clean surfaces with approved cleaners; allow to fully dry.

Painting Task

5. Mix paint only in well-ventilated areas.
6. Use drop cloths to prevent slips and protect surfaces.
7. Apply paint using brush, roller, or spray per manufacturer instructions.
8. Do not overreach — reposition ladder or scaffold as needed.
9. Work from top to bottom (ceilings → walls → trim).

Working at Heights

10. Inspect ladders before using no broken rungs or loose hardware.
11. Maintain three points of contact while climbing.
12. Do not stand on top two rungs of a ladder.
13. Use scaffold or lift for extended high work.
14. Keep surfaces dry; immediately wipe spills or drips.

Spray Painting Controls

15. Wear appropriate respirator when spraying.
16. Use local exhaust or ventilation fans to remove fumes.
17. Keep flammable vapors away from sparks, heaters, and open flames.

Cleanup and Waste Disposal

19. Seal paint cans when not in use to reduce fumes.
20. Clean brushes and equipment using approved solvents.
21. Dispose of rags soaked in oil-based paint in metal sealed containers (fire hazard).
22. Return all tools to storage and remove protective coverings.

7. Hazards & Controls

Hazard	Control
Respiratory exposure to fumes	Use proper ventilation & respirators
Skin/eye irritation	Gloves, goggles, long sleeves
Slips from paint drips or spills	Use drop sheets & clean spills promptly
Falls from ladders or scaffolds	Follow fall protection and ladder safety
Fire/explosion from flammable paints	No ignition sources, proper storage
Electrical contact while painting	Inspect cords, keep tools dry, avoid wet outlets

8. Emergency Response

- For eye contact → flush with clean water for 15+ minutes.
- For inhalation exposure → move to fresh air immediately.
- In case of fire → use appropriate extinguisher (Class B for flammable liquids).
- Report injuries or near misses to supervisor right away.

Job Title:	Flooring Installation			
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 Job Procedure – Flooring Installation

1. Purpose

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

2. Scope

Applies to all employees and contractors installing or removing flooring including:

- Vinyl, laminate, timber, hybrid flooring
- Ceramic/porcelain/stone tiles
- Carpet/carpet tiles
- Underlay, adhesives, and moisture barriers

3. Responsibilities

Workers:

- Must be trained and competent in tool use and flooring techniques.
- Report unsafe conditions or faulty equipment.
- Use PPE and safety controls required for the task.

Supervisors:

- Ensure work areas are inspected and hazards controlled.
- Confirm PPE, ventilation, and equipment are adequate and available.

4. Required PPE

- Safety glasses or face protection
- Cut-resistant gloves (for knives/blades)
- Knee pads or cushioned knee protection
- Steel-toe or protective footwear
- Long sleeves / fitted work clothing
- Dust mask or respirator (cutting, sanding, adhesive fumes)
- Hearing protection when operating power tools

5. Pre-Work Hazard Controls

Before starting flooring work:

Floor & Work Area

- Remove debris, trip hazards, obstacles.
- Ensure surface is level, dry, structurally sound.
- Barricade or signpost area if flooring restricts access.

Chemical & Dust Controls

- Use low-VOC adhesives where possible.
- Provide ventilation for adhesives and cutting dust.
- Clean sawdust or tile debris regularly to prevent slips.

Tool & Material Checks

- Inspect knives, saws, grinders, trowels, rollers for defects.
- Check electrical leads for damage, test/ tag out if required.
- Ensure spare blades and cutting tools are available — **dull blades increase injury risk.**

6. Safe Operating Procedure – Installation

1. Review layout plan and measure accurately before cutting.
2. Lift materials using correct technique or team lift for heavy packs.
3. Use appropriate tool for each material (tile saw, flooring cutter, utility knife, etc.).
4. Cut away from body — keep free hand outside cutting path.
5. Apply adhesives or mortar evenly — avoid skin contact and inhalation.
6. Ensure alignment and spacing (expansion gaps, grout joints, direction).
7. Work on knees using protective padding to prevent strain.
8. Use rolling techniques or tapping tools to seat flooring securely.
9. Keep off newly laid flooring until set according to material requirements.

7. Safe Use of Tools

- Secure materials before cutting or trimming.
- Never force blades or tools — use multiple light passes.
- Keep electrical cords routed to avoid tripping.
- Use wet saws for tile cutting to reduce dust where appropriate.
- Disconnect power before adjusting tools or changing blades.

8. Housekeeping & Worksite Control

- Clean as you work — remove waste, dust, offcuts.
- Store materials flat to prevent warping or tipping.
- Mark wet adhesive zones to prevent accidental stepping.
- Dispose of used blades in approved sharps containers — **never general waste**.

9. Finishing Work

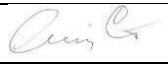
- Inspect surface for loose tiles/boards, nails, defects.
- Install trims, thresholds, and edging safely.
- Remove trip hazards immediately.
- Allow curing/drying time recommended by manufacturer.
- Do not permit traffic until flooring is secure and safe.

10. Post-Operation

- Clean tools and equipment, store safely.
- Remove rubbish, adhesives, and chemical containers appropriately.
- Secure unused materials for future work or disposal.
- Report tool damage, material defects, or incidents.

11. Emergency Procedures

- For cuts/lacerations → apply pressure, bandage, seek first aid.
- For chemical exposure → rinse affected area and follow SDS guidance.
- For dust inhalation/respiratory symptoms → move to fresh air, notify supervisor.
- In case of fire or electrical hazard → stop work, isolate power, evacuate if needed.

Job Title:	Drywall Installation and Taping			
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 Job Procedure Drywall Installation & Taping

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers shall:

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

Supervisors shall:

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

Correct unsafe conditions immediately

4. Required Personal Protective Equipment (PPE)

- CSA-approved hard hat (where required)
- CSA-approved safety footwear
- Safety glasses with side shields
- Cut-resistant gloves when handling drywall
- Dust mask or respirator when sanding drywall compound
- Hearing protection when exposed to excessive noise
- High-visibility clothing where required

5. Hazards

Hazard	Potential Injury
Lifting drywall sheets	Strains, sprains, back injuries
Sharp edges and utility knives	Cuts and lacerations
Drywall dust	Respiratory irritation, eye irritation
Working at heights	Falls
Power tools	Cuts, electrical hazards
Slips, trips, and falls	Sprains, fractures
Falling materials	Head injuries

6. Safe Work Procedure

Pre-Job Inspection

1. Conduct a hazard assessment.
2. Inspect work area for:
 - Trip hazards
 - Poor lighting
 - Overhead hazards
 - Electrical hazards
3. Verify tools and equipment are in good condition.
4. Confirm ladders and scaffolds have been inspected.
5. Ensure adequate ventilation.

Handling and Transporting Drywall

1. Assess load weight before lifting.
2. Use team lifting or drywall carts for large sheets.
3. Lift using proper body mechanics:
 - Bend knees
 - Keep back straight
 - Hold load close to body
4. Keep travel paths clear.
5. Store drywall flat and secure to prevent tipping.

Drywall Installation

1. Confirm framing is complete and stable.
2. Use appropriate fasteners and tools.
3. Maintain secure footing while installing sheets.
4. Keep hands clear of pinch points.
5. Do not stand on makeshift platforms.
6. Use approved ladders, scaffolds, or elevated work platforms when working above shoulder height.
7. Follow fall protection requirements when exposed to a fall hazard of 3 meters (10 feet) or greater, or where required by site-specific rules.

Utility Knife Use

1. Inspect knife before use.
2. Use sharp blades to reduce force required.
3. Cut away from the body.
4. Retract or cover blade when not in use.
5. Dispose of used blades in an approved sharps container.

Mixing and Applying Joint Compound

1. Review Safety Data Sheets (SDS) before use.
2. Wear safety glasses and gloves.
3. Follow manufacturer instructions.
4. Avoid skin and eye contact.
5. Clean spills immediately.

Sanding Operations

1. Use dust extraction systems when available.
2. Wear a NIOSH-approved dust mask or respirator suitable for drywall dust.
3. Ensure adequate ventilation.
4. Keep work area isolated from other trades where practical.
5. Clean dust regularly to prevent accumulation.

Working from Ladders

1. Inspect ladder before use.
2. Place ladder on firm, level ground.
3. Maintain three points of contact.
4. Do not stand on the top two steps of a stepladder.
5. Reposition ladder rather than overreaching.

7. Emergency Procedures

Injury

1. Stop work immediately.
2. Provide first aid.
3. Report injury to supervisor.
4. Seek medical attention if required.

Fire

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

Job Title:	Manual Lifting s 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 Job Procedure – Manual Lifting & Carrying

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers Must:

- Use proper lifting techniques as outlined in this procedure.
- Assess load weight and risk before lifting.
- Request help for awkward, heavy, or oversized loads.
- Stop work and report hazardous conditions or injuries.

Supervisors Must:

- Ensure workers are trained and fit for manual handling tasks.
- Provide equipment such as carts, dollies, straps, or mechanical aids.
- Monitor job sites for repetitive or high-risk lifting tasks.

4. Required PPE

- Safety footwear (steel-toe for construction or heavy material handling)
- Gloves for grip and material protection
- Work-appropriate clothing (no loose items)
- Back support belt if prescribed (not a substitute for technique)

5. Pre-Lift Risk Assessment

Before lifting, assess:

1. **Load Weight & Size**
 - Can the item be moved safely by one person?
 - Test by lifting a corner—if too heavy, get assistance.
2. **Shape & Grip**
 - Is the object awkward, slippery, or unstable?
 - Ensure good grip points or use straps/handles.
3. **Pathway**
 - Remove trip hazards, cords, tools, debris.
 - Plan route—know where you're going **before** you lift.
4. **Distance**
 - Longer carries increase fatigue—use mechanical aids.
5. **Environment**
 - Watch for uneven floors, stairs, ice, wet surfaces, low clearance.
 - Indoors/outdoors—weather and lighting affect safety.

If risks cannot be controlled → **do not lift manually.**

6. Safe Lifting Procedure (From Ground to Waist)

1. Stand close to load—feet shoulder-width apart.
2. Point feet in direction of intended travel.
3. Bend knees, keep back straight, head up.
4. Grip the load firmly with whole hand (not fingertips).
5. Tighten core muscles before lifting.
6. Lift slowly using leg muscles — **not your back.**
7. Keep load close to body—avoid reaching or twisting.
8. Turn by moving feet, not twisting your spine.

7. Carrying Loads Safely

- Maintain balance and clear line of sight.
- Carry load at waist height where possible.
- Take small steps; do not rush.
- Team carry when necessary—**one person leads communication.**
- Rest if load becomes unstable or grip weakens.

8. Lowering a Load Safely

1. Position feet for stable stance.
2. Bend knees, keeping back straight.
3. Lower load smoothly—don't drop or release suddenly.
4. Slide load if safer than placing directly.

9. Using Mechanical Aids & Team Lifting

Mechanical Aids

Use carts, dollies, pallet jacks, straps or hoists when:

- Load exceeds safe lifting limit.
- The shape is awkward or oversized.
- Distance is long or surface is uneven.

Team Lifting

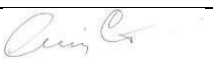
- Agree on commands before lifting—“*Ready, Lift, Walk, Lower.*”
- Lift and lower at the same pace.
- Keep load even—distribute weight appropriately.
- Stop immediately if someone loses grip or footing.

10. Hazard Controls

Hazard	Control Measure
Back strains/sprains	Proper lifting technique, keep load close
Slips/trips	Clear path, dry surfaces
Dropped loads	Maintain grip, team lifting, stable footing
Fatigue	Rotate tasks, rest as needed
Pinch points	Wear gloves, keep hands clear when lowering

11. Emergency Procedures

- Stop work immediately if pain or discomfort occurs.
- For sprains/strains → rest, ice, compress, elevate (RICE method).
- Seek medical attention for numbness, sharp pain, or persistent discomfort.
- Report all manual-handling injuries and near misses to supervisor or safety rep.

Job Title:	Elevated Work Platform			
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 Job Procedure – Elevated Work Platform

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers:

- Be trained and competent in the specific EWP being operated.
- Read and understand the manufacturer's operating manual.
- Receive site-specific hazard orientation.
- Be trained in fall protection where required.
- Be authorized by the employer to operate the equipment.

Supervisors:

- Verify operator competency.
- Ensure inspections are completed.
- Conduct site hazard assessments.
- Ensure rescue procedures are available.

4. Required Personal Protective Equipment (PPE)

- CSA-approved hard hat
- Safety glasses with side shields
- High-visibility vest or clothing
- CSA-approved safety footwear
- Gloves appropriate to the task
- Full-body harness and lanyard attached to the designated anchor point when required by manufacturer or site requirements

5. Hazards

- Falls from elevation
- Tip-over due to unstable ground
- Contact with overhead power lines
- Struck by moving equipment or materials
- Crushing or entrapment hazards
- Falling objects
- Weather conditions (wind, rain, ice, lightning)
- Overloading platform capacity

6. Pre-Use Inspection

Before each shift:

Inspect the Equipment

- Tires and wheels
- Guardrails and gates
- Hydraulic hoses and fittings
- Controls and emergency stop functions
- Batteries, fuel levels, or charging systems
- Safety alarms and warning devices
- Fall protection anchor points
- Platform floor and access gate
- Decals and capacity markings

Inspect the Work Area

- Ground stability and levelness
- Overhead obstructions
- Power lines and electrical hazards
- Excavations, trenches, and drop-offs
- Vehicle and pedestrian traffic
- Weather conditions
- Adequate lighting

Remove defective equipment from service immediately and report deficiencies

7. Safe Operating Procedure

Before Elevating

1. Complete hazard assessment.
2. Verify inspection has been completed.
3. Confirm platform capacity will not be exceeded.
4. Ensure guardrails and gates are secure.
5. Establish exclusion zone below work area if required.
6. Wear and attach fall protection equipment where required.
7. Ensure all tools and materials are secured.

During Operation

1. Maintain both feet on platform floor.
2. Do not climb on guardrails or use ladders, boxes, or makeshift devices inside the platform.
3. Keep body parts within platform boundaries.
4. Maintain safe clearance from overhead power lines.
5. Operate controls smoothly and according to manufacturer instructions.
6. Travel only when permitted by the manufacturer and ground conditions are suitable.
7. Watch for pedestrians, vehicles, and obstructions.
8. Maintain communication with ground personnel when necessary.
9. Stop work during high winds, lightning, or severe weather.
10. Never exceed rated load capacity.

Electrical Hazards

- Identify all energized power lines before starting work.
- Maintain minimum approach distances required by Alberta OHS.
- Treat all power lines as energized unless confirmed otherwise.

8. Prohibited Practices

Do NOT:

- Use damaged or defective equipment.
- Override safety devices.
- Exceed load limits.
- Use EWP as a crane.
- Tie off to structures outside the platform unless approved by engineering and manufacturer requirements.
- Move equipment on unsuitable ground.
- Leave the platform elevated and unattended.
- Operate under the influence of drugs, alcohol, or impairing medication.

9. Emergency Procedures

Equipment Malfunction

- Stop work immediately.
- Use emergency lowering controls if required.
- Notify supervisor.
- Tag equipment out of service.

Medical Emergency

- Contact emergency services if required.
- Lower platform safely.
- Provide first aid by trained personnel.

Contact with Power Lines

- Remain on platform if safe to do so.
- Warn others to stay away.
- Contact utility provider and emergency services.
- Exit only if immediate danger exists and use emergency jump-clear procedures.

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 Job Procedure – Fall Protection

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers:

- Must be Trained and have End User Certification to use fall protection equipment.
- Inspect and wear equipment correctly as per manufacturer guidelines.
- Report damaged or defective equipment and take out of service immediately.

Supervisors:

- Verify that required fall protection training is completed and workers are competent.
- Ensure equipment inspections and records are maintained.
- Stop working if fall hazards cannot be controlled.

4. Required PPE & Equipment

- Approved full-body harness
- Shock-absorbing lanyard or self-retracting lifeline (SRL)
- Anchors
- Connectors such as carabiners or snap hooks
- Hard hat, safety boots, and gloves (recommended)

5. Pre-Use Inspection

Inspect all fall protection equipment before each use. Check for:

Harness:

- Cuts, tears, fraying, missing stitching
- Buckle wear, deformation, broken stitching
- Webbing damage from chemicals, heat, or UV exposure

Lanyards/SRLs:

- Frayed, burnt, or stretched webbing
- Damaged shock pack or deployment indicators
- Rusted bent or cracked hooks/clasps

Connectors & Hardware:

- Cracks, corrosion, deformation
- Function of locking mechanisms
- Manufacturer labels and tags must be readable

Remove from service and tag out if defects are found.

6. Anchor Point Selection

1. Choose approved anchor points only — **never use pipes, guardrails, or makeshift fixtures.**
2. Anchor must withstand minimum required load capacity (as per regulation or manufacturer requirements).
3. Ensure anchors are positioned above worker where possible to reduce fall distance and swing potential.

7. Safe Operating Procedure

1. Select fall protection equipment appropriate for task and working height.
2. Use full-body harness and adjust snugly — chest strap level with chest, leg straps secure.
3. Connect lanyard or SRL to harness D-ring and anchor point using approved connectors.
4. Ensure locking mechanisms are fully closed and secure.
5. Keep lanyard free from sharp edges, heat sources, and chemicals.
6. Maintain minimal slack in lifeline to reduce fall distance.
7. Avoid tying knots in lifelines or lanyards — this reduces strength.
8. Stay below anchor point to reduce pendulum swing.
9. Never work alone when using fall protection systems.
10. If equipment becomes damaged during use — **stop work immediately and replace equipment.**

8. After Use

- Remove equipment carefully and avoid dragging or dropping gear.
- Tag out equipment if contaminated by dirt, oil, or debris.
- Hang harnesses and slings in dry, shaded, well-ventilated area.
- Do not store near heat sources, chemicals, sharp objects, or direct sunlight.

9. Periodic Maintenance & Inspection

- Conduct formal recorded inspections at intervals required by legislation or manufacturer.
- Remove expired or out-of-compliance equipment from circulation.
- Any equipment used during a fall arrest event must be **removed from service immediately**.

10. Emergency Procedure

- If a fall occurs — **contact emergency services immediately**.
- Perform rescue using approved rescue plan; never improvise.
- Provide first aid if safe to do so.
- Report incident and preserve equipment for investigation.

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 Job Procedure – Hand Tools

1. Purpose

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

2. Scope

This procedure applies to all workers who use:

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

3. Responsibilities

Workers:

- Must be familiar with tool usage, hazards, and maintenance.
- Use hand tools only for their intended purpose.
- Report damaged or unsafe tools immediately and tag out of service.

Supervisors:

- Ensure workers are trained and competent.
- Inspect hand tools periodically and replace as necessary.
- Maintain safe work environments and storage areas.

4. Required PPE

- Safety glasses or face shield
- Gloves appropriate for task (cut-resistant when necessary)
- Steel-toe or protective footwear
- Long sleeves/pants to protect skin from cuts/abrasions
- Hearing protection where hammering noise is excessive
(Additional PPE may be required depending on work environment.)

5. Pre-Use Inspection

Check tool condition before use:

Component	Check for
Handles	Cracks, splinters, loose fit
Blades & edges	Chips, dullness, excessive wear
Metal parts	Rust, bending, deformation
Moving joints	Smooth movement, lubrication if required
Screwdrivers & wrenches	Proper head size, no slippage
Hammers	Secure head, no mushrooming of striking surfaces

Remove defective tools from service immediately.

6. Safe Operating Procedure

General Use

1. Select the correct tool for the task — **never improvise**.
2. Maintain a firm, balanced stance while working.
3. Keep workspace clear of debris, cords, or trip hazards.
4. Cut or strike away from body and other workers.
5. Keep hands clear of pinch points and cutting edges.
6. Do not apply excessive force — use a larger tool if needed.
7. Pass tools by handle first — never throw.
8. Use clamps or vices to secure materials where possible.
9. Maintain sharp edges — dull tools cause more injuries.
10. Store tools when not in use — do not leave on edges or elevated surfaces.

Cutting Tools (knives, chisels, hand saws)

- Keep blades sharp and guarded when not in use.
- Use slow, controlled movements — no jerking or excessive pressure.
- Always cut away from body and others.

Striking Tools (hammers, punches)

- Wear safety glasses to protect against flying debris.
- Strike squarely; do not hit hardened metal with hardened metal unless rated for impact.
- Replace mushroomed heads immediately.

Screwdrivers & Wrenches

- Match tool size exactly to fastener — prevents stripping or slips.
- Do not use wrenches as hammers or extensions for added leverage.
- Use insulated tools when working near electrical components.

Pliers & Gripping Tools

- Grip full surface — avoid twisting beyond manufacturer limitations.
- Keep cutting edges sharp; avoid cutting hardened wire unless tool is rated for it.

7. Housekeeping & Storage

- Keep tools organized in pouches, trays, or toolboxes.
- Store sharp tools with guards or in sheaths.
- Keep work areas clean to reduce slip/trip hazards.

8. Maintenance & Care

- Clean tools after use — remove oil, dust, resin, adhesives.
- Lubricate moving tools regularly.
- Sharpen blades using approved sharpening methods.
- Replace worn handles or components instead of modifying them.
- Tag and remove damaged tools from service — repair only by authorized personnel.

9. Emergency Procedures

- For cuts/lacerations → apply pressure, clean wound, seek first aid.
- For punctures or embedded objects → do not remove — secure and seek medical treatment.
- For eye injuries → flush with clean water and get medical attention immediately.
- Report incidents and near misses to supervisor immediately.

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

Safe Job Procedure – Fixed or Retractable Knives

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers:

- Must be trained and authorized before using knives.
- Follow this procedure and use knives only as intended.
- Replace damaged knives.

Supervisors:

- Ensure training and PPE is provided and used.
- Maintain supply of approved knives and replacement blades.

4. Required PPE

- Cut-resistant gloves (where appropriate and safe for task)
- Safety glasses to protect from flying fragments
- Long sleeves and fitted clothing (no loose garments)
- Steel-toe or protective work footwear

5. Pre-Use Inspection

Before using knife:

1. Inspect handle, blade, and locking mechanism for damage or wear.
2. Ensure blade is sharp — dull blades require more force and increase injury risk.
3. Confirm retractable blades lock securely and operate smoothly.
4. Select appropriate blade type for material being cut.

6. Safe Operating Procedure

1. **Plan the cut** — ensure material is stable, supported, and away from the body.
2. **Cut away from hands, body, and others.**
3. Keep non-cutting hand behind blade path and out of the line of fire.
4. Maintain a secure grip — do not rush or force the knife.
5. Use multiple shallow passes instead of one deep cut.
6. Keep work area clean and well-lit.
7. When using retractable knives:
 - Extend blade only enough to cut material.
 - Retract blade fully when not cutting.
8. Do not use a knife as a pry tool, screwdriver, or for tasks other than cutting.
9. Store knife safely when not in use — never leave unattended or uncovered.

7. Blade Replacement

1. Place used blade in approved sharps disposal container — **never throw in general waste.**
2. Replace blade when dull, chipped, rusted, or damaged.
3. Ensure knife remains pointed away from body during blade changes.
4. Follow manufacturer instructions and secure blade fully before resuming work.

8. Handling & Transport

- Carry knives with blade retracted or sheathed.
- Never walk or climb with an exposed blade.
- Pass knives handle-first to others with blade covered.
- Store knives in designated holders, belts, or sheaths.

9. Post-Operation

- Clean knife and remove debris from housing or handle.
- Retract blade fully or sheath the knife when finished.
- Store knife in secure location.
- Report defects, dull blades, or near-miss incidents.

10. Emergency Procedures

- In event of laceration or injury:
 - Stop work immediately.
 - Apply first aid — pressure and dressing to control bleeding.
 - Seek medical attention if required.
- Report all injuries or incidents to supervisor and/or safety representative

Job Title:	Circular Saws Reciprocating 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 Job Procedure – Circular & Reciprocating Saws

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers:

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

Supervisors:

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

4. Required Personal Protective Equipment (PPE)

- Safety glasses or face shield
- Hearing protection
- Cut-resistant gloves (if safe to use and do not interfere with tool control)
- Long sleeves, fitted clothing (no loose items)
- Safety boots
- Dust mask or respirator where airborne dust is generated

5. Pre-Operation Checks

Before using the saw, operator must:

1. Inspect tool condition:
 - Check blade sharpness, cracks, missing teeth, warping.
 - Ensure guards are fitted, functional, and not tampered with.
 - Confirm power cord/battery condition – no cuts or exposed wires.
 - Verify trigger and lock-off switch operate smoothly.
2. Confirm appropriate blade type for the material being cut.
3. Ensure work area is clean, dry, and free of trip hazards.
4. Set up material securely using clamps or a bench if possible.
5. Ensure proper lighting and ventilation.
6. Check that all safety devices are present and operational.

Do not operate the saw if any defects are found. Tag out and report.

6. Safe Operating Procedure

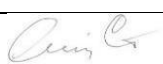
1. Secure workpiece to prevent movement.
2. Maintain a stable stance – feet shoulder-width apart.
3. Always keep both hands on the saw when operating.
4. Allow blade to reach full speed before contacting material.
5. Maintain firm controlled pressure – **do not force the blade.**
6. Keep hands, body, and clothing clear of cutting line and blade path.
7. Avoid cutting materials containing nails, screws, or foreign objects.
8. Be aware of kickback — always stand to the side of the cut line.
9. If saw binds or stalls, release trigger immediately and remove the saw from the material.
10. Never remove guards or operate tool without them in place.
11. Disconnect power or remove battery before changing blades or maintenance.
12. Wait until blade stops completely before setting down.

7. Post-Operation Procedure

- Turn off and unplug or power down the saw.
- Make sure saw is free of debris and dust.
- Store saw, blades, and accessories safely in designated area.
- Report any damage or maintenance needed.

8. Emergency Procedures

- Stop work immediately if unsafe conditions occur.
- In event of injury:
 - Apply first aid.
 - Notify supervisor and complete incident report.
- In event of fire or electrical fault:
 - Disconnect power if safe to do so.
 - Follow workplace emergency response plan.

Job Title:	Corded & Cordless Drills			
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 Job Procedure – Corded & Cordless Drills

1. Purpose

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

2. Scope

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

3. Responsibilities

Operators:

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

Supervisors:

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

4. Personal Protective Equipment (PPE)

Minimum required:

- Safety glasses or face shield
- Hearing protection where noise levels are high
- Safety gloves for handling materials (remove if unsafe near rotating parts)
- Dust mask/respiratory protection if drilling into masonry, treated timber, or materials producing dust
- Appropriate work clothing (no loose sleeves or jewelry)
- Safety boots

5. Pre-Operation Checks

Before use, operator must:

1. Inspect drill body for cracks or damage.
2. Check power cord (corded) or battery housing (cordless) for defects.
3. Ensure chuck tightens and releases properly.
4. Confirm correct drill bit or attachment is fitted and secure.
5. Test trigger and speed control functions.
6. Maintain clean, dry workspace with adequate lighting and ventilation.
7. Identify hazards — electrical risk, dust, pinch points, nearby workers.

If equipment is faulty — **tag out, remove from use, and report.**

6. Safe Operating Procedure

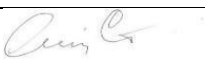
1. Maintain firm grip and balanced stance — two hands on drill recommended.
2. Start tool before contact and allow drill to reach full speed.
3. Apply steady, even pressure — **do not force the drill.**
4. Keep hands clear of rotating bits and moving parts.
5. Avoid drilling above shoulder height where control is reduced.
6. When drilling into walls/unknown surfaces, check for:
 - Live electrical wiring
 - Water or gas lines
7. Use correct bit type for material (timber, metal, concrete, etc.).
8. Withdraw bit periodically to clear debris and prevent overheating.
9. If drill binds, release trigger immediately to prevent wrist twist or kickback.
10. Do not lift or carry the drill by its cord or chuck.
11. Avoid loose clothing, hair, or accessories near the rotating chuck.

7. Post-Operation Procedure

- Release trigger and wait until bit fully stops.
- Disconnect power or remove battery before changing bits or attachments.
- Wipe down equipment and remove dust and debris.
- Return drill and accessories to storage.
- Report damage, defects, or consumables requiring replacement.

8. Emergency Response

- Stop work immediately if a hazard or injury occurs.
- Apply first aid for cuts, punctures, or impact injuries.
- In case of electric shock — isolate power source and seek medical attention.
- Complete incident report and notify supervisor and/or safety representative

Job Title:	Extension Ladder 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 Job Procedure – Extension Ladder Use

1. Purpose

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

2. Scope

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

3. Responsibilities

Workers:

- Must be trained and competent prior to ladder use.
- Follow this procedure and report hazards or damaged ladders.
- Use ladders only for intended purpose — access, not scaffolding.

Supervisors:

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

4. Required PPE

- Safety boots with slip-resistant soles
- Gloves for handling ladder (optional but recommended)
- Hard hat where overhead work or drop hazards exist
- Fall protection equipment if required by site rules or height regulations

5. Pre-Use Inspection

Inspect ladder before every use:

1. Check for cracks, bent rails, missing rungs, or corrosion.
2. Ensure feet, locks, pulleys, and ropes are intact and functioning.
3. Verify anti-slip feet are present and in good condition.
4. Clean off mud, oil, paint, or slippery substances.
5. Ensure ladder is of appropriate height — **do not stand on top 3 rungs**.

Do not use ladder if any defects are found – tag out and report.

6. Setup & Positioning

1. Confirm ground surface is stable, level, and firm.
2. Maintain correct ladder angle: **4:1 ratio** → base 1 ft out for every 4 ft of ladder height.
3. Fully extend ladder and secure rung locks before climbing.
4. Top of ladder should extend at least **3 ft above landing surface**.
5. Secure ladder from movement using:
 - Ties, ropes, or ladder stabilizer
 - Assistance from a second person where necessary
6. Do not place ladder on slippery, unstable, or uneven surfaces.
7. Keep ladder clear of doorways, walkways, and vehicle traffic unless barricaded.

7. Safe Climbing & Use

1. Face ladder while ascending or descending — **three points of contact at all times**.
2. Climb slowly — no running, jumping, or skipping rungs.
3. Maintain body centered between side rails — **no overreaching**.
4. Handle tools with tool belt or hoisting line — **keep hands free**.
5. Only one person on ladder at a time unless ladder is rated for more.
6. Do not exceed the ladder's load rating.
7. Stop work if ladder becomes unstable — climb down and reposition.
8. Never move or shift ladder while someone is on it.
9. Use fall protection where required (e.g., working at heights above regulation limits).

8. Working From the Ladder

1. Keep work at waist level whenever possible.
2. Do not stand on or above the third rung from the top.
3. Limit side loads — excessive pressure may cause tipping.
4. If task requires lateral movement beyond safe reach, **climb down and reposition ladder**.
5. Use platform ladders or scaffolding if job requires extended work time.

9. Storage & Post-Use

- Clean ladder and remove mud, chemicals, or debris.
- Store in a dry, secure area away from heat sources.
- Inspect for wear and damage after use and report issues.
- Transport ladders safely using tie-downs or designated racks.

10. Emergency Actions

- In event of slip, fall, or equipment failure — stop work immediately.
- Provide first aid according to training and site procedure.
- Report incident to supervisor and secure area to prevent further injury.

Job Title:	Step Ladder			
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 Job Procedure – Step Ladder

1. Purpose

To ensure step ladders are used safely and effectively to prevent falls, injuries, and equipment damage during work at height.

2. Scope

This procedure applies to all employees who use step ladders for tasks such as:

- Light construction and maintenance work
- Painting, siding, electrical installations
- Accessing elevated work surfaces
- Interior or exterior tasks requiring short-to-moderate height access

3. Responsibilities

Workers Must:

- Inspect step ladder before each use.
- Ensure ladder is stable and positioned correctly.
- Maintain three points of contact when climbing and avoid over reaching.
- Report damaged ladders immediately and take out of service.

Supervisors Must:

- Ensure workers are trained in ladder safety.
- Remove defective ladders from service.
- Monitor work areas for hazards related to ladder use.

4. Required PPE

- Steel toed safety footwear.
- Work gloves (recommended for carry/set-up)
- Hard hat required when overhead work is present or work is outdoors
- Eye protection when using tools while on ladder

5. Pre-Use Inspection

- Broken, bent, or missing steps/rungs
- Cracks, splits, warping, or corrosion
- Damage to hinges or locking spreaders
- Loose screws, rivets, or structural weakness
- Slippery rungs or contaminants (paint, mud, grease)

If defective, tag and remove from service.

6. Safe Work Procedure

Setting Up the Ladder

1. Ensure ladder is the correct height—no climbing above 2nd rung from the top.
2. Place ladder on firm, level, non-slippery surface.
3. Fully open step ladder—**lock spreaders into place**.
4. Do not lean a step ladder like an extension ladder.
5. Keep ladder clear of doors unless locked/blocked open.

Climbing & Working

6. Maintain **three points of contact** (2 feet + 1 hand minimum).
7. Face the ladder when climbing—no sideways mounting.
8. Stand only on designated steps; never stand on top cap/last step.
9. Keep body centered between rails—**no overreaching**.
 - If you need to stretch → climb down and reposition ladder.
10. Keep tools secured or use tool belt—never carry heavy items in hands.
11. Only one person on the ladder at a time unless rated for two (rare).

Working Around Hazards

12. Keep ladder away from electrical hazards—use non-conductive ladder for electrical work.
13. Avoid ladder use during high wind, rain, or slippery conditions outdoors.
14. Do not place ladder on unstable surfaces (boxes, scaffolds, vehicles, uneven ground).
15. Use fall protection when required based on hazard assessment or height regulations.

7. Material Handling

- Hoist materials up separately if heavy or large.
- Maintain an arm's-length working range.
- Use a helper, platform, or mechanical lift for bulky loads.

8. Hazard Controls

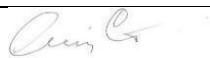
Hazard	Control
Falls from height	3-point contact, proper step usage, no overreach
Ladder tipping	Level surface, locked spreaders, correct placement
Electrical contact	Use fiberglass ladder, avoid overhead lines
Slips & trips	Clean rungs, keep area clear, wear grip footwear
Overexertion/strains	Use correct ladder height, avoid extended reaching

9. Completion & Storage

- Inspect ladder for damage after use.
- Store ladders in dry, designated area.
- Do not leave set-up ladders unattended.
- Clean off mud, ice, or debris before storing.

10. Emergency Response

- For falls or injury → call emergency services immediately.
- Do not move injured worker unless in danger.
- Report all incidents and near misses to supervisor and/or safety representative for review.

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 Job Procedure – Fire Extinguishers

1. Purpose

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

2. Scope

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

Fire extinguishers should only be used if the fire is small, contained, and escape is possible.

3. Responsibilities

Workers:

- Should be trained in extinguisher use and operation.
- Assess fire size and escape routes before attempting to extinguish fire.
- Stop if fire grows, spreads, or produces heavy smoke.

Supervisors:

- Ensure extinguishers are accessible and inspected monthly.
- Provide training and conduct fire safety drills.

4. PPE (When Safe to Use Extinguisher)

- Close-fitting clothing
 - Heat-resistant gloves if available
 - Safety glasses or face shield (if time/situation allows)
- Do not delay escape to obtain PPE.*

5. Pre-Use Checks

Before operating a fire extinguisher:

1. Ensure extinguisher is appropriate for fire type:
 - **A** – Paper, wood, textiles
 - **B** – Flammable liquids
 - **C** – Electrical equipment
 - **D** – Combustible metals
 - **K/F** – Cooking oils, fats
2. Check pressure gauge — needle must be in the green zone.
3. Inspect for damage, corrosion, missing pin, broken seal.
4. Ensure clear escape route behind you.
5. Confirm fire is still small and controllable.

6. Safe Operating Procedure

Use the **PASS** method:

Step	Action	Description
P	Pull	Pull the pin to unlock handle.
A	Aim	Aim at the base of the fire.
S	Squeeze	Squeeze handles to discharge.
S	Sweep	Sweep side-to-side across fire base.

Additional safety measures:

1. Stand 2–3 meters away initially, move closer as fire diminishes.
2. Keep extinguisher upright while operating it.
3. Work from base of fire upward, not at flames themselves.
4. Stop use & evacuate if:
 - flames intensify
 - smoke thickens
 - extinguisher empties without controlling fire

7. Limitations - Do NOT attempt to fight the fire if:

- Fire is spreading rapidly.
- Smoke is dense or visibility is reduced.
- You are unsure of fuel source or extinguisher type.
- Fire is larger than a small, contained area.
- You do not have a clear escape path.

In these cases: **Evacuate and activate emergency response**

8. After Use

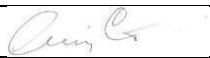
- Evacuate once fire is extinguished to avoid rekindle.
- Notify supervisor and refill/replace used extinguisher.
- Do not re-hang extinguisher that has been discharged.
- Report location, fire cause, and extinguisher type used.

9. Maintenance & Storage

- Store in visible, unobstructed, clearly marked locations.
- Conduct monthly visual inspections.
- Schedule annual servicing by licensed technician.
- Replace or repair damaged or expired units.

10. Emergency Response

- Activate alarm or notify emergency services immediately if fire escalates.
- Evacuate using designated routes.
- Assemble at muster point for roll call.
- Provide first aid only if safe to do so.

Job Title:	Mold Remediation			
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 Job Procedure – Mold Remediation

1. Purpose

To establish safe procedures for identifying and removing mold contamination to prevent exposure to airborne spores, respiratory illness, cross-contamination, and property damage.

2. Scope

Applies to personnel performing mold inspection, containment, removal, cleaning, disposal, and post-remediation verification involving:

- Walls, insulation, flooring, sheathing and framing
- HVAC and ducting systems
- Attics, crawlspaces, wet basements
- Drywall and porous material removal

This procedure does **not** cover asbestos or hazardous chemical contamination.

3. Responsibilities

Workers Must:

- Be trained in mold recognition, PPE use, and remediation practices.
- Follow containment, ventilation, and disposal requirements.
- Report health symptoms and unsafe conditions immediately.

Supervisors Must:

- Evaluate mold extent, moisture source, and remediation category.
- Ensure proper PPE, equipment, and engineering controls are available.
- Verify work areas are isolated and safe for occupancy before re-entry.

4. Required PPE

Minimum PPE required (increase if mold level or area is severe):

- N95 or better respirator (half/full face recommended for heavy contamination)
- Eye protection (sealed safety goggles)
- Disposable gloves (nitrile or chemical-resistant type)
- Disposable coveralls with hood (Tyvek-style)
- Rubber boots or safety footwear with disposable boot covers
- Hearing protection if power equipment is used

For black mold or high spore levels → **use full-face respirator with P100 cart**

5. Pre-Work Assessment & Preparation

Inspection

- Identify mold sources and extent of contamination.
- Locate moisture source (leak, humidity, flood damage).
- Test materials for moisture before removing.
- Stop work if asbestos, lead paint, or unknown contaminants are suspected.

Work Area Setup

- Remove occupants from area if needed.
- Shut down HVAC to prevent spore spread.
- Establish containment using poly sheeting and zipper barriers.
- Install negative air ventilation with HEPA-filtered exhaust.

Equipment Check

- Verify HEPA vacuums, scrubbers, and air movers are operational.
- Inspect tools (knives, saws, sprayers, moisture meters).
- Confirm disinfectant and mold treatment chemicals are labeled and approved.

6. Safe Work Procedure

Containment & Control

1. Seal work zone using plastic sheeting (walls, doors, vents).
2. Set up negative air machines — exhaust outside structure.
3. Maintain air exchange to reduce airborne spore concentration.
4. Wet contaminated material before removal to minimize dust.

Cleaning & Removal Steps

5. Wear full PPE before entering containment zone.
6. Remove contaminated porous materials (drywall, insulation, ceiling tiles).
7. HEPA vacuum surfaces prior to chemical treatment.
8. Scrub non-porous materials with approved mold cleaner or detergent solution.
9. Apply antimicrobial or mold-inhibiting treatment only as directed.
10. Double-bag all contaminated waste — label and seal airtight.

Preventing Cross-Contamination

11. Do not remove PPE inside the work zone.
12. Use decontamination chamber or clean-down area at exit.
13. Wipe down tools and equipment before removal from work area.

Post-Remediation Verification

14. Conduct moisture reading to confirm area is dry (< recommended %).
15. Perform visual inspection for remaining mold or staining.
16. Run HEPA air scrubbers for minimum settling time before teardown.
17. Remove containment only after clearance is confirmed.

7. Housekeeping & Waste Disposal

- Bag waste immediately — do not drag through building.
- Dispose according to local environmental regulations.
- Launder reusable PPE separately from other clothing.
- Clean tools with disinfectant after each shift.
- Maintain HEPA equipment filters and replace as needed.

8. Health Hazards & Controls

Hazard	Control
Respiratory irritation/infection	Respirator, good ventilation, containment control
Skin/eye irritation	Gloves, eye protection, full body coveralls
Cross-contamination	Negative pressure, barriers, HEPA filtration
Electric shock in wet environments	De-energize circuits, use GFCIs
Slip/trip hazards	Maintain dry work areas, clean debris promptly

9. Emergency Procedures

- If respiratory distress occurs → exit immediately, move to fresh air, seek medical attention.
- For chemical exposure → rinse affected area using SDS guidance.
- Eye contact with mold or cleaners → flush with clean water for 15+ minutes.
- In case of structural instability or collapse risk → stop work and evacuate.

All incidents and near misses must be reported to supervision.

Section 5

Formal Hazard Assessments

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 15th, 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, seat belts fastened, windshield and wipers in good condition. Use dash cams.	Ensure driver is licensed and driving records have 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, seat belts fastened, windows are clean and clear.	Use spotters, 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:						

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June 2nd, 2026

The information in this safety manual does not take precedence over the *Alberta Occupational Health and Safety Act, Regulation and Code*. Please refer to the provincial OHS legislation as required.

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: 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 tasks 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 tasks or are under supervision	Steel-toed boots, hard hat, fall protection equipment
6	Leaving site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways, clean-up site.	Inspect job to ensure job is complete, review of Housekeeping SWP and ensure job is left in good condition.	Steel-toed boots, hard hat
	Developed by: Jody Jensen			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

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

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			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)		
	Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote					
	Identified Task: Operating a forklift			Date Prepared: December 15 th , 2017		
	Material Required:					
Tools/Equipment Required: Forklift, steel-toed boots, hard hat, high visibility clothing						
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Pre-operation safety check	Untrained operator	3C	Remove key	Proper training on forklift maintenance, design, controls, and instrumentation.	Steel-toed boots, high visibility
2	Driving forklift	Collisions with objects, equipment, people	2B	Buckle seatbelt. Keep driving area clean, obstacle free.	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
3	Operating forks	Collisions with objects, equipment, people	2B	Slow down for turns. Drive in reverse if vision is obstructed. Always beware of overhead clearance. Drive with forks 6 – 8 inches off the ground	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
4	Loading	Load falling off forks, damage to material from improper loading, overloading, pinch points.	2B	Spread forks as wide as possible for transporting load, align forks with base of load, proceed slowly and ensure at least 2/3 of fork is under load. Lift load so it is 8 inches off ground then tilt mast back	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
5	Transporting load	Collisions with objects, equipment, people, dropping load, objects falling off load	2B	Buckle seatbelt. Keep driving area clean, obstacle free. Make sure load is secured, keep mast tilted backward. Travel with load upwards on sloped surfaces	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
6	Unloading	Load falling off forks, damage to material from improper unloading, pinch points, crushing	2B	Align truck with drop area, adjust height of load, slowly move overtop of drop area. Tilt mast forward until parallel with ground, lower load until forks are detached from load, slowly back away, when clear of load lower forks to 8 inches to travel	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
7	Parking forklift	Collisions with objects, equipment, people, crushing operator	2B	Do not leave forklift unless lift is lowered, put controls in neutral and engage parking brake. Never let anyone stand on forks, or travel on forklift.	Only properly trained operators drive forklift. Use a spotter when operating.	Steel-toed boots, high visibility
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments						

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

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			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)		
	Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote					
	Identified Task: Material Pickup/Delivery			Date Prepared: December 15 th , 2017		
	Material Required: N/A					
Tools/Equipment Required: Vehicle, straps, tarp, signal flag						
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Driving to pickup	Collisions, spin outs, property damage, hit pedestrian	2C	Mirrors and seat adjusted properly, vehicle maintenance. Clean windows for visibility.	Vehicle inspection. Refer to Driving safe work practices	N/A
2	Arrival to supplier, reverse park for pickup	Blind spots, hit pedestrian, property damage	2B	Designated loading zone	Use mirrors to reverse, ask for spotter if needed, look for pedestrians. Refer to SWP for driving and backing up Mobile Equipment	N/A
3	Loading/Unloading material	Slips, trips, falls, back strain, finger trauma, extreme temperatures, traffic, controlled products	3B	Designated loading zone/walkways, safety railings, secure surfaces	Ensure controlled products are labelled. Refer to Lifting and Carrying safe work practice	Safety boots, hard hats, gloves, temperature appropriate clothing, high visibility if traffic is present. Use a spotter in high traffic areas. Refer to SDS
4	Securing Load	Slips, trips, falls, cuts, property damage, material damage, pinch points.	3C	Organize load properly, ensure load is safe for transport.	Refer to Securing Loads – Ratchet Straps safe job procedures	Safety boots, gloves, temperature appropriate clothing, high visibility if traffic is present. Refer to SDS
5	Driving to delivery	Collisions, spin outs, hit pedestrian, property damage, material damage	2B	Install signal flag on most protruding part of load	Use mirrors to reverse, ask for spotter if needed, look for pedestrians, adjust driving according to load. Refer to SWP for driving and Backing up Mobile Equipment	Double check the load after 5 KM to make sure it has not shifted.
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau December 20, 2023					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			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)		
	Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote					
	Identified Task: Drywall Installation			Date Prepared: December 15 th , 2017		
	Material Required: Drywall, glue, nails, screws					
Tools/Equipment Required: Screw guns, hammer, routers, knives, tape measure, pencil, squares, lights, extension cords, ladders, lifts, proper PPE						
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform hazard assessment.	Safety boots, hard hat
2	Prepare for Drywall Install	Slips, trips, falls, other workers, housekeeping, nails & protrusions, controlled products	2C	Housekeeping, safety railings, ladders	Make sure work area is clean before starting. Workers are competent for task or are under supervision. Read product SDS before use, Refer to Ladders and Lifting and Carrying SWPs'.	Safety boots
3	Drywall Installation	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products, electric shocks	2B	Safety railings, ladders lifts	Workers are competent for task or are under supervision. Refer to Safe Router Use, Drills and Powered Hand Tools, Lifting and Carrying and Electrical Safety SWPs'.	Safety boots, gloves
4	Leaving the site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways		Safety boots, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

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

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable 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: Installing Insulation				Date Prepared: December 15 th , 2017	
	Material Required: Insulation, vapour barrier, caulking					
	Tools/Equipment Required: Caulking gun, knife, hammer stapler, lights, extension cords, ladders, lifts, proper PPE					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform Hazard Assessment.	Safety boots, hard hat
2	Prepare for Insulation	Slips, trips, falls, other workers, housekeeping	3C	Safety railings, ladders	Read product SDS before use, Refer to Ladders, Lifting and Carrying SWPs'.	Safety boots
3	Installing Insulation	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products	3C	Safety railings, ladders	Read product SDS before use, Refer to Ladders, Aerial Platform, Lifting and Carrying SWPs'.	Safety boots, gloves
4	Installing vapor barrier	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products	3C	Safety railings, ladders,	Read product SDS before use, Refer to Ladders, Lifting and Carrying SWPs'.	Safety boots, gloves
5	Leaving the site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Inspect job to ensure job is complete, review Housekeeping SWP and ensure job is left in good condition.	Safety boots, hard hat
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments:						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable 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: Finishing/Carpentry				Date Prepared: December 15 th , 2017	
	Material Required: Door jams, shims, door slab, casing, baseboards, finishing nails, wood glue, cabinets, hardware (knobs, handles, locks, towel bars, hinges)					
	Tools/Equipment Required:					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Install door	Back sprain/strain, pinch points, laceration, impalement, property damage, dust & chemical exposure	2C	Ensure clear route to transport door, shim door to proper height, ensure tool guards are functional	Inspect opening, inspect door, install door for proper swing, refer to Lifting & Carrying and Pneumatic Tools SWPs, review product SDS.	Steel toed boots
2	Cut & Install casing	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, set up 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, set up to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
5	Installing hardware	Impalement, property damage, repetitive motion	2C	Use proper hardware & proper installation tools. Ensure opening is sufficient for hardware.	Do not place hand near holes being drilled, refer to product specifications for installation, do not perform task unless competent to do so, do not force hardware.	Steel toed boots
	Developed by: Jeff Boyer			Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
	Revised by: Dan Rondeau Date: January 5, 2024					
Comments						

Job Hazard Analysis (JHA)						
	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Painting				Date Prepared: December 15 th , 2017	
	Material Required: Paint, caulking, puddy, drywall mud, thinners, taper sponges, sandpaper, rags.					
	Tools/Equipment Required: Brushes, wire brushes, spinners, hammer, pins, screw drivers, drills, puddy knives, masking guns, utility knives, extension cords, extension poles.					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Setup	Other workers, human traffic, back injuries, pinch points, spills, slip/trip.	3C	Set up 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, lock up, turn all electrical equipment off. Store all tools, paint, ladders neatly at end of each shift. Dispose of garbage throughout the day and at end of job.	Refer to Housekeeping safe work practices, perform final walk around inspection before leaving job site to ensure everything has been shut down properly, windows and doors are closed and locked, and any equipment/tools/material remaining is organized and tidy.	Steel toed boots, gloves, hard hat
	Developed by: Jeff Boyer				Reviewed by: Charlotte Charbonneau Date: January 11, 2024	
	Revised by: Dan Rondeau May 24, 2024					
Comments						

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

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

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

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

Comments:

Job Hazard Analysis (JHA)

	Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Ranking (PR) For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)		
	Identified Task: Showhome Openings				Date Prepared: March 5, 2022	
	Material Required: N/A					
	Tools/Equipment Required: hard hats, and emergency fobs. Fire extinguishers					
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival at Showhome	Personal injury, icy/snowy conditions. Slips, trips, and falls.	3C	Driveway and sidewalk are 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 are in place on regular job sites.	Use of visitor logs and appointments. Emails with managers to keep them informed.	Personal emergency fobs supplied by company. Steel toes and hard hats when visiting working job sites,
	Developed by: Dan Rondeau			Reviewed by: Charlotte Charbonneau		
	Revision Date:			Review date: 2024.05.21		
Comments:						

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

Section 6

Company Rules

General Safety Rules (Employees & Contractors)

- All workers have the right to refuse unsafe work. If a person is not competent (adequately trained or suitably qualified), they shall not perform a task.
- Incidents, injuries or “no loss incidents”, regardless of their nature, shall be promptly reported to your Site Superintendent, immediate Supervisor or the Safety Department.
- Contractors (Trade Partners) will complete a safety orientation with the Prime Contractor prior to commencing work on any site.
- Contractors (Trade Partners) need to 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.
- Running is not permitted anywhere, except in the case of an extreme emergency.
- Safety glasses, goggles or face shields should be worn for any operations where eye protection is required.
- Hand tools will not be used for any purpose other than what they are designed for. All damaged or worn parts shall be promptly repaired or replaced.
- Only competent personnel should operate power tools with guards furnished by the manufacturer “in place”.
- Riding on equipment is prohibited. Individuals cannot ride any hook, hoist or other material handling equipment that is used strictly for handling material and not specifically designed to carry or lift personnel.
- Horseplay, fighting and possession of firearms are strictly forbidden on all jobs and constitute grounds for immediate dismissal or termination of the contract.
- 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.
- First aid treatment is to be obtained promptly for all injuries.
- CSA approved footwear (with the green triangle symbol), and other personal protective equipment (hard hat and steel toed boots) shall be worn on all work sites.
- All work shall be carried out in accordance with appropriate safe work practices and your Construction Managers’, immediate Supervisor or Site Superintendents’ direction.
- Only those tools that are in good repair, with all manufacturer’s guards and safety devices in place, shall be used.
- Every worker shall keep their work areas clean.
- Operate all vehicles and mobile equipment in accordance with site rules and fleet policy.
- Company vehicles are to be kept clean inside and outside (if applicable).
- No animals allowed on site at any time for any reason

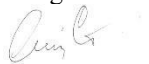
Disciplinary Actions:

- **First infraction:** Documented verbal warning with corrective actions applied at the time of infraction.
- **Second infraction:** Documented written warning with corrective actions applied at the time of infraction.
- **Third infraction:** Two-day suspension without pay.
- **Fourth infraction:** Further suspension or possible termination.



Craig Corbett, Chief Executive Officer

Date: January 2, 2025

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27, 2020

Drug and Alcohol Policy

Objectives

The company 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, clients, 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.
- Provide assistance to employees when required; and
- Answer questions and concerns about this policy as needed

Definitions

Drug – any substance, including alcohol, illicit drugs, or medications where 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 cannabidiol (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 safely and acceptably perform the assigned essential duties 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 Coordinator, or anyone who is required to regularly visit active job sites.

Standards

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.

Drug and Alcohol

The use, possession, distribution, offering, or sale of drugs and alcoholic beverages is prohibited when on company premises and worksites without the prior authorization of the company President. In addition, employees covered by this policy are expected to use 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 drugs 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 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.

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 shall be made by a divisional General Manager, with concurrence of the Safety Coordinator. 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

Alcohol and drug testing are 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 or 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 Coordinator, 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 shall 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 their manager, a Safety Coordinator, or the Human Resources department.

Assistance/Rehabilitation

The company recognizes that alcohol and drug dependency are treatable 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 occur. Declaring a problem does not remove an employee from any requirement for testing under this policy.

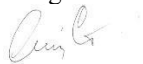
Where a medical professional, substance abuse professional, or other counselling professional advises that there may be a risk that would prevent an employee from doing their job safely, a medical work modification may be issued, and the individual may be assigned to alternate duties if available and at the discretion of the company. The company will try its 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.

Daytona Homes Inc
Health & Safety Manual

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.

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27,2020

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 shall be maintained for all personnel on site that are smoking or vaping.

Smoking is not permitted in the area of flammable materials.

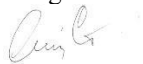
Smoking is permitted only in designated areas set forth by Government Legislation and the Prime Contractor.

This policy does not take precedence over City, Provincial or Municipal by-laws or any other government legislation.

Section 7

Personal Protective Equipment

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27,2020

Personal Protective Equipment (PPE) 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 *Alberta Occupational Health & Safety Act, Regulation and Code*, safety data sheets, manufacturers' recommendations and the Prime Contractor's policies.

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 shall be noted that any house prior to completion or occupancy date shall be considered to 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 *Alberta Occupational Health & Safety Act, Regulation and Code*, safety data sheets, and the company's policies.

Employees and Contractor (Trade Partner) shall also wear any other PPE required by manufacturer's recommendations, safety data sheets or the *Alberta Occupational Health & Safety Act, Regulation, and Code*.

All personal protective equipment used will be in good condition and maintained according to manufacturer's instructions.

All company supplied personal protective equipment will conform to the *Alberta Occupational Health & Safety Act, Regulation, and Code*.

The safety information in this policy does not take precedence over the *Alberta Occupational Health & Safety Act, Regulation, and Code*. All Employees should be familiar with the *Alberta Occupational Health & Safety Act, Regulation, and Code*.

General Information

The *Alberta Occupational Health & Safety Act, Regulation, and Code* states that an employer shall 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 & lifelines

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.

Introduction

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 worn at all times 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 *Alberta Occupational Health & Safety Act, Regulation, and Code*.

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 problems 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 Protection Equipment

General

Fall protection systems are used in construction to provide workers working at heights 3m above 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 shall be used for any work above 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 shall 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 shall be obtained by employees or contractors (trade partners) prior to using fall protection equipment on site. Training shall be renewed every 3 years to ensure that employees are competent. Certification shall 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 shall 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 lifelines "CSA Z259.2.2-98; and
- "Lineman's body and lineman's safety strap" z259.3-M1978 (R2001).

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 don't protect if they are a tripping/fall hazard.
- Choose a high cut boot to provide ankle support (fewer injuries).
- Choose footwear that has a nonslip bottom to prevent slips and falls in the muddy and icy conditions.

Do Not

- Wear defective safety footwear (i.e., exposed steel toe caps).
- Under protect your feet or modify safety footwear.
- Running shoes are not allowed on any site when on the ground.

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
- Monoframe 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
- Welders’ 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 lenses should **NOT** be worn at the worksite. Contact lens may trap or absorb particles or gases 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 aren’t enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OH&S office, safety data sheet (SDS) or a supplier will help in your selection.

For more information, look at:

- The *Alberta Occupational Health & Safety Act, Regulation and Code*, 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).

Hearing Protection

General

- Hearing protection is designed to reduce the level of sound energy reaching the inner ear.
- **The “rule of thumb” for hearing protection is use hearing protection when you can’t carry on a conversation at a normal volume of voice when you are 3 feet apart.**
- Remember, this is only a rule of thumb. Any sound over 85 dB (for an 8-hour exposure time) requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.
- The most common types of hearing protection in the construction industry are **earplugs** and **earmuffs**. If you choose to use the other types of hearing protection, ask your safety supplier or WH&S office for further information.
- It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape, and size are different. One style may not fit every Employee. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.
- Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (i.e. takes the sharp edge off the noise).
- **If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation requires the advice of an expert.**

For further information, look at

- The *Alberta Occupational Health & Safety Act, Regulation and Code* and
- CSA Standard Z94.2-14 hearing protection devices - performance, care, selection and use.

Use 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

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.

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 Alberta, 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 *Alberta Occupational Health & Safety Act, Regulation and Code* 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 your PPE supplier or safety department for further information on headgear.

DO NOT

- Drill or remove 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 abrasive 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 commonly 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 about the selection or need for glove or hand PPE, consult your safety supplier, Material Safety Data Sheet (MSDS), 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, labor, cost, and your maintenance facility.

It’s important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don’t 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 safety data sheet (SDS), 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:

- Safety data sheet (SDS),
- *Canadian Occupational Health & Safety Regulations*
- The local OH&S office, or
- The safety equipment supplier.

For more information, look at the

- The *Alberta Occupational Health & Safety Act, Regulation, and Code*,
- CSA Standard Z94.4 - 11 Selection, Use and Care of Respirators

Respiratory Protective Equipment (Cont'd)

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 can't 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).

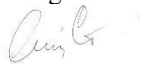
Air Purifying Respirator (APR) Fit Testing Procedure

1. Contact your safety department to schedule the appropriate fit testing required for the mask you need.

Section 8

Preventative Maintenance Program

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Maintenance Program Policy

All tools and equipment shall be properly maintained to reduce the risk of injuries to Employees or damage to property.

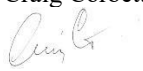
The Prime Contractor's Safety Representative and Superintendents shall ensure that all maintenance of company tools is carried out by qualified personnel according to established schedules and that records are maintained. Inspection of employee tools and company supplied safety equipment will be carried out on an annual schedule for all field personnel.

All employees shall regularly check all tools and equipment that they are working with and shall 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 shall be tagged and removed from service immediately. The tag shall identify that the tool shall not be used and what the defect is that requires a repair.

The safety information in this policy does not take precedence over the *Alberta Occupational Health & Safety Act, Regulation, and Code*.

Daytona Homes Inc
Health & Safety Manual

Division(s):	All	Department(s):	All	Revision #:	2
Approved By:	Craig Corbett 	Author:	Corporate Safety & Fleet Manager	Revision Date:	January 3.2023

Lock Out/Tag Out Policy

It is the policy of the Prime Contractor that all tools and equipment will be properly maintained and inspected regularly to help reduce the risk of injuries to employees or damage to property and the environment.

The Safety team and site Superintendents will ensure that all maintenance of company tools is carried out by qualified personnel according to established schedules and that records are kept and maintained.

All employees shall inspect their tools and equipment daily and take out of service any that are need of repair, missing guards, or are broken and in need of repair. Any tools that need repairing or are broken shall be tagged and removed from service immediately. The tag shall identify what is wrong with the tool, who tagged it out and the date it was tagged out. Once the tool or equipment has been tagged out it will then be given to a superintendent or a member of the safety team who will then take it in to get fixed by a trained technician.

Introduction

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 lost production.

Regulations, Standards, and Manufacturer's Specifications

The *Alberta Occupational Health & Safety Act, Regulation and Code* states that “An employer shall ensure that all equipment used on a work site is maintained in a condition that will not compromise the health and safety of workers.”

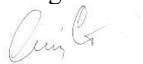
There are also many standards identified in the regulations that must be followed in maintaining equipment. For example:

- R.O.P.S. (Roll Over Protection Structures) must meet S.A.E. (Society of Automotive Engineers) standards.
- Overhead cranes must be maintained in accordance with C.S.A. (Canadian Standards Association) standards.

These examples illustrate the need for you to make sure that you identify, locate and apply regulations that apply to equipment used.

In addition, manufacturers also have specifications for maintenance. These specifications should be strictly adhered to.

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Safety Equipment Inspection Procedure

To ensure that all safety equipment is adequate, the following items need to be checked when conducting the annual inspection. These can be completed via True Context, or paper copies are available via the safety department.

Fire Extinguisher

Check the following items.

- Pressure gauge needle is in the green area indicating that it is at full pressure
- Tag is initialed for the month
- Pin is properly secured by plastic break away ties
- End of hose is not obstructed

First Aid Kit

- Contents are in kit per label that is located on inside of lid
- Replace missing items

Personal Protective Equipment

- Hard hat shell is not cracked or has any scratches, suspension system is not damaged, and ratchet adjusts properly
- Safety vest is not torn
- Safety glasses are not scratched or broken
- Safety footwear is in good condition with no toe caps exposed; sole is not cracked, and the shell has no holes
- Air purifying respirator mask is not torn, valves operate properly, and harness is not damaged

Division(s): All	Department(s): All	Revision #: 2
Approved By:  Craig Corbett	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Tools & Equipment Inspection Procedure

To minimize the risk associated with using power and hand tools or equipment, the following inspection procedure will be used to determine if the items are in good condition. All company tools and equipment need be inspected daily by all personnel that are using them. A formal inspection will be performed annually on all tools & equipment. This can be done via True Context, or paper forms are available for use via the safety department.

If any deficiencies are found during the inspection, the tool will be taken out of service immediately and tagged with a “do not use label” until it is repaired.

Power Tool Inspection Procedure

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 shall 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 Procedure

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 Procedure

Look for the following items when conducting an inspection;

- Cracked or damaged casing.
- Missing or broken prongs on plugs.

Extension Ladder Inspection Procedure

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 nonskid 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 Procedure

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.

Equipment Inventory

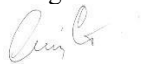
The equipment that requires monitoring, periodic checks, and maintenance are as follows:

- Company vehicles (if applicable);
- 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 9

Training/Safety Meetings

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

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 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 week 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-year re-certification will apply to First Aid & Fall Protection training. WHMIS2015 re-certification will be required only if legislation changes. **To be completed within 90-120 days of hire**
- Job-specific training if applicable (Aerial Platform, Explosive Actuated Tools).
- Task and trade-specific training and certification where applicable.
- Safety training for field level management and supervisors (Work Site Investigation Basics, Leadership for Safety Excellence, CSTS 2020 trenching & excavating as well as fall protection awareness) Re certification required upon expiry if applicable. **To be completed within 90-120 days of hire**

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

- Basic First Aid - CPR C and AED
- WHMIS 2015
- Fall protection awareness

Superintendents

- Intermediate First Aid - CPR C and AED
- Leadership for Safety Excellence
- Worksite Investigation Basics
- Safe Trenching Excavation and Ground Disturbance
- WHMIS 2015
- Joint H&S Committee – H&S Rep Training
- Fall protection awareness

Superintendent Managers/Field Construction Managers

- Intermediate First Aid - CPR C and AED
- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance
- Fall protection awareness

Construction Managers

- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance
- Fall protection awareness

Office Staff

- The number of office employees that require first aid training will be determined by OHS legislation requirements for the City & Province in which they work.

Section 10

Inspections

Safety Inspection

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 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.

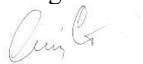
Ongoing (informal) Inspections

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) shall be notified, in writing, regarding continued infractions.

The frequency of inspections is outlined in the inspection policy and shall be strictly adhered to. This process is designed to comply with applicable sections of the *Alberta Occupational Health & Safety Act, Regulation, and Code*.

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 *Alberta Occupational Health & Safety Act, Regulation and Code*.

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 14, 2021

Inspection Policy

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions on our work sites & offices. The 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

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 shall be the stages of construction that shall be considered 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/Field Construction Managers: Are responsible for completing 4 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.

Safety Manager/Safety Coordinator – Will conduct regular weekly site inspections as well as complete the annual office inspections.

All workers are responsible for participating in and contributing to the inspection program by reporting unsafe acts and conditions.

Section 11

Incident Investigation

Introduction

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 shall 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 shall review the incident report to ensure appropriate corrective actions take place.

Occupational Health and Safety (OH&S) Reporting Requirements

Incidents that shall be immediately reported to *Alberta Employment & Immigration (OH&S)* include any incident that results in the death of a worker, the hospitalization of a worker, any uncontrolled fire or explosion, collapse of a derrick or crane, or the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Preservation of Evidence

Where practical the scene of any injury incident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries until the incident has been investigated. When an incident occurs or has the potential for causing serious injury, refer to Section 18 “Serious Injuries and Accidents” of the Act in the *Alberta Occupational Health & Safety Act, Regulations, and Code*.

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.

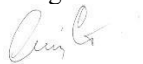
No Loss Incident – Incident that under slightly different circumstances would have resulted in an injury or property damage. This type of incident shall be reported to your immediate supervisor and Safety Department, and a no loss incident report form shall be completed.

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 shall be reported to your immediate supervisor; the respective divisional Safety Department and a minor incident report form shall 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 medicentre or hospital. Any incident that has the potential for serious injury or possibility of a fatality shall be considered to be a serious incident. Incidents of this nature are to be reported to your supervisor and the respective divisional Safety Department immediately and a serious incident report form shall be completed.

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 shall be considered to be any fire, explosion or reportable incident legislation. These reports will be submitted to the executive management of the company for review.

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Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Investigation Policy

Purpose

To investigate incidents so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

Policy

All incidents that occur will be fully investigated:

1. Incidents that result in injuries requiring medical aid.
2. All motor vehicle incidents.
3. Incidents that cause property damage or interrupt operation with any potential loss.
4. Incidents that must be reported to Occupational Health & Safety, Workers Compensation Board or other regulatory agencies.
5. Any incident that under slightly different circumstances may have resulted in an injury.

Responsibilities

1. All Employees need to report all incidents to their immediate supervisor and or the safety department.
2. All Contractors (Trade Partner) need to report all incidents to the Superintendent or safety department.
3. Superintendents shall conduct initial investigations and submit their reports to the safety department.
4. Contractors (Trade Partner) will submit an incident report to the Corporate Safety & Fleet Manager.
5. Superintendents and Contractors (Trade Partner) shall determine the need for and, if necessary, direct, detailed investigations. They shall also determine the causes, recommend corrective action, and report this information to the Corporate Safety & Fleet Manager.
6. The Corporate Safety & Fleet Manager will review all Superintendent and Contractor (Trade Partner) reports, determine the corrective action to be taken, and ensure that such action is implemented.
7. Senior managers will review & sign off on all Incident reports Quarterly.

Conducting Serious Injury/Fatality Investigations

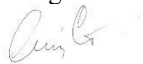
The person or team investigating a serious injury/fatality incident should proceed as follows:

1. Take control of the scene (preserve evidence);
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.

Section 12

Emergency Preparedness

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2025

Emergency Response Plan/Procedure

The Prime Contractor will identify and inform all employees of the potential emergencies that might occur at their workplace. All employees will be trained on the Emergency Response Plan during the employees' orientation.

First aid kits and fire extinguishers are located in all field employee vehicles. First aid kits for all offices are located in the first aiders offices as indicated on the posted Fire Marshal 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. The Prime Contractor will be prepared to implement our Emergency Response Plan in the event of an emergency. We shall 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 will contain a phone list of people and organizations, trained and prepared to assist us in the event of an emergency. All construction staff, and sales staff should carry a cell phone, and phones will be available at the offices. The phone list will be copied and posted at the offices and within True Context.

In the event of a serious incident involving Emergency Response Personnel or Government Officials, employees need to contact their direct Supervisor and/or Corporate Safety & Fleet Manager. Management shall respond to the scene as soon as is reasonably practicable.

An emergency mock training drill shall also be conducted annually with a review following the drill or actual emergency to ensure the plan meets the needs of the company. **(we will identify deficiencies & corrective actions from the mock drill)**

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 manager and the Fire Marshal will determine who is accounted for.
5. If anyone is missing at the Muster Point, let your supervisor and/or Fire Marshal 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. Showhomes are the muster point for all field construction staff and trades.

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Fire

In the event of a fire call 911 immediately. To alert others in the immediate area 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 SDS sheets 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's safe to do so and you aren't 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, and 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.

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
- **Edmonton Only** (All accidents that have over \$2000 in damage must be taken to the Collision reporting center)

Report the incident, when possible, to your direct supervisor or the Corporate Safety & Fleet Manager.

Severe Weather (Tornado)

If a tornado is spotted in the area a tornado warning will be broadcast on the local radio stations. If you are able, make your way to an interior room with no exterior windows or doors.

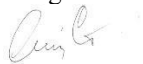
If you are in a vehicle or caught outdoors in the path of a tornado, exit the vehicle, and take shelter under an overpass or bridge. If there are no solid structures available lay flat in a low-lying area like a ditch and use your arms to cover and protect your head from flying debris.

First Aid for Injured Workers

If an employee or Contractor (Trade Partner) sustains an injury while working on site, the following procedure shall be followed:

1. If you do not have first aid training, then you shall 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 hospital or medicentres for treatment immediately.

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Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27,2020

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 Marshall 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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Division(s): All	Department(s): All	Revision #: 1
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Showhome Evacuation Procedure

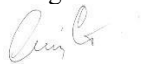
If a fire or other emergency occurs in a show home, employees shall do the following:

1. Advise all office personnel to evacuate the Showhome.
2. Leave the office by the nearest safe exit.
3. Dial 911 and provide the address and emergency information to the dispatcher.
4. **Showhome** - Meet directly across from the show home on the other side of the street.
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 Showhome until an emergency representative advises you that the emergency has been resolved.

Section 13

Records and Statistics

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27, 2020

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.
- Travelling on company business.

Note: “Travelling on company business” does not include travel between the employees’ homes and the company location at which they are normally based. However, travel between home and a customer site or any other non-habitual company location can be included.

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, steri-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 with only irrigation or cotton swab
- Removing splinters or other foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards

Incident Frequency Rate (IFR): The number of recordable injuries and illnesses per 200,000 hours of exposure (see “hours of exposure” below). The IFR is calculated using the following formula:

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

Hours of Exposure: The time an employee is engaged in work activities in the interest of the employer. This includes work related travel but does not include travel to and from work.

What is required is the total number of hours employees perform work for the company. Hours spent on the following activities, for example, are not counted:

- Eating lunch
- Company sponsored family party outside of work.
- If the company sponsors a sports team and employees voluntarily play on the team.

Count the hours an employee is working for the company; do not count the time taken to get from home to work, by whatever means.

“Hours of exposure” may not be directly related to pay. Some employees are paid a fixed salary and do not get additional pay when they work overtime. The hours for such employees are difficult to monitor, and most companies either do an estimate based on what the employee reports or just use the hours in a normal work week (for example 40 hours per week, no overtime). When an employee is entitled to overtime pay, it is usually 1.5 to 2.0 times the normal pay. In such cases, count the actual hours worked.

Some employees are paid even though they are on holiday or on vacation. These hours should not be counted because the employee is not performing work in the interest of the employer. The estimation of hours can be simple or complicated. For example, time for eating lunch does not count as a work activity. However, one could argue that if an employee is required to remain at his post while eating lunch, then that time should be counted. (For example, a control room operator for an air separation plant may be required to remain in the control room.) One could go further and ask if the 10-minute breaks employees take should be deducted. It is *not* necessary to go into such detail when estimating hours.

Note: Full time contract workers that report directly to a company supervisor shall 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 absence 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:

$$\text{ISR} = \frac{\text{Number of days lost} \times 200,000}{\text{Total employee hours of exposure}}$$

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

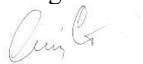
- Total workers at the beginning of the month
- Total number of workers terminated
- Total number workers hired
- Total number completed orientations
- Total number of incidents (damage only, injury only, injury and damage, near miss)
- Total number of investigations (completed/outstanding)

Total number of recommendations (made, completed, outstanding)

Section 14

***Waste Management and
Environment***

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27, 2020

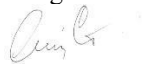
Environmental Policy

We are committed to protecting human 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:

- Introduction of environmental requirements as an integral part of our business operations;
- Minimization of health hazards;
- Evaluation and assessment of our construction operations to provide environmental protection;
- Assessment of potential environmental risks;
- Evaluation and monitoring of our environmental performance to applicable standards; and
- Providing education, training and maintaining an effective communication and reporting system.

Section 15

Miscellaneous

Division(s): All	Department(s): All	Revision #: 1
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: July 27, 2020

Working Alone Policy

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. This policy conforms to Part 28 – Working Alone of the Alberta OHS Legislation.

Responsibilities

Field Technicians - Required to notify their supervisor of any work duties and the location of these duties when working alone. All Field Technicians are required to check in by phone with their supervisor once a day, at the end of their workday, to confirm they have left the work site.

Superintendents - Will contact the Construction Manager or Site Superintendent Manager and advise them that they and their employees have completed work and left the site for the day.

Construction or Site Superintendent Manager - Will document that all employees have completed work activities and left the site for the day using the Working Alone Checklist.

Safety Representative - Ensures that all Employees are conforming to the procedures outlined below.

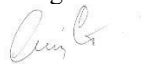
Sales Representatives – Must have four button key fob or alarm watch with them at all times when working alone.

Warranty Personnel – Will advise their supervisor that they have completed work for the day.

Procedures

Employees working alone in a house, and there is no one else on the site or in the area that they are working in shall advise their supervisor of this. This will also include any work that is done outside of regular office hours.

Communication will be done by phone call, text message or email every day that an employee is working.

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Audiometric (Hearing) Testing Policy

Policy

All Superintendents and Field Technicians will have hearing tests conducted at the company's expense at the intervals specified in Part 16, Section 223 of the *Alberta Occupational Health and Safety Act, Regulation, and Code*.

Responsibilities

Employee - Shall use the appropriate hearing protection when conducting any work.

Safety Representative – Arrange the required testing of the Employees and record results of all testing.

Procedures

All Superintendents, Field Technicians and Warranty Superintendents 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.

Division(s): All	Department(s): All	Revision #: 4
Approved By: CEO 	Author: V.P., HR & Corp Services	Revision Date: October 31, 2022

Workplace Anti-Violence, Bullying & Harassment Policy

The Company is dedicated to ensuring that employees can complete their duties in a safe environment, without fear of violence, bullying or harassment. Every employee has the right to come to work without being afraid.

As such, the company will not tolerate and is dedicated to preventing any instance of behavior that is construed as violent, bullying, or harassing. This policy will be reviewed every 3 years, or in the event of an incident occurring, or if the HSC or HS Representative(s) recommend a review.

All employees share in the responsibility of ensuring that our workplace is a safe and welcoming place to work. Employees are responsible for reporting any instances of violence, bullying, or harassment whether they are the target of the behavior or they are witness to the behavior. In all cases, where a complaint under this policy is made in good faith, the employee will not be disciplined or retaliated against in any way.

Definitions

Workplace Violence: Violence, usually in the form of physical abuse or threat, which creates a risk to the health and safety of an employee(s).

Bullying: Workplace bullying is a repeated pattern of behavior intended to intimidate, offend, degrade, or humiliate a group or person. 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 abuse or the threat of abuse, bullying usually causes psychological rather than physical harm. Unacceptable bullying actions include, but are not limited to:

- Spreading malicious rumors, gossip, or innuendo
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or impeding someone's work
- Physically abusing or threatening abuse
- 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

Personal Harassment: Behavior that demeans, humiliates, or embarrasses a person and which would be deemed unwelcome by a reasonable person.

Sexual Harassment: Offensive or humiliating behavior that is related to a person's sex, or behavior of a sexual nature, that creates a hostile work environment.

Harassment Based on Prohibited Grounds: Any inappropriate conduct, comment, display, action, or gesture made by a person on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, physical or mental disability, physical size or weight, age, source of income, nationality, ancestry, or place of origin.

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.

Reporting Procedures

Informal Procedure

If you believe you have been bullied, personally harassed, or subjected to workplace violence you may choose to address it informally as per the below procedure:

- Speak to your manager and/or Human Resources for guidance and support on working through the informal procedure
- Inform the person perpetuating the actions that their actions and behavior are not acceptable to you as soon as they start to occur.
- Describe the specific actions that they took that caused you to feel uncomfortable, harassed or bullied. When confronted, in many instances, the person will stop. This may also prevent the behavior from escalating and possibly becoming dangerous.
- It is important to keep a record of dates and times where you have spoken to the person perpetuating the actions
- Please advise your manager or Human Resources as to what occurred when you address the other party about their behavior and confirm if the behavior stops.
- If the behavior continues, employees are directed to use the formal reporting process.

Formal Procedure

If you believe you have been harassed, bullied or the victim of violence in the workplace, you may make a written complaint to the V.P., HR & Corp. Services, and a formal investigation procedure will commence. A formal investigation will commence in any of the following circumstances:

- If you are uncomfortable following the informal process, you can request the situation be dealt with formally
- If you have attempted to resolve the situation through the informal procedure and the behavior has continued, it will be moved to the formal investigation process
- If the behavior was extreme/dangerous in nature, you are required to report it immediately to Human Resources to be addressed via the formal procedure.
- If your supervisor or manager is the person who is responsible for the harassing, bullying or violent behavior, then it must be escalated to the formal procedure.

The written complain must include the following information:

- The date and time of each incident you wish to report.
- The name of the person(s) involved in the incident(s).
- The name of any person or persons who witnessed the incident(s).
- A full description of what occurred.

Once a written complaint has been received by the Human Resources department, the company will complete a thorough investigation. This may be done with the services of an external party if deemed appropriate due to the situation.

The investigation will include:

- Informing the accused of the complaint.
- Interviewing the complainant, the respondent, and any person(s) involved in the incident as well as any identified witnesses.
- Interviewing any other person(s) who may have knowledge of the incident(s) complaint.
- Statements from all parties involved will be taken and a decision will be made.
- If necessary, the company may employ outside assistance or request the use of our legal counsel.
- Where it is determined that harassment, violence, or bullying has occurred, a written report of the remedial action will be given to the employees concerned.

Possible Outcomes

If the findings of the investigation indicate that a violation of this policy has occurred, immediate and appropriate disciplinary action, up to and including dismissal, shall 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, the company will monitor the situation between the employees to ensure that the bullying, harassment, or violence does not reoccur. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense.

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.

Fraudulent or Malicious Complaints and Reprisals

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence, bullying or harassment, or act as witnesses. Management will take all reasonable and practical measures to prevent reprisal, threats of reprisal, or further unacceptable behavior. Reprisal is defined as any act of retaliation, either direct or indirect.

Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they lodged a complaint when they honestly believed they were being harassed, bullied or discriminated against.

If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal violence, bullying and/or harassment, immediate disciplinary action will be taken and may include immediate dismissal without further notice.

Roles & Responsibilities

Employees

- Treat others with respect and contribute to a respectful and safe work environment.
- Report all acts of bullying, violence, or harassment to management.
- If you are a co-worker who has witnessed bullying, violence and/or harassment in the workplace, you must inform the harassed person that you have witnessed what you believe to be bullying, violence and/or harassment and that you find it unacceptable. If that person does not feel that they have been harassed, then normally the incident should be considered closed.

Management

- Management has a legal responsibility for creating a respectful and safe working environment, ensuring a workplace that is free from violence, harassment, and bullying.
- 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 bullying, violence and/or 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 liable in legal proceedings brought about by the complainant and/ or local human rights' authorities.
- If an employee has asked their manager to deal with a violence and/or harassment incident, the manager shall support the employee without prejudice, and work HR, and the employee towards issue resolution.

Human Resources

- Support and promote a respectful and safe working environment.
- Ensure employee adherence to the Anti-Violence, Bullying and Harassment Policy.
- Investigate complaints of bullying and/or harassment promptly and impartially.
- Maintain a confidential file for complaints of harassment or bullying, investigations completed, and actions taken.
- Report incident(s) to police where appropriate.
- Apply appropriate disciplinary action where appropriate.

Daytona Homes Inc
Health & Safety Manual

Division(s):	All	Department(s):	All	Revision #:	3
Approved By:	CEO 	Author:	Corporate Safety & Fleet Manager	Revision Date:	January 3, 2023

Modified Work Policy for Workers Compensation Board

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.

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: CEO 	Author: V.P., HR & Corp Services	Revision Date: October 31, 2022

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 harassment or 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 behavior 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 abuse or the threat of abuse, bullying usually causes psychological rather than physical harm.

Unacceptable bullying actions include, but are not limited to:

- Spreading malicious rumors, gossip or innuendo
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or impeding someone's work
- Physically abusing or threatening abuse
- 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:

If you are being bullied:

- Inform the person perpetuating the bullying actions that their actions are not acceptable to you as soon as they start to occur.
- Describe the specific actions that they took that caused you to feel uncomfortable or bullied. When confronted, in many instances, the bullying will stop. This may also prevent the bullying from escalating and possibly becoming dangerous.
- It is important to keep a record of dates and times where you have spoken to the bully and inform your manager or Human Resources as to what occurred.
- Where the bullying continues, employees are directed to use the formal reporting process

Formal:

Where bullying has either continued to occur after a conversation with the bully or was extreme/dangerous in nature, employees are required to report it immediately.

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 shall be taken seriously and investigated fairly.
- Staff members that submit a report or complaint of bullying shall 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 any and all evidence to the authorities as necessary, in accordance with PIPA.

Possible Outcomes

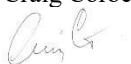
If the findings of the investigation indicate that a violation of the Anti-Bullying Policy has occurred, immediate and appropriate disciplinary action, up to and including dismissal, shall be administered. Other corrective actions may include an employee transfer (where the complainant desires the transfer, 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 shall be proportional to the seriousness or repetitiveness of the offense.

Roles and Responsibilities

Management Will

- Promote a respectful and safe working environment;
 - Ensure employee adherence to the Anti-Bullying Policy;
 - Investigate complaints of bullying and/or harassment promptly and impartially;
 - Maintain a confidential file for complaints of harassment 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 Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 4
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: June 17, 2026

Contractor Management Policy

Objectives

This policy is intended to outline the standards, expectations and procedures associated with our health and safety program when onboarding contractors.

Scope

Implementation of this policy is consistent with the company's commitment to health & safety

Commitment

When onboarding new contractors, the company's purpose and commitment is to ensure:

- The contractors being hired are qualified, trained, and knowledgeable in their field
- To relay all company health & safety requirements, policies and procedures as outlined in their trade/contractor contract
- Communicate, coordinate, and provide adequate instruction when work is being performed on site
- Perform the health & safety orientation prior to the start of work as outlined in the Trade Hiring Package
- To complete formal and informal inspections to monitor and evaluate a contractor's performance during the course of construction
- History checks through OHS will be completed prior to hiring any trade partner

Daytona Homes Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Craig Corbett 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Joint Worksite Health & Safety Committee

Terms of reference

The purpose of this document is to provide departmental "Joint Work Site Health and Safety Committee" (JWSHSC) with guidelines as to the information that should be included in their "Terms of Reference."

The Joint Work Site Health and Safety Committee (JWSHSC) 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.

Procedures

General

1. The JWSHSC shall consist of at least 4 members per OHS Legislation.
2. Participants shall be split equally between managers and workers. Site Superintendents shall be considered management.
3. Workers shall elect worker representatives.
4. Managers shall elect employer representatives.
5. Participants shall be split amongst all departments (i.e. construction, estimating, sales, production, office).
6. All committee members shall complete the required training per the OHS Legislation.
7. Committee members shall 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 shall 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's 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 shall 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 shall complete the required training per the OHS Legislation.
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

Co- Chair Duties

1. Co-chairs shall solicit input for the topics for discussion items from the committee members and all employees and managers prior to the meeting.
2. Co-chairs will prepare meeting agendas prior to the next meeting.
3. Co-chairs will print off all applicable documents for the meeting this includes the meeting agenda, attendance sheet, meeting minutes, inspection form and recommendation form.
4. Participate in inspections at each meeting
5. Participate in investigations where applicable.
6. All committee members shall complete the required training per the OHS Legislation.
7. Meeting minutes shall be taken by a participant chosen from among the committee members by voting.
8. Assist with the development or review of safe job procedures and or safe work practices as well as formal hazard assessments.
9. Respond to health and safety concerns of workers
10. Report any and all concerns from the completed meetings to the Safety & Fleet Manager and HR managers by filling out the recommendation form

Committee Meetings

1. Meetings shall be completed quarterly.
2. Co-chairs shall solicit input for the topics or discussion items from the committee members and all employees and managers prior to the meeting.
3. Quorum shall be achieved for any meeting to be convened. Quorum means that half of all the committee members shall be present and that at least one half of the meeting participants are workers.
4. Meeting minutes shall be taken by a participant chosen from among the committee members by voting.
5. Meeting minutes shall be completed using the form. Action items shall be completed before the next meeting where practical.
6. Meeting minutes shall be posted in the office and emailed to all construction field staff when the meeting is completed.
7. Scan and save the meeting minutes, agenda and the attendance sheets to have on file for audit and legislation purposes.