



**EMPLOYEE & CONTRACTOR
SAFETY GUIDELINES**

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INTRODUCTION

At **Wall-Tech Restoration Inc.** we believe that all workers have the right to work in a safe and healthy environment, and will therefore provide an environment where the risks are identified and managed as reasonably achievable.

At Wall-Tech Restoration Inc. Occupational Health and Safety is an integral part of our business performance. Using the concept of the Internal Responsibility System (IRS), through open lines of communication, objective discussions and cooperation between workers, Foremen, Management and the Joint Health and Safety Committee, Wall-Tech Restoration Inc.'s objective of a workplace free of hazards and illness can be achieved.

To ensure that we keep workplace accidents to an absolute minimum, we have developed Employee Safety Guidelines. These Guidelines have been designed to provide our employees with information pertaining to the general legislative requirements as well as workplace specific hazards.

If you do not understand any segment of these guidelines and/or are unsure how to perform a job safely, do not hesitate to ask your Foreman for assistance. Use the IRS and be proactive about health and safety by providing input and helping ensure that all of our employees are aware of hazards particular to our industry and how to protect against these hazards. Your input is valuable and could be instrumental in preventing unnecessary suffering by co-workers.

HEALTH AND SAFETY DUTIES

In this section of our Employee Safety Guidelines we will outline specific health and safety responsibilities for Wall-Tech Restoration Inc. employees as well as the legislative duties which affect our workers and our business. We expect all employees to work in compliance with the legislative duties and our responsibilities. This will help ensure the safety of our workers and promote our positive attitudes on workplace Health and Safety.

RESPONSIBILITIES

The following responsibilities have been prepared to assist our management team and workers to understand their role in the prevention of incidents, which may lead to personal injury or other loss to our organization and/or projects (i.e. property damage, job shutdown, loss of customer confidence, etc.).

These responsibilities must be strictly adhered to as listed. They must not be treated as all-inclusive. All employees of Wall-Tech Restoration Inc. are expected to take every necessary action and precaution to prevent an incident, based on their training, knowledge and the conditions or hazards presented by their work assignment. Where any concern or confusion arises it must be addressed immediately through the resources available to you.

**Wall-Tech Restoration Inc.
HEALTH AND SAFETY POLICY**

Wall-Tech Restoration Inc. is committed to the protection from accidental loss to its employees and property.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and in compliance with legislative requirements and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike.

As an employer, Wall-Tech Restoration Inc. is ultimately responsible for worker health and safety. As president, I give you my personal promise that every reasonable precaution will be taken to protect workers from harm.

Supervisors are responsible to ensure that health and safety conditions are maintained in his/her assigned work area. Supervisors are responsible to ensure that machinery and equipment are safe, and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

All employees of Wall-Tech Restoration Inc. are responsible to report all unsafe and all unhealthy conditions to their supervisor and abide by all health and safety rules and regulations.

I trust that all of you will join me in a personal commitment to loss prevention as a way of life.

President
Wall-Tech Restoration Inc.

Date

Senior Management Roles and Responsibilities

Management must perform or adhere to the following:

- Performing workplace inspections
- Conducting information sessions (safety talks, staff meetings, tail gate meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee and supervisor health and safety performance
- Performing employee safety observations
- Full legislation must be included in your health and safety responsibilities

Management responsibilities, as found in sections 25, 26 of the OHSA:

- 25 (1) An employer shall ensure that,
- (a) The equipment, materials and protective devices are provided as prescribed
 - (b) The equipment, materials and protective devices provided by the employer are maintained in good condition;
 - (c) The measures and procedures prescribed are carried out in the workplace;
 - (d) The equipment, materials and protective devices provided by the employer are used as prescribed; and
 - (e) A floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials there in to be stressed beyond the allowable established under the Building Code Act.
- 25 (2) Without limiting the strict duty imposed by subsections (1), an employer shall,
- (a) Provide information, instruction and supervision to a worker to protect the health or safety of the worker;
 - (b) In a medical emergency for the purpose of diagnosis or treatment, provide upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
 - (c) When appointing a supervisor, appoint a competent person;
 - (d) Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent;
 - (e) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any other functions;
 - (f) Only employ in or about a workplace a person over such age as may be prescribed;
 - (g) Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
 - (h) Take every precaution reasonable in the circumstances for the protection of a worker;
 - (i) Post in the workplace, a copy of the Act and any explanatory material prepared by the Ministry both in English and in the majority language of the workplace, outlining the rights, responsibilities and duties of the workers;
 - (j) Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;

- (k) Post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- (l) Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of ht report that concern occupational health and safety; and
- (m) Advise workers of the results of a report referred to in clause (1) and, if the report that concerns occupational health and safety.

(3) For the purposes of clause (2) (c), an employer may appoint himself or herself as supervisor where the employer is a competent person.

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c.0.1, s.25.

Additional Duties of Employers:

- 26 (1) In addition to the duties imposed by section 25, an employer shall,
- (a) Establish an occupational health service for workers as prescribed;
 - (b) Where an occupational health service is prescribed, maintain the same according to the standards prescribed;
 - (c) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
 - (d) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
 - (e) Notify a Director of the use or introduction into a workplace of biological, chemical or physical agents as may be prescribed ;
 - (f) Monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
 - (g) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
 - (h) Establish a medical surveillance program for the benefit of workers as prescribed;
 - (i) Provide for safety-related medical examinations and tests for workers as prescribed;
 - (j) Where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
 - (k) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
 - (l) Carry out such training programs for workers, supervisor and committee members as may be prescribed.
- (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director may act as an employer. R.S.O. 1990, c, 0.1, s. 26 (1, 2).

- (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,
- (a) the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
 - (b) the worker's reasonable travel costs respecting the examinations or tests;
 - (c) the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. 0.1, s. 26 (3); 1994, c. 27, s. 120 (3).

Managers/Supervisors/Foreman Roles and Responsibilities

Supervisor(s) must perform or adhere to the following;

- Performing workplace inspections
- Conducting information sessions (safety talks, staff meetings, tail gate meetings)
- Conducting incident investigations
- Conducting employee training
- Correcting substandard acts or conditions
- Commending employee health and safety performance
- Performing employee safety observations
- Full legislation must be included in you health and safety responsibilities

Duties of Supervisor

- 27 (1) A supervisor shall ensure that a worker,
- (a) Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
 - (b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisor

- (2) Without limiting the duty imposed by subsections (1), a supervisor shall,
- (a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
 - (b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
 - (c) Take every precaution reasonable in the circumstances for the protections of a worker.
R.S.O. 1990, c. 0.1, s. 27.

Worker Roles/Responsibilities

28. (1) A worker shall,
- (a) Work in compliance with the provisions of this Act and the regulations;
 - (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

- (c) Report to his or her supervisor the absence of, or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard which he or she knows.
- (2) No Worker Shall
- (a) Remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
 - (c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- (3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Health and Safety Rules/Responsibilities

The following health and safety rules must be observed at all times by all workers and subcontractors.

1. Read and become familiar with Wall-Tech Restoration Inc.'s Health and Safety Program for the specific project and adhere to the Safe Work Practices and Procedures as details therein.
2. Always work in compliance with the Occupational Health and Safety Act and the respective Regulations, Standards and Guidelines as well as any other pertinent regulations such as WHMIS etc.
3. Cooperate with all Health and Safety personnel including the Site Supervisors, Foremen, Crew Leaders, Health and Safety Committee, Worker Safety Representative, Inspectors, Government Agencies, and Ministries.
4. Before carrying out any tasks, be sure that you are familiar with the process and ensure that you are using whatever controls are necessary for safe operations.
5. AVOID taking short cuts to perform a task.
6. Use the appropriate tools/machine/equipment for the task at hand. Misuse of tools, etc. will not be tolerated.
7. Walk don't run. Care should be taken at all times.
8. Rings, jewelry and loose clothing must not be worn during work activity within the Project Site Area(s).
9. If you are unfamiliar with the assigned task, equipment, machinery or tools, or if you have a Health and Safety concern, contact your Crew Leader.
10. Read and follow all health and safety notices and warnings.
11. Wear Personal Protective Equipment in designated areas identified by signs or the Policies and Procedures specified herein outlining applicable equipment. Use, as well as maintain, the protective safety devices/equipment in the appropriate working order, as

required by the Company's Health and Safety Policy for this project and applicable manufacturer's instructions.

12. **This includes mandatory head, foot, and fall arrest protection and when required, appropriate body protection, respiratory, eye, hearing and head protection. There are no exceptions.**
13. Report to your Crew Leader or Foreman of the absence of or defect in any equipment, machinery, tools, vehicles, physical environment or protective/safety device of which you are aware.
14. Perform repairs, alterations and process changes only when authorized and trained.
15. All materials, equipment and tools must be stored in a safe and neat manner.
16. Stand clear of floor or ground openings if guardrails or covers are removed or displaced.
17. Keep your attention on the task you are performing. Be alert to your surroundings.
18. Do not disturb or distract your fellow workers while they are performing their job.
19. All accidents/incidents must be reported immediately to your Crew Leader and the Joint Health and Safety Committee.
20. Any observed, known or suspected non-conformances; both behaviour and physical, with the Rules and Regulations as outlined herein or the Occupational Health & Safety Act and respective Regulations must be reported to your immediate Crew Leader.
21. No employee shall work in a manner that will endanger another person.
22. Intoxication or possession of alcohol or illicit drugs is strictly prohibited while in the course of employment with Wall-Tech Restoration Inc. Use of prescription drugs is only permitted is used as directed by a medical physician and provided it does not affect your ability to perform you work safely and efficiently.
23. Maintain an acceptable mental (i.e. attitude, alertness, etc.) and physical condition for working. Have full awareness of all physical limitations.
24. A clean work area in many cases is also a safe work area. Always keep work areas, access ways and egresses clean and free of spills, scrap, debris and congestion.
25. Electrical extensions/cables/cords and ropes may not cross over any walkway or stairwell. All such cables, cords and extensions etc. must be properly protected with boards on either side and identified (with paint, signage, etc.) or suspended across the walkway accordingly.
26. No electrical extension cords or plugs may be repaired using tape of any kind. Damaged extensions must be properly repaired or replaced.
27. Portable electrical tools, machines, equipment when used outdoors or in possible wet locations/environments must be protected by a ground fault circuit interrupter (GFCI) installed at the receptacle or on the circuit at the panel.
28. All "hot" receptacles must be properly covered including all junction boxes and outlets. In addition, there may be area or departmental/specific project rules, which will be enforced for your safety.

Health and Safety Coordinator/Administrator (HSC)

The Health and Safety Coordinator is accountable to the President for ensuring that all aspects of the Health and Safety Program are being applied and that all established safety policies and procedures are administered and enforced at all levels of our organization. The HSC assists with the development, implementation and monitoring of the Health & Safety Program with the assistance of the Management Team.

Responsibilities

- Provide information to shop/site personnel on applicable safety legislation and regulations.
- Ensure that Senior Management is kept up to date with all Health and Safety activities and issues.
- Conduct, review and document shop/site inspections.
- Conduct annual Health and Safety audits.
- Report safety infractions to Management.
- Assist with investigations of safety issues.
- Assist supervisors/foremen with the preparation of agenda and material for regular safety meetings.
- Suggest and help implement improvements to the safety program and procedures.
- Review reports for accuracy and distribution.
- Verify that the supervisors/foremen have adequately prepared their workers to act appropriately in emergency situations.
- Arrange for training and education as required.
- Develop and coordinate worker safety orientation.
- Monitor and manage WSIB claims – assist with the Early and Safe Return To Work Program (ESRTW)
- On a monthly basis, prepare and submit to senior management and all facilities, accident frequency and other reports that measure facility/site and company safety performance.
- Liaise with professional organizations and the government agencies.

Contractors

All contractors (including Engineers, Architects and Suppliers) and outside agencies must be made aware of and adhere to the procedures and health and safety rules of Wall-Tech Restoration Inc. The person escorting/responsible for the contractor must inform them of their safety responsibilities and ensure that all contract workers work in accordance with the Act and all the company specific health and safety policies and procedures.

Responsibilities

- Report upon your arrival to the Supervisor/Forman so they are aware of your presence and be made aware of our Health and Safety Policy and Procedures (Subcontractor's Safety Package – if applicable) and participate in its requirements if you are required to do work.
- Provide qualified workers for work to be performed and take every precaution necessary in the circumstances to ensure the health and safety of workers.
- Report any hazards or unsafe conditions observed to the Supervisor/Foreman.
- Ensure all work performed is in accordance with governing legislation/regulation/industry standard.
- Wear protective equipment required for the work you are performing, minimum CSA approved hard hats, safety boots and eye protection. Fall arrest, respiratory, hearing or other protection may be required depending on the scope of work.

In addition to the above health and safety responsibilities, please note the following prescribed duties, extracted from the **Occupational Health and Safety Act (OHSA) R.S.O. 1990, c. 0.1, s .23 and 31;**

23 (1) **Duties of constructor** – A constructor shall ensure, on a project undertaken by the constructor that,

- (a) The measures and procedures prescribed by this Act and the regulations are carried out on the project;
- (b) Every employer and every worker performing work on the project complies with this Act and the regulations; and
- (c) The health and safety of workers on the project is protected.

(2) **Notice of Project** – Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.

31 (1) **Duties of Suppliers** – Every person who supplies any machine, device, tool or equipment under and rental, leasing or similar arrangement for use in or about a workplace shall ensure,

- (a) that the machine, device, tool or equipment is in good condition;
- (b) that the machine, device, tool or equipment complies with this Act and the regulations; and
- (c) if it is his responsibility under the rental, leasing or similar arrangement to do so, that the machine, device, tool or equipment is maintained in good condition.

(2) **Architects and Engineers** – An architect as defined in the Architects Act, and a professional engineer as defined in the Professional Engineers Act, contravenes this Act if, as a result of his or her advise that is a given or his or her certification required under this Act that is made negligently or incompetently, a worker is endangered.

Hazard Reporting

If you identify a hazard and it is within your responsibility/authorization then it is expected that you will do what you can to correct it – if you are trained to do so. All other known or suspected

hazards must be either reported verbally or in writing to your immediate crew leader. Forms are available from the Crew Leader. The Crew Leader will ensure it is properly documented and investigate the suspected hazard immediately. All completed forms are to be forwarded to the Safety Coordinator who will review them with the JH&SC.

Health and Safety Inspections

The standards for inspections at Wall-Tech Restoration Inc. are as follows:

Management Inspections: Conducted as per the posted schedule i.e. minimum once per year.

Foremen/Crew Leader Inspections: Are to be conducted everyday and completed for each workplace/job.

Workers: Are responsible for any/all pre-shift, daily and/or pre-use checks/inspections as required.

All inspections and checks are to be completed using the appropriate checklist with the Non-conformance/Inspection Report to be completed and forwarded appropriately.

Preventative Maintenance

All tools, equipment, machines and vehicles are to be maintained according to the preventative maintenance schedule which follows the specific manufacturer's guidelines. Records of all such maintenance will be maintained within the head office.

Investigations

This program requires that all accident and incident, regardless of the cause, nature, severity of location be reported. This includes accidents and incidents occurring outside the workplace that may affect the employees' ability to safely and efficiently complete their expected duties. Foremen/Crew Leaders are required to do the investigations wherever possible with the Worker Health and Safety Representative.

Posted H&S Materials

All pertinent health and safety information is posted on the safety board(s) within the Head Office. Copies of any health and safety material are available upon request. Pertinent site safety information is maintained within each company vehicle/truck within their respective "Vehicle Safety Kit". Contact your Foreman/Crew Leader for any safety information/records etc.

Senior Management

In addition to the legislated requirements, Senior Management and the SMT (Senior Management Team) are accountable for the following:

The Continuous Improvement Program and H&S Goals including reviewing and tracking all program changes

1. Review of all trends analysis
2. Responding within 21 days of all formal JH&SC Recommendations
3. Toolbox Sessions
4. Off-the-Job Safety Program
5. Scheduled Management Inspection

Training

All Records of Training and copies of all Certifications will be maintained at the office by the safety coordinator or competent designate. Copies are available upon request. Employees will be required to participate within the required training which could include (as appropriate):

- Orientation, Promotion
- Job instruction
- Legislation and Responsibilities
- WHMIS – Generic and Specific
- Material Handling/ Back Care
- Inspections / Checks
- Investigation
- JH&SC Training / Certification
- Emergency Preparedness / Response
- Fire Extinguisher Use
- First-Aid / CPR
- Personal Protection Equipment
- Fall Protection
- Forklift
- Advance Driver
- Etc.

Copies of pertinent certifications must be within easy access while on the work/job site i.e. fall protection, WHMIS (MSDS), Elevated Work Platform etc.

Worker Rights

To balance the employer's general right to direct the work force and control the production process in the workplace, the Act gives four basic rights to workers.

The Right to Participate – in workplace H&S;

The Right to Know – about the hazards –refer to WHMIS;

The Right to Refuse – unsafe work

In addition, 'certified' JH&SC Members have the right to stop dangerous work under specific circumstances.

Right to Refuse

Definition (per the Act RSO 1990):

A worker may refuse to work where the worker has reason to believe that:

- a) Any equipment, machine, device or thing he/she are to use or operate is likely to endanger himself/herself or another worker
- b) The physical condition of the workplace of the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- c) Any equipment, machine, device or thing he or she is to use or operate of the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of Health and Safety Legislation and such contravention is likely to endanger himself, herself or another worker.

Steps to be taken

1. Worker refuses to work and immediately informs Foreman of the reason(s).
2. The Foreman will investigate, in the presence of the worker and the JHSC worker representative.
3. Worker stands in a safe place near workstation while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
4. If problem is resolved to the worker's satisfaction, he/she returns to work.
5. If not resolved and worker continues to refuse to work, another worker may be asked to perform the same task.

NOTE: Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and circumstances, in the presence of the worker safety representative selected by the trade union that represents the worker.

6. The Governing Authority investigates the refusal in the presence of the worker, employer, Foreman and the worker representative of the JHSC.
7. Pending the outcome of the investigation, the worker may NOT be sent home or disciplined for his/her actions.
8. A decision will be made in writing provided to all parties.
9. An investigation report must be completed and provided to all applicable parties.

Selection Process for the Worker Representative

The Worker Representative name(s) along with work locations will be posted in a conspicuous location on site.

The worker representative will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select 1 representative per shift. In order to be elected, the person must receive 65% of the votes casted.

The term as a Health and Safety representative is 2 years from the date of election.

Replacement Process of a worker representative: should an elected representative not be able to continue, the previous election results (not more than 2 years old) will be used to select the person receiving the next amount of votes.

Submission of Recommendations

Why: A function of the Worker Representative is to make recommendations to the employer and the workers for the improvement of the health and safety of workers.

Who can submit:	The Worker Representative will submit their recommendations on the company recommendation form within 3 days of the hazard identification.
Who is it submitted to:	The employer (management).
What can be submitted:	Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).
When:	As soon as the source of danger or hazard is identified which must be within 3 working days.
How:	In writing on the company's recommendation form.

Selection process for the Joint Health and Safety Committee

The Joint Health and Safety Committee (JHSC) if required will consist of 1 worker member and 1 management member.

The JHSC will meet quarterly or more frequently as necessary. The minutes of the meeting will be recorded and posted.

A list of the JHSC member's names along with work locations will be posted in conspicuous workplace and site locations.

Worker Member: Will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members.

Management Member: The president will select the management members.

The same process as above will be used for both the worker and management members when selecting alternates.

Worker Certified Member: The workers will decide who will become the certified worker member.

Management Certified Member: The management members on the JHSC will decide who will become the certified management member.

Replacement Process of Certified: The same process as above will be used to replace the certified member.

Selection of Worker Co-Chair: The worker members on the JHSC will decide who will become the worker co-chair.

Selection of the Management Co-Chair: The Management members on the JHSC will decide who will become the management co-chair.

If the company is having difficulty selecting JHSC members, management will:

- Make additional efforts to promote the benefits of becoming a JHSC member.
- Educate and train the workers in health and safety.
- Provide information to workers on the roles and responsibilities of the JHSC.

At least one worker member and one management member will be certified as per the Occupational Health and Safety Act.

Personal Conduct

Personal conduct at Wall-Tech Restoration Inc. is of prime importance. We expect that while employed for Wall-Tech Restoration Inc. you will help maintain our reputation for having work crews who are conscientious and practice good personal conduct, at all times.

The following are guidelines to be followed by all workers or sub-contractors employed by Wall-Tech Restoration Inc.:

- Ensure that you are familiar with and abide by Wall-Tech Restoration Inc.'s Policy and Safety Guidelines.
- Understand and abide by Health and Safety guidelines and procedures of the site constructor.
- Always work in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects, Industrial Establishments and any other pertinent regulations such as WHMIS Regulations, etc.
- Co-operate with Ministry of Labour inspectors, Site Safety Coordinators, Worker Health and Safety Representatives, Foremen and others who are attempting to achieve and maintain a safe and healthy workplace.
- Always wear and properly use the personal protective equipment that is required when working on site.
- Do not engage in horseplay or fighting.
- Use discretion; if it does not look or feel safe ask for your Foreman's assistance before doing it.
- Read and follow all posted notices and warnings.
- Shirts with sleeves and long pants shall be worn at all times.
- Intoxication or possession of alcohol or illicit drugs will not be permitted on the job. Use of prescription drugs is permitted if used as directed by a medical physician, and provided it does not affect your ability to perform work safely or efficiently (Please see drug and alcohol policy in following pages)
- If you are not familiar with the use of any equipment, machinery, or tools, ask your foreman for assistance.
- Do not disturb fellow workers while they are setting up or operating any equipment, machinery or work.
- A clean work area is also a safe work area. Always keep work area and access ways clean and free of scrap, debris and congestion.
- Jewelry must not be worn on site.
- Where required, follow all customer policies for loose objects.
- All incidents/accidents/injuries and/or unsafe conditions must be reported to your foreman immediately.

SUBSTANCE ABUSE POLICY

Wall-Tech Restoration Inc. is committed to ensure a safe, healthy and productive workplace. Employees' use of illicit drugs and/or inappropriate use of alcohol or medications can have serious adverse affects on the safety and well being of fellow employees, the community and the environment. This policy works to encourage mutual cooperation in addressing alcohol, medication and illicit drug use problems.

This substance abuse policy applies to all individuals who are working or engaged in business on Wall-Tech Restoration Inc.'s premises or jobsites.

The use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia or unprescribed drugs or alcohol while on company business (jobsites) or property is strictly prohibited. The presence in the body of illicit drugs or unprescribed drugs that may cause impairment while on company business or property is strictly prohibited. The misuse of prescribed medications, over the counter medications or other substances while on company business or property is strictly prohibited. An employee who believes that his/her use of prescribed medication may have an adverse affect on his/her performance, including safety issues, is required to report this in confidence to his/her supervisor who, should refer the employee to their doctor, ensuring the doctor gives the employee permission to safely perform their job while taking the prescribed drug. Employees are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to their leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment. No employee will be disciplined for providing this information, a modification of duties or reassignment will be put in place for the employee until they are no longer using the medication. No one shall report unfit for work due to the after effects of alcohol, illicit drugs, unprescribed drugs or the misuse of prescribed medications.

Alcohol consumption during working hours, whether on or off company property, is strictly prohibited. This provision applies to meal times, or other personal work breaks, whether or not they are considered to be paid time. If reasonable belief is established that an employee is impaired, the employee will cease work immediately. Not doing so would put all other people present at risk of a dangerous situation. All foremen are to follow the following procedures when they suspect an employee is under the influence:

1. **Play it Safe:** Immediately stop the employee from doing any further work. Do not let the employee work or operate any machinery or equipment.
2. **Second Opinion:** Ask (an)other employee(s) that have been working with this employee if they believe he/she is under the influence of drugs or alcohol.
3. **Send Employee Home:** if reasonable belief has been established that the employee is impaired, send this employee home, ensuring they make it there safely. Do not let the employee drive themselves home. If the employee has driven themselves to work, call a 'Keys-to-Us' service which will come and pick up the employee and their vehicle and safely take them home. If the employee has taken public transit to work, ensure they get onto the public transit to take them home. If the employee has gotten a ride to work with

another employee call a cab for the employee. If you do not have access to these phone numbers contact the office to call them for you.

4. Report: report the incident to management and the Joint Health and Safety Committee. Management will decide what further actions are to be taken with the employee.

When dealing with an employee believed to have an issue with substance abuse, always remember the following:

- Don't ignore the problem.
- Treat the employee fairly, confidentially and with respect.
- If you are concerned that someone has an addiction problem do not accuse them of being an alcoholic or of having a drug problem. Make sure they understand you only want to help.

A first violation of this policy may result in immediate discharge, at the discretion of management. Such a discretionary choice may be conditioned upon the employee satisfactorily completing a drug or alcohol abuse rehabilitation program when recommended by the company. If an employee is not discharged for violation of this policy, the employee may receive a final written warning and/or immediate suspension without pay for a reasonable period.

Any violation of these provisions will be grounds for disciplinary action, up to and including termination of employment with Wall-Tech Restoration Inc. As part of its responsibility, Wall-Tech Restoration Inc. will communicate this policy to all employees and contractors. These individuals are responsible for understanding the policy application to themselves and others for whom they are responsible.

Wall-Tech Restoration Inc. is required to comply with the Freedom of Information and Protection of Privacy Act (FIPPA). This provincial legislation governs the use and disclosure of personal information such as an individual's health and health care history, including information about a physical or mental disability.

No specific health information will be released to a manager or supervisor. The only health information that is shared with the manager or supervisor is that the person is 'fit for duty', or 'fit for duty with specific limitations or restrictions', or 'not fit for duty'. Information about individuals who attend counseling or provide health information is not shared with anyone without the individual's informed, voluntary and written consent. The FIPPA Act also requires that Personal Information, including information about an individual's health, be protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or distribution.

WORKPLACE VIOLENCE & HARASSMENT POLICY AND PROCEDURES

The intent of this policy is to establish a **Zero Tolerance Standard** with respect to acts of intimidation, threats of violence or harassment, or acts of violence or harassment relating to the workplace (violence or harassment which stems from an employment relationship) at Wall-Tech Restoration Inc. The policy and procedures to follow include reference to domestic violence when it affects the workplace.

It is intended as a guide for employees, supervisors and managers/owners and has been prepared to aid in the recognition and response to employee workplace violence and harassment and domestic violence affecting the workplace. A safe and secure workplace is essential to carrying out the mission of Wall-Tech Restoration Inc.; the company and its employees are committed to working together to create and maintain a workplace that is as free as possible from any forms of harassing and threatening behaviours.

The policy and procedures contained in this policy constitute a written program for job safety and security and are in conjunction with IHSA and the Ministry of Labour.

Wall-Tech Restoration Inc. is committed to providing a workplace that is as free as possible from intimidation, threats of violence and acts of violence.

Intimidation:	an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.
Threat of Violence:	an intentional act that threatens bodily harm to another person or damage to the property of another.
Act of Violence:	an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.
Harassment:	engaging in a course of vexatious comment or conduct against another person, behavior that is known or ought reasonably to be known to be unwelcome.

Wall-Tech Restoration Inc. prohibits acts of intimidation as well as actual or threatened violence or harassment against co-workers, visitors or any other person who are either on site or have contact with Wall-Tech Restoration Inc. employees in the course of their duties. The following types of behaviours are examples of violations of Wall-Tech Restoration Inc.'s policy:

- Unwelcome name-calling, obscene language, and other abusive behavior;
- Intimidation through direct or veiled verbal threats;
- Throwing objects in the workplace regardless of the size of type of object being thrown, or whether a person is the target of the thrown object;
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
- Physically intimidating others including such acts as obscene gestures, shouting and fist shaking;
- Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
- Displaying or circulating offensive pictures or materials in print or electronic form;
- Bullying;

- Repeated offensive or intimidating phone calls or e-mails; or
- Inappropriate sexual touching, advances, suggestions or requests

Security and safety in the workplace require the cooperation of every employee, supervisor, manager and owner. Any Wall-Tech Restoration Inc. employee who is the subject of or witness to a suspected violation of this policy is strongly encouraged to report the violation to the next-in-line supervisor who is not a party to the violation. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to management and or the Police. Any supervisor, manager, or other person in authority who receives a report of a suspected violation of this policy shall investigate the suspected violation and shall consult with the Joint Health and Safety Committee or management as appropriate. The results of the investigation shall be reported by the investigating authority to his/her next-in-line supervisor as well as to the Joint Health and Safety Committee for review at the next meeting.

Any Wall-Tech Restoration Inc. employee found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal, and if appropriate, shall be prosecuted to the full extent of the law.

No employee shall be retaliated against in his/her employment for reporting intimidation, threats, harassment or acts of violence.

DOMESTIC VIOLENCE AND HARASSMENT

Domestic violence becomes workplace violence or harassment when it occurs or spills over into the workplace. Employers and workers often assume that domestic violence is a personal issue with no relation to the workplace, and that workplace parties can do nothing about it. This makes it even harder for a victim of domestic violence to come forth and ask for help.

Domestic violence can occur between all types of people in all types of intimate relationships and is not limited to solely heterosexual relationships. Domestic violence can occur between current or former intimate partners, adults or adolescents, people of all racial, economic, educational and religious backgrounds. They may also occur between people in heterosexual and same-sex relationships who are living together or separately, married or unmarried and in short or long term relationships. **Domestic violence can occur to anyone.**

Domestic violence includes the following types of abuse;

- Physical Abuse: hitting, pinching, slapping, pushing, punching, kicking, stabbing or shooting. Includes threats to cause harm.
- Psychological Abuse (emotional or verbal abuse): put-downs, name calling, jealousy, isolation from family and friends, threats to leave the relationship, threats to commit suicide or some other extreme act if the victim does not co-operate.
- Sexual Abuse: unwanted touching or sexual activity, control over birth control, forced pregnancies or abortions and transmission of STDs.
- Financial Abuse: using finances to control another individual.
- Spiritual Abuse: using religious or spiritual matters to control another (i.e. forcing another to follow a particular faith or give up their religion)

If an employee of Wall-Tech Restoration Inc. suspects that another employee is a victim of domestic violence at the workplace they must report this to their next-in-line supervisor. Domestic violence will not be tolerated on any of Wall-Tech Restoration Inc.'s property. Once a supervisor has been informed of domestic violence they must take all steps possible to ensure the safety of the employee and other employees. This may include involving other parties, such as the police. All employees must be aware that **confidentiality will be kept as much as possible** in regards to domestic violence.

Any supervisor, manager or other person in authority who receives a report of suspected domestic violence shall investigate the claim but at the same time remember the sensitivity of the issue. The victim may not want to admit that they are a victim of domestic violence, and they may not want other people to know that they are a victim of domestic violence. Confidentiality is very important in cases of domestic violence involving the workplace.

Employers need to get involved in cases of domestic violence because domestic violence can negatively affect the workplace in many ways. The effects of domestic violence in the workplace can include:

- Potential harm to employees, co-workers and/or customers when violent abusers enter the workplace
- Reduced employee productivity
- Increased absenteeism
- Replacement, recruitment and training costs when victims are injured or dismissed for poor performance
- Higher company health expenses
- Decreased employee morale
- Strained relations among coworkers
- Liability costs if someone at the workplace is harmed

WORKPLACE VIOLENCE AND HARASSMENT WARNING SIGNS

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent, but they do not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

Verbal, nonverbal or written threats – or intimidation, explicit or subtle	Frequent impersonal conflicts
Fascination with weaponry and/or acts of violence – carrying a concealed weapon	Unable to take criticism of job performance
Expression of a plan to hurt self/others	Displays of unwarranted anger
Feelings of persecution, expressed distrust, especially with management	Moral righteousness – believing the organization is not following its rules
Fear reaction to employee among coworkers/clients	Violence toward inanimate objects
Expression of extreme desperation over family, financial or personal problems	Sabotaging projects, computer programs or equipment
	Holding a grudge against a specific person; verbalizing a hope that something will happen to him/her

Those who witness these warning signs are strongly encouraged to inform their supervisors. Managers and supervisors are encouraged to consult with the Joint Health and Safety Committee (JHSC) or upper management to prevent a difficult situation from escalating into violence. Another type of workplace violence may occur when an individual becomes romantically obsessed with someone who does not reciprocate the romantic feelings. The obsession is irrational and the subject does not respond to the victim’s attempts to set limits or to end the attachment. Obsessed individuals have sometimes been known to be a threat to the safety of the individual with whom they are obsessed. If you believe that you are being stalked or that someone has an obsessive attachment to you, you should notify your direct supervisor or the police for assistance.

DOMESTIC VIOLENCE WARNING SIGNS

Some victims may not easily identify that they are victims of domestic violence. Friends, family and co-workers around the victim and or abuser also may not immediately recognize the signs of domestic violence. Friends, family and co-workers should look for the following signs if they suspect someone is the victim of domestic violence:

The victim may try to cover bruises.

The victim may seem sad, lonely, withdrawn and constantly afraid.

The victim might have trouble concentrating on one task.

The victim may make excuses or apologize for the perpetrator's behaviour.

The victim might be nervous talking to others when the perpetrator is near.

The victim might make last minute excuses/cancellations to not have to participate in social activities.

The victim might use drugs or alcohol to escape the pain of being abused.

The victim might miss work frequently or more than usual.

Other warning signs of domestic violence include:

The perpetrator repeatedly phoning or emailing the victim for no apparent reason.

The perpetrator stalking or watching the victim.

The perpetrator showing up at the workplace and bothering co-workers with questions about the victim (where are they? Who do they take their breaks with? Etc)

The perpetrator calling the workplace when the victim is absent from work to provide an excuse as to why they are not there.

The perpetrator threatening co-workers (if you don't tell me, I'll...)

The perpetrator verbally abusing the victim or their co-workers.

The perpetrator displaying jealous and controlling behaviours.

The perpetrator destroying the victim's or organization's property while the victim is at work.

The perpetrator physically harming the victim and/or co-workers.

Those who witness these warning signs are strongly encouraged to inform their supervisors. Managers and supervisors are encouraged to consult with the Joint Health and Safety Committee (JHSC) or upper management to prevent an employee or employees from being harmed by domestic violence.

STRATEGIES TO DE-ESCALATE THREATENING BAHVIOUR

The following conflict resolution strategies may be helpful to de-escalate situations where an individual is exhibiting threatening or intimidating behavior:

- Project calmness, move and speak slowly, quietly and confidently
- Encourage the person to talk; listen closely and patiently
- Maintain a relaxed but attentive posture
- Position yourself at an angle to the person rather than directly in front
- Arrange yourself so your access to emergency exits is not blocked
- Acknowledge the person’s feelings
- As for small, specific favors such as asking the person to move to quieter area, or to move outside
- Use delaying tactics to give the person time to calm down, such as offering a drink of water (in a paper cup)
- Point out choices, break big problems into smaller ones
- Avoid sudden movements and maintain a 3 – 6 foot distance
- Call the police when it is safe to do so
- Call the Joint Health and Safety Committee representative when the person has left

STRATEGIES TO APPROACHING SUSPECTED VICTIMS OF DOMESTIC VIOLENCE

Do	Don’t
<ul style="list-style-type: none"> • Ask if something is wrong • Express concern • Listen and validate • Offer help • Support his/her decisions 	<ul style="list-style-type: none"> • Wait for him/her to come to you for help • Judge or blame • Pressure him or her • Give opinionated advice • Place conditions on your support

Always talk to the person in private and let him/her know that you are concerned. Point out things that you’ve noticed that make you worried they may be a victim of domestic violence. Tell the person that you are there in case they need to talk; they may not want to immediately admit that they are a victim of domestic violence or harassment, but knowing there is someone there for them may encourage them to speak out. Always reassure the person that you will keep all information confidential (unless you believe they are at risk of serious injury or death, in that case, inform the police).

INCIDENT MANAGEMENT

The degree to which employees are able survive an actual act of violence in the workplace may depend greatly upon recognition of potential problems and the measures taken in advance of an incident!

Following are the basic building blocks for the development of a Wall-Tech Restoration Inc. safety plan, to be included as part of the violence policy at Wall-Tech Restoration Inc.

- Identify the physical security needs of the department/site
- Discuss and coordinate emergency strategies with department/site employees
- To the extent possible, arrange for limited and authorized access to the affected work area
- Establish protocol for calling the Police (emergency/non-emergency)
- Develop prearranged office procedures to alert others to the need for help
- Develop a procedure to cease normal operations and secure the premises
- Outline emergency evacuation procedures
- Evaluate the need for security alarm, panic button, surveillance cameras, security personnel, etc.

Employees should mentally “map out” a personal survival strategy in the event of workplace violence.

Workplace violence incidents will differ greatly and each situation will suggest which of, and in which order, the following should occur:

- Report to the police by dialing 9-1-1 at the safest opportunity
- Alert others (signals, codes, alarms)
- Activate prearranged safety and security plan
- Secure surroundings, lock doors
- If appropriate evacuate employees/leave the area

MANAGING THE AFTERMATH OF AN INCIDENT

Police and emergency response personnel will be available to manage all emergencies. Police will deal with criminal activity. However, it remains the responsibility of Wall-Tech Restoration Inc. employees, supervisors and managers to work together to try to normalize the workplace following an incident.

The aftermath of a violent situation can be traumatic, characterized by confusion and disorientation. The wave of uncertainty, panic and disbelief will pass and in its place will be the task of normalizing the workplace. Depending on the severity of the incident, the recommendations of the Joint Health and Safety Committee/Management/Owners will be taken into consideration to restore normalcy to the workplace. Managers will be expected to take the lead in initiating and participating in debriefings following a violent act, normally within 72 hours of an incident.

EMPLOYEE RESPONSIBILITIES

All Wall-Tech Restoration Inc. staff, management and employees are required to adhere to the policy. It is the responsibility of every employee to assist and cooperate in making the workplace as safe and secure as possible.

- Any conduct or “jokes” which involve intimidation and/or threats are inappropriate and will be taken seriously.
- Employees are strongly encouraged to report any perceived violation of the *Workplace Violence Policy* to their next-in-line supervisor who is not a party to the violation. No employee shall be subjected to criticism, reprisal, retaliation or disciplinary action for good faith reporting pursuant to this policy.
- Employees who are the subject of, or witnesses to, a possible violation of this policy may be requested by management to document their experience or observations in order to facilitate the handling of the situation
- Employees are strongly encouraged to report Restraining Orders to management/owners and to their supervisors when those orders affect the workplace.
- Employees are encouraged to express their concerns to the employee they suspect is a victim of domestic violence, sometimes simply expressing your concern can encourage a victim to seek for help.
- Employees are encouraged to report domestic violence to the proper authorities when appropriate. I.E. they believe the victim or others are at risk of serious injury or death.
- It is important to remember at all times the sensitivity of this issue. **Confidentiality must be kept as much as possible.**

SUPERVISOR RESPONSIBILITIES

All Wall-Tech Restoration Inc. supervisory employees are required to adhere to this policy. Supervisors have a crucial role in making Wall-Tech Restoration Inc. a safe and secure working environment by reducing the potential for employee workplace violence and harassment through training, appropriate and consistent use of sound supervisory practices and by applying corrective action when necessary. Adherence to Wall-Tech Restoration Inc.’s policies, workplace rules and regulations, documentation of employee performance problems and appropriate training in identifying early warning signs, appropriate workplace conduct, and/or conflict resolution will greatly assist in the prevention of potential workplace violence and harassment.

It is the responsibility of all supervisors to report the results of their investigations into alleged violations of this policy to their next-in-line supervisor/management and to consult with the Joint Health and Safety Committee on potential workplace violence situations as appropriate. Supervisors shall document all violations of the *Workplace Violence and Harassment Policy* in order that appropriate corrective action can be administered.

In regards to domestic violence, supervisors are encouraged to express their concerns to the person they suspect is a victim of domestic violence. Supervisors are also encouraged to report

domestic violence to the proper authorities when appropriate. I.E. they believe the victim is at risk of serious injury or death. It is important to remember at all times the sensitivity of this issue. **Confidentiality must be kept as much as possible.**

MANAGEMENT RESPONSIBILITIES

All Wall-Tech Restoration Inc. management are required to adhere to this policy and to ensure that those they manage are aware of and accountable for adhering to this policy.

The issues surrounding employee workplace violence can be complex and difficult to assess. Therefore, managers are encouraged to consult with any available resources to assist in identifying intervention strategies that may minimize or avert potentially violent situations. Such intervention(s) may include:

- Supervisory action to address performance problems and inappropriate conduct
- Corrective action or dismissal
- Medical and/or psychological evaluation to determine fitness for duty.

In regards to domestic violence, managers are also encouraged to express their concerns to the person they suspect to be a victim of domestic violence. Managers are also encouraged to report domestic violence to the proper authorities when appropriate. I.E. they believe the victim is at risk of serious injury or death. It is important to remember at all times the sensitivity of this issue. **Confidentiality must be kept as much as possible.**

WORKPLACE VIOLENCE AND HARASSMENT QUICK REFERENCE SHEET

Warning Signs

Verbal, nonverbal, or written threats - or intimidation, explicit or subtle

Fascination with weaponry and/or acts of violence – carrying a concealed weapon

Expression of a plan to hurt self/others

Feelings of persecution, express distrust, especially with management

Fear reaction to employee among coworkers/clients

Expression of extreme desperation over family, financial or personal problems

Frequent interpersonal conflicts

Unable to take criticism of job performance

Displays of unwarranted anger

Moral righteousness – believing the organization is not following its rules

Violence towards inanimate objects

Sabotaging projects, computer programs or equipment

Holding a grudge against a specific person; verbalizing a hope that something will happen to him/her

DOMESTIC VIOLENCE QUICK REFERENCE SHEET

Warning Signs

The abuser may attempt to prevent the victim from getting to work or looking for work, such as:

- Interfering with transportation by hiding or stealing the victim's car keys or transportation money
- Hiding or stealing the victim's identification cards
- Threatening deportation in a situation where the victim was sponsored
- Failing to show up to care for children
- Physically restraining the victim

The abuser may interfere with the victim while at work by:

- Repeatedly phoning or emailing the victim
- Stalking and/or watching the victim while they are working
- Showing up at the workplace and pestering co-workers with questions about the victim
- Lying to co-workers about the victim
- Threatening co-workers
- Verbally abusing the victim or co-workers
- Displaying jealous and controlling behaviours
- Destroying the victim's or organization's property
- Physically harming the victim and/or co-workers

WHAT TO DO IF THERE IS AN INCIDENT

Employees

If an emergency or if you suspect criminal conduct, call the POLICE immediately.

CALL 911

If not an emergency, inform your supervisor of the incident.

Managers and Supervisors

If an emergency or if you suspect criminal conduct, call the POLICE immediately.

CALL 911

Follow the safety plan.

If not an emergency, contact a member of the Joint Health and Safety Committee.

Personal Protective Equipment (PPE)

The PPE chosen to control worker exposure must match the hazard(s) of the job. The maximum degree of protection offered by the PPE will be achieved only if the equipment is right for the job, properly fitted, used and maintained. Regardless of the equipment design, the effort involved in obtaining the equipment and the cost incurred, it will offer no protection to the worker if it is not used or worn – at all times – when required. Wear clothing suitable for the job.

Eye and Face Protection

CSA approved safety glasses, goggles and/or a face shield must be worn when there is a possibility of injury to eyes or face (i.e. sanding, cutting, routing, etc.)

Fall Prevention

To avoid a fall arrest situation, fall prevention systems shall be used. Such systems could include guardrails, travel restraint, etc.

All workers and Site Superintendents/Foremen on construction projects must ensure a fall arrest system is utilized if fall protection can not be implemented. This may include a CSA approved shock absorbing lanyard (where practical), full body harness and rope grab device in accordance with the OHSA when working 3 meters (10ft.) or higher above grade, into operating machinery, into water or another liquid or into a hazardous substance or object.

Foot Protection

CSA certified Grade 1 footwear (green patch), as a minimum, must be worn at all times.

Head Protection

Approved hard hats, in good condition, must be worn at all times where applicable.

Hand Protection

Suitable gloves should be worn when handling material. Gloves should not be worn when work is being performed around moving machinery as it could cause an entanglement hazard.

Hearing Protection

It is recommended that each worker have hearing protection available for use at their work area and it is to be worn at all times in areas where noise levels exceed 85 decibels (i.e. sawing, drilling, etc.). As an example – if you cannot hold a normal conversation (without shouting) as a distance of about 3-4 feet, due to noise, then hearing protection is probably required.

Respiratory Protection

The proper type and styles of NIOSH approved respiratory protection specific for the given hazard must be worn. It is vital that any respirator is in good working order and fits correctly. REMEMBER: If you have any doubts about the personal protective equipment that you must use, ask your site superintendent for advice.

Housekeeping

All major pathways and work areas shall be kept clean and free of obstructions at all times. Scrap materials, packaging materials and containers shall be stored in piles away from work areas and removed from the work area on a daily basis or more often as required. All crews are responsible for maintaining and cleaning the work area regularly and on a daily basis. Disposal of any and all chemicals including paints, thinners, etc. must be done in accordance with local by-laws.

Workbenches

- Workbenches should be made of suitable materials, which will be able to support any loads that they might be subjected to.
- Workbenches must be designed so that they provide the worker with a work platform that is stable and not easily tipped. (e.g. “A-Frame” design)
- Do not use boxes, pails, barrels, or loose objects as temporary work platforms.
- If you notice guardrails are missing around any opening in your work area, you must notify your foreman of the condition immediately.
- Guardrails must consist of a top rail, intermediate rail and toe-board.
- Guardrails removed temporarily for the purpose of doing work must be replaced immediately after work is completed and/or before you leave the area. While working with the guardrails removed you must protect yourself from falling (e.g. fall protection, cover opening).
- If you are unsure how to re-install guard railing in a safe manner, notify the constructor immediately.

Fire Prevention

- Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.
- U.L. ... 4A40BC type fire extinguisher must be used on construction projects.
- Ensure all flammables and combustibles are removed from the work areas.
- Ensure there is a fire watch person to watch for fires during all welding operations and 1-2 hours after in case of flare-ups.
- Ensure equipment and materials in the necessary areas are covered with fire blankets.

Ladders

- Always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, or otherwise defective must not be used and are to be removed from the site.
- Ladders should be set up on a firm level surface. If the base is to rest on a soft, uncompacted or rough soil, a mudsill should be used.
- Ensure ladders are of proper length (extended three feet or 90cm. beyond landing).
- Landing areas at both ends of the ladder must be clear of debris and materials.
- Ladders must be tied off or otherwise secured to prevent movement.
- Straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is no less than one-quarter or greater than one-third the vertical distance between these points.
- Always maintain three-point contact when climbing a ladder (e.g. two feet and one hand, or two hands and one foot).
- When ascending or descending, workers should always face the ladder.
- Only **ONE WORKER** shall be on the ladder at any time.
- Ladders must not be erected on boxes, carts, tables, scaffold platforms or on vehicles.
- Metal ladders, or ladders with metal reinforcing, must not be used when near energized electrical conductors.
- Ladders should not be used horizontally as substitutes for scaffold planks, runways or other services for which they have not been designed.
- Workers on a ladder should not straddle the space between the ladder and another object.
- Step ladders- always lock the legs into place and do not stand higher than the second rung from the top. Never stand on the paint shelf for any reason.

Electrical Safety

- Work on any electrical equipment must only be done by trained and authorized personnel.
- Report defective electrical equipment to your foreman immediately.
- Access into electrical rooms, panels and fuse boxes is restricted to trained and authorized personnel.
- Prior to performing any maintenance or repairs on electrical equipment, power sources must be locked out.
- Electrical panels and fuse boxes are not to be covered or hidden by articles of clothing, materials or machinery.
- All electrical equipment must be effectively grounded.
- Connections between electrical extension cords and power tools' cords are not to be tied off.

- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.

Material Storage

- All materials are to be stored in an organized manner in the designated storage areas as allowed by the constructor.
- Heavy loads are to be placed in areas which are capable of supporting the load.
- Materials must be stored in such a manner that they will not tip, collapse or fall.
- Objects or materials are not to be projecting from loads in a dangerous manner.
- Materials must not block doorways and aisles.
- Paint must not be stored near sources of ignition.

Manual Material Handling

- Size up materials to be handled, if an object appears to be awkward in shape or too heavy, it may require additional help to be handled safely. When in doubt, ask for assistance.
- When attempting to handle materials with co-workers, communicate with each other prior to handling the material to eliminate guessing. Workers who communicate well are less likely to be injured.
- All nails or other materials that may puncture skin should be removed from the object immediately.

The following are considerations which should be made prior to and during the lifting of materials manually:

- Assess the lift (size, shape, etc.) and plan the route.
- Keep your feet apart with one foot beside and one behind the load, tuck arms and chin in.
- Pelvic tilt.
- Tilt the object forward, test weight and bring object close to your stomach.
- Using you leg muscles to lift, straighten up.
- Turn with your feet. **DO NOT TWIST YOUR BACK**

If you feel that you are unable to lift a load safely, do not hesitate to inform your foreman. Your foreman will find someone to assist you.

Machinery / Equipment General

- DO NOT use defective equipment and be aware of the hazards of YOUR equipment. Ensure that all rented equipment arrives in good condition and with operator's manual and drawings, before acceptance.
- All moving equipment or machines must be regularly inspected.
- The operator's manual must be kept readily available on the project.
- Keep records of all maintenance reports.

- Only authorized and trained personnel are to operate or perform maintenance on the machinery.

Power and Hand Tools (saws, planers, nailing guns, hammers, chisels, etc.)

- **USE THE PROPER TOOL FOR THE JOB!**
- Keep tools clean, check their condition before use and have defective parts and guards replaced.
- Ensure electrical tools are effectively grounded. If the cord is cut/frayed, or the motor casing defective, have the tool or cord repaired or replaced before use.
- Unplug or lockout all tools before changing blades, setting up, repairing, etc.
- Do not remove or make ineffective any safety devices, guards, etc.
- Electrical equipment used outdoors or in damp/wet areas, must be equipped with Ground Fault Circuit Interrupter protection.
- REMEMBER to wear the appropriate Personal Protective Equipment when using power and/or hand held tools.

FALL PROTECTION REQUIREMENTS

WARNING!

ANY WORKER WHO IS REQUIRED TO USE A FIVE POINT HARNESS OR SAFETY BELT MUST BE LICENSED AND TRAINED ON FALL PROTECTION. THE WORKER MUST PROVIDE PROOF OF TRAINING UPON REQUEST. THE SUBCONTRACTOR OR THE WORKER IS TO PROVIDE A COPY OF THE CERTIFICATE BEFORE WORK IS TO COMMENCE. NO WORKER SHALL EXPOSE HIMSELF TO HEIGHTS GREATER THAN THREE METERS WHEN WORKING NEAR AN EDGE TO AN UNGUARDED FLOOR, ROOF, PLATFORM, OPENING OR ON A LADDER WITHOUT FIRST PROVIDING TRAVEL RESTRAINT, FALL ARREST OR GUARDRAIL PROTECTION. ANY PERSON FOUND DOING SO SHALL BE SUBJECT TO DISCIPLINARY ACTION.

FALL PROTECTION IS ALSO REQUIRED IF A WORKER MAY FALL INTO OPERATING MACHINERY, INTO WATER OR OTHER LIQUIDS, OR ONTO HAZARDOUS SUBSTANCES OR OBJECTS, REGARDLESS OF HEIGHT.

Equipment Standards and Set-up:

Full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A label. Safety harnesses are to be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyards are to be 5/8" diameter nylon or equivalent. The lanyard or lifeline lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs. Minimum for fall arrest protection purposes and its length should be adjusted so the wearer will be prevented from falling no greater than 1.5 meters from where he stands. When the lifeline consists of wire rope or the connecting lanyard consists of nylon webbing, a shock absorber device must be used at the lanyard connection.

LIFELINES: ALL LIFELINES MUST BE:

- 16 millimeters (5/8") diameter polypropylene or equivalent.
- Used only by one worker at a time.
- Free from any danger of chafing.
- Free of any cuts, abrasions, or other defects.
- Long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.
- Connected at right angles to the worker's position.

FALL ARREST PROTECTION:

This consists of a shock absorbing lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an unguarded edge and if he should trip or lose his balance he could possibly fall over this edge. This fall protection system must be adjusted so as to limit the wearer's fall to within 1.5 meters from where he stands or sits and only full body safety harnesses with a shock absorber/lanyard device shall be used for his protection.

Roofers and carpenters are particularly vulnerable to falls when working on roofs and floor levels. Suitable fall arrest protection must be used for workers exposed to such risks. Crew supervisors are responsible to ensure compliance.

GUARDRAIL PROTECTION:

Guardrails consisting of a top rail, middle rail and toe board must be provided around work platforms, ramps and open areas where a worker can fall from one level to another. Guardrail protection is also required at any level where a worker is in danger of falling onto machinery, water or other objects. Temporary removal of a guardrail by workers in order to perform work, will require the worker(s) to protect themselves by use of either travel restraint or fall arrest protection methods and take appropriate measures to cordon off the work area and post signs warning others to stay clear. **The guard railing must be re-installed once the work is completed.**

COVERING OVER OPENINGS:

It is generally expected that openings are to be guard railed if at all possible. When coverings are required however, planking laid tightly side by side shall be the material of choice, or such material suitable to support and resist all anticipated loads. All coverings must be securely fastened and marked.

Lock-out / De-energize

- “Energy Control” means to neutralize all potential sources of energy or power in the equipment/machinery to be worked on. No part of the equipment should be capable of inadvertent activation or movement, which may lead to personal injury. Removing a fuse, closing a valve or turning a switch is not an acceptable isolation from the energy source.
- Each potential energy source is to be controlled, isolated and locked out by a competent person who is authorized and trained in locking out machinery/equipment.
- All locks must be accompanied by tags slating worker’s name, company, division, date, time and contact number.
- Each authorized and trained worker must attach his/her lock and tag to all of the necessary locked out points.
- No lock can be cut off without permission and the surrender lock form or the abandoned lock form must be completed.

Evacuation

In the event of an emergency,

- Remain calm.
- If safe to do so, turn off the power to your machine/other power sources.
- Evacuate your area immediately via the nearest safe route (safe routes will be posted on site and in the emergency evacuation plan)
- Follow the evacuation routes to pre-designated assembly areas for “head-count”.
- DO NOT re-enter the area until instructed by your foreman.

WHMIS (Right to Know)

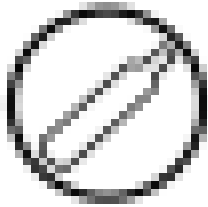
The purpose of WHMIS is to reduce workplace illness and injury by increasing worker or physical agent awareness.

Each employee who handles works with chemicals, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure. The worker must also be made aware of the control methods which are to be used when there is potential for exposure to dangerous chemicals, materials or agents.

We will provide WHMIS training for all of our workers handling or using hazardous workplace chemicals and physical agents. This training will enable everyone to work safely and prevent possible injuries.

All material safety data sheets (MSDS) for products being used by our workers will be maintained at the office, provided to the constructors (whom we are performing work for) and all foremen will maintain copies of the MSDSs on site. These information sheets will be available upon request. If you are uncertain of how to work safely with a hazardous material or chemical, ask your foreman for assistance. WHMIS symbols are found on Supplier Labels. **READ THE LABEL BEFORE USING THE MATERIAL.** Workplace labels must be applied when materials are put into a secondary container.

The WHMIS hazard symbols identify the hazards according to the criteria for 6 classes. One or more hazard symbols may appear on the supplier label depending upon the classes of hazard into which the controlled product falls.



CLASS A: Compressed Gas

This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration.

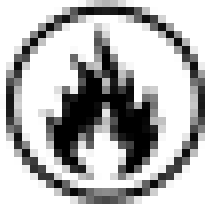
Class A Materials:

- Pose an explosion danger because the gas is being held in a container under pressure;
- May cause it's container to explode if heated (such as what would happen in a fire)
- May also cause it's container to explode if dropped.

When handling Class A materials you should:

- Handle with care, do not drop container
- Keep container away from potential sources of ignition
- Store the container in designated areas.

Examples of Class A materials: gas cylinders for oxyacetylene welding or water disinfection.



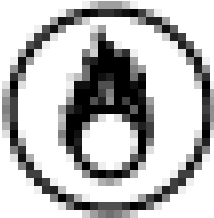
Class B: Flammable and Combustible Material

This class includes solids, liquids and gases capable of catching fire or exploding in the presence of a source of ignition.

Class B Materials:

- Will burn and are therefore potential fire hazards.
- May burn at relatively low temperatures; flammable materials catch fire at lower temperatures than combustible materials.
- May burst into flames spontaneously in air or may release a flammable gas on contact with water;
- May cause a fire when exposed to heat, sparks or flames or as a result of friction.

Examples: white phosphorus, acetone and butane. *Flammable* liquids such as acetone are more easily ignited than *combustible* liquids such as kerosene.



Class C: Oxidizing Material

This class includes materials which provide oxygen or similar substances which increase the risk of fire if they come into contact with flammable or combustible materials.

Class C Materials:

- Pose a fire and/or explosion risk in the presence of flammable or combustible material;
- May cause fire when they come in contact with combustible materials such as wood;
- May react violently or cause an explosion when they come in contact with combustible materials such as fuels;
- May burn skin and eyes upon contact

When handling class C materials you should:

- Wear the proper protective equipment, including eye, face and hand protection and protective clothing;
- Keep the material away from combustible materials;
- Keep the material away from sources of ignition;
- Never smoke when working with or near the material
- Store the containers in designated areas

Examples: sodium hypochlorite, perchloric acid, inorganic peroxides.

Accident/Incident Reporting/First Aid

All injuries, regardless of severity must be reported immediately to your supervisor.

The following categories of injuries and illnesses will be reported, regardless of the nature or severity of the event:

- Fatality
- Critical injury
- Lost time injury
- Health care
- First aid
- Property damage
- Near miss
- Fire
- Environmental release
- Occupational illness

Roles and Responsibilities

Worker

A worker who sustains an injury or becomes ill as a result of workplace conditions or work activity must report the injury or illness to a foreman or manager immediately. If, because of the nature of the injury or illness, an employee is unable to report, it is the responsibility of another worker, who happens upon the incapacitated worker to promptly report the event to the crew leader or foreman or where applicable the constructor.

Site Supervisor/Foreman

The foreman of the area, upon being notified of the injury or illness, shall:

- Promptly ensure that first aid is administered
- Ensure the worker is given subsequent medical treatment if necessary; and that such treatment is recorded
- Notify the appropriate management as soon as possible.

First Aid Provider

Upon being informed of an injured or ill worker, a qualified first aid provider will go to the first aid station or room and administer appropriate treatment. All such treatment or advice given must be recorded in the first aid treatment log.

As necessary, the first aid provider will assist in ensuring that an injured or ill worker receives subsequent medical attention as required.

The first aider or foremen will also accompany the injured worker to the hospital, doctor's office or worker's home when necessary.

Follow-Up and Early & Safe Return to Work (ESRTW)

When an injury prohibits an employee from performing their regular job function, efforts will be made to work closely with the employee, the attending physician, and the Workplace Safety Insurance Board (WSIB) to modify the worker's regular job or develop a job which will allow the employee to return safely to their pre-injury job in accordance with the WSIB legislative requirements.

It is a requirement for the employer and the injured worker to work collectively on an Early and Safe Return to Work plan. Wall-Tech Restoration Inc. has an implemented ESRTW Program.

For injuries which may prohibit the worker from immediately returning, the injured worker is expected to maintain contact with his/her foreman, letting the foreman know when they will be able to return to regular or modified duties. The worker returning from a lost time accident or work related injury or illness must have medical clearance (a doctor's note of permission) to return and report to their foreman before starting back to work.

Disciplinary Policy

If any worker chooses to work in an unsafe manner, the crew leader / foreman must take reasonable precautions for the protection of that worker and all others who may be affected by unsafe work practices. Taking all reasonable precautions may include: re-instruction, re-training and, in some cases, when a worker willingly disregards safe work practices/procedures, progressive disciplinary actions against the worker may be required.

Willful violation of company policies, rules, practices, procedures or legislative requirements will be subject to any of the following disciplinary actions:

1. A documented verbal warning
2. A written warning
3. Suspension without pay
4. Termination

Any written disciplinary action issued by Wall-Tech Restoration Inc. shall be issued within fourteen (14) calendar days of the date when the offence became known to the company. The company reserves the right to interpret and apply discipline procedures. If an offence is considered by the company to be severe, the company has the right to forego steps in the discipline procedure and administer a suspension or termination.

Causes for possible immediate termination will be dealt with based on their own merit, and can include but are not limited to:

- a) Three different minor infractions within a year (12 month period)
- b) Two different second infractions or the equivalent within a year
- c) Behaviour and/or attitude which could cause severe injury or damage
- d) Theft
- e) Threatening physical harm to a person
- f) Sabotage or intentional damage
- g) Blatant disobedience of any of the company's rules, regulations, policies or procedures.
- h) Severe insubordination
- i) Gross negligence
- j) Fighting during work
- k) Consumption of alcohol, possession and/or use of illegal drugs or the improper use of prescription or 'over the counter' drugs while at the workplace or performing work on the company's behalf
- l) Without written permission of the company, working elsewhere while on an authorized leave of absence, WSIB claim or medical leave
- m) Fraud, falsifying records or any other dishonest act
- n) Lack of participation and/or cooperation within any company program where required and as prescribed, including:
 - Reporting
 - Accident/incident investigation and lock out/tag out
 - Return-to-Work program

- Workplace Hazardous Material Information System
- Personal Protective Equipment and Hygiene
- Emergency Response Plan
- Medical Surveillance
- Inspections and Hazard Identification or training
- Substance Abuse Policy
- Workplace Violence and Harassment Policy

Employee Handbook Evaluation

Answer the following questions carefully.
Tear out page 47 and forward it to your foreman.

NAME: _____
SIGNATURE: _____
DATE: _____
FOREMAN: _____

True or False

- 1) Health and Safety is the sole responsibility of the Employer.
- 2) The Occupational Health and Safety Act (OHSA) is commonly referred to as “the Law” or “the Green Book”.
- 3) The JH&SC is the company’s frontline enforcer of the safety standards.
- 4) Workers must report all hazards or suspected hazards out of their control to their foreman.
- 5) Workers do not have to report a workplace injury until after they visit a doctor.
- 6) There is no exception for not wearing the required PPE.
- 7) Fighting, theft and failure to lockout a defective tool or piece of equipment are grounds for immediate termination
- 8) Visitors and contractors do not have to respect the company’s H&S program.
- 9) During an emergency evacuation you must quickly exit the workplace and report to your foreman.
- 10) You report any work refusal situation due to safety issues to the JH&SC.
- 11) You must get prior approval before purchasing a major tool or piece of equipment.
- 12) Participation in company training safety programs is voluntary.
- 13) Whenever you remove an item from a first-aid kit it must be documented in the first aid kit treatment log.
- 14) Workers are not responsible to perform circle checks or pre-shift, pre-use checks.
- 15) Preventive maintenance must be performed according to the manufacturer’s instructions.
- 16) Investigations must be conducted for all critical situations including falls from height.
- 17) An injured worker must participate in the early and safe return to work program as soon as possible.
- 18) When using an electrical tool outside, a ground fault circuit interrupter (GFCI) does not have to be used.
- 19) Electrical tape can be used to fix an electrical extension cord.
- 20) Compressed air may be used to blow debris off an individual.

EMPLOYEE’S ACKNOWLEDGEMENT

I acknowledge that I have received, read and understood Wall-Tech Restoration Inc.’s SAFETY POLICY and GUIDELINES, SUBSTANCE ABUSE POLICY and WOKPLACE VIOLENCE & HARASSMENT POLICY set out in the attached manual AND understand that I am required to work under the requirements of the Occupational Health and Safety Act and applicable Regulations and that this policy is designed only to draw attention to areas which are responsible for a large percentage of accidents which may occur.

I acknowledge that willful or persistent violations of any part of Wall-Tech Restoration Inc. Ltd’s Health and Safety Program will be considered cause for discipline and/or dismissal.

NAME: (print) _____

SIGNATURE: _____

DATE: _____

FOREMAN: (print) _____

FOREMAN (signature) _____

DATE: _____