



City Homes Master Builder 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*

City Homes Master Builder Inc
Health & Safety Manual

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

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 well being 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 co-ordination of safety among all Employees, Contractors, Suppliers, and the general workforce on all our work sites. All workers by OHS legislation have the right to refuse unsafe work, the right to know 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

To provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all Employees and Contractors (Trade Partners).

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*.

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.

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*.

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.

General managers are required to complete one manager inspection monthly

To hold monthly Safety meetings for Employees.

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

All Sales Personnel shall provide a hardhat for any clients or customers that are on site and have registered at the sales center.

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*.

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 date is considered under construction.

No customers or clients can visit a site without the knowledge and approval of the sales personnel.

Ensure that all customers complete the site visitation pass prior to going on the site.

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.

Customers are not allowed to visit a site if a contractor is working in the home.

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Superintendents

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*.

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*.

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.

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.

Must advise all Employees and Contractors (Trade Partners) of any potential or actual dangers, and how to control, prevent, or remove them.

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.

Must report all incidents immediately, will investigate all incidents fully, and shall advise management on how to prevent similar incidents in the future.

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.

Shall carry out regular inspection of the workplace to ensure a safe and healthy environment.

Field Technicians

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*.

Will complete a daily hazard assessment before commencing work for the day.

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.

Must notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.

Must report all incidents and injuries to their supervisor as soon as possible.

Will take every reasonable precaution to protect the safety of other workers and themselves.

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Contractors (Trade Partners)

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.

All contractors, trades and suppliers must have a completed orientation prior to the start of any work on any of the Prime Contractor's sites.

Notify the Prime Contractor of any unsafe conditions or acts that may exist on the work site(s).

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.

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.

Are required to carry out regular inspections of their work site to ensure a safe and healthy environment.

Are required to attend meetings for the purpose of acquiring safety education and communicating that knowledge to their Employees.

Contractors (Trade Partners) are responsible for maintenance of tools, equipment, and any other specialized personal protective equipment, which may be required during their work.

No animals allowed on site at anytime for any reason

Employees on Site

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*.

Will report all incidents and injuries to their supervisor as soon as possible.

Office Employees

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*.

Need to be aware of the evacuation procedure and the location of the muster point for the respective offices.

Will report all incidents and injuries to their supervisor as soon as possible.

Safety Team

Mentor all managers and employees to improve the safety culture of the company.

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Responsible for the daily administration of the Health and Safety program.

Conduct an annual review of the Health and Safety program & manual.

Post all safety bulletins, literature, posters, safety rules, and regulations.

Assist in the investigation of incidents of all incidents.

Analyze all incidents and preparation of all summaries.

Prepare a copy of inspection reports on the equipment.

Will complete the annual office inspections

Assist in the preparation of the safety meeting items.

Schedule all training and maintain tracking of the training completed.

Maintain current knowledge of safety literature, legislation, and industry safe work practices.

Ensure that all safety equipment, fire fighting, and first aid equipment is maintained per code and legislated requirements.

Ensure that all Workers Compensation Board employer reports are completed and submitted as required.


Manage the implementation of the Modified Work Program for injured employees.

Conduct all internal and external audits to maintain the Certificate of Recognition for the Health and Safety program.

Provide information for all occupational health and safety issues to employees.

Act as liaison with government agencies and associations related to safety issues.

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Section 2

Hazard Assessment

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 act 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:

Anticipation of possible hazards
Recognizing hazards or potential hazards
Evaluating the loss potential
Controlling the potential loss

HAZARD EVALUATION

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

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

IMPLEMENTING CONTROL MEASURES

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

Elimination: Involves physically removing the hazard, such as tripping hazards or overhanging ice.

Substitution: Involves replacing something that produces a hazard with something that does not, such as replacing a harmful material.

Engineering Controls: Using tools, equipment and guards to protect workers such as guardrails, fall protection equipment, guards on saws

Administrative Controls: Developing and reviewing safe work procedures and policies
Providing worker training and education
Limiting the time of worker exposure

PPE: Personal Protective Equipment should be the last line of defense for workplace hazards. Proper usage and maintenance should not be taken for granted.

TYPES OF HAZARDS

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

LIST OF CRITICAL TASKS


The following is the list of critical tasks that 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.

Framing
Drywall Installation
Insulation Installation
Finishing Carpentry
Painting
Operating Forklift
Elevated Work Platform

Section 3

Safe Work Practices

City Homes Master Builder Inc
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Approved By: Jay Shipton 	Author: Safety and Fleet Manager	Revision date: May 6, 2024

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.

SAFE WORK PRACTICES

Cell Phone Use

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

If an employee needs to make a phone call while driving a company vehicle it must be done by using blue tooth devices. If a blue tooth device is not available, the employee is to pull over and stop when safe to do so to make their phone call.

Do not engage in emotional conversations using hands free options while operating a motor vehicle.

Never text and drive or use handheld devices while driving.

SAFE WORK PRACTICES

Circular Saws

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

Prior to use, check that the retractable guard is operating properly to prevent the blade from being exposed when not in use.

CSA approved safety equipment such as safety glasses or a face shield, hearing protection and hand protection must be worn.

Review the safety data sheets for the product before cutting. Where harmful vapours or dusts are created, approved breathing protection will be used.

The proper sharp blade is designed for the work to be selected and used. Use of the proper blade for ripping or crosscutting of material will prevent failure of the blade.

The power supply needs to be disconnected before making any adjustments to the saw or changing the blade. This will eliminate the possibility of the worker inadvertently starting the saw and injuring themselves.

Before the saw is set down be sure the retractable guard has fully returned to its down position. This will protect a worker from injury if the saw blade contacts a surface and kicks back.

Both hands to be used to hold the saw during use, this will reduce the possibility of the saw kicking back and injuring the worker.

Maintenance shall be done per the manufacturer's specifications.

Ensure all cords are clear of the cutting area before starting to cut. Cords that have cut or cracked outer casings can result in an electrical shock to the worker.

Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".

When ripping, make sure the material is held securely in place. Use a wedge to keep the material from closing and causing the saw to bind.

Inspect the power cord prior to use to ensure that there are no breaks. This will prevent the possibility of electrical shock.

All manufacture furnished safety switches are to remain in place and are to be checked for proper operation prior to use.

Ensure blade depth is set appropriately for material to be cut.

SAFE WORK PRACTICES **Trenching & Excavation**

General - Protecting Workers from injuries associated with excavating and trenching

No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless the trench or excavation is shallower than the legal minimums and the soil is stable.

Hazard assessment and inspection of all machinery to be done prior to any work being started.

Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed, and well marked/flagged.

Provide ladders in immediate area for access/egress of trenches and excavations. Where Applicable the excavator will step the shoring for easy access for workers to enter excavation.

Set up barricades or fencing when and where required. Please ensure neighbouring homes are contacted in advance if encroachment is going to be needed.

Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage, or other approved method.

Ensure workers are trained in trenching and excavation procedures, policies, and current provincial legislation.

SAFE WORK PRACTICES

May 7, 2024

Pressure Washer

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

The proper personal protective equipment to be worn as set out by the manufacturer and the safe job procedures.

Fire hazard: Do not add fuel while the engine is running. Do not operate if fuel has been spilled, move the machine to another location.

This machine has hot surfaces which can cause burns. Operate the unit in a safe environment away from children.

Do not allow the high-pressure hose to contact the muffler guard.

Do not leave the machine running unattended.

Stay alert and watch what you are doing.

Do not stand on unstable surfaces.

Do not tip the machine on its side.

The gun safety lock prevents the trigger from accidentally being engaged. This safety feature does not lock trigger in the on position.

Do not spray electrical connections, outlets, or fixtures.

Do not operate in an enclosed space as exhaust fumes are dangerous.

Do not use hot water.

Operate and fuel machine in a well-ventilated area.

High pressure jets can be dangerous if subject to misuse. The jet must not be directed at persons, animals, electrical devices, or at the machine itself.

SAFE WORK PRACTICES

Compressed Air

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

Compressed air will not be used to blow debris or to clear dirt from any worker's clothing or skin.

Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.

All hose connectors shall be the quick disconnect pressure release type with a "safety chain/cable".

Wear personal protective equipment such as eye protection and face shields and ensure other workers in the area are made aware of or have restricted access to the hazard.

Hoses are to be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced immediately.

A proper pressure regulator and relief device shall be in the system to ensure that correct operating pressures are maintained.

The correct air hoses to be used for the tool/equipment being used.

The equipment must be properly maintained per the manufacturer's requirements.

Follow manufacturer's general instructions and comply with legislated safety requirements.

SAFE WORK PRACTICES

Concrete Foundations

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

Concrete foundations are structural members and will be completed per approved specifications.

Ensure rebar protection is in place (end caps) for any rebar protruding from the ground or concrete work.

Ensure excavation is of proper design with appropriate cutbacks, access ramps (at front and back of the excavation) and spoil piles are placed 1m back from edge of excavation.

Ensure you are conversant with concrete pour.

Ensure you are in concrete pump operator’s sight.

Ensure all equipment is in good working order.

When working with concrete pumping trucks all personnel need to stay away from the area under the boom.

SAFE WORK PRACTICES

Defective Tools

General - Defective tools can cause serious and painful injuries.

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

Be aware of problems like:

Chisels and wedges with mushroomed heads.

Split or cracked handles.

Chipped or broken drill bits.

Wrenches with worn out jaws.

Tools which are not complete such as files without handles.

To ensure safe use of hand tools, remember:

Always wear proper personal protective equipment (safety glasses, gloves, and hearing protection).

Inspect all tools prior to use.

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

Watch for problems like:

Broken or inoperative guards.

Insufficient or improper grounding due to damage to double insulated tools.

No ground wire (on plug) or cords of standard tools.

The on/off switch is not in good working order.

The tool blade is cracked.

The wrong grinder wheel is being used.

SAFE WORK PRACTICES

Electric Power Tools

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

When using power tools read and follow manufacturers' instructions.

Cutting or abrasive attachments such as blades, disks or bits shall be the proper size and rating for the power tool used.

Never force or put pressure on power tools; let the tool do the work. Applying too much pressure may cause the blade, disk, or bit to fail.

Always disconnect the tool from the power source when adjusting, changing attachments, or replacing blades. This will eliminate the possibility of inadvertently starting the power tool and injuring the worker.

Trigger locking devices shall be removed from all power tools.

Guards are to be used on all equipment as directed by the manufacturer. Guards and other safety devices are not to be modified, tampered with, or removed.

Power tools are not to be hoisted or handled by the cord. Power tools are to be removed from receptacles by removing the plug, not pulling on the cord.

When using power tools always wear eye protection appropriate for the job. Use of power tools that may produce flying particles, such as grinding, require eye protection or a face shield.

Power tools must be held firmly, and material must be properly secured before turning on the power tool and starting work. Always use handles provided to help control the power tool and avoid twisting.

Use push sticks when using table saws, jointers, or other tools with exposed blades to prevent the possibility of hand contact with cutting attachments.

Never wear loose clothing or dangling jewelry when using power tools.

Pipe or conduit threading machines and drill presses must be equipped with a foot pedal for on/off controls. In the event clothes or other material get caught in the equipment switches may not be reachable.

Ensure defective tools are repaired or replaced using the proper lock out/tag out procedure for all defective equipment.

SAFE WORK PRACTICES

Entry & Exit

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

Entrances with a vertical rise or drop greater than one foot need a ramp or step to provide access. RPL lots with no front availability or access for emergency vehicles, rear access may be installed as an alternative.

If a step is used, it should be constructed in such a way that it can bear the weight of several workers carrying any equipment, tools, and materials necessary to construct a new home.

All stairs or ramps need handrails installed.

Stair treads shall be level front to back and side to side.

Metal ramps and front access will be installed once framing is completed. (Alberta Only)

Floor joist material (TJI) shall not be used for ramps.

Do not use any material that is not sound (large knots or split).

Ramp slope will not exceed 3 horizontal to 1 vertical (3:1).

SAFE WORK PRACTICES

Power Operated Hand Tools

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

All power operated hand tools shall be operated and maintained in accordance with manufacturers' specifications. It is critical that information specific to each manufacturer is known as the strength of power loads, color coding, and fastening devices are not standardized or interchangeable.

Manufacturers' recommendations cover the type of color-coded cartridge for certain materials and applications. As these recommendations cannot cover every material or application, testing may be required. The general rule is to start with the weakest cartridge and increase one load number at a time to reach the required penetration.

Power operated hand tools are designed so that two separate actions are required before it will fire (i.e. pressure against the surface of the material and action of the trigger).

Power operated hand tools should never be pointed at anyone whether loaded or unloaded. Hands shall always be kept free of the muzzle end.

Power operated hand tools to be held firmly and at right angles to the surface being driven into. Fastening devices shall be kept in from the edge of the material being anchored to the minimum distance recommended by the manufacturer.

Power operated hand tools need to be kept in a locked container when not in use or when left unattended.

Power operated hand tools should only be loaded when required for immediate use. Tools shall not be left loaded when stored or unattended.

Wear hearing and eye protection when using this tool.

In the event of a misfire:

Hold the tool against the material for at least 30 seconds in case firing is delayed.

Remove the cartridge from the tool, keeping the tool away from the body, preferably pointed towards material such as wood.

Place the cartridge in a container of water or oil.

SAFE WORK PRACTICES

Fall Protection

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

Be competent with all components of fall protection system.

Ensure you know capabilities of fall protection equipment.

Ensure barricades, ribbons and signs identify restricted areas.

Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.

2nd floor window openings under 36" must have bracing installed.

Guardrails must be installed after 2nd floor rim joists are installed prior to 2nd floor sheathing.

Ensure you know your anchor points. Installation of a continuous 2" x 6" along the top of the web chord or king post with 3 – 3 1/4" common nails at each truss shall be done for the installation of anchor slings. Anchor slings will then be secured around the 2" x 6" and the top chord of the truss per the manufacturers' instructions. Install 2-2" Ardox nails on the sling where the strap passes through the loop of the anchor sling.

Ensure you do not wrap the lanyards and/or lifelines around beams, girders, pipes, etc.

Utilize the buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.

Ensure a fall protection plan has been devised and is readily available on site to review.

Fall protection certification end user is required for the person working at heights or to ensure the employee has been adequately trained. Online certification will not be accepted for training.

SAFE WORK PRACTICES

Fire Extinguishers

General

Ensure you are trained in the operation of fire extinguishers

Check cylinder

Inspect cartridge puncture cap.

Check hose and nozzle for obstruction

Check date of manufacture

Check level and condition of powder – yellow needle should be in the green not the red

Monthly inspections are required via Pronto Forms

Recertification of fire extinguishers is completed annually organized by the safety department

SAFE WORK PRACTICES

Floor Openings

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

Install a temporary secure covering to withstand the combined maximum weight of the worker, equipment and material expected to be placed on the cover at any one time.

The use of O.S.B. sheathing as the cover without the use of dimensioned lumber for support is not allowed.

Install a temporary railing around the opening.

If the temporary guard rail or covering is removed an alternative must be provided immediately

Do not lean over an opening to perform a task.

SAFE WORK PRACTICES

Hand Tools

General

Hand tools need to be carried in tool pouches or tool bags. Tools such as knives, chisels or screwdrivers should not be carried in pockets as a fall onto these tools may cause a serious puncture or wound.

Cutting tools should always be kept sharp. Care must be taken to work cutting tools away from the body, not towards it. Hands shall be kept behind the tools not in front of them.

Knives should have retractable blades whenever possible. Large, fixed blade knives used for cutting insulation shall be equipped with a wrist strap to reduce the chances of it being dropped.

Prior to use, hand tools should be inspected for damage. If damaged the tool should be removed from service and repaired.

Ends of metal striking tools such as chisels that are mushroomed shall be dressed to prevent fragments from flying off when struck and causing injury.

Wrenches are not to be used with “snipes” or metal tubing over the end to increase leverage. Hammer wrenches, pneumatic impacts or nut splitters should be used if unable to free stuck nuts.

Gloves & eye protection should be worn when using any hand tools.

SAFE WORK PRACTICES

Housekeeping

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

Garbage bins/bags are provided at each site for your use.

Keep stairways, access ways and ladders clear of material.

Clean up work areas as work progresses.

Do not throw garbage or materials from elevations. Lower in containers or install chutes to containers below.

When stripping forms or other materials with nails, the nails shall be bent or pulled by the worker stripping and not left for someone else.

Ensure materials are well secured especially at elevations to avoid movement during windy conditions.

Areas in proximity to emergency equipment such as fire extinguishers, hoses and emergency PPE shall always be kept clear of debris and materials.

Hoses, cables, and cords shall be placed in an orderly manner to avoid tripping hazards. Where practical, all hoses, cords and cables shall be suspended above areas where they may be exposed to damage.

Potential hazards should be controlled and reported immediately.

SAFE WORK PRACTICES

Ladders (General)

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

Ladders need to be inspected prior to each use. Damaged ladders need to be taken out of service

Fiberglass ladders, which are not good conductors, shall be used for work in proximity to energized electrical equipment. Wooden ladders are not recommended as they are usually reinforced with wire on the rails and can be conductive when wet. Aluminum ladders shall not be used in proximity to energize electrical equipment

All extension ladders shall be tied off at the top. Another worker shall hold ladder until tie-off is complete

Anyone working on extension ladders more than 3 meters (10 feet) in elevation shall wear full body harnesses tied to a substantial structure other than the ladder. When working on a ladder the body shall not be extended in a manner that allows the belt buckle to pass beyond the rails. **NOTE: Ladders are not a substitute for safe work platforms. The primary purpose of ladders is for access/egress**

Ladders need to be placed on a solid base

Ladders need to extend a minimum of 1 meter (3 feet) above the top of a platform or landing

Always maintain a 3-point contact and face the ladder when climbing up or down. Do not carry tools or materials in your hands when climbing a ladder. Use a rope or a canvas bucket for hoisting/lowering tools or materials

Do not stand on the top two rungs of any step ladder. On a step ladder the cap is not considered a rung

Ladders shall not be placed near doorways, roadways, or equipment access routes, unless the door or access route is made temporarily inoperative, and signs are posted. Materials shall not be placed in proximity to the base or landing of any ladder.

Keep boots clean of mud, grease or other slippery materials that could cause loss of footing.

Extension ladder to be set up with a ratio of 1 Horizontal to 4 Vertical (i.e. 3 feet out at base for a 12-foot rise).

Do not climb higher than the fourth rung from the top of any extension ladder.

Do not overextend the extension ladder. Maintain the minimum overlap at sections as indicated on the ladder label.

Have a second person hold the ladder while securing the top of the extension ladder.

Raise and lower all extension ladders from the ground and ensure that the ladder locks are engaged.

Do not use any ladder if you have a physical condition that will cause you to lose your balance or are using medication that will cause dizziness, vertigo, or tire easily.

SAFE WORK PRACTICES **Ladders (Extension)**

How to use an Extension Ladder properly.

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

How to choose the right Extension Ladder

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

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

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

Length Chart

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

How to set up your Ladder safely and properly

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

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

SAFE WORK PRACTICES **Manual Lifting and Carrying**

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

Ensure that you know your physical limitations and the approximate weight of materials. Obtain assistance in lifting heavy objects.

The use of power equipment or mechanical lifting devices should be considered and employed where practical.

When in doubt of the weight of an item use a dolly or trolley etc.

Ensure a good grip before lifting and employ proper lifting technique.

Avoid reaching out.

Pipes, conduit, rebar, and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.

Be aware of hazardous and unsafe conditions (i.e. snow, ice, mud, materials, etc.).

When handling material or equipment that can cause finger or hand injuries use gloves.

Whenever possible push or pull rather than lift.

SAFE WORK PRACTICES **Motor Vehicle Operation**

General

Defensive driving is key when operating any vehicle

Back in to parking spots when practical

Operation of any motor vehicle for the purposes of company business is prohibited when the driver is fatigued, has consumed alcoholic or drugs causing impairment, or when the road authority does not recommend travel

Seatbelts are always required

Cell phones can only be used with a hands-free device or if the vehicle is pulled over and in park

Any incidents that occur related to fleet vehicles must be reported immediately to the safety department

SAFE WORK PRACTICES

Mold Spray

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

Ensure that all other personnel are aware of the spraying operations and the PPE required.

Ensure that there is no spillage when pouring liquid into the sprayer. If liquid is spilled, soak it up and dispose of per SDS instructions.

Ensure that the walking surfaces are clear of all materials or debris.

Use proper lifting technique when lifting the sprayer or liquid canisters.

SAFE WORK PRACTICES **Office**

General

Ensure you are aware of the emergency evacuation procedure and location of the muster point.

Ensure that all electrical cords are in good condition and are not overloaded.

Ensure that computer monitors and chairs are adjusted to correct height.

Ensure fans/space heaters are used to manufacturer specifications and equipped with a tip over switch that turns the heater off if this occurs.

Filing cabinet drawers are closed when not in use.

Ensure you are aware of the fire extinguisher locations.

Ensure you are aware of the first aiders within the building.

When transporting materials of a heavy nature use handcarts and trolleys.

Ensure main traffic areas are free and clear of obstruction (i.e. bags, boxes, misc. items, etc.).

SAFE WORK PRACTICES

Propane

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

“Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.

Tank valves shall be closed, and regulators shall be removed from the tank prior to any movement of the tank.

Crane hooks must be equipped with a “safety latch”.

All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.

Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.

When in use, propane bottles are to be securely held in an upright position. Specifically, the 100 lb propane tanks shall be secured to prevent the possibility of the tank falling over. If there are 3 or more 100 lb tanks, strap the tanks together with web type tie down to ensure that they will be secure.

Tanks are not to be hooked up and used without proper regulators and should only be done so by a qualified trained technician.

All tanks are to be left outside the home being constructed a minimum of 3m (10 feet) from the home or any adjacent structure.

All tanks must be placed on a flat surface using MDF or plywood type material.

SAFE WORK PRACTICES

Slips, Trips & Falls

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

Wear appropriate footwear.

Ensure ice & snow are removed from the areas in which you need to walk.

Walking surfaces should be suitable for the pushing, pulling, and carrying tasks performed on them to reduce the possibility of injury.

Keep walking and working surfaces clear of material and tools.

Install railings, cover stairwells, use travel restraint or fall arrest systems where necessary to prevent falls.

Ensure you have proper access to the area you need to enter in terms of ramp, stairs etc.

Please report any slip, trip or fall injuries regardless of the severity.

SAFE WORK PRACTICES

Spray Painting

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

Ensure the worker is competent & trained in all aspects of the work required of them.

Follow manufacturers' recommendations

Ensure all sources of ignition are eliminated and all equipment is grounded. This will reduce the possibility of accidental ignition of flammable vapours.

Ensure area is well ventilated

Promptly clean up any spills or drips of paint to prevent them from becoming slip hazards.

Take precautions to prevent fires when spray painting, such as avoiding ignition sources, using non-sparking tools, and ensuring that spray painting equipment is properly grounded. Have fire extinguishers readily available in case of emergencies.

City Homes Master Builder Inc
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ANNUAL REVIEW

Safe Work Practices	Development						Review			
	Date			By Whom			Date			By Whom
	D	M	Y				D	M	Y	
Cell Phone	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Circular Saws	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Compressed Air	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Concrete Foundations	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Defective Tools	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Electric Power Tools	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Entry & Exit	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Excavating & Trenching	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Power Operated Hand Tools	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Fall Protection	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Fire Extinguishers	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Floor Openings	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Hand Tools	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Housekeeping	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Ladders	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Ladders (Extension)	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Manual Lifting & Carrying	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Motor Vehicle Operation	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Pressure Washer	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Mould Spray	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Office	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Propane	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Slips, Trips, Falls	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager
Spray Painting	01	05	19	Corporate Fleet & Safety Manager			05	04	24	Corporate Safety & Fleet Manager

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.

SAFE JOB PROCEDURES

Job Title: STM Safe Job Procedure

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Hammer tacker, knife,</u>	<u>Blue goo, home flash,</u>	<u>Hard hat, steel toed boots, gloves</u>
<u>cordless router, and hand</u>	<u>Sill treatment and plastic</u>	<u>and fall protection equipment,</u>
<u>tools</u>	<u>shims, tyvek</u>	

***STM Safe job procedure applies to the prep and installation of the window treatments prior to installation. ***

Job Steps:

Check in with your manager prior to the start and end of each job. Job number and or address needs to be provided so they are aware of your location.

Ensure that proper PPE is being worn in accordance with the manufacturer's instructions and the Prime Contractors Company Policy.

Complete hazard assessment prior to starting work.

Ensure tools are safe and have been checked prior to use (i.e. extension cords, blades, guards).

Ladders shall be inspected regularly and properly maintained.

All ladders shall be Grade 1 or 1A.

Fall protection to be worn any time working above 10 ft

SAFE JOB PROCEDURES

Job Title: Electric Pressure Washer

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

Equipment Required	Material Required	Personal Protective Equipment
<u>Pressure washer</u>	<u>WHMIS if applicable</u>	<u>Safety glasses, hand protection, hard hat</u>
_____	_____	_____
_____	_____	_____

Job Steps:

PPE must be worn as required by the manufacturers instructions and the company policy.

Ensure you have been trained in the use of pressure washers

Inspect pressure washer carefully prior to use, look for signs or wear or damage

Do not use extension cords, plug your cord directly into the receptacle.

Ensure all cables and cords are away from city sidewalks and stairs into the home

Pressure washers produce a kickback, maintain firm footing and grip to avoid injury

Modifications to trigger device are not allowed, strap or tie down etc.

If using a chemical injector, read and follow the chemical suppliers MSDS

To avoid damage and risk of flying particles, do not start with the spray too close to the surface to be cleaned

SAFE JOB PROCEDURES

Job Title:	<u>Framing</u>		
Developed By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>July 31, 2019</u>
Approved By:	<u>Jay Shipton</u>	<u>President of Housing</u>	Date: <u>July 31, 2019</u>
Revised By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>January 3, 2023</u>

<u>Equipment Required</u>	<u>Material Required</u>	<u>Personal Protective Equipment</u>
<u>Saws, ladders, hammer, air nailers, hand tools</u>	<u>Dimensional lumber</u>	<u>Hard hat, steel toed boots, safety glasses fall protection equipment,</u>
<u>_____</u>	<u>TJI joists, OSB sheathing</u>	<u>chainsaw pants, face shield,</u>
<u>_____</u>	<u>_____</u>	<u>hearing protection</u>

***Framing safe job procedure applies to framing of homes, garages, decks, and frost walls, Job steps:**

Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Company Policy.

Install ramp for access/egress when the main floor is capped. All homes under construction shall have a ramp or stairs for access egress to the dwelling. Ramps shall be constructed of 4 - 2 X 6 planks with 2 X 4 cleats at 24 inches on center. Cleats shall be fastened with 2 nails where they cross each plank. Ramps with a rise greater than 36 inches shall have a handrail installed.

Ensure that employees are competent in the use of Power or Air tools.

Ensure tools are safely stored or put aside (i.e. extension cords, blades, guards).

Ladders shall be inspected regularly and properly maintained.

All ladders shall be Grade 1 or 1A.

Floor openings to be securely covered or barricaded and marked. Stairwell openings shall be covered when constructing the 2nd floor of the structure and the roof structure. Covering of openings shall be done with 2 x 6-dimensional lumber with a maximum distance of 3” between boards. Floor sheathing material shall be used to cover the supporting 2 x 6’s and secured in place.

Operators of Telehandlers (Zoom Booms) shall have certificate of training on site. Load lift charts and maintenance logs shall be on site for all lifting equipment.

Any platforms used with Telehandlers (Zoom Booms) shall be manufactured to CSA specifications or have approval by a Professional Engineer. Person(s) working in these devices shall always wear fall protection equipment.

Install railing for exterior of 2nd floor on the main floor walls before they are lifted

Tag lines must be used for any hoisting operations.

City Homes Master Builder Inc
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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.

Proper housekeeping practices on the job site must be maintained. Clean up the site as work progresses.

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.

Training documentation and Fall Protection Plans must be on site.

Fall Protection Plan must include a rescue procedure that employees are trained in.

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. Detail can be seen below.

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.

SAFE JOB PROCEDURES

Job Title:	Roofing		
Developed By:	Charlotte Charbonneau	Corporate Safety & Fleet Manager	Date: July 31, 2019
Approved By:	Jay Shipton	President of Housing	Date: July 31, 2019
Revised By:	Charlotte Charbonneau	Corporate Safety & Fleet Manager	January 3, 2023

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

Job Steps:

Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Company Policy.

Fall Protection shall be used if working more than 3m above ground.

Ladders must be secured and project 1m above roof level.

All ladders used must be Grade 1 or 1A.

Ladders shall be inspected regularly and properly maintained.

Inspect roof surfaces for slip and trip hazards.

Materials must be stored a minimum of 2m from the roof edge.

Ensure roof anchors are properly secured and attached to a solid surface.

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.

Training documentation and fall protection plans must be on site.

Fall protection system shall be used as required by the Alberta OH&S Act, Regulation and Code

Proper housekeeping practices must be followed.

All cut pieces are to be bagged and lowered to the ground. Throwing of excess material or cut off pieces from the roof to the ground is not allowed.

SAFE JOB PROCEDURES

Job Title: Plumbing Installation

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: January 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Hand tools, power tools, ladders</u>	<u>ABS pipe, pex lines, ABS adhesive</u>	<u>Hard hat, steel toed boots, safety glasses and gloves</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Job Steps:

Ensure that proper PPE is being worn in accordance with the manufacturer's instructions and the Prime Contractors Company Policy.

Ensure that SDS for all materials used is available for reference.

Ladders must be inspected and maintained regularly.

All ladders used must be Grade 1 or 1A.

Ensure all extension cords are the right gauge, are properly grounded and are not damaged.

Check all power tools to ensure that they are in good condition with all guards in place.

Ensure that fire extinguisher is available when doing any hot work.

Power tools to be grounded or double insulated.

Extinguish all sources of ignition prior to using any flammable adhesives.

Proper housekeeping practices must be followed

SAFE JOB PROCEDURES

Job Title:	<u>Siding</u>		
Developed By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>July 31, 2019</u>
Approved By:	<u>Jay Shipton</u>	<u>President of Housing</u>	Date: <u>July 31, 2019</u>
Revised By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>January 3, 2023</u>

Equipment Required	Material Required	Personal Protective Equipment
<u>Metal shears, air nailer,</u>	<u>Siding, soffit, and fascia</u>	<u>Hard hat, steel toed boots, safety</u>
<u>circular saw, hammer, poles,</u>	<u>materials</u>	<u>glasses fall protection system</u>
<u>planks, back rails</u>		

Job Steps:

Ensure that proper PPE is being worn in accordance with the manufacturer's instructions and the Prime Contractors Policy.

Ensure that poles and planks are inspected prior to use.

Properly secure all pole supports and chain all planks to poles to prevent movement.

Ladders shall be inspected regularly and properly maintained.

Check all power and air tools to ensure that all guards and safety devices are in place.

Proper housekeeping practices must be followed.

Netting or fall protection must be used when working above 3 Meters. **No exceptions.**

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.

Training documentation and fall protection plans must be on site while work is being performed.

Fall protection plan must include a rescue procedure that employees are trained in.

SAFE JOB PROCEDURES

Job Title: Insulation

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Dan Rondeau Safety Coordinator Date: January 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Ladder, scaffold, knives, stapler</u>	<u>Insulation, poly, tape, sealant</u>	<u>Steel toed boots, dust mask or Air purifying respirator or</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Job Steps:

Proper respiratory protection must be used. Refer to SDS or manufacturer’s recommendations for proper PPE.

Wear clothing that adequately covers the body and limbs shall be worn.

Proper ventilation must be maintained.

All ladders used on site must be Grade 1 or 1A, inspected regularly and properly maintained.

All scaffolding must be properly erected and inspected as per the

For work done over 3m from the floor proper fall protection shall be in place.

Disposal of used blades must be done safely.

Hand tools shall be in good repair.

Proper housekeeping practices must be followed.

SAFE JOB PROCEDURES

Job Title: **Drywall and Taping**

Developed By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date:	<u>July 31, 2019</u>
Approved By:	<u>Jay Shipton</u>	<u>President of Housing</u>	Date:	<u>July 31, 2019</u>
Revised By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date:	<u>January 3, 2023</u>

Equipment Required	Material Required	Personal Protective Equipment
<u>Ladder, stilts, knife, scaffold, trowels</u>	<u>Wall board, screws, drywall compound</u>	<u>Steel toed boots, dust mask or Air purifying respirator or</u>

Job Steps:

- Proper access to the building for delivery of materials shall be provided.
- Ensure that SDS are reviewed prior to commencing work.
- Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Policy.
- Proper ventilation must be maintained.
- Floor openings must be covered and secured or barricaded.
- All ladders used must be Grade 1 or 1A.
- Ladders shall be inspected regularly and properly maintained.
- All scaffolding must be properly erected, inspected and tagged as per the Alberta OHS Act, Regulation and Code.
- When stilts are used the floor must be clear of debris.
- Stilts must not be used on stairs or where fall protection applies.
- Disposal of used blades must be done safely.
- Fall protection is required if working higher than 3m.
- If drywall material is to be disposed of through the windows on the second floor of a home the area below must be marked, and signs posted warning of the activity, or a worker must be below to ensure that no personnel will be in the area that the materials are being dropped.

SAFE JOB PROCEDURES

Job Title: **Painting**

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: January 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Ladder, rollers, brushes,</u>	<u>Paint, solvent</u>	<u>Steel toed boots, safety glasses</u>
<u>scaffold, spray machine,</u>	<u>masking tape</u>	<u>air purifying respirator</u>
<u>sander</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Job Steps:

- Ensure that SDS are reviewed prior to commencing work.
- Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Policy.
- All employees must wear proper respiratory equipment when spraying is done.
- Ensure there is proper ventilation.
- Ensure air (spray) equipment is in good repair.
- All scaffolding must be properly erected and inspected as per the Alberta OHS Act, Regulation and Code.
- Ladders shall be inspected regularly and properly maintained.
- All ladders used must be Grade 1 or 1A.
- Proper disposal of paint cans supplies, and solvents must be carried out as per the manufacturer’s instructions and or the local environmental legislation.

SAFE JOB PROCEDURES

Job Title: **Flooring**

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: January 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u> Kicker, knee pads, knife, trowel, power nailer </u>	<u> Carpet, linoleum, Hardwood, glue, smooth edge </u>	<u> Safety glasses, gloves </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Job Steps:

Refer to SDS prior to commencing work.

Ensure that proper PPE is being worn in accordance with the manufacturer's instructions and the Prime Contractors Policy.

Ensure Employees are competent in the use of hand, power, and air tools.

Proper lifting techniques shall be used when carrying materials (i.e., large rolls of carpet).

Clear floor of sharp objects before installing material.

Disposal of used blades shall be done safely.

Provide adequate ventilation when spreading glue.

Take precautions when installing carpet on stairs to prevent tripping.

Good housekeeping practices must be followed.

Ensure proper disposal of glue containers.

SAFE JOB PROCEDURES

Job Title: Manual Lifting and Carrying

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

Equipment Required	Material Required	Personal Protective Equipment
_____	_____	Steel toed boots and gloves
_____	_____	_____
_____	_____	_____
_____	_____	_____

Job Steps:

Size up the load. If you think you need help, ask for it.

Get a good footing.

Bend your knees and get a good grip on the object to be lifted.

Keep your back straight, your head up, lift with your legs and keep the object being lifted close to your body.

Keep your balance. Do not twist or turn as you lift.

To put objects back down again, do not bend at the waist. Keep your back straight and bend your knees keeping the object close to your body until it is placed in a secure position.

SAFE JOB PROCEDURES

Job Title: **Fall Protection Equipment**

Developed By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date:	<u>July 31, 2019</u>
Approved By:	<u>Jay Shipton</u>	<u>President of Housing</u>	Date:	<u>July 31, 2019</u>
Revised By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date:	<u>January 3, 2023</u>

Equipment Required

Harnesses, lifeline, shock absorber

Lanyard, carabiner(s)

Material Required

Anchor point

Personal Protective Equipment

Hard hat, steel toed boots/shoes

Job Steps:

Do not use this equipment unless you have been trained in the use of this type of safety equipment.

Ensure that proper PPE is being worn in accordance with the manufacturer's instructions and the Prime Contractors Policy

Check your anchor point prior to connecting the lifeline to it.

Check the harness for any damage (cuts, damaged stitching, and damage from chemicals).

Check the lifeline for cuts or damage.

Ensure that the rope grab is installed in the proper direction.

Put on your harness and adjust it so that it fits snugly. Have another person check to see that the "D" ring is located between your shoulder blades.

Secure the end of the lifeline to the anchor point.

Secure the shock absorbing lanyard to the rope grab and then to the "D Ring" on the harness.

SAFE JOB PROCEDURES

Job Title: Hand Tools

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

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

Job Steps:

Check all tools prior to use for defects. Watch for cracked handles or other defects.

Use the proper tool for the job.

Hold the tool firmly.

Do your work in a safe manner.

Hammer

Grasp handle tightly with your wrist straight.

Face of hammer should be larger than the object being struck.

Keep your eye on the object being struck.

Strike the object with a square blow.

Screwdrivers

Ensure that the object is secure.

Do not hold object in your hand.

Use insulated end screwdrivers.

Wrenches

Use a boxed end wrench whenever practical.

Always apply the force towards you and not away.

Never strike a wrench to gain more force.

Never use a pipe (snipe) to gain more force.

SAFE JOB PROCEDURES

Job Title: Fixed or Retractable Knives

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

Equipment Required	Material Required	Personal Protective Equipment
<u>Fixed blade knife or retractable blade knife</u>	_____	<u>Safety glasses, Kevlar gloves</u>
_____	_____	_____
_____	_____	_____

Job Steps:

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

SAFE JOB PROCEDURES

Job Title: **Circular or Reciprocating Saws**

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: January 3, 2023

Equipment Required	Material Required	Personal Protective Equipment
<u>Circular saw, reciprocating saw</u>	<u></u>	<u>Safety glasses, hearing protection, Gloves, hard hat, safety footwear</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Job Steps:

- Determine if this is the proper tool for the job required.
- Read the manufacturer’s instructions when using a new tool.
- Inspect tools including electrical cord and safety features for any damage. If damage is noted do not use tool and choose another.
- Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Policy.
- Ensure proper blade for the material being cut.
- Set the blade depth to the proper level for the material being cut.
- Secure the material to be cut.
- Plug in the saw.
- Cut material as desired ensuring that your hands, body, and electrical cords remain out of the line of fire.
- Wait until guard falls back into place or blade stops spinning before placing saw down on any surface.
- Secure tool for future use.

SAFE JOB PROCEDURES

Job Title: Corded or Cordless Drills

Developed By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>July 31, 2019</u>
Approved By:	<u>Jay Shipton</u>	<u>President of Housing</u>	Date: <u>July 31, 2019</u>
Revised By:	<u>Charlotte Charbonneau</u>	<u>Corporate Safety & Fleet Manager</u>	Date: <u>January 3, 2023</u>

Equipment Required	Material Required	Personal Protective Equipment
<u>Cordless or corded drill</u>	<u> </u>	<u>Safety glasses, hearing protection,</u>
<u> </u>	<u> </u>	<u>gloves, hard hat, safety footwear</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Job Steps:

- Read the manufacturer’s instructions prior to using a new tool.
- Ensure that proper PPE is being worn in accordance with the manufacturer’s instructions and the Prime Contractors Policy.
- Ensure that tool is unplugged, or battery removed when adjusting or changing the bits.
- Use the proper type of drill bit for the material that you are working on.
- Hold the tool per the manufacturer’s instructions.
- Pay full attention to the work activity when using this type of tool.

SAFE JOB PROCEDURES

Job Title: Extension Ladder

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

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

Job Steps:

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

SAFE JOB PROCEDURES

Job Title: Step Ladder or Constructed Ladder

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

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

Job Steps:

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

SAFE JOB PROCEDURES

Job Title: Fire Extinguishers

Developed By: Charlotte Charbonneau Corporate Safety & Fleet Manager Date: July 31, 2019

Approved By: Jay Shipton President of Housing Date: July 31, 2019

Revised By: _____ Date: _____

Equipment Required	Material Required	Personal Protective Equipment
<u>Fire Extinguisher</u>	_____	<u>As required</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Job Steps:

- Approach the burning material from upwind.
- Stay approximately 3m from the burning material.
- Holding the fire extinguisher in an upright position, twist the pin to break the tie then pull pin out.
- Aim the hose or nozzle at the base of the fire.
- Squeeze the lever.
- Sweep the fire extinguisher from side to side.
- Do not breathe in the extinguishing agent.

Section 5
Formal Hazard Assessments

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: Driving		
				Date Prepared: December 15 th , 2017		
Material Required: Material for job						
Tools/Equipment Required: N/A						
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Inspection	Personal injury, missing vehicle deficiencies, tire pressure, not securing contents, fluid levels, headlights/taillights out.	3C	Ensure adequate lighting for pre-trip circle check, straps for contents, equipment bolted.	Monthly formal vehicle inspections, daily informal inspections.	Steel-toed boots, high visibility vest.
2	Driving	Personal injury, collisions, property damage, distracted driving.	2B	Mirrors set properly, seatbelts fastened, windshield and wipers in good condition. Use dash cams.	Ensure driver is licensed and driving record has been reviewed, follow traffic laws, follow Driving Safe Work Practices.	N/A
3	Reversing	Personal injury, collisions, property damage, distracted driving	2B	Mirrors set properly, seatbelts fastened, windows are clean and clear.	Use spotter, use mirrors, follow driving Safe Work Practices	Steel-toed boots, high-visibility vest.
Developed by: Jeff Boyer				Reviewed by (Sign and Date): JWHSC November 5, 2023		
Revised by: Dan Rondeau December 20, 2023						
Comments:						

Job Hazard Analysis (JHA)						
Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable			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: 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	Administration	PPE
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls	3C	Designated walkways.	Perform hazard assessment.	Steel-toed boots, hard hat
2	Climb ladder up to roof to inspect area of work and perform work	Slips, trips, falls	2B	Follow established ladder legislation in applicable province. Inspect ladder before use. Tie off ladder or have spotter. Use 3-point contact.	Make sure work area is clean before starting. Workers are competent for task or are under supervision.	Steel-toed boots, hard hat, fall protection equipment
3	Transport tools & materials to roof	Falling of equipment, materials and muscle strains	3C	Use appropriate hoisting equipment to raise tools and materials to roof.	Ensure workers are adequately trained and competent.	Steel-toed boots, hard hat, fall protection equipment
4	Fall protection	Fall protection is required when working over 10 feet, or at a lesser distance where injury may occur	1B	Use of fall protection devices is required by legislation. You must be trained and equipped with the appropriate devices. Devices may include, but are not limited to guardrails, roof anchors, safety lines and lanyards.	Ensure workers are adequately trained in use of fall protection and are competent.	Steel-toed boots, hard hat, fall protection equipment
5	Shingling	Slipping or falling off roof or falling through roof	1B	Use of safety harness, lanyard safety line to anchor	Workers are competent for task or are under supervision	Steel-toed boots, hard hat, fall protection equipment
6	Leaving site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways, clean-up site.	Inspect job to ensure job is complete, review of Housekeeping SWP and ensure job is left in good condition.	Steel-toed boots, hard hat
Developed by: Jody Jensen				Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
Revised by: Dan Rondeau Date: January 5, 2024						
Comments:						

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

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

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

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

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

Job Hazard Analysis (JHA)						
Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable 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, screw driver, drill, lights, extension cords ladders, lifts						
Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Arrival on site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Perform Hazard Assessment.	Safety boots, hard hat
2	Prepare for Taping	Slips, trips, falls, other workers, housekeeping, controlled products, electric shocks	3B	Safety railings, ladders	Ensure workers are competent to perform work or are under supervision. Read product SDS before use. Refer to Ladders, Electrical Safety SWPs'.	Safety boots, gloves
3	Taping	Slips, trips, falls, sprains/strains, cuts, controlled products, electric shocks	2B	Safety railings, ladders, lifts, fall protection	Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves
4	Re-taping	Slips, trips, falls, sprains/strains, cuts, controlled products, electric shocks	2B	Safety railings, ladders, fall protection	Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves
5	Sanding	Slips, trips, falls, sprains/strains, cuts, dust, controlled products, electric shocks, friction burns	2B	Pole sander, ventilation, safety railings, ladders, fall protection	Inspect respirator and cartridges, review SDS for product. Refer to Ladders, and Electrical Safety SWPs'.	Safety boots, gloves, safety glasses, half-mask respirator with particulate filters
6	Leaving site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways, clean-up site.	Inspect job to ensure job is complete, review Housekeeping SWP and ensure job is left in good condition.	Safety boots, gloves, hard hat
Developed by: Jeff Boyer				Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
Revised by: Dan Rondeau Date: January 5, 2024						
Comments:						

Job Hazard Analysis (JHA)						
Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable 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 vapour barrier	Slips, trips, falls, sprains/strains, cuts, exposure to controlled products	3C	Safety railings, ladders,	Read product SDS before use, Refer to Ladders, Lifting and Carrying SWPs'.	Safety boots, gloves
5	Leaving the site	Slips, trips, falls, traffic, overhead hazards	3C	Designated walkways	Inspect job to ensure job is complete, review Housekeeping SWP and ensure job is left in good condition.	Safety boots, hard hat
Developed by: Jeff Boyer				Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
Revised by: Dan Rondeau Date: January 5, 2024						
Comments:						

Job Hazard Analysis (JHA)						
Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable 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, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
3	Cut & Install baseboards	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
4	Installing Cabinets	Laceration, impalement, dust & chemical exposure, flying debris, property damage, collisions while transporting casing	2C	Ensure guards are in place on saw, use stand extensions to hold material, setup to cut in open area,	Plan route to transport casing, communicate with other workers, place hand holding casing away from area being nailed, ensure workers are competent to perform tasks, refer to Mitre Saw, Lifting & Carrying, and Pneumatic Tools SWPs, review product SDS	Steel toed boots, dust mask, safety glasses
5	Installing hardware	Impalement, property damage, repetitive motion	2C	Use proper hardware & proper installation tools. Ensure opening is sufficient for hardware.	Do not place hand near holes being drilled, refer to product specifications for installation, do not perform task unless competent to do so, do not force hardware.	Steel toed boots
Developed by: Jeff Boyer				Reviewed by: Charlotte Charbonneau Date: January 11, 2024		
Revised by: Dan Rondeau Date: January 5, 2024						
Comments						

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

Job Hazard Analysis (JHA)

<p>Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable</p> <p>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</p>	<p>Severity (S) + Probability (P) = Priority Ranking (PR)</p> <p>For example, Working at a height of 4 meters without fall protection. S (1) +P (A) =PR (1A)</p>
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Identified Task: Elevated Work Platform	Date Prepared: December 15 th , 2017
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Material Required: EWP pre-use checklist, pen, caution tape/rope

Tools/Equipment Required: Proper PPE, Full Body Harness, Connecting device, EWP

Steps	Sequence of Steps	Potential Incidents, Hazards, Conditions	Priority	Controls in Place		
				Engineer	Administration	PPE
1	Pre-use inspection	Missing critical inspection items. Moving vehicles, equipment on-site, other workers.	2B	Perform lift inspection in a safe area.	Use proper pre-use inspection checklist. Make sure to inspect each item on checklist. Verify that worker has completed proper lift training and fall protection training.	Hard hat, steel toed boots, high visibility clothing
2	Moving the lift into position	Collisions with workers, equipment, material. Uneven surfaces.	2B	Only drive on even surfaces. Always drive lift in lowered position. Ensure clear path to destination.	Use a spotter. Communicate verbally and visually with workers nearby. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots,
3	Raising lift to proper height	Collisions with objects, material, power lines. Worker falling from lift. Material/Tools/Equipment falling from lift.	2B	Fasten full body harness to manufactured anchor point using a connecting device. Ensure all Material/Tools/Equipment are firmly secured to platform. Caution tape or rope off work area.	Identify all overhead hazards. Stay 7 meters from overhead power lines. Ensure lift is rated for load on lift. Maintain constant communication with another worker in case of emergency. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots
4	Working from lift	Worker falling from lift. Material/Tools/Equipment falling from lift.	2B	Ensure all Material/Tools/Equipment are firmly secured to platform. Never use material to bridge gap from lift to another surface.	Make sure worker is trained to perform work that needs to be done. Make sure lift is appropriate for work. Maintain constant communication with another worker in case of emergency. Refer to Elevated Work Platform SWP	Full body harness, connecting device, hard hat, steel-toed boots

Developed by: Jeff Boyer	Reviewed by: Charlotte Charbonneau Date: January 11, 2024
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Revised by: Dan Rondeau Date: January 5, 2024

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

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

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

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

Job Hazard Analysis (JHA)						
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, to be promptly reported to your Site Superintendent, immediate Supervisor, or the Safety Department.
- Contractors (Trade Partners) will complete an 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 need to 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 is 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.
- No animals allowed on site at anytime 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.
- **Forth infraction:** Further suspension or possible termination.



Jay Shipton, President of Housing

Date: January 3, 2023

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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 of omissions leading up to the event; and
- Employees to be tested must not use any substance until after the test has been completed, or they are advised a test is not required.

Return to Duty – Post Violation

In those situations where employment is continued after a violation of this policy, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of six (6) months as a condition of continued employment.

Failure to Test

Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Safety 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 w

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.

ork modification may not be available/appropr

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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 companies 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, that is CSA approved, which also gives ankle support, be used.

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 lens should **NOT** be worn at the worksite. Contact lens may trap or absorb particles or gasses causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often 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 removes peaks or alter the shell or suspension in any way.
- Use solvents or paints on the shells (damages the shell).
- Put straps over the brims of Class B headgear.
- Use any liner that contains metal or conductive material.
- Carry anything in the hard hat while wearing the hard hat.
- Put decals or stickers on the headgear that will cover the shell or do not meet the manufacturers requirements.

Limb and Body Protection

General

Due to the nature of the construction workplace and the number of different hazards it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as “job exposures” (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or 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 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, Safety Data Sheet (SDS), or local OH&S office.

DO

- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off gloves before removing them.
- Ensure that gloves fit properly.
- Use the proper type of glove 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.

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

City Homes Master Builder Inc
Health & Safety Manual

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

Maintenance Program Policy

All tools and equipment need to 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 need to 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*.

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Jay Shipton 	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 should 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 in 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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
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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 Pronto Forms 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 initialled for the month
- Pin is properly secured by plastic break away ties
- End of hose is not obstructed

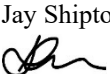
First Aid Kit

- 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 have 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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Jay Shipton 	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 shall 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 Pronto Forms 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 non skid feet/picks are damaged or defective.
- Extension ladder locks to ensure that they are operating properly and are not cracked, broken or missing parts.
- Ropes or pulleys are damaged or defective.

Step Ladder Inspection 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

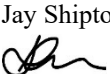
The equipment that requires monitoring, periodic checks, and maintenance are as follows:

- 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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: Jay Shipton 	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 and related training that is necessary to minimize losses of human and physical resources of the company. In addition, safety meetings involving all employees will be held monthly.

This training will include, but will not be limited to:

- New Hire Safety Orientations before or on the first day of work.
- Safety Orientations will be performed a secondary time upon return from maternity and or extended medical leave as well as re hires.
- Complete the Competency training checklist on the first 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 (Aerial Platform, Explosive Actuated Tools).
- Task and trade-specific training and certification
- Safety training for field level management and supervisors (Work Site Investigation Basics, Leadership for Safety Excellence, Ground Disturbance 201) Re certification required upon expiry if applicable. **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

- Emergency First Aid - CPR C and AED
- WHMIS 2015

Superintendents

- Emergency 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

Site Superintendent Managers/Field Construction Managers

- Emergency First Aid - CPR C and AED
- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance

Construction Managers

- Leadership for Safety Excellence
- Safe Trenching Excavation and Ground Disturbance

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*.

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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 to be high risk. Superintendents and Site Assistants are responsible for conducting ongoing informal inspections of areas where employees are working and documenting the inspections. In addition to the 4 inspections, 2 Toolbox meetings must be performed.

Site Superintendent Managers/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.

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Jay Shipton 	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 will 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 Safety Manager.
6. The Corporate Safety & Fleet Manager shall review all Superintendent and Contractor (Trade Partner) reports, determine the corrective action to be taken, and ensure that such action is implemented.

Conducting Serious Injury/Fatality Investigations

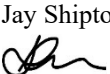
The person or team investigating a serious injury/fatality incident should proceed as follows:

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

City Homes Master Builder Inc
Health & Safety Manual

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

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 field staff and sales staff shall 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 Pronto Forms.

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.

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 instructions.

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, 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 need to 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.).

If the injury is minor in nature, then provide on-site first aid and transport the individual to the nearest hospital or medicentre for treatment immediately.

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Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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 #: 2
Approved By: Jay Shipton 	Author: Corporate Safety & Fleet Manager	Revision Date: January 3, 2023

Showhome Evacuation Procedure


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

1. Advise all personnel, customers, or visitors 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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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:

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

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

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

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

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

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

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

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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:

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

Lost Time: The total number of calendar days that the injured person is away from work as a result of a temporary disability. The lost time does not include the day on which the incident occurred or the day on which the injured person returns to work.

Collection of information

A Safety Department employee will compile the necessary information to produce summaries statistics on a monthly basis to the Health and Safety Manager,

Monthly safety summary form


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

Total number of recommendations (made, completed, outstanding)

Section 14

*Waste Management and
Environment*

City Homes Master Builder Inc
Health & Safety Manual

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

Environmental Policy

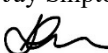
We are committed to protecting human health and the environment through regulatory compliance and the continuous review of our construction operations. We intend to meet this commitment through the application of the following principles:

- 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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 1
Approved By: Jay Shipton 	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.

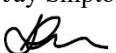
Warranty Personnel – Will advise their supervisor that they have completed work for the day.

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.

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Division(s): All	Department(s): All	Revision #: 2
Approved By: Jay Shipton 	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 - Will use the appropriate hearing protection when conducting any work.

Safety Representative – Arrange the required testing of the Employees and work site 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.

City Homes Master Builder 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

Workplace Anti-Violence & Harassment Policy

Objective

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 to ensure 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 though 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.

Cont'd

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.

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 3
Approved By: V.P. HR & Corp. Services	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.

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 they were witness to the bullying. In all cases, where a complaint of bullying is made in good faith, the employee will not be disciplined or retaliated against in any way. Every employee has the right to come to work without being afraid.

Bullying Defined

Workplace bullying is a repeated pattern of behaviour intended to intimidate, offend, degrade or humiliate a group or person-the bully's target. It is also described as the assertion of power through aggression, targeting the competence level of the person being bullied. Although it can include physical 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 rumours, 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.

City Homes Master Builder Inc
Health & Safety Manual

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

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

City Homes Master Builder Inc
Health & Safety Manual

Division(s): All	Department(s): All	Revision #: 2
Approved By: Jay Shipton 	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.