

SECTION 9 – TRAINING / SAFETY MEETINGS

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EDUCATION AND TRAINING OF WORKERS POLICY

GRD Construction Ltd. recognizes that training and education of the company's workers is a vital part of Safety and Loss Prevention Program.

The company will provide supervisory staff training in the company Safety & Loss Prevention Program and with the knowledge and skills to provide toolbox talks, instruct workers in safe job procedures and monitor ongoing requirements for safety instruction.

Instruction will be provided to all workers and all workers are required to receive instructions as a condition of their employment.

The company is committed to providing all new workers with a site orientation on their first day of work and/or an employee orientation done on their first day of work or in their first week of work. In addition all workers shall receive re-orientation as deemed necessary by the safety department or management. Site orientation will be done by the foreman before the employee begins any kind of work on the job site and will include the following information:

- Review of responsibilities, rules and hazards in the job and at the site.
- Worker familiarization with safe job procedures and job description.
- Job Specific training.
- Safety related training.
- Mentoring Program.
- Return to Work Program.
- Opportunity for the worker to ask questions and identify any conditions that may influence their job description.

Employee orientation forms will be completed by the foreman management or safety department and orientation test will be completed by the employee within the first week of work. All completed form will then be forwarded to the safety Office.

Note: The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua - CEO

EMPLOYEE SAFETY TRAINING GUIDELINES

The following guidelines are intended to outline the employee training requirements.

Management

- Each individual person in a management position will be evaluated separately, depending on their scope of responsibility and training will be provided on that reviews result.

Safety Coordinator

- Leadership for Safety Excellence Course
- Train-the-trainer/instructor courses
- First Aid certificate with CPR
- WHIMIS

Foreman

- WHIMIS
- First Aid Certificate with CPR
- Forklift Operators Course **
- Aerial Platform Lift operators course **
- Work towards obtaining crane operators course **
- Personal Fall Protection Course
- If worker is interested in any additional training, contact the safety department.

New/Young Employee

- WHIMIS
- Personal Fall Protection Course
- Forklift Operator's course *
- Aerial Platform Lift operators course *
- New/Young Orientation and Mentoring Program
- If worker interested in any additional training, contact the safety department

*Workers will be put through these courses after an initial period of time and experience has been gained working for the company.

**Training is required for Forman that will be working with this type of equipment only.

ORIENTATION

Purpose

The purpose of worker orientation is to familiarize them with the GRD Construction Ltd. program and policy, the worker's responsibility under the safety legislation having jurisdiction and hazards associated with the job of each employee regarding site specific safety.

The orientation must cover all the points on the forms, plus any concerns or questions that the worker may have.

Employees are encouraged to review the company's Safety and Loss Prevention Program and policy book on a regular basis and ask any questions that arise to their Forman, manager or the safety coordinator.

The orientation must be documented and signed. The forms will be kept on file in the safety office.

WORKER HEALTH AND SAFETY ORIENTATION CHECKLIST FORM

Date: _____ Date of Hire: _____

Employee Name: _____

Introduction to company:

Emergency numbers First Aid Toolbox Meeting Company Rules
Reporting incidents Reporting unsafe acts/conditions Health & Safety Policy

Awareness of Hazards:

Tripping, Slipping, pinch points, etc. Risk of steel, tools, items falling from heights
Risk of cuts from cladding, tools, equipment, etc. Proper lifting techniques

Safe Work Practices:

Compressed air Fibreglass insulation Propane/Diesel Ladder
Cladding Tiger Torches working at heights Tools Heavy equipment
Fire protection and prevention working around mobile equipment Rigging

Safe Work Procedures:

Housekeeping Aerial work platforms Working alone
Reinforcing Steel WHIMIS Procedure Wire rope maintenance

Personal Protective Equipment:

Hard Hat Safety Boots Safety Glasses
Protective Clothing Protective Gloves

Fall Protection Procedures:

FFP on the roof FFP Steel FFP Lift General Safety at heights

Do not be the one to install Fall Protection if you have not been shown how to or if not ABSOLUTLY positive hot to install it correctly.

Trainer/Supervisor Signature: _____

Employee Signature: _____

YOUNG & NEW WORKER / RTW PROGRAM / MENTORING PROGRAM

Employee Name: _____ Position: _____

Date Hired: _____ Date of orientation: _____

Person providing orientation (name & position): _____

Company name: GRD Construction Supervisor name: _____

Telephone #: _____

Topic	Check Mark	N/A	Comments
1. Rights and responsibilities			
a. General duties of employers, workers and supervisors.			
b. Worker right to refuse unsafe work and procedure for doing so.			
c. Worker responsibility to report hazards and procedure for doing so.			
d.			
2. Workplace safety rules			
3. Hazard Assessment			
4. Working alone or in isolation			
5. Violence Policy			
6. Personal protective equipment (PPE) – what to use, when to use it, and where to find it.			
7. First Aid:			
a. First aid attendant name and contact information			
b. Locations of the first and kits and eye wash facilities			
c. How to report illness, injury, or other accidents.			
8. Emergency procedures:			
a. Locations of emergency exits and meeting points			
b. Emergency drill			
9. Health and Safety Orientation Questionnaire			
10. Return to Work Program			

Employee Signature: _____

Supervisor Signature: _____

WORKERS RESPONSIBILITES

Each worker shall take resonable care to protect his health and safety as well as the health and safety of other workers who may be affected by his acts or omissions. This basic responsibility includes, but is not limited to, the following:

- Knowing and complying with all safety, legislation and regulations.
- Knowing and complying with job safety procedures.
- Maintaining “good housekeeping” within the work area.
- Immediately reporting unsafe conditions to the foreman.
- Promptly reporting all accidents and injuries, no matter how slight, and obtaining required medical attention.
- Co-operating in accident investigations in order to help prevent recurrence,
- ***Setting a good example!***

EMPLOYER’S RESPONSIBILITES

GRD Construction Ltd. will ensure the health and safety of all those employed and any other workers present a job site for which work is being carried out for GRD Construction Ltd. This basic responsibility includes, but not limited to the following:

- Remedy any workplace conditions that are hazardous to the health or safety of the employees.
- Made aware of all known or reasonably foreseeable health or safety hazards to which the employee can be exposed to by their work.
- Establish occupational health and safety policies and programs.
- Maintain in good condition equipment/ devices required and ensure that these are used by the employees.
- Provide information, instruction, training and supervision necessary to ensure the health and safety of those employees in carrying out their work and to ensure the health and safety of others at the job site.
- Consult and cooperate with health and safety representatives.

SUPERVISOR'S RESPONSIBILITIES

It is the responsibility of the supervisor employed by GRD Construction Ltd. to ensure that work is planned and carried out in accordance with safety procedures.

Superintendents/foreman play a key role in any health and safety program. The amount of time and effort they put into accident awareness training and accident prevention will be a major determining factor in whether or not a good accident prevention performance record is established.

Supervisory responsibilities will include, but will not be limited to, the following:

- Instructing workers in safe practices and methods at the time workers are given assignments and as the work progresses.
- Recognizing unsafe practices and conditions and correcting those problems without delay.
- Supplying all required personal protective equipment and enforcing the use of this equipment as required.
- Ensuring that all equipment, tools and apparatus used by workers is in good repair and in proper working order.
- Actively supporting the OH&S Committee in its ongoing endeavors, including attending and participating in safety meetings as required.
- Enforcing established safety policy rules and job procedures when required.
- Actively participating in accident/incident investigations and ensuring that all injuries are reported.
- Ensuring that regular inspections are taking place and that all deficiencies found during inspections are addressed and/or corrected.
- ***Setting a good example for all workers!***

REPORTING UNSAFE CONDITIONS

Whenever an employee observes what appears to be an unsafe or harmful condition or act the employee must report it as soon as possible to the supervisor or to GRD Construction Ltd. personnel. The supervisor or GRD Construction Ltd. Personnel receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

PROCEDURE FOR REFUSAL

1. An employee must not carry out or cause to be carried out any work process or operate any tool appliance or equipment if that employee has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any employee or person.
2. An employee who refuses to carry out a work process or operate a tool, appliance or equipment must immediately report the circumstances of the unsafe condition to his or her supervisor or GRD Construction Ltd. personnel.
3. A supervisor or GRD Construction Ltd. personnel receiving a report must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.
4. If in the opinion of the supervisor or GRD Construction Ltd. report is not valid, must so inform the employee who made the report.
5. If the procedure does not resolve the matter and the employee continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or GRD Construction Ltd. personnel must investigate the matter in the presence of the employee who made the report and in presence of a member of the health and safety committee.

NO DISCRIMINATORY ACTION

An employee must not be subject to discriminatory actions. Discriminatory actions include:

- Suspension, layoff or dismissal
- Demotion or loss of opportunity for promotion
- Transfer of duties, change of location of workplace
- Reduction in wages or change in working hours
- Coercion or intimidation.
- Imposition of any discipline, reprimand or other penalty
- Discontinuation or elimination of the job of the worker.

GENERAL SAFETY RULES

General

1. The use of alcoholic beverages, drugs and their derivatives is strictly forbidden on the job site, including lunch breaks. No person shall enter a job site while his or her ability to work is impaired by any form of mood alerting substance.
2. No employee shall enter the work site in possession or use of fire arms or lethal weapons.
3. Hoses, cables, ropes, wires, etc., must be stored when not in use to prevent tripping hazards.
4. Hazardous materials must be identified, stored and handled in accordance with the Workplace Hazardous Materials Information System (WHIMIS) regulations.
5. Keep your work area clean and tidy at all times. A daily cleanup is necessary.
6. If you have any doubt regarding a job procedure or the safety involved, consult with you supervisor before proceeding with the task.
7. Workers shall attend tool/box/safety meetings.

Behavior

1. Harassment and/or violence including but not limited to: abusive language, fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
2. Theft, vandalism or any other abuse or misuse of company or another person's property is strictly prohibited.
3. Respect others.

Personal Protective Equipment

1. Hard hats and safety boots must be worn **at all times** in work areas.
2. Safety Glasses must be worn when conditions, actions or job warrants the use of them.
3. Gloves must be worn when handling material with sharp edges or rough or abrasive surfaces.
4. Gloves should not be worn when using small power rooks which have rotating or reciprocating parts.
5. Rings, wrist watches, bracelets or dangling neckwear must not be work in any work situation where there is hazard of them becoming caught in machinery or other objects.
6. Fall protection devices shall be used when working at elevations greater than 10 feet above grade or floor level.
7. All incidents that result in damage or injury, no matter how small, must be reported to the supervisor and dealt with immediately.
8. All hazardous conditions must immediately corrected and/or reported to your supervisor.

Equipment and Machinery

1. Company vehicles, equipment and tools may only be operated by authorized personnel.
2. Do not operate machinery or equipment for which you are not trained.
3. All safety guards, barriers, signs and tags must be followed and never render safety device inoperable.
4. Never point an air hose at another worker. Never clean clothes or skin with compressed air.
5. Gasoline powered motors must be stopped before refueling and non-smoking rule observed.
6. Never leave machinery or equipment running while unattended or when cleaning or adjusting it.

Workers are to know and comply with the general safety rules. Failure to do so will result in disciplinary action up to and including termination.

**USE YOUR HEAD
DON'T BECOME A STATISTIC**

HAZARD ASSESMENT

General:

GRD Construction Ltd. Safety and Loss Prevention Program is designed to identify, asses and control hazards. Proper hazard identification and control can help to effectively reduce the risk of losses. This section is designed to assist employees in completing hazard assessments.

A. "Hazard" is defined as follows:

A hazard is a thing of condition that may expose a person to a risk of injury or occupational use.

B. "Risk" is defined as follows:

Risk is the likelihood that the hazard will lead to injury or the probability of harm actually occurring.

A Hazard Assessment is a thorough examination of an operation (job-site etc.) done for the purpose of identifying what actual and potential hazards are present or could occur during the operation. A Project Pre-Job Hazard Assessment should be completed prior to the start of a project. At various times throughout the projects duration, certain tasks may increase the risk to employees or property and **hazard assessments** will be required to identify these hazards.

Project Pre-Job Hazard Assessment

Whenever a project is starting it is important to anticipate hazards that may be encountered during construction and make allowances for remedial actions to minimize the hazards. A Hazard Assessment will be conducted prior to the start of each project and documented. The following should be considered when conducting the assessment.

- Engineered plans, drawings and specifications.
- Complexity of the project
- Site photographers
- Regional weather conditions, both normal and extreme conditions such as temperature, high winds, hurricanes, flooding etc.
- Geographical location (high population density vs. low population density)
- Access to project
- Remoteness of location
- Availability of skilled labor.
- Environmental risk ie. Proximity to waterways.

Hazard Assessment:

The foreman on their designate will do Hazard Assessments as required on an ongoing basis as the construction site evolved. When a high risk task or job is to be performed for which there are no relevant safe work procedures or practices available for the crew to review, or a new job is starting for which a hazard assessment was not completed, a Hazard assessment will be performed. On most GRD Construction Ltd. sites, it will be the duty of the foreman or their designate to preform daily hazard assessments. The need for daily hazard assessments will be assessed in the pre-job assessment.

Upon completion of the Hazard Assessment, the foreman will review the Hazard Assessment with his crew prior to preforming the job/task, ensuring precautions are followed and all hazards are either eliminated or controlled.

This Hazard Assessment will be documented and kept on file on the worksite for accessibility and review as required.

Factors to consider in Hazard Assessment

- Skill needed to perform the job and expertise available
- Corporate and industry incident statistics.
- Government regulations.
- Communication Barriers-blind spots, noise etc.
- Physical workloads imposed by the job.
- Schedules and time restraints.
- Frequency the task is preformed-daily, monthly and yearly.
- Environmental factors such as weather, soil conditions etc.

Hazard Assessments

- Assemble workers involved in the job or task.
- Review scope of work that is to be performed.
- Break the job or task into individual steps.
- Identify both actual and potential hazards.
- Develop appropriate controls for each hazard.
- Review the assessment.
- Communicate the assessment and controls to all workers on the project.

Conducting a Hazard Assessment:

When conducting a hazard assessment, remember that every workplace is made up of four major comonants.

- The **people** involved (employees, suppliers, client and visitors)
- The **environment** they work in.
- The **materials** they work with.
- The **equipment and tools** they use.

Remember to consider these four things:

1. Identification: What are the hazards of the task?
2. Consequences: What are the worst possible results of an incident due to a hazard?
3. Exposure: How often will the workers be exposed to the hazard that could result in an incident?
4. Probability: What is the likelihood that the hazard will lead to an undesirable consequence?

Upon completion of the general Hazard Assessment, the hazards will be prioritized and a plan of action will be documented.

Follow up to ensure that all hazards have been minimized or eliminated will be the responsibility of the foreman on a project.

HAZARD ASSESSMENT CHECKLIST

Questions to ask before and while doing a task:

**IF IN DOUBT SHOUT
CONTACT YOUR FOREMAN**

Identify:

- Do I clearly understand my task?
- Am I physically and mentally prepared to do the task?
- What could go wrong?
- Is there a risk to others or myself?
- What can change that could create a new risk?
- Could other workers or conditions pose a risk to me?

Assess:

- How bad could this be?
- How likely is it to happen?

Control:

- Who should I contact for help?
- Are permits, written practices, procedures, etc. required?
- What can I do to control the risk?
- Will the control affect another part of the task being done?
- Do I need to tell anyone else?
- Are emergency response plans required?

Begin / Resume Work

WORKING ALONE OR IN ISOLATION

“To work alone or in isolation” means to work in circumstances where assistance would not be readily available to the worker.

- a) In case of emergency, or
- b) In case the worker is injured or in ill health

General:

Prior to working alone on any specific job site, the work and condition of work must be discussed with the supervisor.

A hazard assessment form will be completed prior to commencing work with special considerations given to the following hazards.

- 1. Working with or around equipment or tools moving or not.
- 2. Working in extreme weather conditions.
- 3. Handling or transforming flammable or toxic liquids.
- 4. Maintenance and service work on power equipment.
- 5. Condition of the worker.
- 6. Working from heights.

Procedure:

The following steps to be taken will be reviewed and discussed by the employee and supervisor.

- 1. The location(s) that work will take place in.
- 2. Any specific concerns/hazards that will or may be encountered.
- 3. Hazard assessment form reviewed.
- 4. The time to check on the worker or worker to check in.
- 5. The procedure to be followed in case the worker cannot be contacted.
- 6. The procedure regarding provisions for emergency rescue.
- 7. Provisions for first air for the worker.
- 8. In addition to checks at regular intervals, a check at the end of the work shift must be done.

**When there are two workers at site, follow the standard policies.

VIOLENCE POLICY

GRD Construction Ltd. believes that all persons are entitled to a working environment that is free of violence. Any person displaying violent behavior will be appropriately disciplined according to the company's disciplinary policy. This may include but not be limited to suspension, reprimand and/or dismissal. Persons who are subjected to violent behavior must report it immediately to the company's management.

Violence is a crime punishable under the Canadian Criminal code and GRD Construction Ltd. reserves the right to report all violent behavior to the local policing and enforcement office for response and/or management.

Work place violence includes "any incident in which a person is abused, threatened or assaulted in circumstances relating to work.

Employees are responsible for reporting any behavior in the workplace that makes them uncomfortable or concerned for their well-being.

It is essential to confront inappropriate behavior before it becomes a violent incident. Nevertheless, at no time is a supervisor or other worker expected to put themselves at risk.

All incidents will be investigated. Prompt and appropriate action will be taken, which includes, but not limited to discussion to resolve issue, termination and laying of criminal charges if necessary.

Note: The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO

VIOLENCE IN THE WORKPLACE

GRD Construction Ltd. believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- a) Investigating reported incidents of violence and harassment in an objective and timely manner;
- b) Taking necessary action; and
- c) Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.

What is workplace violence?

Most people think of violence as a physical assault. However, workplace violence is a much broader problem. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- **Threatening behavior** - such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** – any expression of intent to inflict harm.
- **Harassment** – any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate language.
- **Verbal abuse** – swearing, insults, or condescending language.
- **Physical attacks** – hitting, shoving, pushing or kicking.

Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assault, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur within a traditional workplace. Work-related violence can occur at off-site business related functions, at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client)

PERSONAL PROTECTIVE EQUIPMENT

Safety equipment provided for the protection of employees by the company must be used every appropriate occasion. Personal protective equipment that becomes inoperable or damaged because of normal wear, or as a result of an incident, must be returned for replacement.

Hard Hats:

1. Hard hats must be worn by employees in work areas where there is a potential hazard to the head from falling, flying or suspended objects.
2. Hard hats must be worn by all employees who enter designated hard hat areas.
3. Employees visiting an outside work site must wear a hard hat. This applies whether the project is design, layout or construction.
4. Employees working indoors on construction work or maintenance must wear a hard hat if a hazard to the head exists.

Eye Protection:

All employees must wear appropriate eye protection devices when doing any work which might cause foreign particles to enter the eye (e.g. grinding, welding, and cutting)

Safety Goggles:

Safety Goggles, by themselves, do not provide adequate protection against chemical splashes and must be worn along with a face shield in areas where a chemical splash may occur.

When placing goggles on the face, make certain that the bridge of the goggles fits snugly against the nose. Adjust the headband so that the goggles fit securely. Goggles may be worn alone, over prescription glasses, or along with face shields. To remove goggles, pull headband away from the back of the head and over the head. This method will reduce the possibility of dirt or particles dropping off the goggles and entering the eyes.

Face Shields

Face shields are designed to protect the eyes and face from heavy impact, flying particles and when used with goggles, from chemical splashes.

Hearing Protection

Employees subjected to excessive noise levels will be provided with, and will wear, hearing protection devices in accordance with the standards set out by the WCB Industrial Health Safety Regulations. Employees who are exposed to noise levels in excess of the WCB allowable limits for noise must receive an annual hearing test provided by the company.

Respiratory Protection:

Employees exposed to high concentrations of dust, vapors, gases, noxious or toxic fumes, paint fumes, or an oxygen deficient atmosphere, must wear protection devices appropriate for the material to which they are exposed.

Hand Protection:

Employees handling materials likely to cut, puncture, abrade, burn or irritate hands or arms must wear gloves or other devices designed to protect the hands and arms from such injury.

MOBILE EQUIPMENT OPERATION

Employees must not operate any mobile equipment unless they:

1. Possess necessary licenses and/or certificates.
2. Have received adequate instruction and demonstrated to a foreman or instructor that they are able to operate the equipment.
3. Are familiar with operating instructions pertaining to the equipment.
4. Have been authorized to operate the equipment.
5. Are familiar with WCB regulations regarding the safe operation of mobile equipment.
6. Operators of mobile equipment are directly responsible for the safe operation of the equipment. They will maintain full control of the equipment at all times and will comply with all laws and regulations regarding the operation of the equipment.
7. Operators must comply with recommended gross vehicle weight and ensure that the vehicle is not overloaded.
8. Operators of mobile equipment should be familiar with the WCB regulations with regards to working in proximity of overhead power lines. Foreman are responsible for obtaining and completing FORM 30M33 when required by the regulations.
9. Where vision is obstructed, mobile equipment operators must not move the equipment until suitable precautions have been taken to protect themselves and any other person and property from possible injury or damage.
10. Operators must examine their equipment before initial daily operation and thereafter, as required, and report defects, deficiencies or unsafe conditions to a foreman or authorized person.
11. Mobile equipment **MUST NOT BE** refueled with gasoline, propane, natural gas or other vaporizing fuels while:
 - a. The engine is running
 - b. Anyone is smoking in or around the vehicle
 - c. There is a known source of ignition present in the immediate area.
12. No employee will remain in the cab of any vehicle while loads are elevated over the cab unless overhead guards are installed to prevent injury to the employee.
13. When a hazard is created by a swinging load, moving cab or counterweight, or any other moving part of mobile equipment, no worker will remain within range of the hazard, and the operator must not move the equipment while the workers are exposed to the hazard.

14. When an employee is required to work beneath elevated parts of mobile equipment, the parts will be blocked, or otherwise secured to prevent possible injury to the worker.
15. When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load which could create a hazard to workers.
16. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load which might otherwise shift.
17. Employees should not stand or sit on the side or on the tailgate of any moving equipment.
18. The wearing of seat belts in all vehicles and equipment, where they are provided, is mandatory whenever the vehicle or equipment is in motion.
19. The operator of mobile equipment is the only worker allowed to ride the equipment, unless provisions such as seat belts and other facilities have been provided and used by other workers.

POWER EQUIPMENT

General:

1. No worker will use any power tool, or similar type of equipment, unless he is familiar with the no use and operation of the equipment or have received specified instruction in its use and operation.
2. Instruction in the use, handling and maintenance of power tools, or similar tools, will be given to workers who require it.
3. Only qualified or specially trained workers may alter, repair or otherwise tamper with electrical equipment or electrical tools.
4. When “throwing” (engaging or disengaging) an electrical circuit breaker, workers must always stand to one side.
5. No worker will commence work on any electrical equipment until the equipment has been shut off and locked out as per the company’s lockout policy and procedure (reference lockout)

Drills – Air and Electric:

1. Use of eye protection is mandatory for all workers using or assisting in the use of drill monitors of any type.
2. Small parts must be clamped in a vice or to a large piece of material before attempting to drill them.
3. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation. Defective drills must be returned to the shop for repair.
4. Plug ends of electric drills must be capped and have the grounding prong intact.
5. Chuck keys must not be taped to a drill’s electric cord, as electrocution might occur when insulation has worn through.

Machine Guards:

Employees, who are responsible for placing equipment into service, are also responsible for ensuring that equipment guards are in place. If due to damage or deterioration, the original guard provided on a piece of equipment cannot be put in place, employees should use a temporary method, offering equal or better protection as approved by the WCB.

No employee will impair, remove or render ineffective, any safeguards provided for the protection of themselves, or other workers.

Air Hoses and Compressed Air:

Compressed air hoses present a serious hazard when used incorrectly, or when fittings become worn or damaged. Air hoses must not be used to clean floors unless approved by a foreman in advance. Compressed air must never be used to clean hair, face, arms, hands or clothing. Blowing dust from clothing can cause skin damage, ruptured ear drums, eye injuries and, if used on skin where a small cut is present, air may enter the bloodstream.

Horseplay with air hoses, such as disconnecting them with the feet, or startling others by blowing air at them is extremely dangerous and will not be tolerated.

When using compressed air to clean parts of machinery, protective screening and goggles or a face shield must be worn. Restraining devices will be used on connections of hoses and/or pipes which are under pressure when inadvertent disconnection could cause a reaction harmful to workers.

HOUSEKEEPING

General:

Employees are responsible for the maintenance of good housekeeping in all work areas. Poor housekeeping is a proven factor in many industrial accidents and injuries.

1. To maintain good housekeeping practices, the following rules have been established.
2. Workers must keep their work areas clean and tidy at all times. A daily cleanup is mandatory and a frequent clean up during the day is generally necessary.
3. Work areas and storage areas should be arranged to allow for the save movement of workers, equipment and materials.
4. Floors must be kept clear of oils, grease and other materials which create a slipping hazard. Where possible, a nonslip material should be applied over the spilled area.
5. Aisles and passageways must be kept clear of debris and material which could create a tripping hazard
6. Rubbish and waste must be deposited in receptacles provided. Receptacles will be emptied at regular intervals to prevent hazardous accumulation of rubbish and waste.
7. Oily rags must be deposited in approved receptacles only.
8. Hoses, cables, ropes, wires, etc. should be recoiled after use.
9. All grates and covers on openings must be replaced as soon as work is completed. If the work is not completed, the openings should be barricaded.
10. Heavy articles must not be stored on high shelves. Only the bottom two shelves of racks should be used for heavy items.
11. Only approved electrical tools and machinery should be used. Guards should not be removed or rendered ineffective.
12. Lumber with protruding nails must not be left around work areas. Protruding nails must be removed or clinched over.
13. Empty aerosol cans should be deposited of all the proper waste receptacles. Aerosol cans are dangerous at temperatures over 120 degrees F (48 degrees C). Damage to aerosol cans may increase the pressure enough to rupture the can, resulting in metal fragments being sprayed in all directions. Puncturing an aerosol can, tampering with the nozzle, or leaving the can where it can rust may also result in the can rupturing.

A CLEANER WORKPLACE IS A SAFER WORKPLACE

FIRST AID & EQUIPMENT FORM

Management has the responsibility to ensure that first aid services are supplied and maintained for workers. This shall include industrial first aid attendants and equipment in accordance with WCB regulations. A basic first aid training program shall be made available to all full-time employees.

Any worker sustaining injury or illness that is, or may be, job related shall report to a first aid attendant as soon as possible for treatment.

The first aid attendant shall ensure that a record of every injury or illness which requires first aid treatment is kept in the accident record book.

The first aid treatment book shall be kept for at least five years and shall be monitored by management periodically.

First aid statistics shall be reviewed by management and the safety committee to determine trends and recommend corrective action.

NOTE: Workers are reminded that all work related injuries, no matter how minor, are to be reported to the foreman as soon as possible.

Location of:

First Aid Facilities: _____

Eye wash station: _____

First Aid Kit: _____

Fire extinguisher: _____

Name(s) of first aid attendants:

Phone Numbers

_____	_____
_____	_____
_____	_____
_____	_____

EMPLOYEE REPORTING REQUIREMENTS

1. Employees are required to report to their supervisor any accidents and/or injuries as soon as possible.
2. Injured workers are required to seek on-site First Aid treatment, no matter how minor the injury.
3. When a worker is treated by a physician following an injury, he must report an anticipated loss of work time to his supervisor as soon as possible.
4. If injured on the job site, the employee must fill out the appropriate WCB forms.
5. All incidents or injuries must be reported before going home.

Near Miss Reporting

Any accident which could have resulted in an injury or property damage must be reported to you supervisor and investigated. Appropriate, timely corrective action may prevent recurrence and possible injury.

A safe work site is the result of worker **attitude, behavior** and **control**.

In particular:

- A **safe attitude** means staying alert and focused on the job at hand.
- A **safe behavior** means following safe work practices and procedures, and
- **Control** means taking responsibility for making your work site a safe place to be (contribute-be part of the solution)

EMERGENCY DRILL

What do we do if a co-worker gets hurt on the job?

*During drills, assign someone to be the hurt worker/change person each drill to get practice in different situations. Use the following guidelines to practice your own drills.

1. Alert foreman. Each foreman is first aid certified and must have at least one other worker on site who is first aid certified.
2. Assign someone to call 911. (important for all workers to know where phones are located)
3. Alert secondary first aid. This person may be needed to assist foreman in giving first aid to a hurt worker or may be needed to help others if more than one worker is hurt.
4. Assign someone to get the first aid kit (all will know of this location)
5. Administer first aid:
 - Remember personal safety precautions (mask/safety shield, gloves)
 - Work as a team
 - Try and remain calm
 - Wait for ambulance/medical assistance

HEALTH AND SAFETY ORIENTATION TEST

Name of Employee: _____

Date: _____

Project: _____

Location: _____

Note: Place a check mark by correct response

1. Identifying potential hazards helps in maintaining a safe working environment.
True False
2. All injuries and near misses must be reported to my supervisor.
True False
3. Horseplay is allowed only at designated areas on the job site.
True False
4. Equipment that is damaged is okay to use for "just today".
True False
5. Toolbox meetings are there to: improve safety.
True False
6. Wearing my PPE is to be done when:
Someone else is wearing it only when they need to be worn
7. To safely replace a blade on a grinder what is the first step
Unplug the grinder Remove the Grinding Blade
8. Wearing my PPE is a condition of employment
True False
9. When you are working on the roof, you must:
Be very careful Never work on a roof Always wear fall protection
10. When you are driving a man-lift along the ground below 10 feet do you need to:
Wear a harness not worry about it Wear a harness and tie off

Supervisor: _____

Employee: _____

RETURN TO WORK POLICY

GRD Construction Ltd. is committed to providing and promoting a safe and healthy workplace for our employees. Preventing accidents, injuries and illness is our primary objective.

When an employee is injured on the job GRD Construction Ltd. will use our Return to Work process to assist the employee in returning to work as soon as medically feasible . We will attempt to create opportunities for them to return to a safe, transitional work assignment as soon as medically possible.

The process may have different names (return-to-work program, modified work program, transitional work); however, our goal remains the same to return injured employees to safe work.

Our ultimate goal is to return our injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job GRD Construction Ltd. will make every effort to provide a transitional work assignment that meets the injured workers capabilities.

The success of this program involves the combined efforts of management, employees, medical providers and WorkSafeBC/WCB Alberta

Note: The information in this policy does not take precedence over applicable legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO

RETURN TO WORK PROGRAM

In the event that one of our employees is injured GRD Construction Ltd. will work with the worker. His/her healthcare provider and the WorkSafeBC/WCB Alberta to see that the employee is able to return to work as soon as reasonably possible.

All employees will be advised at the time of hire that we will attempt to provide modified work that allows employees to safely remain at work until they are able to resume normal duties. The work offered must be safe for the worker to perform with her/her injury.

When an employee is disabled and off work due to an injury GRD Construction Ltd. will:

1. Contact him/her by telephone at least once every week to remain in contact and assess when he/she may be able to return to either modified work or regular duties.
2. Write or phone the workers' health care provider to advise him/her that modified work can be made available to the worker and to assess the kind of modification that the health care provider may recommend or require.
3. The health care provider will be given a Functional Abilities Form when it is appropriate, given the nature of the injury and the workers response to treatment.

The status of disability cases will be reviewed with the appropriate WorkSafeBC/WCB Alberta account manager/claims adjudicator at least monthly.

MODIFIED RETURN TO WORK PROCEDURE

INTRODUCTION

In the past it was believed that an injured worker had to be completely recovered before returning to work. It is now understood that the sooner a person returns to the work place in any meaningful capacity the quicker that person will recover fully. A modified work program assists in the rehabilitation and early return to work of an injured employee, while enabling the Company to reduce the costs of injury and illness.

MODIFIED WORK POLICY

GRD Construction Ltd. will maintain a modified work program to assist in the rehabilitation and early return to work of all injured or ill employees.

We will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform their duties. This may include a modification of the employee's original position or providing an alternate position, depending on the employee's temporary functional limitations.

All employees, regardless of injury or illness, will be considered for placement in modified work.

PROCEDURE

Types of Modified Work

Modified work may consist of the following:

- **Modifying the existing job** – an employee's existing job is changed to remove those parts of the job which the employee is currently unable to do because of the injury.
- **Provide Transitional Work** – an employee will perform regular job duties; however, less time is spent doing these duties for example, an employee may work 2 hours/day for the first week 4 hours/day for the second and then return to regular hours on the third.
- **Providing an Alternate Job** – an employee is given duties other than his usual ones.
- **Training** – an employee is sent for training to enhance job skills.
- **Any combination of the above** – Modified Work may be made by combining the above listing formats. E.g. training for 2 days followed by Alternate Work.

MODIFIED WORK PROCEDURES

In case of a minor injury GRD Construction Ltd. shall make a verbal offer of modified work if the worker accepted, the company shall arrange for suitable work and monitor the worker's performance. In case of a more serious injury, the following procedures should be followed.

Medical approval is needed before an offer of modified work is made. Any injured employee should be provided with the information package to be delivered to the attending physicians/Physiotherapist.

Offer of Modified Work.

When the information package is returned, the information will be reviewed and an appropriate modified work offer shall be made. The offer must be made in writing using the "Modified Work Offer" forms and shall be signed by both the injured worker and his supervisor. If any employee refuses modified work. The reasons should be immediately reported and recorded. Further, if an employee fails to provide the information requested, it may result in the delay of benefits to which the employee may be entitled.

Monitor Return to Work

The supervisor of any employee on Modified Work shall ensure that the worker is not directed to perform work that he/her is not medically approved for. The supervisor will also monitor the employee's process. Return to Regular Duties. An employee may return to regular duties once medical clearance has been given by the physician. This approval should be in writing. WorkSafeBC/WCB Alberta must be informed of the employee's return to work.

Follow Up

When an employee returns to regular duties his supervisor should monitor his progress so that any concerns may be addressed.

NOTE: Caution is to be exercised to ensure that injuries are not aggravated through the modified work program.

Forms

Worker's Report of Injury, Acknowledgment of Return to Work Program Receipt, Medical Release, Function Abilities Form, Supervisor's Checklist, Return to Work Contact Log, and Return to Work Plan

WORKER INJURY/RECOVERY PACKAGE

If you have been injured on the job and will be visiting your physician, you will need to complete a few forms. Obviously if you are anticipated in some way, your supervisor or first aid attendant will aid you with this. The forms start the creation of your claim and speed the process along, thereby enabling you to get you to get your wage loss compensation quicker.

Workers Report of Injury Form

This is the first form you are required to fill out. It gives the company all of the relevant information regarding your incident so a claim can be started on your behalf. Fill it out and return it to your supervisor who will forward it to Head Office. If you are unable to complete this form, your supervisor will complete it for you.

Return to Work Program Receipt Form

You will be given a package that includes some informatics GRD Construction Ltd. Return to Work policy and procedure as well as a physician's return to work form. When you receive this package you will be asked to sign for it.

Physician/Physiotherapist Medical Assessment Form

This form is for your Physician or physiotherapist to complete. It will indicate what work you are able to perform and what functional limitations you have for the duration of your recovery. If you do not return this for you may not receive wage loss compensation from WorkSafeBC/WCB Alberta or it may be delayed.

Modified Work Offer Form

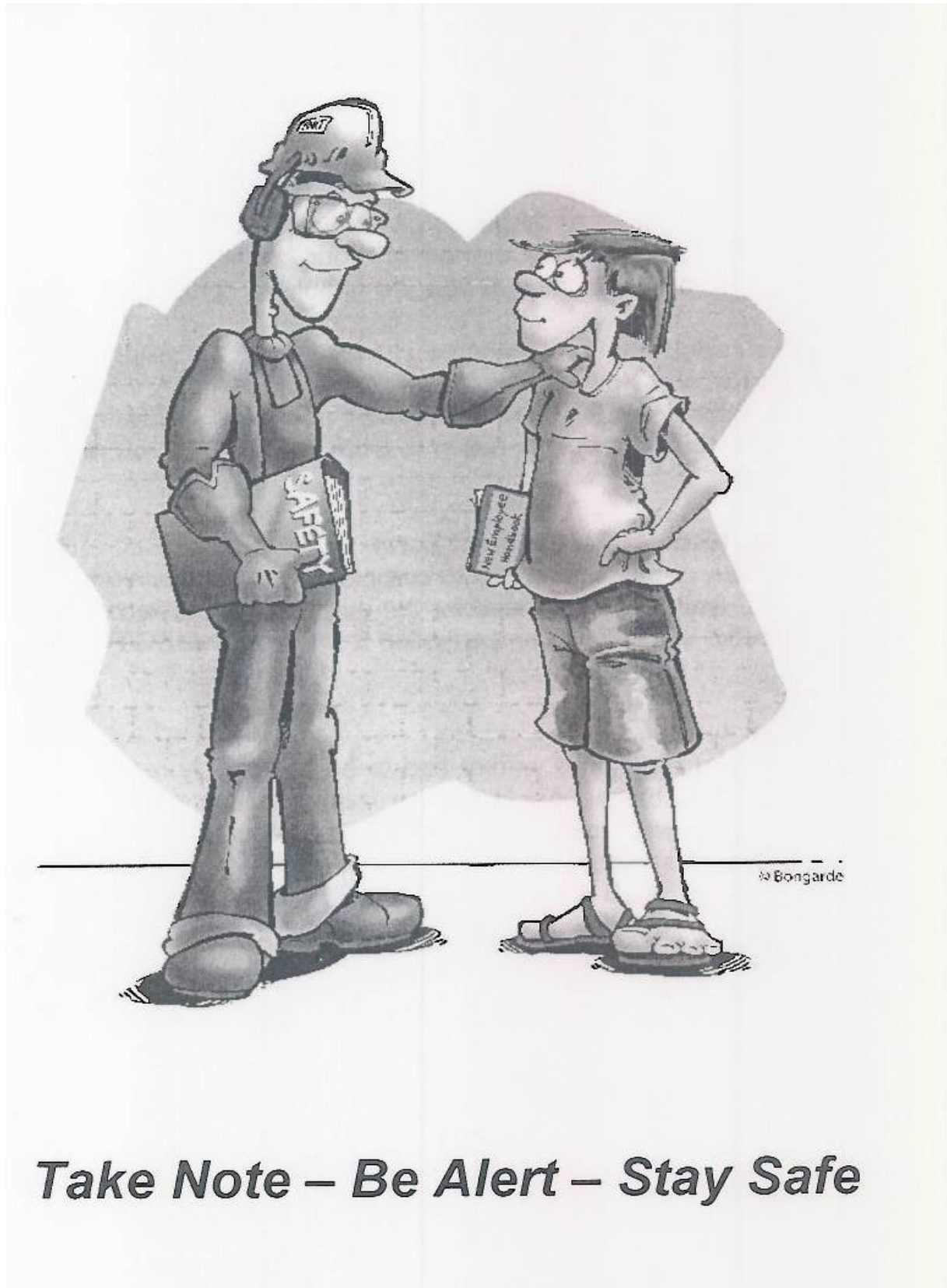
In the past it was believed that an injured worker had to be completely recovered before returning to work. It is now understood that the sooner a person returns to the work place in any meaningful capacity the quicker that person will recover fully. You will be required to participate in GRD Construction Ltd. Return to Work program as once you have been offered the program, should you refuse, and you risk being cut off by WorkSafeBC/WCB Alberta.

Once your doctor is indicated what duties you are able or unable to perform, a formal Modified Work Offer will be given to you detailing all the duties you will be asked to preform while you recover and the duration of your light duties.

Your supervisor will give you a form to sign before you leave the jobsite indicating you have received this package and understand that GRD Construction Ltd. will provide light duties for you ensuring your injury is not aggravated to the best of their abilities.

If you have any questions regarding this process please call your safety coordinator Danialle Sagmoen at Office: 604-503-5525

MENTORING PROGRAM



Take Note – Be Alert – Stay Safe

Take Note – Be Alert – Stay Safe

INTRODUCTION

GRD Construction Ltd. the Health, Safety and wellbeing of our employees is very important.

It has been stated that a number of injuries sustained on construction sites, are happening to workers under the age of 25 years old and have been on the job site for less than 3 months.

To address this, GRD Construction Ltd. has developed a New to the Workforce Employee Mentoring Program. Consider this, our New to the Workplace Employees are like a new building. If you build a proper foundation the continued development of a new building should go well.

“If we provide quality mentoring and supervision to all New to the Workplace Employees, Student Workers and 1st Year Apprentices, we are providing them with a solid foundation for the development of their careers and hopefully they will develop those careers with us.”

Note: For this program New to the WorkForce Employees/Student Workers/ 1st Year Apprentices will be referred to as new Employee.

PURPOSE

The purpose of this program is to introduce New Employees to the Construction Industry by providing direct quality instruction and supervision for the safe performance of their duties.

DEFINITIONS

For the purpose of this mentoring program

- Superintendent:* The person charged with the responsibility of overseeing the project. The Project Superintendent, or on projects where there are multiple superintendents, each Individuals Superintendent is responsible for implementing this program in their area of responsibility.
- Mentor:* A role model, a seasoned Employee chosen by the Superintendent who has demonstrated the appropriate skills and has the ability to counsel New Employee in work place safety. In consultation with the Superintendent, the Mentor may be changed at any time.
- New Employee:* New Employee is an Employee who is new to the Construction Industry, and an Employee who has worked less than 3 months consecutively on a construction site.
- Student Worker:* A Worker who is attending a school/work program sponsored by the local government or any summer students, whom has not completed this Mentoring Program.
- 1st Year Apprentice:* GRD Construction Ltd. 1st Year trade apprentice, who has not completed this Mentoring Program.

RESPONSIBILITIES

Safety Coordinator:

- The Manager of Health and Safety is responsible to implement this mentoring program in their area of responsibility.
- Any deficiencies found in the implementation of the program, will be identified on the project report, and copies of the report forwarded to the division Vice president.

Supervisor:

- It is the responsibility of the Project Supervisor to implement the GRD Construction Mentoring Program on this project.
- The Supervisor will choose a seasoned Employee whom he considers a Role Model and has attributed to be the Mentor for a New Employee
- The Supervisor will review all New Employee evaluation forms provided by the Mentor and give advice or take action as required.
- The Supervisor may change Mentors at his discretion.

Mentor:

- As a mentor, you are a Role Model for our New to the Workforce Employees.
- Your responsibilities will also include being a supervisor.
- All supervisors are directly responsible for their Employee's safety; they are responsible to ensure that the area where they are sending their Employees has the proper instruction and personal protective equipment to do the job safely.
- The Mentor shall complete the Employee evaluation form on a bi-weekly basis and review the form with the Supervisor.

New Employee/Student Workers/1st Year Apprentices:

- The responsibilities of the New Employee include:
- Arriving at the job site each day ready, willing and able to commence work.
- Reporting promptly to his Mentor.
- Taking instructions from his/her **Mentor and the Project Superintendent only!** Unless an unsafe act or condition exists, then any person may advise the worker to **STOP WORK**.
- Advising his/her Mentor of any task he/she does not feel comfortable doing.
- Understanding that they have the right and responsibility to refuse to perform unsafe tasks.
- Completing any training courses the Superintendent or Mentor deem necessary.

STARTING NEW EMPLOYEES OFF RIGHT

NEW EMPLOYEES NEED ORIENTATION

1. Ensure the New Employee has completed GRD Construction Ltd. Safety Orientation and Young or New Worker Orientation.
2. Explain the project and the duties of the New Employer.
3. Alert the New Employee of any hazards on site and the protective measures required.
4. Explain requirements for personal protective equipment.
5. Show the new employee where to find the first aid kit, fire extinguisher and other emergency equipment.
6. Explain the importance of reporting an injury to your supervisor, No matter how minor.
7. Show the New Employee around the site.

A New Employee can absorb only so much information in the first few days. Be patient.

LEARN HOW YOUNG EMPLOYEES THINK

Surveys conducted by Safety Organizations indicate that young Employees have thoughts, beliefs and attitudes that can be dangerous.

- “I’ll do almost anything my employer asks me to.”
- “I trust my employer not to make me do anything unsafe or dangerous.”
- “I assume the equipment and chemicals I work with are safe.”
- “I don’t know much about my health and safety rights and responsibilities.”
- “I don’t want to ask too much questions. I may lose my job.”
- “Protective equipment isn’t cool. I won’t wear it unless someone makes me,”
- “I don’t want my boss to think I complain too much about hazards.”
- “I wish I could ask someone my own age.”
- “The training I get is basically on the job. Not much of it involves health & Safety.”
- “It’s not an injury unless I can’t do my job anymore.”
- “I’ve got to work hard and fast. I don’t want anyone to think I’m lazy.”
- “I’ll make due with whatever equipment and tools they give me.”
- “Everybody talks about safety, but when it comes to getting the job done they don’t have time for it.”

KNOW WHAT WORKS WITH YOUNG EMPLOYEES

Again, studies conducted by Safety Organizations indicate how to get Young Employees to listen, follow some instructions and understand why safety is important.

- “Show me realistic cause and effect examples of what can go wrong.”
- “Show me real situations, including blood and gore.”
- “Pay me for my time you want me to spend training or reading the stuff you give me.”
- “Give me time at work to read the policy rather than telling me to read it on my own.”
- “Don’t just tell me to be careful, show me how to do it right.”
- “Why should I wear this equipment if other guys don’t?”

ENCOURAGE THEM TO ASK QUESTIONS

Learning by trial and error can be dangerous. When they have questions about equipment, materials, or procedure, Young Employees should feel comfortable asking their Mentor for answers. In the same vein, encourage Young Employees to report hazards and injuries.

REMEMBER WHAT YOU WERE LIKE AT THEIR AGE

IMPLEMENTATION

Any GRD Construction Ltd. New Employee, Student Worker or 1st Year Apprentice must be identified during safety orientation. Any GRD Construction Ltd. New Employee, Student Worker or 1st Year Apprentice identified will not be sent to work until the Superintendent has chosen a Mentor and reviewed this program with both the Mentor and New Employee.

At no time can the New Employee leave the direct line of sight of the Mentor, if the Mentor must leave to go to the washroom then the New Employee must **STOP WORK** until the Mentor returns.

The Minimum duration the New Employee must spend on this program is one month.

- A Mentor may only Mentor one New Employee at any given time.
- During this program the New Employee must not be exposed to any high risk jobs e.g.; confined space entry or watchman; if working in any aerial platforms must not operate the platform until certified. Any questions on the duties allowed shall be addressed with the Superintendent.
- The Mentor shall give quality instructions and answer any questions in a positive manner.
- On a bi-weekly basis the Mentor will complete a New Employee evaluation form and submit this form to the Superintendent for review.
- When the one-month Mentoring period expires, the Mentor shall determine if the New Worker has demonstrated the skills necessary to leave the Mentoring Program. If not, the Mentor may recommend to the Superintendent, that additional time is required until the New Employee demonstrates the skills necessary to leave the program.

NEW EMPLOYEE EVALUATION FORM

EVALUATION TO BE DONE BI-WEEKLY

Date of Hire: _____ Employee Name: _____

Mentor: _____

Required Skills	Poor	Needs Improvement	Fair	Good
1. Attendance				
2. Interaction with others				
3. Communication skills				
4. Organization skills				
5. Listens to instructions				
6. Thinks safety and works safely				
7. Demonstrates a professional attitude towards tasks				
8. Has the employee been progressing positively?				

Comments:

Date: _____

Employee Signature: _____

Mentor Signature: _____

Supervisor Signature: _____

GUIDELINES FOR TOOL BOX / SAFETY MEETINGS

Tool Box and Safety meetings are one of the most effective ways for foreman to exhibit their own and the company's commitment to safety. All toolbox meetings should be conducted with a specific topic or topics of decision, such as a new safety procedure, equipment or a recent accident.

Meeting Summary

- Tool box /Safety meeting should be held a minimum of once per week, on a specific day that the foreman determines most appropriate, or as often as deemed necessary by the foreman or employees.
- If needed, please contact your safety Coordinator for a list of topics for discussion.
- All workers must attend and sign the Record of Attendance form.

Preparation

- Think of your own experiences, observation, beliefs and knowledge
- Think of your area of control, repeated problems, recent accomplishments, needs for improvement
- Think of your workers, their wants and needs, opinions, abilities and attitudes.
- Review hazards for upcoming work activities.
- Review general safety rules and policies
- Keep notes of day-to-day occurrences that could form a basis for interesting safety talks
- Read safety-related material and clip articles for later discussion
- Limit number of topics to the time for discussion as other topics are more pressing topics may arise during meeting.
- Review material before presenting it to your workers.

Delivery

- Involve your audience by encouraging questions and discussions
- Keep your message clear and understandable
- Keep answers clear and understandable
- Answer spoken and unspoken questions.

Records

- Use the Tool Box/ Safety Meeting form to document the topics discussed, and suggestions and opinions expressed during the meeting and any corrective actions recommended or taken.

TOOL BOX / HEALTH & SAFETY MEETINGS

Forman/Supervisor: _____ Date: _____

Project and Address: _____

Agenda:

- 1. Review of previous meetings
- 2. Review of Inspection/Incidents/Accidents
- 3. Current topic discussion
- 4. Worker input

Topic of Review:

Additional items discussed (hazards, upcoming work and concerns):

Worker Input:

Action(s) To Be Taken:

Incidents/Accident/Injuries Reviewed:

Forman/Supervisor Signature: _____

Reviewed by: _____ Date Reviewed: _____

**** Please make this record available to all at the job site and fax a copy to Safety Department ****

