



Health and Safety Handbook

2014

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OCCUPATIONAL HEALTH AND SAFETY HANDBOOK

This Occupational Health and Safety handbook establishes Safety Standards throughout GRD Construction work sites. It provides a set of rules and regulation designed to minimize the frequency and severity of incidents and to limit the development of situations that may be detrimental to the health and safety of employees, contractor and visitors.

Although the handbook address a number of Company policy and Standards, it does not presume to cover all the available information. More precise and detailed information is available in our Health and Safety Manual, section and page is noted in the handbook.

Section 2

Company Safety Policy	HSM 1-4
Field Level Risk Assessment –FLRA-start cards	HSM 2-4
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COMPANY SAFETY POLICY

GRD Construction is committed to creating working condition that promote safe, healthy and efficient operation, to eliminate or control the hazard that causes accident, injuries or damages.

Every reasonable and practical effort will be made to follow principles of good safety management. To achieve this objective the company will comply with WCB, provincial, local and industry safety and legislation. It is incumbent upon all GRD employees to understand their roles and responsibilities to ensure that the GRD Construction Safety Loss and Prevention program is consistently implemented.

Everyone has the right to be safe at work.

FIELD LEVEL RISK ASSESSMENT- FLRA (Start Card)

- Daily someone will be assigned to inspect work area and complete the FLRA card prior to beginning work.
- Supervisor or Safety will inspect as well and confirm information.
- Team will discuss FLRA at the job location.
- Safety, Supervisor and his/her team must all sign the FLRA.
- Should the scope of work or job change, the FLRA shall be revised and communicated before changing job.
- FLRA must be kept with team and handed in daily to Supervisor or Safety.

Start Cards (FLRA) must be filled out daily on every site.

SAFE WORK PRACTICE POLICY

GRD's policy is that all employees are properly instructed in the safe performance of their duties. The management team will determine which safe work practices are needed and whether they are being followed.

GRD will be continuously responsible for the revision and development of safe work practices.

Supervisory staff is responsible for ensuring workers understanding and compliance with general safe work practices.

It is everyone's Job to make the work place as safe as possible.

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is GRD Construction policy, to have all workers use the proper Personal Protection Equipment (PPE) when and where required.

- CSA safety boots
- CSA and ANSI standard hard hats
- Eye protection-safety glasses/goggles (contact lenses are not to be worn on site)
- High visibility vest or equivalent.
- Hearing protection (when Needed)
- Hand protection
- Appropriate clothing for work to be done.
- Any other specially PPE required for the job site.

PPE is mandatory on construction sites.

FALL PROTECTION POLICY

It is GRD Constructions policy to have all workers who work at heights above 10 feet be protected from falls by establishing a 100% fall protection goal, meaning that no exposure to an elevated fall is permitted on a GRD's worksite.

All employees are required to follow company policy whenever they are on a GRD Construction worksite. Failure to do so will result in disciplinary action.

Fall protection must be used when working at elevations greater than 10 feet.

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.

the following rules have been established.

- ✓ Workers must keep their work areas clean and tidy at all times.
- ✓ Work areas and storage areas should be arranged to allow for the save movement of workers, equipment and materials.
- ✓ Floors must be kept clear of oils, grease and other materials which create a slipping hazard.
- ✓ Aisles and passageways must be kept clear of debris and material
- ✓ Rubbish and waste must be deposited in receptacles provided.
- ✓ Oily rags and Empty aerosol cans must be deposited in approved receptacles only.
- ✓ Hoses, cables, ropes, wires, etc. should be recoiled after use.
- ✓ All grates and covers on openings must be replaced as soon as work is completed. Use barricade when needed.
- ✓ Heavy articles must not be stored on high shelves.
- ✓ Only approved electrical tools and machinery should be used.
- ✓ Lumber with protruding nails must not be left around work areas. Protruding nails must be removed or clinched over.

A CLEANER WORKPLACE IS A SAFER WORKPLACE

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.

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.

All workers must attend and sign the Record of Attendance form.

Section 3



General Safety Rule
Discipline Policy
Harassment Policy
Drug and Alcohol Policy
Violence Policy

HSM 5-2

HSM 5-3

HSM 5-6

HSM 5-9

HSM 5-10

GENERAL SAFETY RULES

1. 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/her ability to work is impaired by any form of mood altering substances.
2. No employee shall enter the work site in possession or use of firearms or lethal weapons.
3. Cell phones are not to be used on site unless an emergency or authorized by management.
4. Hoses, cables, ropes, wires, etc., must be stored when not in use so to prevent tripping hazards.
5. Hazardous materials must be identified, stored and handled in accordance with the Workplace Hazardous Materials Information System (WHIMIS) regulations.
6. Keep your work area clean and tidy at all times. A daily cleanup is necessary.
7. If you have any doubt regarding a job procedure or the safety involved, consult with your supervisor before proceeding with the task.
8. Harassment and/or violence including but not limited to: Abusive language, fighting, horseplay, practical jokes, or otherwise interfering with other workers is prohibited.

Everyone deserves respect. Treat others how you want to be treated.

SAFETY RULES CONT.

9. Theft, vandalism or any other abuse or misuse of company or another person's property is strictly prohibited.
10. Proper PPE is mandatory on every site.
11. Fall Protection is mandatory above 10 feet.
12. Company vehicles, equipment and tools may only be operated by authorized personnel.
13. Do not operate machinery or equipment for which you are not trained.
14. All Safety guards, barriers, signs and tags must be followed and never render safety device inoperable.
15. Never point on air hose at another worker. Never clean clothes or skin with compressed air.
16. Gasoline powered motors must be stopped before refueling and the NO SMOKING rule observed.
17. 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.**

ENFORCEMENT / DISCIPLINE POLICY

As part of GRD Construction Safety and Prevention Program, all workers must receive information on general rules, regulation, practices and procedures. Employees are expected to observe these common sense rules of honesty, common decency, and general conduct and to treat all individuals fairly and with dignity. In order to maintain safe work sites the following safety rules must be consistently enforced. The following system will be used to enforce the Safety Program.

1. The worker will be verbally warned of the unacceptable action and shall correct it accordingly.
2. The worker will receive a written warning or safety policy infraction.
3. Should the worker persist in performing unsafe acts of display disregard toward any safety requirements or supervisor, the worker will receive a second written warning and may receive a suspension or another form of disciplinary action that the foreman deems appropriate.
4. The worker may receive another form of disciplinary action or may be terminated.

A worker who believed that a warning or a disciplinary action given to them was not appropriate, may take this issue to management.

HARASSMENT POLICY

GRD Construction is committed to healthy, harassment-free work environment for all employees and persons involved in our operations. The company has developed a policy intended to prevent harassment of any type of its employees and to deal quickly and effectively with any incident that may occur. This policy applied to all employees working for any and all subsidiaries and/or affiliated of the company.

Which Includes but not limited to age, ancestry, mental / physical, source of income, place of origin, race, color, marital status, family status, sexual orientation, sex (gender) or religious.

Forms of harassment: Verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts where the comments or behaviour are based on one or more of the prohibited grounds set out above.

Workplace harassment is not limited to On-site, this includes hotels and business functions.

DRUG AND ALCOHOL POLICY

Grd Construction is committed to provide its workers with safe, healthy conditions and atmosphere, which allows them to protect other workers, inventory and other assets placed in their care. Our approach to alcohol and drugs is to more toward elimination of problem incidents and to reduce risk to people, production, equipment and the work process. You are expected to be in suitable mental and physical condition while at work, allowing you to preform your job effectively and safely.

It is the company's policy that no worker shall enter a worksite under the influence of any mood altering substances (such as alcohol or other drugs). The possession, sale or use of such substances on any company site is in violation of our rules and will be subject to disciplinary action.

Our work sites our 100% drug and alcohol free. 0 tolerance.

VIOLENCE POLICY

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

This includes but not limited to

- **Threatening Behavior** – such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression or intent to inflict harm.
- **Harassment** – any behaviour 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 activities.
- **Verbal Abuse** – Swearing, insults or condescending language.
- **Physical Attacks** – hitting, shoving, pushing or kicking.

Violence is a crime punishable under the Canadian criminal code.

Section 4

Incident Investigation Policy

Incident reporting

Vehicle Operations Safety Guide

Equipment Inspection

HSM 11-2

HSM 11-3

HSM 8-7

HSM 10-13

INCIDENT INVESTIGATION POLICY

GRD Construction requires all employees to immediately report to their foreman all incidents that result in injury or property damage and all “near misses” or “no loss incidents” that had potential for serious injury or property damage.

A copy of the incident will be sent to safety and a review might be done. These reviews are a great help to try to avoid the incident from happening in the future. Reports might also be needed for insurance purposes.

- If someone was injured a copy of the incident report can be forwarded to WCB to help explain the incident.
- If property Damage is done. The report will be sent to the insurance company if it is over a certain dollar amount.

All incident reports are kept on file for minimum 1 year.

All incidents must be report to your supervisor or foreman.

INCIDENT REPORTING

You are required to facilitate/assist all those involved in an incident in completing the following terms.

- Investigation & Incident Report
- All WCB Forms required
- Worker's Report
- Employers Report

For all injury incidents, the WCB forms must be completed by both the employer and employee and faxed to WCB within 72 hours of the incident. If the following occur:

- Work related injuries are likely to cause the worker to be off for more than the day of the injury.
- Injuries require ongoing medical treatment
- The injuries result in permanent disability

All incident reports must faxed or emailed to safety.

VEHICLE OPERATOR'S SAFETY GUIDE

GRD Construction is committed to the safety and wellbeing of the employees and public. GRD Construction will make all reasonable efforts to ensure that drivers of its vehicles are trained and qualified to operate its vehicles in a safe and professional manner.

Employees must be

- qualified drivers to drive vehicles.
- maintain the level of competence
- Have a clean driving record. (copy must be sent to office)

As a driver/operator, you have a responsibility to ensure that you are fit to drive and that your equipment is in safe operating condition. A safe driving program is based on the fundamentals of "Defensive Driving." Defensive drivers realize that other drivers can and will make driving errors, and they are prepared to avoid these accident – producing situations. They are also prepared for changes in road conditions, weather and traffic, and thereby keep the vehicle under constant control.

It is your job to operate GRD's vehicles and equipment in safe and professional manner

EQUIPMENT AND MACHINERY INSPECTION PROCEDURES

The equipment operator must perform a equipment/machinery inspection prior to using the equipment daily.

Pre-Inspection

- Review inspection records and note any commonly reported hazards.
- Familiarize yourself with the machinery and equipment checklist.
- Some items pose a higher and more commonly occurring hazards than others.

During Inspection

- Prior to each use, the operator must follow the appropriate checklist to thoroughly inspect the equipment. Use your eyes, ears and other senses to identify actual or potential problems as preform your inspection. Record any hazards or concerns.
- Prioritize items according to their potential for incident – injury or damage.
- Follow up on high priority unsafe items immediately with your supervisor and **DO NOT USE** the equipment until these items are rectified or cleared by the supervisor.

**Keep the inspection form with the machinery
Submit all completed paperwork at the end of each day.**

Section 5



Safe Work Practices
Aerial work Platforms
Forklifts
Hoisting
Hand tools
Power tools
Steel erection
Roof secondary- purlin
Insulated panels
Roofing and Cladding

HSM 3-5
HSM 4-7
HSM 3-23
HSM 3-28
HSM 3-27
HSM 3-37
HSM 4-26-27
HSM 4-28-29
HSM 4-34-35
HSM 4

SAFE WORK PRACTICES

GRD Construction Ltd. strives to complete work efficiently, on time and SAFELY. To help accomplish this, we have developed specific safe work procedures for common and uncommon construction site activities.

- The company has put them in writing
- Made them available to all employees by keeping a copy at each work site in the Health and Safety Manual
- Provided safe equipment and material to work with

It is to be noted here that not all situations can be addressed in this manual as they are varied and could require specific practices for specific situations encountered. In compiling these safe work practices, if this is the case the supervisor/ foreman can direct you.

If not sure if something is safe.....ASK.

AERIAL WORK PLATFORMS

Key Safe Procedures:

- The operator and all personnel who will be using the lift are to be trained, qualified and authorized to operate or work upon the platform.
- The Operator shall refer to and not operate the aerial platform boom lift until they fully understand written safety directions, precautions, safe operation methods and rules described in the operator's manual.
- The operator shall ensure the aerial platform boom list is operated in accordance with instructions and/or directions described in the operator's manual.
- Fall protection must be worn in ALL BOOM LIFTS and in scissor lift as per the operator's manual.

100% Tie off on machines over 10 feet

FORKLIFTS

Key Safe Procedures:

- Materials and equipment must be loaded on the forklift in a manner that prevents any movement of the load.
- All loads which could be subject to shifting during transportation must be restrained
- Carry loads as low as possible.
- Do not drive the arms, head or legs outside the confines of the forklift.
- If you cannot clearly see the load or off-load points you must use a signal person to help.
- Sound horn and slow down when approaching pedestrians, doorways, ramps and other forklifts
- Forklifts being used indoors must be shut down when not in use.
- Forklifts being used indoors must be taken outside for refueling.
- Observe and obey the load capacity of the forklifts.
- When shutting down a forklift: level and lower the forks, apply the parking brake and put the controls in neutral.
- Do not elevate anyone on the forks unless in an approved man cage that is secured to the forklift.

Machinery is not a toy. Use the way it is recommended

HOISTING

Key Safe Procedures:

- Estimate the weight of gravity or point of balance.
- Prepare a place to land the load, lower the load gently and make sure it is stable before slacking the sling
- Select only slings appropriate for the lift and never exceed the working load limits
- Make sure the hoist or crane is directly over the center of the load
- Use slings of proper length. Never shorten the line by twisting or knotting.
- Never permit anyone to ride the lifting hook or the load
- Make sure all personnel are standing clear from the load being lifted
- Never working under a suspended load
- Never leave a load suspended when the hoist or crane is unattended
- Inspect all slings thoroughly at specified intervals and maintain them in good condition
- Inspect each slings for cuts, nicks, bent links, etc. before use.
- Damaged or frayed slings must be removed from service.
- Safety latches must be installed on all sling hooks where there is any danger of dislodgment of the load.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used to control the load where appropriate.

Make sure everyone is clear before lifting any load

RIGGING

Refer also to Hoisting Safe Work Practices.

Key Safe Procedures:

- Appoint one of the crew to act as signalman and make sure he is identified
- Each rigger must be sure he is in the clear before he gives an “all ready” to the signalman.
- If you must hold the sling or choker in a position, be sure your hand is clear of pinch points.
- Softeners must be used to prevent slippage, material damage, and damage to choker.
- Watch out for the roll or swing of the load and work away from it.
- Never place yourself between material, equipment or any stationary object and the load swing
- Never stand under the load and keep from under the boom as much as possible.
- Ensure landing area is clear.
- When lowering or setting the load, be sure your feet and all other parts of your body are clear of the load.
- Set the load down easily and slowly and check the load stability prior to releasing the rigging.
- Use tag lines to control the load where appropriate.
- Slings must be stored in a manner that ensures they will not be damaged.

Keep clear from the load and watch the movement of the load.

HAND TOOLS

Key Safe Procedures:

- Use tools only for the job which they were intended
- Do not apply excessive pressure on tools
- Carry sharp tools in a heavy belt or apron. Hang tools at your sides, not behind your back.
- Carry tools in a manner that does not interfere with using both hands on a ladder or climbing
- Wear appropriate personal protective equipment (safety glasses, gloves, etc..)
- Maintain tools carefully, keep them clean and dry, and store them properly after use.
- Inspect tool for defects prior to use.
- Exercise extreme caution when using tool near live electrical circuits. Do not use cushion grip handles as replacements for insulated handles.
- Pull on wrenches and pliers. Never push unless you are using an open hand.
- Face adjustable wrenches forward, and turn wrenches pressure against permanent jaw.
- Do not increase leverage by adding sleeves to increase tool length
- Do not cut or chip towards yourself when using cutting tools or chisels
- Do not redress, grind, weld or heat-treat tools with a whetstone rather than a grinder
- Do not use C-clamps to construct scaffolds or platforms for workers
- Do not hoist with C-clamp. Use special lifting clamps.

If a tool is damaged or broken, tag it out. DO NOT USE IT.

POWER TOOLS

Key Safe Procedures:

- Inspect tool, power cords and electrical fitting for damage, broken or inoperative guards prior to each use.
- Do not wear gloves, loose clothing or jewelry while using revolving power tools.
- Switch tools off before connecting them to a power supply.
- Do not use eclectic tools in wet or damp locations unless connected to a ground-fault circuit interrupter (GFCI)
- Ensure tools are properly grounded (three-prong plug) or are double insulated.
- Keep power cords clear of tools during use.
- Suspend power cords over isles or work area, when possible, to event stumbling or tripping hazards.
- Do not carry electrical tools by power cord.
- Avoid octopus connections.
- Wear safety goggles when using power tools for grinding, cutting, chipping, and sanding operations.
- Wear hearing protection when operating power tools.

Double-check all tools prior to use

STEEL ERECTION

Key Safe Procedures:

1. Start card and equipment inspection form must be filled out.
2. Dress for the weather conditions of the day.
3. Inspect and done fall protection harness with lanyard.
4. Gather up all tools needed to safely make connections, place in a tool belt or in the man lift and secure them.
5. Get the proper bolts needed for the connection making sure to have the right size and length required
6. Stay in your machine, keeping out of the way of the lift until you are directed to go to the connection site.
7. Position your lift at the connection in a way that least blocks the view of the lifting equipment operator,
8. Do not be under the lift and also do not stand on the rails of the man lift.
9. Help guide the incoming piece of steel and position the bolt holes so the connection is in the use erection wrenches or bars to help line up the bolt holes.
10. Install all the bolts in the connection. Wrench tightening at least 2 kiddy corner bolts.
11. If asked to do so by the foreman be prepared to impact (tighten) all the bolts in the connection.
12. If asked to by the foreman, help install any temporary bracing that is necessary.
13. When told to, help disconnect the rigging that was used to hoist the beam and safety remove it (dropping it to the ground only as a last resort, with the foreman's permission and after the area has been checked for people and or equipment that could get hurt or damaged.)
14. Come back down to the ground and prepare for the next connection of advised.

ROOF SECONDARY – PURLINS

Key Safe Procedures:

1. Ensure that the rafter safety system is installed and that it is installed properly.
2. If using a crane set it up as close as possible to the bay being erected. -If using a forklift be sure that the ground is level to allow for the turning that is necessary to land the bundles of purlins.
3. Always break the bundles up into weights that are not going to stress the lifting equipment.
4. Try to handle the bundles as close to the columns as possible.
5. The purlin team be up on the rafters, one on each of the rafters that the purlins are to be connected to.
6. After landing the purlins the erector that is on the rope side can pull the rope to bring the slings over to his side with the assistance of the lift equipment and then remove the rigging and carefully drop it to the ground.
7. The purlin team can then break the bundle apart and start putting them in place by walking them
8. preferred to install start at the bottom of the rafter and work their way to the top but some situations preferred to install some stud purlins in various locations to add to the strength of the building during erection.
9. At all times the key is to work as a team.
10. The erector on the lap side or side that already has purlins installed on the adjacent bay should make his connection first and should install 2 bolts into the rafter.
11. Then the erector on the other side can make his bolt and should only install one and it can be hand tight unless situations like high winds or it being the last bay of the day in which case it should be tightened.
12. This is repeated until the bay is completed

INSULATED WALL PANELS

Key Safe Procedures:

1. Know the weight of the wall sheet to be erected and be sure it is within the capacity of lifting equipment.
2. Use appropriate rigging. Make sure the sling used to attach the lifting clamp to the lifting equipment is of an appropriate size and in good condition.
3. If using a crane set it up as close to the wall panel and its final location as possible. This is to reduce the length of boom needed as lifting wall panels can side load a boom very fast. This can be extremely dangerous. Be sure to allow room for a man lift to be able to disconnect the rigging. If using a forklift try to limit the distance you will travel to as short as possible.
4. If lifting with a forklift drive the lift in a direction that reduces any side loading of the boom and be sure to get the hook over the center of the wall panel before lifting it off the ground to prevent the panel's base from swing out.
5. Once the wall panels comes off the ground keep it low and have a swamper hold the bottom as the lifter positions the panel. Never allow the swamper to stand under the load only beside it.
6. When properly positioned slowly let the wall panel down until it rests on its base angle or the concrete
7. Use a lever against a clamp that is attached to the girt to slide the wall sheets together
8. Once you have a nice lap check the panel for plumb and make any small adjustments.
9. Fasten the panel to the girts with the appropriate fasteners and clips.
10. Disconnect the clamp and hold the panel tight to the girts.

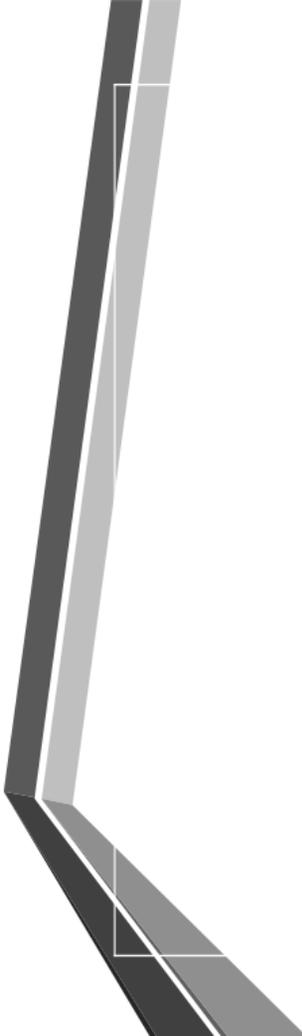
Note: it helps to speed up the process if you have two panel clamps so that one can be prepared while one is being lifted.

ROOFING AND CLADDING

Key Safe Procedures:

1. Must have safe access to roof
2. Crew must have proper fall protection when over 10 feet
3. No work is permitted during heavy rain or when winds exceed 30km/h with authorization from supervisor
4. Bundles of material only being used must be stacked roof, otherwise secured on ground
5. All bundles of sheets to be secured by suitable means.
6. Secured bundles to rafters to prevent being blown by strong winds
7. No material to be stored on roof during days off.
8. Position yourself before lifting so that you will not be off balance and place feet firmly
9. Grip the load firmly, away from sharp edges. Wear gloves
10. Lift primarily by straightening your legs and keeping your back straight. Do not twist or bend sideways
11. If material heavy, lift with 2 people. Work together.
12. Screw cladding firmly but do not over tighten. As per manufacturer..
13. Side and gable cladding to be erected as per manufacturer
14. Follow direction of the supervisor or foreman.

Section 6



Field Emergency Notification Procedure
Field Evacuation Procedure
Employee information

FIELD EMERGENCY NOTIFICATION PROCEDURE

If an emergency exists in which workers need to be notified of an emergency and start to evacuate their worksite, the following steps must be followed:

Sound horn 3 times in a row as follows

Hold horn for 3 seconds

Hold horn for 3 seconds

Hold horn for 3 seconds

Dial 911 to summon emergency services as soon as possible. Be prepared to give the following information:

1. Police, fire or ambulance required
2. Nature of the emergency, what happened?
3. Nature of the injuries/medical condition
4. Number of injuries/casualties
5. Exact location of the emergency
6. Your name and contact info/phone number

Stay calm

*This emergency notification procedure will activate the **Field Evacuation Procedure***

FIELD EVACUATION PROCEDURE

In the event of an emergency requiring worksite evacuation, the following steps must be followed:

- Activate Field Emergency Notification Procedure
- Move calmly and quickly towards the worksite exit to the designated Muster Point Location
- Quickly check work areas as you move towards exit point to ensure that there are no injured remaining
- If an injured or trapped person is found and the situation is not immediately dangerous to life and health for you, assist them or make them comfortable without moving them and reassure them that help is on the way.
- DO NOT attempt to extinguish any fires unless you are confident they can be eliminated with the available fire extinguisher(s), leave them for the Fire Department.
- Once you reached the Muster Point, report to the foreman for head count.
- Remain at the Muster Point and DO NOT return to the building or worksite under any circumstances until you've been given the clear by your foreman.
- Provide assistance to the emergency personnel only when asked to do so, otherwise stay calm and out of the way of emergency crews.

REMEMBER – Never be the second casualty. If danger is present, protect yourself.

Print name : _____

Address: _____

Phone numbers: _____

Emergency Contact person & number: _____

Important Medical Information: _____

Notes: _____

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