



SPECIALIZING IN:

Core Drilling • Electric Slab Sawing • Wall & Wire Sawing
Electric Excavating • Concrete Finishing • Concrete Removal • Radar

Health & Safety Policy Statement

The management of Sterling Concrete Sawing and Drilling Ltd. are committed to the health and safety of all our employees. The construction industry does not tolerate unsafe work practices in this 21st century. This is implemented through safe working conditions, development and implementation of safe working procedures, proper safety training and equipment.

It is recognized that a safe environment can be established and sustained only through a united effort by all employees, management and customer. No job is so urgent that time cannot be taken to do it in a safe manner. The welfare of all workers is of great importance to Sterling Concrete Sawing and Drilling Ltd.

In order to make our workplace safe, every worker must protect their own health and safety, and that of their co-worker, by compliance with health and safety legislation (OHSA & Construction Reg. 213/91), as well as safe work practices and procedures established by the company.

Your co-operation in promoting a safe workplace and accident prevention is required and appreciated. Together we can make the workplace a safer place.

Sterling Pardy, President

A handwritten signature in blue ink that reads "Sterling Pardy".

January 1, 2015

DEFINITIONS OF TERMINOLOGY

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| <i>MOL</i> | Ministry Of Labour |
| <i>WSIB</i> | Workplace Safety Insurance Board |
| <i>JHSC</i> | Joint Health and Safety Committee |
| <i>OHSA</i> | Occupational Health and Safety Act |
| <i>Worker</i> | A person who performs work or supplies services for monetary compensation |
| <i>ANSI</i> | American National Standards Institute |
| <i>CSA</i> | Canadian Standards Association |
| <i>CAN</i> | National Standards of Canada |
| <i>DIN</i> | Deutsche Industrie Norm |
| <i>Competent Person</i> | <ul style="list-style-type: none">-Is qualified because of knowledge, training and experience to ORGANIZE the work and its performance-Is familiar with the Act and the regulations that apply to the work, and-Has knowledge of any potential or actual danger to health or safety in the workplace |

Competent Worker

-Is qualified because of knowledge, training and experience to PERFORM the work

-Is familiar with the OHSA and with the provisions of the regulations that apply to the work

-Has knowledge of all potential or actual danger to health and safety in the work

Construction

-Erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine

Hazardous Material

-Means a biological or chemical agent named or described in the regulations as a hazardous material

Hazardous Physical Agent -Means a physical agent named or described in the regulations as a hazardous physical agent

Supervisor

-Means a person who has charge over a workplace or authority over a worker

Confined Space

-Means a space to which or from which access or egress is restricted and in which, because of its construction, location or contents or the work activity therein, a hazardous gas, vapour, dust or fume or an oxygen-deficient atmosphere may occur

Fall Arrest System

-Means an assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a workers fall

Fall Restricting System

-Means a type of fall arrest system that has been designed to limit a workers fall to a limited distance

Fixed Support

-Means a permanent or temporary structure or a component of such a structure that can withstand all loads and forces the structure or component is intended to support or resist and is sufficient to protect a workers health and safety, and includes equipment or devices that are securely fastened to the structure or component

Flammable Liquid

-Means a liquid with a flash point below 37.8 degrees and a vapour pressure not exceeding 275 kilopascals absolute at 37.8 degrees Celsius

Full Body Harness

-Means a device that can arrest an accidental vertical or near vertical fall of a worker and which can guide and distribute the impact forces of the fall by means of leg and shoulder strap supports and an upper dorsal suspension assembly which, after the arrest, will not by itself permit the release or lowering of the worker

Guardrail System

-Means an assembly of components joined together to provide a barrier to prevent a worker from falling from the edge of a surface

Professional Engineer

-Means a person who is a professional engineer within the meaning of the *Professional Engineers Act*

Suitable

-In relation to a procedure, material, device, object or thing, means sufficient to protect a worker from damage to the worker's body or health

Travel Restraint System

-Means an assembly of components capable of restricting a worker's movement on a work surface and preventing the worker from reaching a location from which he or she could fall

Trench

-Means an excavation where the excavation depth exceeds the excavation width

PERSONAL PROTECTIVE EQUIPMENT

When on any jobsite for Sterling Concrete Sawing & Drilling Ltd., you must:

- Wear a pair of CSA approved safety glasses w/side shields. To be worn at all times
- Wear a CSA approved full-face shield when ever grinding, chipping or any other situation where full-face shields are required.
- Wear a CSA approved hardhat.
- Wear CSA approved steel-toed boots that are electrically insulated.
- Wear CSA approved safety vest (155 sq in of reflective material) as required by site conditions.
- Wear CSA approved fall protection equipment as necessary.

Sterling Concrete Sawing & Drilling Ltd., has a 100% compliance policy that requires that all PPE must be worn at all times on the jobsite by all employees. Failure to be in compliance will result in the appropriate disciplinary steps being taken to enforce our policy.

New Worker Orientation

At Sterling Concrete Sawing & Drilling Ltd., we feel that it is important that all employees receive a new worker orientation. This will be crucial in maintaining an effective health and safety program.

We have acquired an independent Health & Safety consultant for the purpose of establishing and enforcing our policy and procedures.

Derek Construction Group (DCG) will provide all required training for all employees. This includes:

- Fall Arrest Protection**
- WHMIS**
- Propane**
- PEWP (Powered Elevating Work Platforms)**

Further training is also available for:

- Forklift (on slab/rough terrain)**
- Suspended Access Equipment**
- Hoisting & Rigging**
- First Aid (Standard & Emergency)**

As well all new employees must spend 2 weeks as a 'helper' to become familiar with the specific equipment used at Sterling Concrete Sawing & Drilling Ltd. All new hire employees at the end of the 2 week trial period will then be notified of their status as workers.

All employees after completing the required pre requisite safety courses will be issued a wallet size certificate. This certificate will be considered 'proof of training' as required by the construction regulations.

Proof of training is required to be presented to the proper authorities. Health and safety reps, Ministry of Labour inspectors, supervisors, consultants, may all request that you show the proof of training.

At the office a copy of the record of training is kept on file, as well as by the consultant DCG. Proof of training can then be faxed to the site as required.

NEAR MISS REPORTING

At Sterling Concrete Sawing & Drilling Ltd., we feel that near miss reporting can help everyone at the workplace. It is the duty of all employees to address all safety concerns with their supervisor and or management.

Any suggestions that an employee makes will be seriously considered with regards to health and safety. Any suggestions on how to do a job safer or more efficient would be appreciated.

Anonymity is acceptable as to encourage freedom to express your concerns. There will not be any reprisals for any reports filed with the office. However failure to take notice will not be tolerated.

It is imperative that if a person could have been injured or damage to property could have occurred that a report must be filled. If the office does not learn of the potential accident from you it may actually happen to someone else. Nobody wants this to happen.

All near misses must be reported to the HSE department on site

DRUG & ALCOHOL POLICY

At Sterling Concrete Sawing & Drilling Ltd., there is a ZERO tolerance level regarding illegal drugs and alcohol consumption. At no time while on a jobsite, in a company vehicle, traveling to or from a jobsite, or at any other time while representing the company shall anyone consume or be under the influence of any form of alcohol or illegal drug.

Should a situation develop where one is required to take prescription drugs, an analysis of potential side effects is required. Some prescription medications may cause drowsiness, which could affect the performance of an employee. At NO time is an employee to be on a jobsite or driving a vehicle if required to take prescription medications that may affect the level of concentration.

In the event that you require treatments that may affect your performance ability's, you MUST report them immediately to your supervisor. Alternate work may be available to you. Never put your life or that of a co-worker in jeopardy.

DISCIPLINE POLICY

We at Sterling Concrete Sawing & Drilling Ltd., feel that working safely in construction is a necessity in order to survive through the 21st century. We need the input of all our field personnel to help keep our jobsite safe.

Every employee must be in compliance with the OH&S act and the Regulations made under the Act at all times. As deterrence to all employees the following discipline policy will be adopted as of February 1/04.

First offence: A written reprimand

Second offence: A \$100 penalty

Third offence: Termination of employment

At no time is an employee willingly to endanger themselves or any of their colleagues at the jobsite through recklessness or horseplay. The workplace is dangerous enough without adding to it intentionally.

Any penalties levied against an employee for non-compliance with the health and safety policy will be put in a fund to help pay for employee oriented programs. The company will not simply absorb these funds for there own purposes.

EMPLOYER DUTIES & RESPONSIBILITIES

An employer is defined as a person or corporation who employs, or contracts for the services of a worker, or workers, and includes a contractor or subcontractor who performs work. They are responsible to:

- Ensure that protective devices and procedures prescribed by in the Act are in place and maintained in good condition.
- Educate workers and supervisors on any hazards in the workplace and in safe working procedures.
- Appoint only competent persons to supervisory positions.
- Take every reasonable precaution to protect the workers.
- Prepare and review at least annually a written Occupational Health and Safety Policy.
- Advise workers of the results of any tests and reports respecting Occupational Health and Safety.
- Ensure that all hazardous materials present in the work place are identified in the prescribed manner and make Material Safety Data Sheets available for all such materials.

ACCIDENT INVESTIGATIONS

It is important that all accidents be investigated. Critical injuries, lost time injuries, medical aid injuries, and any event leading to property damage or material loss, such as fires, explosions, chemical spills, or accidental releases, in workplace vehicle or equipment accidents, and any event with the potential for serious injury and or loss.

The purpose of the investigation is not to assess blame, but to find out how, and why it happened.

The supervisor shall:

- Interview all employees and witnesses involved and take statements.**
- Listen to the statement twice, and take notes the second time.**
- Make an on site assessment of the scene, and make notes and diagrams in sufficient detail to allow further evaluation of the event by other persons at a future time**
- Attempt to outline the sequence of events leading to the accident or injury**
- Identify primary and secondary hazards that may have contributed to the accident or injury**
- Identify unsafe equipment, tools, machinery, and materials contributing to the accident or injury**
- Make recommendations for preventing similar events in the future**

All accidents or incidents must be reported to site HSE as soon as they happen

Solutions may include:

- Changes in work practices**
- Employee instruction/training**
- Closer supervision of hazardous operations**
- Enhanced protection during the use of hazardous materials**
- Provision of safety equipment & instruction on correct use**
- Modification or shut down of hazardous equipment**

DEFECTIVE EQUIPMENT

To avoid accidental use of defective equipment, it is required by Sterling Concrete Sawing & Drilling Ltd., that all defective equipment be clearly tagged (indicating the problem, and who returned the equipment) and taken out of service.

It is the operators' responsibility for reporting all defective equipment and applying the tags to ensure proper repair. Do not just leave a piece of equipment on the floor of the shop for someone else to take.

Check all extension cords regardless of voltage for breaks, cuts and exposed wiring or sheathing. Electrical shock may occur if used. All cords must be tagged for repair, unless onsite repairs are possible. **Always unplug a cord from the power source before any servicing.** Do only repairs you are qualified for through training and or experience.

Do not improvise repairs as your life or the life of a co-worker may be put in jeopardy. Use only approved materials and procedures to repair an extension cord or power tool.

CRITICAL INJURY RESPONSE & INJURY REPORTING PROCEDURE

To ensure that in the event of a “critical” injury all employees and supervisory staff are to be aware of their responsibilities, and that all employees comply with all the legal requirements of the Occupational Health and Safety Act and the Construction Regulations.

-The employee or co-worker should administer first aid, where necessary

-If the accident is of a serious nature the employee, or the co-worker should make the appropriate emergency calls to Ambulance, Fire, or Police services by dialing 911. Provide the accident location and details on the type of assistance required and the nature of the injuries

-Notify the supervisor, health and safety rep, JHSC

-Provide emergency transportation where necessary and only if the injured person can be moved

-If the accident has resulted in a “Critical Injury” as defined in the Occupational Health and Safety Act and the Construction Regulations you must indicate to your supervisor that a critical injury has occurred

-The employer must notify the MOL and the designated union representatives immediately.

-Do not move anything at the accident site except to assist or remove the accident victim (unless given permission by the MOL)

-Provide cooperation and assistance to the emergency services personnel and the MOL inspector. Answer their questions to the best of your ability, but do not guess at the answers.

-Members of the JHSC will conduct a thorough investigation and prepare a detailed report, which will be forwarded to the MOL and the JHSC.

-Refer all inquiries from the media to the head office

Critical injury is defined in the OHSA as:

-Places life in jeopardy

-Produces unconsciousness

-Results in substantial loss of blood

-Involves the fracture of a leg or arm but not a finger or a toe

-Involves the amputation of a leg, arm, hand or foot but not a finger or toe

-Consists of burns to a major portion of the body

-Causes the loss of sight in an eye

CONSTRUCTOR DUTIES & RESPONSIBILITIES

A constructor is defined as any person, organization or corporation that undertakes a construction project. Constructor duties include:

- Ensure the measures prescribed by in the Act and the Construction Regulations are carried out on the projects**
- Ensure that every employer and every worker performing work on the project complies with the Act and the Regulations at all times**
- Ensure the health and safety of all the workers on the project is protected**

OWNERS DUTIES & RESPONSIBILITIES

An owner is defined as a legal owner or lands, or a tenant of a building, or an agent. The owner's responsibilities include:

- Ensure the premises comply with applicable regulations respecting buildings and structures, health and safety, and fire protection.

- Ensure that construction, reconstruction, alterations or additions are done in compliance with the Occupational Health and Safety Act and Regulations.

- Ensure that the Ministry of Labour is provided any drawings, plans or specifications required by the Occupational Health and Safety Act and the Construction regulations.

SUPERVISOR DUTIES & RESPONSIBILITIES

A supervisor is a person who has charge of a workplace, or who has authority over a worker. Supervisor's responsibilities include:

-Ensure that workers work in the manner and with the protective devices, measures and the procedures required by the Act and Construction Regulations.

-Ensure that workers use or wear the protective clothing and equipment required by the employer.

-Advise a worker of the existence of any actual or potential danger to the health or safety of which the supervisor is aware.

-Where so prescribed, provide a worker with written instructions regarding safe handling measures and procedures to be taken for the protection of the worker.

-Take every precaution reasonable in the circumstances for the protection of a worker.

WORKER DUTIES & RESPONSIBILITIES

A worker is defined as a person who performs work or supplies services for monetary compensation. A worker's responsibilities include:

- Work in compliance with the provisions of the Occupational Health and Safety Act and the Construction Regulations 213/91.

- Use or wear all equipment, protective devices or clothing that the employer requires to be used or worn.

- Report to the employer and absence of, defect in, equipment or protective device of which one is aware and which may endanger himself or another worker.

- Report to the employer any and all contraventions of the Act or the Construction Regulations or the existence of any hazard of which he knows of.

A worker shall not

- Remove or make ineffective any protective device required by the Regulations or the employer, without providing an adequate temporary device and when the need for removing or making ineffective the protective device has ceased, the protective device should be replaced immediately.

-Use or operate any machine, equipment, device or thing or work in a manner that may endanger himself or another worker.

-Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

PROTECTIVE FLOOR COVERINGS

Whenever Sterling Concrete Sawing & Drilling Ltd., creates an opening in a floor or wall appropriate precautions must be taken to protect other workers and or the public.

Openings in a wall must be taped off with caution tape to warn people of the potential hazard, and to make them aware of the changes in the work location. Not everyone will notice a hole right away.

Openings in the floor require protection as well. A guardrail is the best solution, as it puts a physical barrier between the worker and the hazard. This allows people to also see the actual hazard.

If a guardrail system is not practical, a floor covering must be used to protect workers and the public.

The floor covering must be capable of withstanding all the expected loads that it will encounter. The cover must be clearly labeled as a cover, so to advise that there is a potential hazard below. The cover must be secured to the floor so that it cannot become dislodged, and endanger workers or the public.

If machines (tow motors, PEWPs, or skid steers, plywood covers will not be sufficient to withstand the stresses on the material. Steel plates may be required.

LADDERS

Ladders are a leading cause of falls in construction today. Falls occur for the following reasons:

- Ladders are not held, tied off, or otherwise secured before being used
- Rain, snow, ice, mud or other slippery substances on the rungs, or at the top or bottom causing workers to lose footing
- Users fail to maintain 3-point contact (2 feet & 1 hand, or 2 hands and 1 foot at all times)
- Users fail to keep their center of gravity between the rails
- Ladders are set up on poor footing
- Ladders are set up at incorrect angles (1' out for every 3 or 4' high is the correct ratio)
- Ladder components are damaged or defective
- Ladders come into contact with live power

If all of these common problems are addressed prior to using the ladder, it can be used as an effective means of access and egress. Prior to using the ladder, do a visual check of the ladder.

Look for the following damage or defects:

-Side rails are not twisted, cracked, dented, or otherwise damaged.

-Rungs straight and free from cracks, and significant wearing or distortion.

-Feet on side rails intact and operating as originally manufactured.

-Wooden ladders are free of paint or other opaque coatings that may conceal defects such as cracks.

-No slipshod repairs or makeshift replacements.

-Damaged or defective ladders tagged and removed from service.

-Correct size of ladder for the task required.

FIRST AID

At Sterling Concrete Sawing & Drilling Ltd., all vehicles will have a fully equipped first aid kit. All first aid kits are to be inspected on a frequent basis (minimum once per month) as to ensure that all required supplies are in the kit.

Having first aid training is recommended for all personnel, so as to ensure the safety of all personnel. All first aid kits are to be industrial sized and always accessible.

There is to be a sign out sheet in the first aid box so that all inventories are accounted for. All accidents must be reported to your supervisor, no matter how insignificant. A scratch can become infected, and may require further medical attention at another time.

When on a long-term job, it is suggested that the location of the nearest hospital be shared with all employees incase of an accident.

OCCUPATIONAL INJURY & ILLNESS REPORTING/MODIFIED WORK

As soon as possible after an accident has occurred fill out the WSIB Form 7. This must be completed and returned to the office within 24 hours.

All accidents are to be reported to your supervisor. Get medical attention if necessary. Although these forms must be filled out for the WSIB for all accidents, Sterling Concrete Sawing & Drilling Ltd., does have a modified work program.

All injured employees at Sterling Concrete Sawing & Drilling Ltd., will be put to work on a doctor approved modified work program. There are many tasks that can be completed at the office/shop that can be tailored to suit all types of injuries.

Refusing to participate in the modified work program does not assure you a WSIB claim, if anything it would be the opposite. Doing modified work allows the worker to continue to be productive, and yet allows for the healing of an injury.

Sterling Concrete Sawing & Drilling will find work for you in the event of an injury received at work. Make sure to inform the office daily as to the status of the injury, and advise the office of any written medical advice.

PROPANE

Propane is used extensively in construction. It is a highly portable fuel that can be used for many applications. It releases a large amount of energy compared to natural gas, and is relatively cheap. Special precautions need to be taken when using propane. These include:

- PPE is required (long sleeved shirts, glasses and neoprene gloves)

- Prior to removing an empty tank ensure that the line is clear of fuel. This is accomplished by shutting off the fuel supply at the source first, waiting for the machine to use all the fuel in the lines

- After connecting a new tank the connections, and all fittings must be checked to ensure a sealed fit. This is accomplished by using the correct tool for the job. Once the fittings are all closed, slowly turn on the propane. Spray all the connections and all fitting with a soapy water solution. Check that there are no bubbles appearing. Now you can use the machine again

- Proper ventilation is also required as the burning of propane releases hydrocarbons, co₂, and carbon monoxide. Fans may be required prior to move exhaust gases from saws, PEWPs, forklifts, skid steers, as well as heaters.

- All propane canisters are to be stored outside, in an upright manner, on firm level footing. Full tanks must be separated from empty tanks, protected from traffic, away from all ignition sources.

-Propane must be stored below 125F, with the valve closed. Must be stored 3 meters from public areas, 6 meters from any flammable liquid or oxidizing, corrosive or toxic gases. Must also be stored 1 meter from other flammable, or compressed gases. No ignitable materials within a 3 meter radius.

-Never use a cylinder that is rusted, gouged or dented.

-Cylinder must be no more than 10 years old, unless it has been re-certified

-All employees that must work with propane are required to receive proper training, prior to use

SCAFFOLDS & POWERED WORK PLATFORMS

Scaffolds

- MUST be secured at intervals of 3 times the least lateral dimension in height.**
- Can be secured using outriggers to increase the least lateral dimension.**
- MUST be fully planked at all times.**
- MUST be provided with guardrails when 2.4 meters (8') high.**
- MUST have no damaged components.**
- MUST have all pins, base plates or wheels used.**
- MUST have a means of access and egress.**
- MUST have a vertical lifeline set up for erecting or dismantling the scaffold.**
- MUST have functioning brakes on the castors that are used prior to using the scaffold.**

Powered Elevating Work Platforms

- MUST be used according to the manufacturers directions.**
- Always use fall protection when using the PEWP.**
- Whenever possible use a vertical lifeline to secure your harness to.**
- Never use a ladder inside a PEWP.**
- Always use the correct tie up point inside the machine (never improvise).**

FALL ARREST PROTECTION

Some form of fall protection **MUST** be used if

- Fall hazard of 3 meters (10')
- Fall hazard of 1.2 meters (4') if the work area is used as a path for wheelbarrow or similar equipment
- Fall hazard into operating machinery
- Fall hazard into water or another liquid
- Fall hazard into a hazardous substance or object
- Fall hazard through an opening in a work surface

Whenever possible use a guardrail system that meets OSHA and Construction regs 213/91. When guardrails are not possible you **MUST** be otherwise protected

FALL ARREST SYSTEMS

Fall arrest systems must include the following

- CSA approved full body harness
- Manufactured lanyards with shock absorber
- Must be attached to a lifeline or by the lanyard to an adequate fixed support

- Must prevent a falling worker from hitting the ground or level below the work**
- Must not subject a falling worker to a peak fall arrest force greater than 1800 pounds**
- Temporary fixed anchors must have a rating of at least 1800 lbs (with a safety factor of 2 that is 3600 lbs)**
- Permanent fixed anchors must have a pullout rating of 5000 lbs force in any given direction**
- CSA approved lanyards with or without shock absorber**
- CSA approved retractable lifelines**
- All components MUST be designed for fall arrest**

Prior to using any component of a fall arrest system, you MUST do a visual inspection

- Check for burns, cuts, abrasions**
- Check the stitching and webbing**
- Check straps, grommets, and buckles for fatigue and signs of stress**
- Check for rust on any component**
- Any piece of equipment involved in a fall arrest must be taken out of service and sent to the manufacturer for retesting and certification prior to being used again**

Ensure that adequate anchorage is being used (3600 LBS rating minimum).

Vertical Lifeline

- MUST comply with CSA standards
- Only ONE person at a time may use a vertical lifeline
- MUST reach the ground or a level above ground where the worker can safely exit
- MUST have a positive stop to prevent the rope grab from running off the lifeline such as a knot at the end of the line
- Typically 16 mil (5/8") synthetic rope (polypropylene blend)
- MUST be free from knots and splices along the length of the rope

Horizontal Lifeline

- A professional engineer according to good practice MUST design the system
- The design can be standardized or specifically engineered for the site
- MUST clearly indicate how the system is to be arranged
- MUST indicate how the system is to be anchored

- List and specify all required components
- Clearly state the number of workers that can be attached to the lifeline at one time
- Spell out instructions for installation, inspection, and maintenance
- Specify all the design loads used to design the system
- MUST be installed, inspected and maintained in accordance with the engineers design
- Before each use a competent worker or an engineer must inspect the system
- A complete and current copy of the design MUST be kept on site as long as the system is in use

Retractable Lifelines

- MUST comply with CSA requirements
- Usually installed above the worker
- Locking mechanism tightens under tension
- Retract slack in the line to minimize fall distance
- MUST be inspected prior to use

Rope Grab

- Must be CSA approved
- Must be free from distortion, rust, and all parts must be working and in good condition
- Must be oriented on the lifeline in the correct direction. The arrow on the device **MUST** always point towards the anchor. Failure to do so could result in a fall **NOT** being arrested
- NEVER** grab the rope grab in the event of a fall. Not all rope grabs are Anti-Panic. Grabbing the rope grab can cause it to release its hold on the lifeline and result in a free-fall. Anti-Panic rope grabs are recommended for all applications, as they are a safer solution for protecting workers

Planning

Prior to using a fall arrest system, a written rescue plan must be developed. Calling 911 for help in **NOT** acceptable, as they may not be able to assist you. You must develop a plan for each site, as the layout on each site is different.

Plans may consist of one or more of the following:

- Powered elevating platforms (scissor lift/snorkel lift) may be used to come up underneath the worker to simply 'lift' the worker and allow him/her to be rescued
- A ladder of adequate length may be used if it is practical, when properly secured and it is safe to use

-A worker may simply be pulled in through a window or an opening in the wall when it is feasible and safe to do so

-Other employees may pull up a worker back to the level from which he/she fell from when they are also protected by a fall arrest system and can do so in a safe manner

-Specialty rescue teams are trained in specific rescue procedures and can offer specialized rescue plans

Special considerations must be made so that all hazardous situations can be identified. Special consideration must be made when making plans for the individual site.

Ensure that the 'Pendulum effect' does not develop, by keeping the lifeline (retractable/vertical) as close to perpendicular as possible.

Swinging will cause workers to potentially collide with walls, columns and other obstructions, which could cause serious damage to a workers health.

Bottoming out is another serious concern to workers in the construction industry. You must take careful considerations to minimize the risk of striking an object or a lower level.

Remember a 6' worker who has a 6' lanyard, with a shock absorber that expands 36"-42", and a safety factor of 36" (to protect from slack in the harness, lifeline) combines to a total distance of 18.5' of fall distance to safely arrest a fall.

Using a shock absorber is required unless it could cause a worker to strike a lower level or object. Retractable lifelines may require a shock absorber; however before using a shock absorber

on a retractable consult with the manufacturers instructions for information on limitations as well as maintenance.

Whatever the rescue plan, the preparations must be made in advance. By ensuring that all the necessary equipment is available and that all personnel are trained in its use in order to assist in a speedy rescue. It is also important that all employees know the location of the work area in relation to the jobsite, as well as the actual location of the jobsite.

Even though 911 emergency systems will do everything possible to assist in a rescue, time is of the essence and giving the emergency rescue crews specific directions on how to get to the specific location of the incident.

Always read all manufacturers directions regarding maintenance, care, use of as well as limitations of the equipment. All components of a fall arrest system must be CSA approved and used according to manufacturers directions.

In the event that a fall occurs, any and all equipment must be removed from current use until the manufacturer or an accredited testing facility has re certified each and every component of the fall arrest system.

LOCK OUT PROCEDURES

There are times at a job site where you may end up working in a machine pit. Prior to any entrance to the pit, ensure that all machinery is off and locked in that position with ***YOUR*** lock.

It is important that you use your lock, so to ensure that it is not removed prematurely. When you put a lock out on an electrical panel, you must also tag it.

Tagging the lock is as simple as putting your company name, your location, and whom to see on your lock. This is to ensure that people know where you are, and whom to talk to in the event that that particular panel needs accessing.

Never leave a lock on when you do not need it, as people may need access to the panel.

REMOVAL PROCEDURES

S.O.G.

Slab on grade

- Always wear your PPE (e.g.-glasses, gloves, boots, etc.)**
- Whenever possible cut a keyway to facilitate removal**
- When removing trench, never put your fingers under the slab**
- Always use a pry bar, or pick axe to pry the concrete off the ground**
- Pry it out of the trench and remove the concrete by mechanical means whenever possible**
- When using 2 wheel dollies check that the dolly is strong enough for the weight of the concrete**
- Where the weight of the pieces is large use a pallet truck, or forklift/skid steer**
- Cleanup is important to ensure safety**
- Always warn other workers on the jobsite of hazards. Use signs/caution tape around trenches**

Suspended Slab

- Ensure that no people or equipment is under the section of slab to be cut down**
- Whenever possible cut a keyway to facilitate removal**
- Proper procedures must be developed for each site**
- Ensure that there is adequate shoring under the slab during the cutting**
- Ensure that lift holes are as close to center to facilitate straight lifts by the chain fall**
- Use only proper slings, or other approved lifting devices**
- As an opening is being created in a floor, fall protection may become necessary**
- Always secure a floor opening with a cover that can support normal loads, and be labeled as a cover**
- Guardrails might also be necessary to protect other workers**
- All guardrails and covering must comply with OH&S and CONSTRUCTION REG 213/91**
- Post adequate and clearly visible signs warning people of possible dangers**

Vertical Wall removal

- Always cut a keyway whenever possible**
- Ensure the work area is clear of people**
- Sometimes as conditions warrant one can push out pieces**
- Ensure the floor can withstand the weight of the pieces**
- Use tires and or lumber to soften the impact on the floor**
- When using a chain fall to lift pieces, check that lift holes are well centered**

CHIPPING PROCEDURES

- Use PPE when chipping concrete. Full-face shields are required.**
- Always ensure the area is clear of people and equipment that can be damaged. Precautions for the safety of co-workers and the public need to be in place before chipping can begin. This can include warning signs, caution tape, and or a helper maintaining pedestrian control.**
- Always use the correct bit for the application.**
- Be cautious of hidden utilities in the concrete (water lines, phone, electrical, gas, etc.) Utility locates may be required prior to beginning the chipping.**
- Always keep 2 hands on the machine to keep it under control.**
- When chipping for long periods of time use vibration absorbing gloves. It may be required to 'trade off' the machine to give your body a rest.**
- Use dust masks when creating dusty environments. Water may be required to suppress the dust.**
- Always clean up the site to a state where it is at least as clean as it was before the work began.**

COREDRILLING PROCEDURES

Prior to starting the drill, ensure that:

- Work area clear of all known utilities (e.g.-gas, water, sewer, electrical, telephone). Utility locates or X-ray's may be required to ensure that there are no utilities in the proposed holes location.
- Work area is clearly defined (keep spectators, and other workers safe distance away).
- All inserts are drilled and set to the correct depth in the concrete. If drilling through a block wall specialized anchors or threaded rod may be required.
- Ensure that the drill post is securely fastened to the concrete. During drilling there are great loads applied to the anchor and base of the drill. Damage to equipment or personnel can occur if improperly secured.
- Check that the drill is firmly on the post. Adjust the spacers to ensure a smooth solid motion up and down the base.
- Ensure that the bit is on the shaft correctly. Do not cross thread the bit as serious damage can occur to both the drill and the bit.
- Ensure that water is available and being used.
- Use all PPE (vests, boots, class E hard hat, safety glasses, harness, hearing protection) as required by the company and site policy.

- Correct drill is being used (e.g. hand held, hydraulic, etc.).
- Check all electrical cords to verify that there is no visible damage to the outer sheathing.

Starting the drill

- Ensure that everyone has all required PPE on and is being used correctly.
- When the drill is clear of people, begin the drill.
- Slowly crank the drill into the concrete applying gentle pressure to the crank. Let the machine do the work.
- Ensure that as the drill is moving, constant pressure is applied to the crank. Too much pressure will 'bog' down the drill. Let the diamonds do the work.
- As soon as the hole is completed remove the bit from the concrete and stop the power, and water.
- If necessary add extensions to the bit and continue drilling.
- If drilling vertically break the core out with an inch to go as to prevent dropping a large core.
- Clean up all slurry.
- Remove all cores.

SLAB SAWING PROCEDURES

Prior to starting the saw, ensure that:

- Work area clear of all known utilities (e.g.-gas, water, sewer, electrical, telephone).
- Work area is clearly defined (keep spectators, and other workers safe distance away).
- Ensure adequate ventilation for propane/gas saws.
- Check the belts for correct tension.
- All bearings on the saw must be greased daily to be properly maintained.
- Ensure that the blade is on the arbor correctly.
- Check that the direction of rotation is correct for the blade.
- Tighten the blade securely to the saw.
- Use the correct size and type of blade guard.
- Check the oil level if necessary.
- With an electric saw check that all connections are securely fastened.
- The side of the saw that is not cutting should have the arbor on the shaft protected by a covering device.

- With an electric saw check that the rotation is correct prior to cutting.
- Check the sheathing on all electrical cables prior to use.
- Use all PPE (vests, boots, class E hard hat, safety glasses, harness, hearing protection).

Starting the saw

- Ensure that everyone has all PPE on.
- Electric saws require special attention when running to ensure that no contact is made with the power cable.
- When the saw is clear of people, begin the saw.
- Bring the saw to full power.
- Slowly lower the blade into the concrete.
- Do not jam the blade as the saw will buck up and pull forward.
- As soon as the cut is completed remove the blade from the concrete and stop the power.
- If necessary change the blade to a larger size and continue cutting.
- Clean up all slurry and the site.

WALL SAWING PROCEDURES

Prior to starting the saw, ensure that:

- Work area clear of all known utilities (e.g.-gas, water, sewer, electrical, telephone).**
- Work area is clearly defined (keep spectators, and other workers safe distance away).**
- All inserts are drilled and set to the correct depth in the concrete.**
- Ensure that all boots and tracks are securely fastened to the concrete.**
- All bearings on the saw must be closed around the track to be properly secured.**
- Ensure that the blade is on the arbor correctly.**
- Check that the direction of rotation is correct for the blade.**
- Tighten the blade securely to the saw.**
- Use the correct size and type of blade guard.**
- Check the hydraulic connections at the saw.**
- Use all PPE (vests, boots, class E hard hat, safety glasses, harness, hearing protection).**

Starting the saw

- Ensure that everyone has all PPE on.**
- When the saw is clear of people, begin the saw.**
- Slowly crank the arm into position and begin cutting.**
- Ensure that as the arm is moving, the guard is being positioned to keep spray to a minimum.**
- As soon as the cut is completed remove the blade from the wall and stop the power.**
- If necessary change the blade to a larger size and continue cutting.**
- Clean up all slurry.**

WORK REFUSAL PROCEDURES

There are provisions in the Occupational Health and Safety Act that give the worker the 'right to refuse.' These provisions give the worker the right to refuse particular work in which they believe it is likely to endanger themselves or another worker.

At the first stage of the work refusal, the worker has to have a subjective belief that the work is likely to endanger the health and safety of himself or others. If the worker continues to refuse after a supervisor has investigated, he or she must have 'reasonable grounds.'

Procedures for a continuing refusal are clearly spelled out in the OH&S Act, but usually can be resolved without the intervention of the MOL.

Simply changing the tools or the method or procedure for the jobsite might be able to rectify the situation. Contact a H&S rep for other potential solutions. Searching in house for a solution is often best, as other workers may have encountered the problem before and may have insight on how to help.

If a worker refuses work another employee may be selected for the task, however the new worker must be made aware of his right to refuse and be informed of the other workers right to refuse.

There will be no reprisals for using the right to refuse, however careless use of the right will not be tolerated. Just because you do not wish to do a task, you may not use the 'right to refuse,' it must have a legitimate health and safety concern.

VEHICLE MAINTENANCE

Prior to starting the vehicle in the morning (or night shift if applicable), do a visual walk around inspection. Look for anything unusual about the vehicle or its surroundings. Check all tires for any flats or slow leaks. Check the oil and all fluids. Check that all lights are working correctly.

Ensure that your vehicle has at least 1 first aid kit, 1 fully charged fire extinguisher that is a 4A40BC style. Also ensure that there are no loose items in the cab which could fall and distract you in transit.

When backing up and another person is available use them as a spotter. There are many fatalities in construction that involve vehicles backing up into/onto people at work.

Trucks are to be equipped with a backing up alarm. These are for safety purposes and not to be tampered with or disconnected for any reason. Should the alarm not function correctly, bring it to the attention of the mechanic.

Oil changes and regular routine maintenance are effective at preventing serious mechanical problems. Ensure that your vehicle / power unit gets oil changes, as they are due. Check the air filter as well. This applies to all power units, and slab saws and other related equipment.

W.H.M.I.S

All employees must be trained in W.H.M.I.S. This is to help ensure that all employees have an understanding of the hazards associated with labeling and as well as all other aspects of the WHMIS legislation.

MSDS sheets are required for all controlled substances that are either taken to the jobsite or delivered to the jobsite. The MSDS sheets must not be more than 3 years old or more than 90 days after a formulation change has taken place.

Any products that are decanted from a larger container into a smaller container must be labeled with the products name, risk phrases, as well as a reference to the MSDS sheets.

Care must be taken to protect the environment. All chemical spills must be cleaned according to the manufacturers instructions.

Protecting the worker is of great importance to the management, and we strive to make improvements. Seeking out products that are safer for personnel is important to management, as it makes work safer.

The location of all chemicals on a jobsite must be known at all times. Emergency personnel may require this information.

CONFINED SPACE

A worker may encounter many potential and actual hazards during entry and while working in a confined space. Lack of awareness can result in physical injury, illness or even DEATH.

In a confined space environment, there is an ever-present danger of asphyxiation (suffocation due to oxygen deficiency), explosion (combustible gases), poisoning (bacterial agents or toxic gases), or other personal injuries. To protect against these hazards workers must maintain a high level of safety awareness and utilize the appropriate PPE, equipment and devices.

Prior to starting work, an effective rescue procedure must be present in the event of a confined spaces emergency. Just simply calling 911 is not enough. The EMS teams may not be equipped to deal with a confined space hazard.

Air sampling may be required to ensure that there is no atmospheric hazard present in the confined space. An oxygen deficient atmosphere is one which less than 18% oxygen is present. An oxygen rich atmosphere occurs at concentrations greater than 23% oxygen.

Ventilation fans both blowing air into the confined space as well as exhaust fans pulling old air out may be required. Each site is specific and a policy relating to that situation will be developed.

Noise levels intensify in a confined space. Noise can make it difficult to communicate with standby persons or the hear alarms going off. Hand signals may be required.

Site-specific practices must be developed and discussed prior to any and all entries into a confined space. Protocols for one site might not work on another

SUMMARY

Sterling Concrete Sawing & Drilling Ltd., would like to emphasize that there is no job so urgent that safety has to be sacrificed. The Health and Safety policy is created to help protect all employees in the workplace. Following the guidelines set out for you, and following the Occupational Health and Safety Act as well as the Construction Regulations (213/91), will ensure the safety of all employees.

If you are not sure whether how you are doing a job is the correct and safe way, consult with your supervisor. A question is easily answered. Stupidity is not tolerated.

ACKNOWLEDGEMENT

I _____ acknowledge that I have read and understand the preceding Health and Safety Policy and agree to abide by all its policies. I also understand that violating safe work practices is not tolerated, and that any such violations will force the discipline policy to take force. I agree to inform my supervisor and other workers of any and all hazards in the workplace. I will not contravene the OH&S Act and the Regulations made under the Act including but not limited to the Construction Regulations (213/91).

Signature & Date