



BRIDGESTERS.CA

A J.L. MCCONNELL COMPANY

Health and Safety Policy_2019

Health and Safety Policy Statement

August 1 2019

To: All Employees/Trades/Suppliers

From: Jim McConnell

The construction industry is experiencing increased complexity, as well as rapid changes in technology and regulations.

At BRIDGEBUSTERS, safety is the highest priority and Senior Management recognizes the rights of all workers in this fast-changing industry. Senior Management is committed to providing a safe and healthy work environment at all our work places – including job sites, offices, workshops and storage yards. Every reasonable precaution necessary shall be taken for the protection of its work force.

All supervisors, suppliers and subcontractors are expected to perform their duties and responsibilities in a manner which ensures that the people who work under their authority have the knowledge, training and/or experience to perform their assigned job tasks in the safest manner possible. All supervisors, suppliers and subcontractors must ensure that their work force is familiar with the actual and potential hazards of the job, and understand the safety standards and the regulations that apply to their work.

All individual employees are also expected to know and understand their role as it relates to health and safety in the work place. All employees must make sure that they are familiar with the actual and potential hazards of the job and that they understand the safety standards and the regulations that apply to their work.

Bridgesters requires all stakeholder affiliated with any of our work places to follow our corporate Health and Safety Policy and Procedures Manual; and we welcome any suggestions on how we might improve our program. Bridgesters expects everyone to work together as a team to maintain and improve our safe working environment.

Safety is Everyone's business.

Yours truly,

A handwritten signature in black ink that reads "Jim McConnell". The signature is written in a cursive, flowing style.

Jim McConnell - President

Table of Contents

Responsibilities	7
Management Responsibilities	7
Supervisor Responsibilities	8
Worker Responsibilities.....	9
Health and Safety Representatives Responsibilities.....	10
Trade Contractor Program Guidelines.....	11
Trade Contractor Responsibilities	11
Training and On-Site Meetings.....	11
Subcontractor Labour Health and Safety Representative and Joint Health and Safety Committee	12
Trades Contractor Documentation	12
Notification of Near Misses/Accidents	13
Ensuring Compliance in Bridgebusters Worksites	13
Hazard Assessment Analysis and Control	14
Job Hazard Analysis – Job Assessment Risk (JAR) Form	14
Safe Work Practices	15
Ladders.....	15
Trenches	16
Flammable and Combustible Materials.....	17
Compressed Gas Cylinders	17
Cranes and Other Hoisting Equipment	18
Rigging Requirements	18
Air Powered Tools.....	19
Powder Actuated Tools.....	19
Grinders and Cut Off Saws	20
Power Elevated Work Platforms	20
Welding, Torch, Cutting or Burning	21

Forklifts/Telehandlers	21
General Equipment Safety	22
Service Procedures.....	22
Overhead Wires and Underground Utilities	23
Moving Vehicles and Equipment.....	23
Electrical Work.....	24
Scaffolding.....	24
Access and Egress	25
Housekeeping.....	26
Office Work and Site Office Trailers	26
Health and Safety Rules.....	28
Company Rules	28
Discipline Policy.....	29
Disciplinary Program	29
Mobile Devices – Social Media Onsite Policy	31
Drug and Alcohol Policy	32
Personal Protective Equipment (PPE)	34
General Requirements	34
Respirators	35
Fall Protection	36
Tools and Equipment Maintenance	38
Tools/Equipment Maintenance Program	38
Training and Communication	43
Safety Training Policy.....	43
New Worker Orientation.....	44
Workplace Inspections.....	45
Workplace Inspection Policy	45
Investigation and Reporting	46

Accident/Incident Investigation Policy	46
Emergency Preparedness	50
Emergency Preparedness Policy	50
Fire Protection	51
Statistics and Records	52
Records Review and Statistical Analysis Policy.....	52
Occupational Health	53
Chemical Exposure – Asbestos	53
Chemical Exposure – Concrete.....	54
Chemical Exposure – Silica	55
Chemical Exposure – Lead.....	56
Chemical Exposure – Solvents	57
Physical Agents – Cold Stress.....	58
Physical Agents – Heat Stress	59
Physical Agents – Noise	63
Physical Agents – Vibration.....	63
Biological Agents	64
West Nile Virus (WNV) Controls/Guidelines	64
Lyme Disease Controls/Guidelines	65
Needles or Bodily Fluids Controls/Guidelines.....	66
Hazardous Spills Policy	67
First Aid	69
First Aid Policy	69
Workplace Violence and Harassment.....	70
Violence Policy	70
Harassment Policy.....	74
Return to Work and Re-employment	77
Return to Work Policy	77

Management Review 80

 Management Review Policy 80

Appendices..... 81

 APPENDIX 1: Job Assessment Risk (JAR) Form (page 1 of 2) 81

 APPENDIX 2: Job Assessment Risk (JAR) Form (page 2 of 2)..... 82

 APPENDIX 3: Incident/Accident Report 83

 APPENDIX 4: First Aid Treatment Record..... 84

 APPENDIX 5: Acknowledgment Form 85

Responsibilities

Management Responsibilities

Management's primary responsibility is to provide a safe and healthy work environment and to ensure that the measures and procedures required by the *Occupational Health and Safety Act* (OHSA) and its regulations, and this policy, are carried out on their projects. Bridgebusters requires all management personnel, including trade contractor management at our work places to ensure that...

All employers and employees on Bridgebusters projects comply with the Ontario OHSA, its regulations and the Bridgebusters Health & Safety Policy:

1. Safe work procedures and practices are carried out on the project at all times.
2. The equipment, materials and protective devices required by law are provided, maintained in good condition and used as prescribed.
3. Only competent workers are appointed as supervisors. A competent worker as defined in the OHSA is a person that:
 - (i) Is qualified because knowledge, training and experience to perform the work.
 - (ii) Is familiar with the OHSA and with the provisions of the regulations that apply to the work, and
 - (iii) Has knowledge of all potential or actual danger to health or safety in the work.
4. Information, instruction and supervision are provided to workers.
5. Every reasonable precaution under the circumstances is taken to protect the health and safety of the workers.
6. Accidents/incidents are investigated and the findings forwarded to senior management for action.
7. All workers are made aware of any actual or potential hazards that may be present in their jobs and at the workplace.
8. All employers and employees ensure that all Material Safety Data Sheets (MSDS) and corresponding labeling are provided for all hazardous materials delivered to the workplace, as per WHMIS regulations.

9. Safety violations are dealt with in accordance to the governing safety policy and result in warnings and disciplinary action.

Supervisor Responsibilities

All supervisors, including trade contractor supervisory personnel shall:

1. Ensure all workers work in a manner that will not endanger themselves or other workers.
2. Ensure that the appropriate Protective Personal Equipment (PPE) is available, used, maintained, cleaned and stored properly and that all the workers are trained in the use and care of it.
3. Advise workers and management of any actual or potential hazards of which he/she may be aware.
4. Provide information, instruction, and supervision to protect the workers' health and safety as required by the act.
5. Take every precaution reasonable in the circumstances to protect the health and safety of workers.
6. Where prescribed by law, provide oral and written instruction to a worker (in a language he understands) of the procedures and measures the worker is to follow for his/her protection.
7. Hold periodic safety meetings with their crew and provide the meeting minutes to senior management.
8. Investigate all accidents promptly and report in writing to Bridgebusters management within (24) twenty-four hours.
9. Deal with worker safety violations in a responsible and disciplinary manner and provide documentation to this effect.
10. Post all notices and other relevant documentation required by the Ontario *Occupational Health and Safety Act* and this policy.
11. Ensure all workers use and maintain fall protection measures and devices required for their safety.
12. Participate in creating a safety plan with the names and the assigned roles of their safety teams, as well as all the workers that are certified to provide first aid.
13. Represent management in the Joint Health and Safety Committee if required, as well as cause his workforce to select a worker to represent them.

Worker Responsibilities

All workers shall:

1. Work in compliance with the *Occupational Health and Safety Act* and its regulations.
2. Work in compliance with the governing corporate health and safety policy, and program.
3. Use any personal protective equipment that is required by the employer or constructor.
4. Report any hazardous conditions or unsafe practices immediately to his or her supervisor.
5. Work in a manner that will not endanger himself, herself or other workers.
6. Report any accidents or incidents regardless of its severity, to his/her supervisor, without delay.
7. Not remove or make ineffective, any protective device required by the regulations or by the employer.
8. Not engage in any prank, contest, feats of strength, rough or boisterous conduct, or unnecessary running.
9. Obtain first aid promptly and notify their supervisor of any first aid situation that becomes a medical aid condition so the proper authorities can be notified.
10. Ensure that all fall protection devices are installed at their respective work areas and that appropriate fall protection measures are taken when required.
11. Know their role in the emergency response plan.

Health and Safety Representatives Responsibilities

At a project or other workplace where the number of workers regularly exceeds five (5), the constructor or employer shall cause the workers to select at least one Health and Safety Representative from among the workers at the workplace who do not exercise managerial functions.

A Joint Health and Safety Committee is required:

1. At a workplace at which twenty (20) or more workers are regularly employed.
2. At a workplace with respect to which an order to an employer is in effect.
3. At a workplace other than a construction project where fewer than 20 workers are regularly employed, with respect to which a regulation concerning a designated substance applies.

All Health and Safety representatives shall:

1. Conduct monthly workplace inspections.
2. Become familiar with the project he/she will be monitoring.
3. Become familiar with the basic health and safety laws of this province.
4. Represent workers' concerns at work, refusals and safety meetings.
5. Report all hazards and other safety concerns to his/her supervisor.
6. Ensure that the appropriate Protective Personal Equipment (PPE) is available, used, maintained and stored properly.
7. Ensure that all workers are trained in the use and care of all PPE.

Trade Contractor Program Guidelines

Trade Contractor Responsibilities

Trade contractor companies shall only start work when BRIDGEBUSTERS (BB) is in receipt of the acknowledgment (sheet included with this Health & Safety Policies and Procedures, Appendix 6), which is to be signed by the management representative of the trade contractor. The trade contractor shall ensure that any trade contractors, suppliers or persons working on their behalf, are provided with a copy of this Health & Safety Policies and Procedures and policy/site requirements. These guidelines include BB's corporate health and safety rules to assist them in reducing accidents and incidents, and in complying with Ontario's safety legislation.

On BB's projects, the trade contractor shall actively promote safe work practices and procedures among their employees. All trade contractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent to perform all required work in a safe and legal manner. Trade contractor supervisors are required to abide by BB's specified supervisory responsibilities as listed in BB's safety policy. All trade contractors shall ensure that BB's Health & Safety Policies and Procedures are communicated and understood by their supervisors, workers and trade contractors/suppliers are enforced. In the event of a death or critical injury of a worker, all trade contractors are to ensure that the accident scene is not disturbed or tampered with except in the situations described in this booklet under "Accident/Incident Investigation Policy" pages 47-49.

Training and On-Site Meetings

In addition to trade contractors providing competent supervisors for their crews, workers should be oriented to the work site safety rulings and requirements by the trade contractor supervisor. All supervisors on BB's sites, whether working directly or sub contractually for BRIDGEBUSTERS are expected to perform their duties and responsibilities in a manner that ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

Health & Safety crew "tool box talks" are to be held by the trade contractor as often as the project management establishes, and records of these

talks are to be available to the BRIDGEBUSTERS management for review. We invite you to use BB policy's crew safety talk forms for recording purposes. Trade contractor personnel on BB's projects

shall attend all safety meetings and management production meetings as required by BRIDGEBUSTERS

Subcontractor Labour Health and Safety Representative and Joint Health and Safety Committee

In the case a worker trades committee is required at a project, each trade contractor will be responsible for selecting a worker member to represent the workers employed in each of the trades at the workplace.

The members of a worker trades committee shall be selected by the workers employed in the trades the members are to represent or if a trade union represent the workers by the trade union. The trade contractor must provide training for their representative as required by the *Occupational Health and Safety Act* (OHSA).

Trades Contractor Documentation

The trade contractor shall provide BRIDGEBUSTERS all of the following prior to mobilization to site:

- Copy of their Health and Safety Policy Statement
- Workplace Safety and Insurance Board Certificate of Clearance
- Contractors Engaged in Construction Form 1000
- Written Work Procedures (e.g., fall protection compliance plan)
- CVOR
- The following must be onsite and made available upon request: MSDS's
- Any design drawings and specifications for equipment or structures
- Any licenses, permits, log books and operator manuals for equipment/operators
- Any documents required by the Occupational Health and Safety Act and Regulations
- Written work procedures (e.g., fall protection compliance plan)
- Current First Aid, WHMIS and Working at Heights certificates for all the workers onsite
- Pre-operation inspection records for tools/equipment in accordance with the *Occupational Health and Safety Act*

All trade contractor supervisors are to provide site specific instructions to their workers on the safe storage, use and disposal of any WHMIS controlled products brought on site.

Trade contractor companies are to use the designated storage areas provided to them by the Bridgebusters supervisor. Any WHMIS controlled products not in use shall be kept in storage. Appropriate fire extinguisher equipment shall be provided at these areas.

The trade contractor shall maintain copies of all documentation required to be kept on site, in accordance to applicable legislation, prior to the commencement of work and the arrival of material/equipment on site. This includes, but is not limited to, the above.

Notification of Near Misses/Accidents

All trade contractors must conduct a full investigation of any accident or incident causing personal injury or property loss. Near miss incidents shall also be fully investigated. The investigation should identify the events leading to the accident, incident or near miss, along with the root causes, witness statements, and measures to be taken to prevent recurrence.

Trade contractors are to ensure the authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. BRIDGEBUSTERS requires to be notified within twenty-four (24) hours of any claim made by anyone against the Constructor or a Trade contractor for any accident, incident, or property damage.

Ensuring Compliance in Bridgebusters Worksites

Trade contractors will be held accountable to their obligations to ensure compliance to all provisions of Ontario's *Occupational Health and Safety Act* and its Regulations for Construction Projects, and to BB's Corporate Health and Safety Policy requirements and rulings.

Trade contractors are required to enforce the above, and ensure safe work practices and work site conditions prevail on BB's projects. Penalties may be assessed against the trade contractor for non-compliance of their employers, employees and suppliers.

All cost related to any remedial action taken by BRIDGEBUSTERS to correct trade contractor work site conditions or neglect, and other reasons as per the contractual agreement, shall be back-charged to the trade contractor.

Hazard Assessment Analysis and Control

Job Hazard Analysis – Job Assessment Risk (JAR) Form

Supervisors are responsible for ensuring all work is safely planned; the Job Hazard Analysis will assist in determining firstly, what are the steps in the job; secondly, what are the potential hazards in the job; and finally, what are the protective measures (controls) for the safety of BB's worker(s) assigned to do the non-routine work/critical tasks.

The procedure to complete the Job Hazard Analysis is as follows:

1. The supervisor overseeing the job breaks down each job(s) into steps with the assistance of crew members, health and safety representative, etc.
2. The supervisor or health and safety representative will fill out the Job Assessment Risk (JAR) Form - (Appendix 1) identifying the potential hazards. To identify all potential hazards, the supervisor may use questions such as:
 - Can any body part get caught in or between objects?
 - Do tools, machines or equipment present any hazards?
 - Is the worker exposed to extreme heat or cold?
 - Is excessive noise or vibration a problem?
 - Can weather conditions affect safety?
 - Is harmful radiation a possibility?
 - Can contact be made with hot, toxic or caustic substances? n Are there dusts, fumes, mists or vapours in the air?
3. Once the potential hazards are identified the supervisor/health and safety representative should determine ways to eliminate or control the hazard.
4. The Job Hazard Analysis document, available on each job site, will aid the supervisor/health and safety representative in determining the hazards and controls. Reducing exposure to the hazard should only be used as a control measure when eliminating or containing the hazard is not possible.
5. When the Job Hazard Analysis is completed, the results must be communicated to all workers who are, or who will be, performing the job. The Job Hazard Analysis must be discussed to ensure that all the basic

steps have been noted, are in the correct order, have suitable controls and be documented and signed by the worker(s) and supervisor, using the Job Analysis Risk (JAR) Form. Supervisors will ensure that all workers are following the appropriate control procedures throughout the day and make changes as necessary.

Safe Work Practices

Ladders

- Ladders shall be set on a firm level surface and if the base is to rest on soft or rough soil, a mud sill shall be used.
- Straight ladders should be tied off or otherwise secured to prevent movement.
- When a task must be done while standing on a ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second rung from the top when climbing up or down, workers shall always face the ladder.
- Ladders shall not be erected on boxes, carts, tables, scaffold or man lift platforms or on vehicles. Straight ladders should be set up at an angle such that the horizontal distance between the top support and the base is not less than one quarter or greater than one-third the vertical distance between these points.
- Metal or wire reinforced ladders must not be used near energized electrical conductors.
- All ladders erected between levels must be securely fastened, top and bottom to prevent movement, extend 900 millimetres (3 feet) above the top landing and afford clear access at top and bottom.
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective must not be used and should be tagged and removed from site.
- Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Workers on a ladder should not straddle the space between the ladder and another object.
- Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

- Do not perform work on a ladder if it will cause heavy exertion or will cause the worker to overreach. Keep your centre of gravity between the side rails of the ladder and keep two feet on the rungs at all times.
- Under no circumstances should a worker attempt to hand carry materials or equipment, while climbing or descending on a ladder. It is important to maintain three-point contact at all times. Use a rope or hoist to lower or raise items from one level to another.
- According to regulatory requirements, there must be a minimum clearance of six inches between ladder rungs and any surface. This will ensure the worker obtains a firm footing.

Trenches

- Work shall not be performed in a trench unless another worker is working above ground and in close proximity to the trench.
- Where personnel are required to enter a trench, proper means of access must be provided within the protected (shored) area.
- Where personnel are required to enter a trench deeper than 12 metres (4 feet), the walls must be cut back on a one to one or a one to three gradient depending on the classification of the soil, or be supported
- as prescribed in Ontario's regulations 213/91 under Excavations — Part III. Where the depth of the trench exceeds 6 metres (20 feet) or the width exceeds 3 metres (10 feet), the support must be designed by a professional engineer.
- Where it is not practicable or possible to cut back or shore an excavation wall, a professional soil test engineer shall determine the stability of
- the excavated wall and state in writing whether it is safe to work near the wall(s), along with the frequency of follow-up inspections and other precautions.

No excavating shall commence until a determination has been made as to the possible location of any services in the area. The location of any service lines shall be marked and if said services cannot be disconnected or shut off, the utilities authority shall supervise its uncovering if the service will endanger any workers in the area.

- Materials, equipment and excavated surcharge shall be kept back at least two metres away from the edge of any excavation and a level area of at least one metre from the excavated edge shall be maintained at all times.

Flammable and Combustible Materials

- All flammable materials must be stored in approved containers with caps in place and stored in well ventilated areas, away from heat, open-flame and ignition sources.
- All flammable or combustible materials must be clearly labeled as to their inherent dangers, re: WHMIS supplier and workplace labeling requirements.
- Supervisors are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport.
- At least one fire extinguisher must be provided where flammable liquids are stored, handled or used.
- Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. Also, they must be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it.
- Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriters Laboratories of Canada 4A40BC rating at a Construction Project.

Compressed Gas Cylinders

- Only competent and authorized workers are to handle compressed gas cylinders.
- All compressed gas cylinders should be stored in a secured and upright position.
- After using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
- Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder to be used. Evacuate the area and notify the site supervisor.
- Ensure that no empty cylinders are left inside any enclosed building. Remove them to an outdoor compound.
- When storing compressed gas cylinders, always store empty ones separately from full or partially filled cylinders.
- Compressed gas cylinders should be stored in a designated outdoor compound, allowing adequate ventilation and explosion proof characteristics.
- Always keep compressed gas cylinders at least 15 feet away from any heat generating sources.

- Overhead protection should be provided to the valves and connections to compressed gas cylinders when there is a risk of materials falling from above.

Cranes and Other Hoisting Equipment

- All hoisting equipment shall only be operated by licensed and/or qualified personnel who have proof of qualification.
- The operator must never leave the controls of the equipment unattended while it is running.
- If the view of the operator is obstructed, he shall request the assistance of a competent signal person.
- Hydraulic equipment must never be left unattended while any part is in a raised position.
- Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker.
- All log books and maintenance records are to be present with the hoisting equipment and kept up to date. An inspection/approval report is to be provided to the site supervisor and signed by the licensed mechanic, before the machine is brought on site.
- No hoist operator shall swing any loads over existing buildings without prior approval from the building's owners.
- The operator must perform daily inspections of his/her hoist equipment prior to use and record such inspection results in his/her daily inspection log.
- No crane shall be loaded beyond its rated capacity.
- The operator shall ensure the hoist boom, device or any part of the load is kept at least the minimum safe distance away from power lines as per the *Occupational Health and Safety Act*.

Rigging Requirements

- All rigging equipment shall be inspected for defects prior to and during the shift to ensure safety. Damaged or defective slings shall be immediately removed from service.
- Wire rope slings shall be lubricated as necessary during use to prevent corrosion.
- Only competent workers trained in rigging and signaling shall be allowed to rig and handle loads.
- All rigging equipment shall have at least a safety factor of five.
- All rigging devices including slings shall have permanently affixed identification stating size, grade, rated capacity and the name of the manufacturer.

- Wire rope slings shall be padded, or softeners used to protect it from damage due to sharp corners.
- Loads handled by slings shall be landed on cribbing so that slings need not be pulled from under or be crushed by the load.

Air Powered Tools

- Do not remove air powered tools from its supply hose while it is under pressure.
- Follow the procedure below when removing an air tool from its hose:
 - (i) Shut off the valve supplying air to the hose.
 - (ii) Hold the air tool in a safe position, open the throttle or trigger. Vent the hose to the atmosphere through the air tool.
 - (iii) When all air pressure is exhausted, immediately disconnect the tool from the hose. Prompt removal is necessary to avoid pressure buildup in hose because of a leak in the air supply valve.

Powder Actuated Tools

- Only employees who have furnished evidence of having been trained by the manufacturer in its use shall be allowed to operate a powder actuated tool.
- Eye and head protection shall be worn by all personnel exposed to the use of this type of tool.
- Tools shall not be loaded until just prior to use and loaded tools shall not be left unattended.
- These tools are not to be used in or near an explosive or flammable atmosphere and cartridges (power source) shall be kept separated from all other material.
- Hearing protection shall be worn by the operator and any workers within the confines of an enclosed area up to 50 feet from the point of discharge and 25 feet in outdoor locations.
- All loads except while in actual usage shall be stored in a location approved for that purpose.

Grinders and Cut Off Saws

- Familiarize yourself with the manufacturer's operation manual before using the tool and follow all safety instructions.
- Ensure proper guards are in place and that all necessary protective equipment is used for your personal safety.
- Never exceed the maximum wheel speed (every wheel is marked). Check the marked speed and compare it with the speed of the grinder.
- When mounting the wheels, check them for cracks and defects ensure that the mounting flanges are clean and that mounting blotters are used. Do not over tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations. A vibrating or defective wheel could explode causing injury.
- **DO NOT USE QUICK CUT SAWS AS GRINDERS.**

Power Elevated Work Platforms

- All power elevated work platforms shall be thoroughly inspected and certified by a licensed mechanic as being safe to operate. The mechanic will place a service tag at the machine's controls, indicating his/her name and the date of the most recent inspection and approval.
- All other relevant documentation shall be physically present on the machine (i.e., manufacturer's operational manual and completed machine pre-trip inspection).
- The supplier shall have a competent person provide instruction, demonstrations and training on safe use of the machine to those workers who will be permitted to operate it.
- Workers shall wear a full body harness and shock absorbing lanyard attached to the platform engineered anchor point during machine's operation.
- Workers shall not stand on railings to gain greater access to work areas. Two feet on the platform floor.
- Workers shall be tied off at all times when accessing or exiting a platform onto another structure. Fall protection 100% of the time.
- All operators must be qualified and shall conduct a daily maintenance and safety check prior to operating any power elevated work platform.

Welding, Torch, Cutting or Burning

- Always ensure that there is adequate natural or mechanical ventilation, since hazardous fumes can be created causing respiratory harm.
- Always use the necessary personal protective equipment such as respirators, cutting goggles and protective clothing.
- Ensure there are fire extinguishing equipment suitable for the requirements of the operation, nearby for immediate use.
- Check cables and hoses to protect them from slag and sparks.
- Check the work area for combustible material and possible flammable vapors before starting work. If combustible materials or sensitive equipment cannot be removed, fire blanket protection or a fire watch must be maintained.
- Never weld or cut lines, drums, tanks, etc., that have been in service without first making sure that all flushing, ventilating, purging precautions have been carried out and permits obtained.
- Never enter, weld or cut in a confined space without first conducting proper air tests and all other necessary confined space procedures and required lockout and tagging.
- When working overhead, cordon off your work zone below and post signs warning other workers to stay clear. Use fire resistant materials (fire blankets, etc.) to control or contain slag or sparks.
- Contact lenses should never be worn by working near welding operations.

Forklifts/Telehandlers

- Daily inspection checks shall be performed by the operator in accordance to the manufacturer's recommendations. Only qualified personnel shall operate forklifts.
- Do not drive with wet or greasy hands. You could lose steering control.
- Face in the direction of travel. Look behind before backing up.
- Make sure that the forklift is able to carry the load.
- Re-check the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes right away.
- Avoid sudden stops, starts or turns. You could spill the load.
- When vision is blocked, stop and sound horn at doors, corners, exits, etc. Use a signal person when necessary.
- Drive slowly on wet or slippery surfaces and rough ground.
- Cross railroad tracks very slowly, on an angle if possible.

- Keep forks close to the ground (4"-6") and tilted slightly back. Always be aware of and stay well clear of overhead power lines.
- No horse-play or stunt driving and no passengers.
- Do not lift someone on the forks unless a platform (approved by a professional engineer) is used.
- Do not work under raised loads.
- Keep all parts of the body inside running lines of the truck.
- When driving up or down a slope, the load must always be uphill. Do not drive across a slope and do not park on a slope.
- Whenever you leave the truck, lower the platform or fork, set the brake, neutralize controls, and shut off power.
- Do not block gangways, exits, or emergency equipment.
- Never leave the forks raised with the controls unattended.

General Equipment Safety

- Position trucks as close to the unloading area as possible.
- Equipment should be positioned on terrain as leveled as possible.
- Keep equipment away from overhead power lines.
- Truck wheels should be blocked or chocked during unloading.
- Before mounting equipment, scrape off your boot to avoid slips.
- Climb up and down facing the equipment, maintaining three-point contact at all times (two hands and one foot or two feet and one hand).
- The riding of heavy equipment outside the cab by anyone is strictly prohibited.
- If steps and handrails are provided use them; stepping on tires or hubs affords a poor footing.
 - On heavy construction equipment such as trucks, the starting system must be made inoperative or locked when the equipment is not in operation.
- It is the responsibility of all operators to ensure their equipment is in safe working order at all times. Report all problems immediately. All mounting facilities must be maintained in a safe, clean condition.

Service Procedures

- Disengage power and stop engines before servicing. Attach a **DO NOT OPERATE** tag to the controls.
- Support equipment on adequately sized blocks or stands. Never take a chance of being crushed by equipment attachments or parts.
- Lower all equipment attachments to the ground and engage safety locks.

- Be aware of and protect yourself from hot equipment parts.
- Clean up spilt oil, grease, fuel or other slipping hazards.
- Use jacks and hoists to move and handle heavy components. Remember your back is at risk to injury when lifting. Use mechanical hoisting assistance and inspect its cables, chains or slings before use.
- Do not work on or near revolving fans or lowers.
- Secure hoods and doors from falling or closing.
- Specific safety information about hand tools, power tools, welding and flame cutting power sources and mechanical lifting devices can be obtained from the manufacturer's safe operating manuals.
- Do not work with unfamiliar equipment and tools. The company requires that all employees be properly instructed in the use of tools and equipment. Do not use tools or equipment without proper instruction.
- Follow all recommendations in operating, service and maintenance manuals which are available to you from your Supervisor.
- Service personnel must notify a supervisor of their location at all times. Mechanics are not to work in the field alone without notifying a supervisor of their location.
- Oiling and servicing shall be done only when the equipment is shut off. Allow hot parts to cool first before refueling. When refueling the driver or operator must remain with the unit. Smoking and other sources of ignition must be extinguished before refueling. If a spill should occur notify your supervisor immediately for instruction.

Overhead Wires and Underground Utilities

- Make sure locates are obtained and current for all utilities prior to any excavation.
- All equipment must be kept a safe distance from overhead power lines.
- All activities adjacent to existing utilities must conform to the provisions of the *Occupational Health and Safety Act* and its Regulations for Construction Projects.

Moving Vehicles and Equipment

- All employees must wear seat belts when driving or riding in a company vehicle. Heavy Equipment operators must use their seat restraining devices.
- All employees who drive or operate company vehicles or equipment must have proof of training.

- Fire extinguisher protection should be carried in all vehicles and heavy equipment or should be readily available for emergencies.
- Smoking is not permitted in any company vehicle.
- Operators of vehicles, machines and equipment shall be assisted by signalers if the operator's view of the intended path of travel is obstructed and/or a person could be endangered by the vehicle, machine or equipment and its load.
- A competent worker shall be designated as a signaler. Both the operator and signaler shall jointly establish the procedures by which the signaler assists the operator and both will follow those procedures. A loud signaling device, such as a whistle should be used to indicate either "STOP" or "GO".
- The signaller should be walking with the vehicle, machine, or equipment in a manner that gives the signaler an unobstructed view of the intended path of travel and in full view of the operator.

Electrical Work

(ALL WORK TO BE PERFORMED BY A QUALIFIED CONTRACTOR)

- Access to electrical station rooms, the interiors to electrical power panels, service boxes, etc. are restricted to trained and authorized personnel only.
- Prior to performing any maintenance or repairs on electrical equipment, all power sources must be locked out. Sub-contractor supervisors must have proper tagging and lock-out procedures for their workers to follow.
- Electrical panels and fuse boxes should not be covered or hidden by articles or clothing, materials or machinery. Keep the area in front of these services clear of obstruction and water.
- All electrical power tools must be effectively grounded and have Ground Fault Circuit Breaker Interrupter Devices when used outdoors or in wet locations.

Scaffolding

- The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker who is knowledgeable and experienced in such operations.
- Where workers cannot be protected from falls, by guardrails, or travel restraint when working on a scaffold 2.4 metres (8 feet) high, they must be tied off with a full body harness and lanyard equipped with a

shock absorber—unless the shock absorber could cause the worker to hit the ground or an object or a level below the work.

- Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed, as required by the manufacturer.
- Scaffolds must be adequately braced horizontally and vertically.
- Scaffolds must have guardrails consisting of a top rail, mid-rail and toe board.
- Scaffold platforms must be at least 46 centimetres (18 inches) wide and
- if they are over 2.4 metres (8 feet) high they must be fully decked, with cleats and or secured to prevent slippage and be between 150 and 300 mm overhang.
- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- Where scaffolds cannot be tied in to a building, guide lines adequately secured should be used to provide stability.
- Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
- Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- Scaffold planks must be securely fastened to prevent them from sliding.
- Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but no more than 30 centimetres (12 inches).

Access and Egress

- Areas of access and egress must be adequately lit.
- If material may fall on a worker, overhead protection shall be provided.
- Access and egress from a work area located above or below ground level shall be by stairs, runway, ramp or ladder.
- Areas of access and egress shall be kept clear of obstructions.
- Areas of access and egress shall be kept clear of snow, ice, or other slippery material.
- Areas of access and egress shall be treated with sand or similar material when necessary to ensure a firm footing.
- Every shaft shall have a means of access and egress by stairway, ladder, or ladderway for its full depth during construction and when it is completed.
- A cage or car on a hoist used for transporting workers in a shaft:
 - Shall be at least 1.8 metres high;

- Shall be solidly enclosed, except for openings for access and egress; † Shall have a maximum of two openings for access and egress;
- Shall have a gate at each opening for access and egress; and
- Shall have a protective cover suitable to protect passengers from falling objects.

Housekeeping

- Garbage produced by individuals due to their meals should be gathered and stored in a garbage bin on site.
- Garbage produced by work activities should be gathered in one area and kept away from working areas as so to maintain job sites in a safe manner.
- It is the responsibility of the site supervisors or sub-contractual site crew foremen to keep all working area cleaned and unobstructed. If for any reasons such clean up does not occur by a subcontractor crew, Bridgebusters will undertake the clean-up work on behalf of the delinquent sub-contractor.
- Route ways shall be maintained at all times and appropriate measures shall be taken to isolate waste disposal areas and bin from public access.
- Hazardous chemicals must be stored as specified in the MSDS. Restrictions concerning heat, moisture, vibration, impact, sparks, and safe working distance may apply.
- Do not pile bagged material more than 10 bags high unless the walls of a storage bin enclose or support the face of the pile.
- Do not move piles more than 10 bags high unless fully banded or wrapped.
- Cross-piled bags and sacks for added stability.
- Lumber shall be stacked on level sills according to size and length. ⁿ Support lumber at every 1.2m (4 feet) span.
- Cross-pile or cross-strip lumber piles if they are more than 1.2m (4 feet) high.

Office Work and Site Office Trailers

When working in the office consider the following:

Workstations

- Ensure your workstation is designed to reduce excessive bending and stretching.
- Good housekeeping is essential.
- Never store items under your desk.
- Never store items on top of cupboards.
- Never leave desk and/or filing cabinets open.

Chairs and Desks

- Ensure your chair has a good lower back support.
- Make sure your knees and hips are level.
- Chairs on castors must have 5 legs.
- If your desk is too high compensate by raising the seat height of your chair.

Computers

- The top of the monitor should be at eye level to avoid neck strain.
- The keyboard should be in front of the user.
- The user's elbow should be bent at a 90° angle.
- The back of the keyboard should be slightly elevated to allow the user's wrists to be in a neutral position.
- The screens should be positioned at a right angle to avoid glare.

Stacking and Storage

- Light objects stored on top and heavy objects in the bottom—also in filing cabinets.
- Boxes, files and other heavy articles must not be stacked on top of cabinets, cupboards or window sills.
- Keep passages and fire equipment clear.

Lighting

- No eye strain is desirable.
- Eliminate glare and reflection if possible.

Electrical Safeguarding

- No unauthorized personnel may tamper with any electrical appliance or distribution board.
- Do not overload sockets.
- Cable and extension cords should not run unprotected beneath carpeting nor should they span walkways without being secured in an encapsulation device.
- Switch off equipment before unplugging and before cleaning.

- Carry out your own visual inspections of plugs and lead and report any damage or malfunction.

Office Security

- Look after your visitors and subcontractors. Sign visitors and subcontractors in and out. Lock doors behind you.
- Report lights out, damaged doors or windows to your supervisor.
- Secure any valuables and report any suspicious behaviour.

Health and Safety Rules

Company Rules

It is the policy of BRIDGEBUSTERS to insist that all subcontractors, their employees, and BB's direct workforce, understand and strictly adhere to the provisions of the *Occupational Health and Safety Act* and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the *Occupational Health and Safety Act*, are of paramount importance. Below, are some of the most fundamental Safety Rules; know them and adhere to them. Your foreman or supervisor will inform you of any additional site-specific safety rules and procedures as required.

- Work in compliance with the *Occupational Health and Safety Act* and Regulations.
- Work in a manner which does not endanger the worker or other persons.
- Use or wear personal protective equipment (at a minimum hard hat, safety glasses, reflective vest and safety boots) when working on a Construction Project, at the Shop or Yard.
- Report any defects or malfunctioning equipment or tools before use.
- Not be under the influence of any substance legal or illegal, which impairs the worker's ability to work safely.
- Immediately report any injury or accident/incident to the supervisor and obtain prompt medical attention as warranted by the degree of injury.
- Cooperate with modified work offers to ensure early and safe return to work and report any problems to your supervisor.

Discipline Policy

At BRIDGEBUSTERS, we do not view discipline as a form of punishment but as a rule or system of rules governing conduct or activity in order to eliminate unsafe acts and conditions. We believe that education is the key to establishing proper disciplinary procedures and holding all employees accountable to the company's Health & Safety Policies and Procedures program, as well as to applicable regulatory requirements.

Disciplinary Program

The main objective of BB's disciplinary program is to ensure that Bridgebusters Rules and Safe Work Practices and Procedures are taken seriously by all employees and are followed.

To ensure effectiveness and fairness of the program all of the following five steps must be addressed with equal importance:

1. Review of disciplinary policies and procedures (Managers & Supervisors)
2. Investigation of accusations and infractions (Supervisors and Health & Safety Reps)
3. Determining and reviewing disciplinary action (Supervisors & Management)
4. Documenting disciplinary action and program enforcement (Managers, Supervisors, Health & Safety Reps)
5. Conducting the disciplinary meetings and promoting safe work practices and procedures to ensure compliance of regulatory requirements (Supervisors, Health & Safety Reps, Professional Health & Safety Consultants)

Disciplinary Measures and Accountability

WARNING TO SUBCONTRACTORS:

BRIDGEBUSTERS requires all personnel to comply with the *Occupational Health and Safety Act* and all applicable regulations. Subcontractors are also required as part of the BRIDGEBUSTERS sub contractual agreement to comply with the BRIDGEBUSTERS Corporate Health and Safety Policies and Procedures.

Any health and safety contravention observed at the work site is to be dealt with immediately through a documented verbal and/or written warning.

Such written warning shall include:

- Trade subcontractor/vendor responsibility
- Identity of subcontractor's superintendent/foreman in charge of the work, and his signature of acknowledgment
- Full names of individuals involved
- An explanation of the health and safety violation observed
- Date and time as to when the infraction is to be rectified
- The signature of the Project Superintendent
- Employees of construction including sub-contractor employees working on sites will be held accountable for their actions and any violations of this safety policy.

Employees

- (i) 1st violation – a recorded verbal warning
- (ii) 2nd violation (same offence) – written warning
- (iii) 3rd violation (same offence) – suspension without pay if verbal and written warnings do not prove to be sufficient
- (iv) If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, Bridgebusters will have no choice but to TERMINATE employment for those who continue to jeopardize their own safety and the safety of others

Depending on the severity of the offense, termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary policy may be skipped at the discretion of Bridgebusters after investigation and analysis of the total situation, past practice, and circumstances.

Subcontractors

- (i) 1st violation – a recorded verbal warning
- (ii) 2nd violation (same offence) – written notice to employee and employer – temporary removal from site
- (iii) 3rd violation (same offence) – permanent removal from site

In the event that a subcontractor refuses or neglects to rectify a hazardous condition, practice or any violation, BRIDGEBUSTERS shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties. BRIDGEBUSTERS may also remove from the work site any individual who continues to cause the unsafe condition to remain or performs in a manner not consistent with the guidelines of the Act, its Regulations or BB's Safety Policy.

Mobile Devices – Social Media Onsite Policy

The purpose of this policy is to establish a procedure to reduce injuries directly or indirectly related to using mobile devices on worksites. There are many hazards associated with using mobile devices on a worksite. It can distract users from the hazards associated with their work tasks and their surroundings, and it can distract other workers in the area.

This policy applies to all workers and visitors entering the worksite and applies to all mobile devices including, but not limited to, cell phones, tablets, MP3 players, and iPods.

Company Rules

- Only those individuals authorized by Bridgebusters Management are permitted to use mobile devices on worksites. The use of mobile devices on site is prohibited unless expressed consent is granted by the supervisor. This includes talking, texting, emailing, playing games, etc.
- The use of mobile devices is not permitted while operating any mobile material handling equipment, while working on any aerial work platforms, or while performing activities that require your full attention.
- The use of mobile devices is not permitted while attending safety meetings or while receiving safety-related information such as a safety talk.
- Supervisors should make every reasonable effort to avoid using their mobile device or making calls while directing activities on the worksite.
- The use of mobile devices is not permitted around explosive or flammable atmospheres or while decanting or working with flammable or combustible material.
- Workers are permitted to use mobile devices onsite only during break. If an urgent family matter requires a worker to use their mobile device,
- the worker must coordinate with the supervisor so that the communication can be done in a safe manner.

Anyone who violates this policy will be subject to disciplinary measures, up to and including dismissal, depending on the circumstances and the company policy.

Drug and Alcohol Policy

The purpose of this policy is to ensure Bridgebusters (“BB” or the “Company”) worksites and employees are not put at risk due to the use of drugs and alcohol. Regardless of when or where they are used, drugs and alcohol can impair a person’s ability to work safely, putting themselves and others at risk.

This policy applies to all who work for and with BB, including, but not limited to employees, subcontractors and consultants (collectively, referred to as “employees”). Employees are expected to understand the risks of alcohol and drug use to workplace safety and to be able to identify and respond to those risks in compliance with this policy.

Anyone who violates this policy may be subject to disciplinary measures, up to and including termination of employment. Bridgebusters will determine the appropriate response in light of the circumstances of each case.

Policy

All employees are expected to report and remain fit for duty and in a condition to carry out their job responsibilities safely and productively. It is therefore a violation of this policy for employees to work or be on Company premises or assignment while impaired by the use (or after-effects) of alcohol, illicit drugs, prescription medication or over-the-counter medication.

In addition, the following is strictly prohibited:

- The consumption, possession, distribution, sale, purchase, or transfer of alcohol, illicit drugs, prescription medications (unless otherwise permitted in this policy), drug paraphernalia (such as any equipment that is used to produce, conceal, and consume illicit drugs) or any product or device that could tamper with any sample for an alcohol or drug test.
- Tampering with a sample collected for an alcohol or drug test.
- The intentional misuse of any prescription drug, which may impair the employee’s ability to perform his or her job duties safely and productively.
- Operating a Company vehicle while impaired by the use of drugs or alcohol.

Where, in the opinion of the Company, the employee occupies a safety-sensitive position, an employee may not refuse to comply with a Company request to submit to a drug and/or alcohol test in the following circumstances:

- Where a supervisor or manager has reasonable grounds to suspect the employee is impaired by alcohol or drugs while at work or on Company or client premises.
- Following an incident, accident, or near-miss, directly involving the employee, where a supervisor or manager has reasonable grounds to suspect that the employee was impaired by the use of drugs or alcohol.
- In the event that the employee has previously disclosed an alcohol or drug addiction, and/or has tested positive for drugs or alcohol, and is returning to work on the conditions of a Return-to-Work Agreement negotiated with the Company.

The possession or use of prescription and non-prescription drugs is permitted under the following conditions:

- Any prescription drug in the employee's possession or used by the employee is prescribed to the employee.
- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist.
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties.
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug. The employee would be given tasks that would not harm themselves or fellow employees if one of the side effects were to occur.

Permissible Concentration Levels and Testing Procedures

Permissible drug concentration levels for any alcohol or drug test administered under this policy are as follows:

Drug Concentrations in Urine		
Drug or Class of Drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana metabolites	50	15
Cocaine metabolites	300	150
Opiate metabolites	2000	2000

Phencyclidine	25	25
Amphetamines	1000	500

In the event that a drug and or/alcohol test is required as a result of this policy, BB will retain the services of a qualified and experienced third-party testing facility which will ensure the accuracy of the testing performed and safeguard employee privacy and confidentiality.

Working Within Railways Right-of-Way

Working within any railway right-of-way has many project specific type job hazards. In order to provide a safe workplace when working on these projects, all Bridgebusters, suppliers and subcontractors' personnel must provide proof of the required specific training and/or certifications prior to entering/commencing work within the railway corridor.

Railway and Owner's requirements may include, but are not limited to, the following:

- **TTC:** Subway/SRT rule book-Contractors
- **GO Transit:** Go Safe Railway Orientation
(<https://gotransitcontractor.com/>)
- **CN/CP:** E-rail Safe (<http://www.erailsafecanada.com/index.iface>)

Personal background checks may be required by the owner prior to commencing any work within the railway corridor.

Personal Protective Equipment (PPE)

General Requirements

Supervisors shall ensure that:

1. All workers on site wear:
 - A T-shirt or a long sleeve shirt. Sleeveless shirts such as tank tops, tube tops, or spaghetti string tops are not permitted
 - Pants should be free from rips and holes. Shorts or skirts are not permitted
 - CSA Grade 1 safety footwear
 - CSA Class G or E hard hats

- CSA-approved safety glasses
 - CSA-approved reflective vest
2. Other PPE (harnesses, respirators, hearing protection, etc.) is available and is used when needed. The Safe Work Procedure document available onsite will aid in determining if specialized PPE is required when performing a task.
 3. Workers are trained in the use and care of the PPE they are using.
 4. Records of training are available.
 5. PPE is inspected regularly for defects/damage and any defective equipment is removed from service. The Maintenance Program on page 39 specifies requirements for equipment/tool maintenance.
 6. PPE requirements are communicated to all new hires and to all subcontractors/visitors/deliveries on site.
 7. Workers use the PPE required for the task(s) they are performing.

Respirators

Respirators and cartridges must be appropriate for the hazardous substance in the air. Particulate respirators will not work for acids, solvents, ammonia or other gaseous mixtures. Respirators come in a variety of sizes; they must fit properly in order to offer adequate protection.

Follow the steps below to ensure the respirator fit properly:

Negative Pressure Seal Check

1. Put on the face piece and adjust it to fit comfortably. Snug, not overly tight.
2. Block the air inlets. These are usually the filter openings on the side of the face.
3. Try to breathe in.
4. If there are no leaks, the face piece should collapse slightly and stay like that while you hold your breath for 10 seconds.

Positive Pressure Seal Check

1. Put on the face piece and adjust it to fit comfortably. Snug, not overly tight.
2. Block the exhalation valve. This is usually on the bottom of the respirator.
3. Try to breathe out.
4. The face piece should puff slightly away from your face and stay like that while you hold your breath for 10 seconds.

If you find a leak, adjust the facepiece or straps and repeat the test until you get a good fit. Test periodically while you wear the respirator. It may get nudged or bumped out of position while you are working.

Respirator Maintenance

- Change filters whenever the filter is damaged or becomes difficult to breathe through.
- Leave a contaminated area and change filters right away if you can smell or taste the contaminant through the filter or if your throat or lungs feel irritated.
- Check the inhalation valves for damage, dust, dirt and proper fitting.
- Remove filters and make sure the flapper valve (usually a flexible disk) is not missing or damaged.
- Make sure the flapper valve is seated properly in the valve assembly.
- Remove the cover at the bottom of the respirator to inspect the exhalation valve. Check the valve for damage, dirt and proper sitting.
- Make sure the straps and buckles are free of damage and working properly.
- Check the facepiece for holes, cracks and splits.

Fall Protection

The Management of BRIDGEBUSTERS is committed to the health and safety of its employees. The protection of employees from any fall hazard is a major continuing objective.

If the task requires fall protection BRIDGEBUSTERS will provide each employee with CSA approved and up-to-date safe fall protection equipment. This is to include the applicable safety harness, lifeline, lanyard and rope grab.

Fall protection must be used where a worker is exposed to any of the following hazards:

- Falling more than 3 metres.
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
- Falling into operating machinery.
- Falling into water or another liquid.
- Falling into or onto a hazardous substance or object.
- Falling through an opening on a work surface.

Railings complying with the requirements of the *Occupational Health and Safety Act* (OHS) MUST be installed if:

- A worker has access to the perimeter or an open side of any of the following work surfaces, and is exposed to a fall of 2.4 metres or more:
 - 1) A floor, including the floor of a mezzanine or balcony
 - 2) The surface of a bridge
 - 3) A roof while formwork is in place
 - 4) A scaffold platform or other work platform, runway or ramp

Worker(s) shall be adequately protected by a guardrail system that meets the requirements of the OHSA. If it is not reasonably possible to install a guardrail system a worker shall be protected by at least one of the following methods of fall protection:

1. A travel restrain system that meets the requirements of the OHSA (Reg. 26.4).
2. A fall restraining system that meets the requirements of the OHSA (Reg.26.5).
3. A fall arrest system, other than a fall restricting system designed for use in wood pole climbing that meets the requirements of OHSA (Reg. 26.6).
4. A safety net that meets the requirements of the OHSA (Reg. 26.8).

Equipment Standards and Set-Up

1. All safety belts, full body harnesses and lanyards must be CSA-certified and carry a CSA label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards will comply with CSA standards.
4. The lanyard or lifeline and 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 that the wearer will be prevented from falling no greater than 1.5 metres from where he stands.
5. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used.

Fall Protection Equipment Inspections

Any person using fall protection equipment, must inspect it before use and remove any components from service if their safety is compromised.

Follow the steps below when performing the inspection:

HARNESSES

Make sure that:

- Hardware and straps are intact and undamaged
- Moving parts move freely through their full range of motion
- Webbing is free of burns, cuts, loose or broken stitching, frayed material and signs of heat or chemical damage

LANYARDS

Make sure that:

- The lanyards fastens securely to the D-Ring on the harness
- Inspect the lanyard for fraying, kinking, and loose or broken stitching
- Check lanyard hardware for rust, cracks, and damage
- Check shock-absorbing lanyards regularly. Look for torn stitching on tearaway types. Check other types of lanyards for damage such as cracks and loose parts

LIFELINE

- Inspect fibre rope lifelines for fraying, burns, kinking, cuts, and signs of wear and tear
- Check retractable block lifelines for smooth operation
- Pull out line and jerk it suddenly. The braking action should be immediate and tight

Tools and Equipment Maintenance

Tools/Equipment Maintenance Program

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of a safety program. In order to reduce injuries, damages and lost production, all supervisors shall ensure that:

1. Only properly trained workers use tools, equipment and vehicles.
2. All tools, equipment and vehicles are inspected before use.
3. Company vehicles are inspected following the manufacturer's recommendations.
4. A monthly inspection of all tools and equipment on the site is conducted. This inspection should be recorded using the site tools maintenance checklist.

5. Any tool deemed to be unsafe for use is reported to a supervisor, tagged and taken out of service.

Scheduled Inspection and Maintenance

All mobile equipment is to be inspected and maintained according to the following Equipment Inspection Schedule as a minimum. Records of all inspections and maintenance are completed and maintained.

Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment are cleaned up promptly.

Type of Equipment	Type of Inspection	Schedule
Man-Lifts and Tele-handlers	Complete inspection and certification	Annually
	Critical items, controls, overall functioning	Daily
	Preventative Maintenance	Quarterly
	Repair	When failure occurs
Generators	Complete inspection and certification	Before starting work and annually
	Preventative Maintenance	Manufacturer's recommendation
Hoisting Trucks (Boom Trucks, Dump Trucks)	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Operator's checklist	Manufacturer's recommendation
Cranes and Miscellaneous Equipment	Complete inspection	Monthly
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation

Pre-Operation Checks

Walk around checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

1. Check for personnel in the cab area and around the equipment

Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.

2. Visual check

The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

3. Brake Lines

Visually check the brake lines for leaks. Check for moisture on the brake line. Report any leaks to maintenance for repair as soon as possible.

DO NOT operate equipment with brake leaks.

4. Steering Assembly

- Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses
- Check that all the joints are tight
- Report any faulty conditions to your supervisor
- Note: Never operate a truck with faulty steering.

5. All Tires

- Conduct the following checks on all tires:
- Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material
- Check for tire bulges at the road surfaces which indicate low air pressure
- Check the rims for cracks and breaks
- Check the valve stems for wear and cuts
- All Wheel Lugs
- Check all wheel lugs each day
- Report any loose or broken wheel lugs
- If there are broken or loose, do not operate equipment
- Report the condition to your supervisor

6. Front Suspension

Check the front suspension for bottoming out and also check that all fastening devices are in place.

7. Fluid Levels

Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper procedure is followed. If the fluid level is low, notify your supervisor. Do not operate the equipment until the appropriate fluid level is brought up to operational level.

8. Fluid Leaks

Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking. Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running.

9. Fan Belts, Blower Belts, Alternator Belt, etc.

Check that all belts are in place, tight, and in good condition.

10. Air Tanks

Check the following air tanks:

- The Main Air Tank. The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times. Take caution when draining air tanks because of the sludge and water that comes out. The tanks should be drained until clean air is visible.
- Front Air Application Tank. The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.
- Rear Air Application Tanks. The operator should drain the tank twice a shift in the winter months and at the beginning of each shift at other times.

All air lines should be checked for any damage or deterioration during the check on air tanks.

11. Hoist Rams

Visually check the hoist rams to ensure that the hoist anchor pins and keepers are in place. Check the condition of the hydraulic hose and look for leaks. Report any concerns to your supervisor.

12. Main Frame

Visually check the main frame for cracks and report any problems to the supervisor.

13. Lights

Turn on all equipment lights to see they are working properly including: headlights, clearance lights, and back-up lights. All faulty lights will be reported and replaced as soon as possible.

14. Glass

Check that the windshield, windows and mirrors are clean and free of cracks.

15. Handrails and Ladder

Check the condition of the handrails and ladder and look for loose handrails or rungs. Report any unsafe conditions.

16. Wheel Chocks

Ensure that the truck is equipped with two-wheel chocks mounted in a readily accessible place.

17. Seat Belts

Check that the equipment has seat belts. It is important that the operator must use them.

18. Fire Extinguisher

Every piece of equipment must be equipped with adequate fire extinguishers in good condition. Faulty fire extinguishers must be replaced immediately.

19. Back-Up Alarm

Check that the back-up alarm is working correctly.

Filing System and Records

BRIDGEBUSTERS will establish a recording system to document the equipment/vehicle maintenance. This recording system will include what maintenance work was done, when, and by whom. All records will be kept in a central location and be available to management and supervisors as needed.

Monitoring

The people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done.

Management will monitor the entire program to ensure that it is functioning in accordance with company policy.

Training and Communication

Safety Training Policy

BRIDGEBUSTERS is responsible for ensuring all employees and supervisors are properly trained.

Management is responsible for ensuring records of all completed training courses are maintained. A review of all training should take place at the regular management/supervisor meetings and meetings of the joint health and safety committee and must be completed no less than annually.

Management Training

In addition to participating in BRIDGEBUSTERS supervisory training requirements, management will be given the opportunity to attend advanced training in maintaining safety in the workplace.

Supervision Training

All construction supervisors must attend the following safety competency courses:

- Supervisor competency via an accredited organization (e.g., IHSA)
- Supervisory and Worker Awareness Training (Worker Health and Safety Awareness in 4 steps and Supervisor Health and Safety Awareness in 5 steps)
- First Aid and CPR
- Working at Heights WHMIS
- BRIDGEBUSTERS Spring Start-Up
- Specialized tool and equipment instruction as required

Worker Training/Instruction

- Workers will seek training each year for the following:
- Worker Awareness Training (Worker Health and Safety Awareness in 4 steps)
- WHMIS
- Tools and equipment (new or specialized) as required

Workers will seek training every three (3) years for the following:

- Working at Heights
- First Aid and CPR if required (H&S Representatives and JHSC Members)

Bridgebusters will provide the following training:

BRIDGEBUSTERS Spring Start-Up

- The proper fitting, safe use, cleaning and maintenance of respiratory protective equipment, as applicable
- Task Specific Training

In addition, safety meetings involving workers will be held on a weekly basis or as determined by site requirement.

Bridgebusters may require their employees to take any safety training outside of these time frames if workers and/or supervisors' actions are perceived to be endangering their own or others' safety.

New Worker Orientation

Bridgebusters management and supervision will ensure each new construction employee participates in the BRIDGEBUSTERS Health and Safety Orientation process and reviews all site and project specific health and safety information.

The safety orientation must, at a minimum, include the following completed elements:

1. Review of the BRIDGEBUSTERS Health and Safety Policy.
2. Overview of applicable health and safety legislation including employee rights (Right to Know, Right to Refuse and Right to Participate).
3. Overview of the company health and safety program, including:
 - Health and safety responsibilities
 - Safety investigations (accident reporting) Modified work/workplace accommodation Disciplinary action
 - Drug and alcohol policy
 - Violence and harassment policy Common safety standards
4. Site specific health and safety requirements.
5. Any additional regional/divisional health and safety requirements as deemed necessary by local management and/or the joint health and safety committee.

6. Verification/evaluation process to ensure the information has been clearly understood. This can include a written evaluation, oral evaluation or work practice evaluation.

Spring Start-Up

To ensure that all employees remain familiar with Bridgebusters health and safety requirements, including any legislative changes or safety program updates and revisions, all employees will be required to participate in an annual health and safety orientation. This annual update review must be performed by a supervisor or competent designate.

Site Specific Orientation

When a new employee reports for work, they must have all the “extra” safety requirements that pertain to the particular job site explained to them by a competent person. This site-specific orientation will be documented and must contain all site particular information such as:

1. Site specific safety standards/ applicable client procedures.
2. Names of first aid attendants and location of first aid stations/kits.
3. Location of posted copies of:
 - Legislation, BRIDGEBUSTERS health and safety program
 - Site MSDS booklet
 - Emergency Response Plan and Procedures
 - Name of Health and Safety Representative and Union Representative

Records

The New Worker Orientation Form (Appendix 2) must be completed to record every worker’s orientation. These records must be kept onsite and a copy shall be forwarded to the Health, Safety and Environmental (HSE) Department.

Workplace Inspections

Workplace Inspection Policy

Workplace inspections will be conducted to identify and correct potential safety and health hazards. A standard inspection checklist will be used to conduct these inspections.

Senior Management

- Conduct a formal inspection of the workplace at least once every six months using the workplace inspection checklist. Ensure corrective action is taken to address hazards identified.
- Review Project Coordinator's inspections.

Project Coordinators/Managers

- Conduct a formal inspection once a week. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to senior management.
- Review site supervisor's daily inspections. Ensure appropriate corrective actions are taken. Initialize and date the inspection report and file it in job file.
- Review and comment on quality of supervisor's inspection reports.
- Review semi-annually with senior management the status of supervisor's inspection.

Site Supervisor/Foremen

- Conduct formal inspections daily using the Job Assessment Risk Form. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to the Project Coordinator for review daily.

Training

All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the appropriate Workplace Inspection Checklist.

Investigation and Reporting

Accident/Incident Investigation Policy

BRIDGEBUSTERS requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Supervisors will report the accident promptly to management to ensure timely submission to WSIB. Each accident will be analyzed to determine causes and

contributing factors and the analysis will be used to reduce or eliminate the risk of further accident.

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.

Critical Injury is defined as an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body or causes the loss of sight to an eye

Role of the Supervisor in an Accident Investigation

The Supervisor must investigate all accidents and incidents. This includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

The supervisor is responsible for ensuring that all accident reports are transmitted to the HSE Department as described below. If a worker sustaining a First Aid later seeks medical aid, the supervisor must advise the HSE Department and have the treating practitioner complete a Functional Abilities Form.

If Bridgebusters is not the Constructor, report the accident to the Constructor through their Safety Coordinator or Project Manager.

The supervisor should contact the injured worker as frequently as the injury deems, or at least once a week. If you require assistance, contact the Health, Safety and Environmental Manager.

Procedure

1. The employee reports a work-related accident.
2. Administer first aid as required.
3. Arrange for transportation for injured employee to medical treatment if required.
4. Ensure Worker Injury Package accompanies worker.
5. Eliminate the hazard if possible or guard the accident scene if worker is critically injured.
6. Investigate the cause of the accident and report findings in the Accident/ Incident Report form. Ensure all areas of the form are completed.
7. Send copy of the form to the Health, Safety and Manager.
8. Report all accidents/incidents same day, as follows:
 - Medical Aid
 - Lost Time
Injuries First
Aid
 - Incidents and Near Misses

Reporting

The site supervisor must report all accidents and injuries to Management. Management will ensure the Ministry of Labour, the Workplace Safety Insurance Board (WSIB), local unions and other interested parties are informed following the requirements of *Occupational Health and Safety Act* as follows:

Notice of Death or Injury

When a person is killed or critically injured from any case at the workplace, the constructor, if any and the employer shall notify the Ministry of Labour, the Joint Health and Safety Committee, the Health and Safety Representative, and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall within forty-eight (48) hours send to the Ministry of Labour a written report of the circumstances.

Where a person is killed or critically injured at the workplace no person shall except for the purpose of:

- Saving a life or relieving human suffering.
- Maintaining an essential public utility service or a public transportation system, or
- Preventing unnecessary damage to equipment or other property.

Interfere with, disturb, destroy, alter or carry away any wreckage article or thing at the scene of or connected with the occurrence until permission to do so has been given by the Ministry of Labour.

Notice of Accident, Explosion, Fire or Violence Causing Injury

If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace but no person dies or is critically injured because of that occurrence, the employer shall within four (4) days of the occurrence, give written notice to the Joint Health and Safety Committee, the Health and Safety Representative, trade union, if any, and the Ministry of Labour.

Accidents at a Project Site

If an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine, device, article or thing, cave-in, subsidence, rock-burst or other prescribed incident occurs at a project site, the constructor of the project or the owner shall within two (2) days after the occurrence give notice in writing with the prescribed information and particulars to the Ministry of Labour, the Joint Health and Safety Committee, the Health and Safety Representative and trade union, if any.

Emergency Preparedness

Emergency Preparedness Policy

BRIDGEBUSTERS will prepare and post an Emergency Response Plan on each job site/workplace and present it to all workers available at that site. The plan should have a map showing the jobsite location and direction to the nearest hospital or medical facility. Also, all emergency contact names and phone numbers must be shown on the plan. It is the responsibility of all workers to understand and comply with the emergency response plan on their current job.

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

1. **Stop work immediately.**
2. Inform supervisor of emergency or accident.
3. Keep Calm and **DO NOT PANIC.**
4. **Assess the situation:** Determine what the problem is.
5. Determine who and what is involved.
6. Follow the job specific Emergency Response Plan.
7. **Provide Protection:** If possible, try to contain the accident to as minimal as possible (by means traffic control, equipment, machinery, fire extinguisher, etc.).
8. **Provide First Aid:** A minimum of one (1) worker must be trained in first aid and only those who are trained shall provide first aid to the injured worker.
9. Call emergency services (911/Police, Fire Department, or Ambulance if separate numbers). If injured worker is mobile and hospital is close, transfer worker to hospital emergency section, otherwise wait for emergency services to arrive.
10. Assign a worker from the site to guide emergency services upon their arrival.
11. Obtain name of Hospital or medical facility where the injured worker is being treated.
12. Contact Bridgebusters Senior Management who will communicate with outside agencies, if necessary.
13. Do not talk to the Media, Public or speculate on accident. Refer them to Bridgebusters Senior Management.
14. Secure the accident scene for appropriate investigation.

15. Keep track of all witnesses and people who provided assistance in the accident.
16. Complete accident report and take statements of all witnesses and people who assisted in the accident.

Fire Protection

Fire prevention requires special attention.

1. Keep all entrances and exits clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Correct poor housekeeping practices.
3. Use appropriate shielding of flammable surfaces when performing hot work (i.e., welding and cutting, etc.).
4. Remember that grinders are capable of throwing red hot particles approximately 30 feet.
5. Keep your work area free of unnecessary combustible materials.
6. Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning.
7. All fire doors are to be kept closed when the shop is vacant.

Fire Fighting Equipment

All workers should know the location of the firefighting equipment in their area.

1. Fire extinguishers that are in service are to be inspected monthly.
2. Return empty extinguisher(s) to the supervisor and have it immediately replaced with a charged unit.
3. All fire extinguishers will be inspected on an annual basis by a certified company.
4. All workers must receive training before using fire extinguishing equipment.

Statistics and Records

Records Review and Statistical Analysis Policy

To recognize hazards and monitor the success of the Construction Health & Safety Program, reports, records and other performance measures must be reviewed. Analysis of these reports will provide information regarding what elements of the entire program need attention and improvement, and will assist in the prevention of accidents and injuries.

Roles and Responsibilities

- **Worker**
 - Report all accidents, incidents, first aid occurrences, lost time injuries and property equipment damage to project supervisor.
- **Supervisor**
 - Record all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, MOL reports and JHSC minutes and make them available on the project.
 - Send all relevant health and safety information to Bridgebusters HSE Department.
 - Coordinate first aid response, accident investigation or other follow up procedures after an occurrence.
 - Maintain records of orientation, project inspections, safety audits, MOL reports, follow up for actions.
- **Senior Management**
 - Monitor injury frequency rates.
 - Compile an annual report on all health and safety activities and occurrences on a project.
 - Ensure follow up performed for all action items.
 - Ensure appropriate actions are taken following review of monthly/ quarterly project safety data report.

Procedure

1. All project safety data is registered and recorded at the project, with appropriate responses initiated immediately (accident investigation, etc.).

2. Project inspection checklists from routine safety inspections may be collected and statistically analyzed in a Health & Safety report (annually/bi-annually).
3. All project safety data are copied to management.
4. All other project safety data is presented and reviewed using charts and graphs in annual report that assesses:
 - **Project inspections:** Number performed and hazards identified
 - **Accident Investigations:** Number performed and recommendation
 - Injuries:** Frequency, injury type, recommendations
 - **Joint Health and Safety Committee:** Issues identified, follow up, meeting frequency
5. Appropriate action is taken, beginning with management, to respond to trends, insert repeated corrections needed, repeated injuries or commonly identified hazards.

Occupational Health

Chemical Exposure – Asbestos

Asbestos is a strong, fire-resistant mineral fibre. In the past, asbestos was used for insulation against heat and noise, as well as for fire protection. Asbestos was also added to materials such as cement and plaster to give them more structural strength.

Breathing in asbestos fibres may cause serious health problems, including lung disease and cancer.

Asbestos-related diseases usually develop many years after a person has been exposed to asbestos. The risk of developing these diseases increases with the amount of asbestos in the air you inhale and the length of time you are exposed. Smokers are at an increased risk.

The following guidelines must be adhered to when working with asbestos:

- Eating, drinking, chewing or smoking is prohibited in the work area.
- The contaminated area must be identified by clearly visible signs warning of the asbestos work and hazards. Clearly visible signs must also say that access to the work area is restricted to persons wearing

protective clothing and equipment and that there is an asbestos hazard.

- Containers for dust and waste must be dust tight, suitable for the type of waste, impervious to asbestos and identified as asbestos waste.
- Compressed air must not be used to clean up or remove dust and debris from contaminated surfaces.
- Wet handling procedures must be used to control dust from asbestos-containing materials unless wetting creates a hazard or causes damage.
- All dust and waste containing asbestos must be cleaned up frequently during the work and immediately when work is completed by wet sweeping or wet mopping and must be double-bagged in 6-mil polyethylene bags, securely tied and disposed of as asbestos waste.
- Only persons wearing protective clothing and respiratory protection are allowed to enter the contaminated area.
- Protective clothing must be provided by the employer to all workers who work on Type 2 or Type 3 operations and to workers involved in a Type 1 operation if requested by the worker. Protective clothing must:
 - 1) Be made of material that does not retain or permit the penetration of asbestos fibres
 - 2) Include suitable footwear and a head covering, and
 - 3) Include a full body covering that fits snugly at the wrists, ankles and neck
- Workers must decontaminate protective clothing and barriers and enclosures using a HEPA vacuum or damp wiping before removing the clothing and leaving the work area. Facilities for washing the face and hands must be provided and every worker must use these facilities as they leave the work area.
- After the completion of the work polyethylene sheeting and similar materials used for barriers and enclosures shall not be reused and shall be wetted and placed in an asbestos waste container as soon as practicable.

Use the Respirator Chart for Asbestos Work (Appendix 3) to determine the appropriate respirator required.

Chemical Exposure – Concrete

Mixing Concrete

Cement dust can irritate the skin. The dust reacts with sweat or damp clothing to form a corrosive solution. Cement dust is also dangerous if it gets into the eyes or if it is inhaled.

When mixing concrete follow guidelines below:

- Wear an N, R, or P95 mask when pouring or mixing dry cement.
- Wear eye protection for mixing, pouring, and other work with dry cement.
- Work upwind from cement dust.

Working with Concrete

Wet concrete or mortar can burn the skin or cause skin ulcers if it falls inside the boots or gloves or soaks through the clothes. The burns caused by concrete may be slow and not be noticed/felt for several hours.

When working with concrete follow guidelines below:

- Remove rings and watches because wet concrete can collect underneath and burn your skin.
- Wear alkali-resistant gloves (i.e., rubber gloves).
- Pull sleeves over gloves.
- Wear coveralls with long sleeves and full-length pants.
- Tuck pants inside boots (for additional protection, if necessary, duct-tape the top to keep wet mortar and concrete out).
- Use waterproof boots high enough to keep concrete from flowing over the top.
- Remove any clothing contaminated by wet concrete.
- Don't wash your hands with water from buckets used for cleaning tools.
- When your skin comes in contact with concrete, wash with cold running water as soon as possible. Flush out any open sores or cuts. Get medical attention if your skin still feels like it's burning.
- After working with concrete, always wash your hands before eating, smoking, or using the toilet.
- If your eyes are exposed to concrete, rinse with cold tap water for at least 15 minutes. Get medical attention if necessary.

Chemical Exposure — Silica

Silica is the basic component of sand and rock. The best known and most abundant type of crystalline silica is quarBB. Breathing silica dust particles can cause silicosis, a disabling, progressive, non-reversible lung disease.

Silica dust particles are generated during the following activities:

- Cutting and drilling concrete.
- Sandblasting concrete.
- Cutting and drilling masonry.

- Grinding concrete and masonry.
- Sanding drywall.

When performing activities that generate silica dust particles or working close by, the following controls should be implemented:

1. Whenever possible water should be used to control dust. Wet cutting and other wet methods can keep dust levels very low.
2. If water isn't practical a dust collector may be attached to the tool or equipment.
3. A particulate respirator shall be used only when no other control methods are available.
4. Minimum protection is a half face piece N95 respirator. As silica dust increases, more protection may be needed.

Chemical Exposure – Lead

Exposure to lead is most common among plumbers, welders, painters, and demolition workers. Workers are most at risk when there's lead dust, fume, or vapour in the air.

Severe lead poisoning may cause serious symptoms such as kidney, nerve, and brain damage. It has also caused miscarriages and stillbirths in pregnant women and reduced sperm count in men.

- Workers will be most exposed to lead when performing the following activities:
- Working with lead and metals containing lead such as solder.
- Applying or removing paints containing lead.
- Installing or removing sheet metal containing lead.
- Hot cutting on material containing lead.
- Renovating, demolishing, and doing other work on structures or material containing lead.
- Removing mortar from stone walls.

Lead gets into your body mainly through:

- Inhalation (breathing in dusts, mists, and fumes).
- Ingestion (eating, drinking, smoking, biting nails, etc., without first washing your hands and face).

The following control shall be taken when working with lead:

- Your employer must inform you about any lead on site. That's the law.

- If you're unsure, or suspect that there's lead where you weren't warned about it, tell your employer.
- If you're welding, cutting, burning, or heating products containing lead, make sure you have local exhaust ventilation.
- On power tools that can generate lead containing dust, use dust-collection systems.
- Wear respirators and protective clothing. Protective clothing includes coveralls, gloves, and eye protection such as safety glasses, goggles, or face shields.
- Change out of work clothes and safety footwear at the end of each shift and leave them at work.
- Never take protective clothing home for washing or cleaning. You could poison your family.
- Practice a high standard of personal hygiene-wash up thoroughly after each exposure to lead. Wash and shower at the end of a shift.
- Do not eat, drink, smoke, or chew gum in places that may have lead contamination.
- Get rid of any lead waste at the end of each day or shift in an appropriate manner.

Chemical Exposure – Solvents

Solvents are often used with paints, lacquers, varnishes, adhesives, thinners, degreasers, cleaners, glues, and mastics.

You can be exposed to solvents in various ways:

- **Absorption:** the solvent penetrates your skin. This could be through direct contact with your skin while you clean tools.
- **Inhalation:** You can breathe in solvent vapours when you're applying sealants, glue, and paint, or cleaning your tools.
- **Ingestion:** this means swallowing. You can ingest solvents from your hands while you eat, drink, or smoke.
- **Injection:** This can happen when your skin is punctured by a high-pressure spray gun.

Solvents can affect people in different ways. Short-term effects include: irritation of eyes, lungs and skin, headache, nausea, dizziness and light-headedness.

The following precautions must be taken when working with or near solvents:

- Eliminate sources of ignition in the work area.

- When applying solvent-based materials, make sure there's enough ventilation. Open doors and windows. When that isn't enough, use fans.
- When the MSDS requires a respirator, make sure that yours is approved for protection against "organic vapours." The cartridge is pink and marked "OV".
- Avoid skin and eye contact with solvents.
- Follow the instructions on the product label and MSDS regarding protection, storage, handling, etc.
- If you don't understand the instructions, ask for help. Make sure you know what to do in case of an emergency.
- Do not eat, drink or smoke where solvents are being used.
- After working with solvents, wash thoroughly before eating or smoking.
- Don't use solvents to clean your skin or hair.
- Don't weld on materials that have been cleaned with chlorinated solvents. The result can be some very toxic gases.
- Keep lids on solvents when you are not using them. This keeps vapours from getting into the air.

Physical Agents – Cold Stress

When you're cold, blood vessels in your skin, arms, and legs constrict, decreasing the blood flow to your extremities. This helps your critical organs stay warm, but you risk frostbite in your extremities.

Frostbite

This means that your flesh freezes. Blood vessels are damaged and the reduced blood flow can lead to gangrene. Frostbitten skin looks waxy and feels numb. Once tissue becomes hard, it's a medical emergency.

Treatment

- Getting medical aid.
- Warm area with body heat—do not rub.
- Don't thaw hands and feet unless medical aid is distant and there's no chance of refreezing. Body parts are better thawed at a hospital.

Hypothermia

This means your core temperature drops. Symptoms include:

- Shivering

- Blue lips and fingers
- Slow breathing and heart rate
- Disorientation
- Confusion
- Poor coordination

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Treatment

- Hypothermia can kill. Get medical aid immediately.
- Carefully remove person to shelter. (Sudden movement can upset heart rhythm.)
- Keep person awake
- Remove wet clothing and wrap person in warm covers.
- Apply direct body heat to rewarm neck, chest, abdomen, and groin, but not extremities
- If conscious, give warm and sweet drinks

In order to control cold stress, follow the guidelines below:

- Wear several layers of clothing rather than one thick layer to capture air as an insulator.
- Wear synthetic fabrics next to the skin to “wick” away sweat.
- If conditions require, wear a waterproof or wind-resistant outer layer. Wear warm gloves or mitts.
- Wear hats and hoods. You may need a balaclava.
- Tight-fitting footwear restricts blood flow. You should be able to wear either one thick or two thin pairs of socks.
- If your clothing gets wet at 2 °C or less, change into dry clothes immediately and get checked for hypothermia.
- If you get hot while working, open your jacket but keep your hat, mitts and/or gloves on.
- Take warm, high-calorie drinks and food.

Physical Agents – Heat Stress

Workplaces involving heavy physical work in hot, humid environments can put considerable heat stress on workers. Hot and humid conditions can occur either indoors or outdoors. Asbestos removal, work with hazardous wastes, and other operations that require workers to wear semi-permeable or impermeable protective clothing can contribute significantly to heat stress. Heat stress causes the body’s core temperature to rise.

When the body's cooling mechanisms work well, core temperature drops or stabilizes at a safe level (around 37 °C). But when too much sweat is lost through heavy labour or working under hot, humid conditions, the body does not have enough water left to cool itself. The result is dehydration. Core temperature rises above 38 °C. A series of heat-related illnesses, or heat stress disorders, can then develop

Heat stress disorders range from minor discomforts to life-threatening conditions:

- Heat rash
- Heat Cramp
- Exhaustion
- Heat stroke

HEAT RASH—also known as prickly heat—is the most common problem in hot work environments. Symptoms include:

- Red blotches and extreme itchiness in areas
- Persistently damp with sweat
- Prickling sensation on the skin where sweating occurs

Treatment

- Cool environment, cool shower, thorough drying. In most cases, heat rashes disappear a few days after heat exposure ceases. If the skin is not cleaned frequently enough the rash may become infected.

HEAT CRAMPS are intermittent, involuntary spasms of larger muscles that may occur in individuals who work, exercise or are active in a hot environment.

Treatment

- Stretch and massage muscles; replace salt by drinking commercially available carbohydrate or electrolyte replacement fluids.

HEAT EXHAUSTION occurs when the body can no longer keep blood flowing to supply vital organs and send blood to the skin to reduce body temperature at the same time. Signs and symptoms of heat exhaustion include:

- Weakness
- Difficulty working
- Headache
- Breathlessness
- Nausea or vomiting
- Feeling faint or actually fainting

Workers fainting from heat exhaustion while operating machinery, vehicles, or equipment can injure themselves and others.

Treatment

Heat exhaustion casualties respond quickly to prompt first aid. If not treated promptly, however, heat exhaustion can lead to heat stroke a medical emergency.

- Call 911.

Help the worker to cool off by:

- Resting in a cool place
- Drinking cool water
- Removing unnecessary clothing
- Loosening clothing
- Showering or sponging with cool water

It takes 30 minutes at least to cool the body down once a worker becomes overheated and suffers heat exhaustion.

HEAT STROKE occurs when the body can no longer cool itself and body temperature rises to critical levels. The primary symptoms of heat stroke include:

- Confusion
- Irrational behavior
- Loss of consciousness
- Consciousness
- Convulsions
- Lack of sweating
- Hot, dry skin
- Abnormally high body temperature—for example, 41 °C

Treatment

For any worker showing signs or symptoms of heat stroke:

- **Call 911**
 - Provide immediate, aggressive, general cooling. Immerse casualty in tub of cool water; or
 - Place in cool shower; or
 - Spray with cool water from a hose
 - Wrap casualty in cool, wet sheets and fan rapidly
 - Transport casualty to hospital

- Do not give anything by mouth to an unconscious casualty

Work procedures can be modified to avoid the risk of heat stress.

The following procedures shall be followed:

- Worker may take more frequent breaks in a cool area away from heat. The area should not be so cool that it causes cold shock, around 25 °C is ideal.
- Provide unlimited amounts of cool (not cold) drinking water conveniently located.
- Make allowances for workers who must wear personal protective clothing and equipment that retains heat and restricts the evaporation of sweat.
- When possible schedule hot jobs for the cooler part of the day.
- When possible schedule routine maintenance and repair work in hot areas for the cooler seasons of the year.
- Consider the use of cooling vests containing ice packs or ice water to help rid bodies of excess heat.
- Wear light, loose clothing that permits the evaporation of sweat.
- Drink small amounts of water—8 ounces (250 mL)—every half hour or so. Do not wait until you are thirsty.
- Avoid beverages such as tea, coffee, or beer that make you pass urine more frequently.

Where personal PPE must be worn:

- Use the lightest weight clothing and respirator available
- Wear light-colored garments that absorb less heat from the sun
- Use PPE that allows sweat to evaporate
- Avoid eating hot, heavy meals. They tend to increase internal body temperature by redirecting blood flow away from the skin to the digestive system.
- Do not take salt tablets unless a physician prescribes them. Natural body salts lost through sweating are easily replaced by a normal diet.

BRIDGEBUSTERS will take the following steps to prevent the risk of heat stress in workers:

- Adjust work practices as necessary when workers show signs and symptoms or complain of heat stress.
- Make controlling exposures through engineering control the primary means of control wherever possible.
- Oversee heat stress training and acclimatization for new workers, workers who have been off the job for a while and workers with medical conditions.

- Provide worker education and training, including periodic safety talks on heat stress during hot weather or during work in hot environments.

Physical Agents – Noise

Loud noise may be common on construction sites, but that does not mean it has to reach your ears. It is 100% avoidable. Workers at most risk for noise induced hearing loss are those who use tools such as:

- Power Saws
- Pneumatic Impact
- Actuated Tools
- Mechanical Tampers
- Heavy
Equipment
Tampers
- Grinders
- Compressed Air Guns
- Abrasive Blasting
Cleaning
- Drills

When working with or around loud tools the following guidelines must be followed:

- Wear hearing protection such as ear plugs or ear muffs. You need to wear it all the time you are around loud noise.
- Make sure the hearing protection fits properly. Follow the manufacturer's instructions about how to wear the hearing protection properly.
- Make sure the hearing protection does not block out too much sound. Otherwise it can interfere with safety communication such as alarms or warning signals.

Physical Agents – Vibration

“Vibration White Finger” is a disease that makes the fingers turn white. It starts when the hands are exposed to too much vibration. Vibration White Finger damages the blood vessels, nerves and muscles. Tool and equipment operators are at the most risk. High vibration equipment includes road drills, chipping hammers, compactors and chainsaws.

Risk depends on:

- The magnitude (acceleration) of the vibration.
- How long the vibration or the equipment is used.

Whether operation is on and off or continuous.

- Workplace temperature (cold is a major trigger for Vibration White Finger).
- Smoking reduces blood flow to the extremities, hence increases the risk for Vibration White Finger.

Precautions can be taken to reduce exposure to Vibration White Finger, these precautions include:

1. Using tools with built-in anti-vibration features.
2. Wearing anti-vibration gloves as classified under ISO standard 10819.
3. Using vibrating equipment for short periods of time, especially in cold weather.
4. Keeping the whole body warm, especially hands and chest.
5. Following appropriate work/rest schedule. Rotate between different jobs.
6. Exercise and not smoking.
7. If numbness, tingling, spasms or whitening of fingertips develops, report it to your supervisor and consult a doctor.

Biological Agents

Controls and Guidelines for working with Biological Agents, such as:

West Nile Virus (WNV) Controls/Guidelines

Infected mosquitoes usually spread the WNV. The mosquito first bites an infected bird and then bites a human or another animal. About 1 in 5 people who are infected develop a fever and other signs. Report these to your supervisor.

- Follow these controls/guidelines when WNV is most present:

- Reduce your risk, by protecting yourself from mosquitoes.
- Use insect repellent on exposed skin and protective clothing including long sleeve shirt, full-length pants and socks to prevent mosquito bites.
- Protect yourself and fellow workers from mosquito bites. Summer season is the most common time for infection.
- Avoid working outside when mosquitoes are most active, dusk until dawn.
- Get rid of standing water – wet, murky areas are where mosquitoes tend to breed.
- Keep your construction area free of standing water and dead birds.
- No vaccine or specific antiviral treatments for WNV infection are available.
- Symptoms and signs of WNV include fever, headache, body aches, skin rash, and swollen lymph nodes.
- Anyone who thinks that they may be infected with WNV should contact their Supervisor and Doctor.

Lyme Disease Controls/Guidelines

Lyme Disease is an infection caused by several strains of the bacteria *Borrelia Burgdorfen*. The bacteria are transmitted to humans through the bite of an infected tick.

Typical symptoms include fever, headache, fatigue, and a characteristic skin rash. Report these symptoms to your supervisor and seek medical attention.

Lyme Disease-infected black-legged ticks is greatest during late spring-early summer months.

Most people who get tick bites do not get Lyme Disease.

Follow these controls/guidelines when Lyme Disease is most present:

- Reduce your risk, by protecting yourself from ticks.
- Use insect repellent applied to exposed skin and protective clothing including long sleeve shirt, full-length pants and socks to prevent tick bites.
- Try wearing lighter-colored clothing so you can spot insects and ticks more easily.

- Protect yourself and fellow workers from ticks by checking skin after you have been working outdoors.
- The most common sign of infection is an expanding area of redness on the skin, known as erythema migrans, that begins at the site of a tick bite about a week after it has occurred.
- Anyone who thinks that they may be infected with Lyme Disease should contact their Supervisor and Doctor.

Needles or Bodily Fluids Controls/Guidelines

Being exposed to sharp needles or bodily fluids means that another person's blood or other bodily fluid touches your body. Exposure may occur after a needlestick or sharps injury. It can also occur when blood or other bodily fluid touches your skin, eyes, mouth, etc.

Report these conditions to your supervisor and seek medical attention.

Follow these controls/guidelines for exposure to sharps (needles) or bodily fluids:

- What to do if you are exposed to sharps (needles) or bodily fluids? Do not squeeze the wound or soak it in bleach.
- Wash the area with warm water and soap.
- If you are splashed with blood or bodily fluids and your skin has an open wound, healing sore, or scratch, wash the area well with soap and water.
- If you are splashed in the eyes, nose, or mouth, rinse well with water.

Hantavirus Infection Controls/Guidelines

People can become infected with a hantavirus when they:

- Inhale virus particles from rodent urine, droppings or saliva that have been released into the air. This can happen when rodent waste is stirred up from vacuuming or sweeping.
- Touch objects or eat food contaminated with the urine, droppings or saliva of infected rodents.
- Are bitten by a rodent infected with a hantavirus (this is rare).

Early symptoms include fatigue, fever and muscle aches, especially in the large muscle groups—thighs, hips, back, and sometimes shoulders. These symptoms are universal. There may also be headaches, dizziness, chills, and abdominal problems, such as nausea, vomiting, diarrhea, and abdominal pain. Report these conditions to your supervisor and seek medical attention.

There is no vaccine for Hantavirus Infection. The key to disease prevention is:

- n Preventing rodent infestations.
- n Properly cleaning and disinfecting areas contaminated by rodent droppings.

If you notice signs of rodents at the workplace, contact your supervisor.

Follow these controls/guidelines for prevention of a Hantavirus Infection:

Keep your workplace, home, cottage, or campsite rodent free. All rodent droppings are potentially harmful. You should:

- n Block openings that might let rodents in.
- n Store food, water and garbage in containers with tightly fitted lids.
- n Place mousetraps throughout the buildings.
- n Keep work areas clean.
- n Stack woodpiles away from buildings.

Properly clean and disinfect areas contaminated by rodent droppings. Follow the steps below:

1. Wear rubber or plastic gloves. If you are cleaning in a confined space, wear a high-efficiency particulate air (HEPA) filtered respirator.
2. Do not sweep or vacuum rodent droppings. This will release particles into the air, which you could then breathe in.
3. Spray droppings with a household disinfectant or a mixture of 1-part bleach and 9 parts water. Let the area soak for 10 minutes to make sure any virus within the droppings will be killed.
4. Wipe up wet droppings with paper towels or a wet mop if dealing with a large area.
5. Wash gloves in disinfectant and hot soapy water before taking them off. Afterwards, wash your hands thoroughly.
6. If a wet mop was used to clean the area, use disinfectant and hot soapy water to clean the mop.

Hazardous Spills Policy

Spills can be controlled through good management practices in combination with active employee involvement. This responsibility will also become part of any contractual agreement with outside contracted services. While working on BB's contracted jobs, and Bridgebusters property, BB's employees and those of our outside contractors will perform their jobs

properly in accordance with BB's established procedures and operating philosophy. Every manager, supervisor and employee are personally accountable for adherence to this policy as an integral part of their job responsibilities.

A spill can be defined as a release of pollutants into the environment, from a structure, vehicle or other containment that is abnormal in quantity or quality.

Some examples of pollutants are:

- ⁂ Oils crude, gasoline, jet fuel, kerosene and all light and heavy petroleum oils.
- ⁂ Chemical acids, solvents and pesticides.
- ⁂ Gases and particulates nitrous oxide, sulphur dioxide, methane gas, smoke or dust.
- ⁂ Wastes liquid industrial, liquid hazardous sewage, agricultural and other wastes.

In the event of a hazardous spill:

1. **Immediately contact the supervisor.**
2. Deal with the spill in accordance to the information described in the MSDS.
3. Contain the spill with available equipment (pads, booms, absorbent powder, etc.).
4. Secure the area and inform site personnel.
5. Attend to injured personnel and call 911 if required.
6. Contact Bridgebusters Health and Safety Manager.
7. Contact the Spill Action Control Centre at 1-800-268-6060 if necessary.

Reporting Spills

In Ontario, you must report a spill if it:

- Causes harm or material discomfort to any person. Injures or damages property or animal life.
- Impairs the quality of the natural environment, air water or land.
- Causes adverse health effect.
- Presents a safety risk.
- Renders property, plant or animal life unfit for use.

- Leads to the loss of enjoyment of the normal use of property.
- Interferes with the normal conduct of business.

Spill Response Equipment – Trucks

Each vehicle hauling fuel will have a Spill Response Kit which consists of:

- Neoprene Gloves.
- Absorbent socks (several 12 ft).
- A bag of absorbent.
- A bundle of rags.
- A shovel and broom.
- Rubber boots.

External Help

If it is decided that the spill needs the help of professionals:

- Call Itech Precision Cleaning Technology & Environmental Services at 1-877-324-4402.

Off-Site Spill Response Procedure

1. Employee to contact supervisor or management immediately and advise that person of all-important information. This would include location, time, material, quantity, and any actions taken by driver to date.
2. The driver should remain at spill location until Bridgebusters representatives have arrived at the scene or is otherwise advised by management. The driver should take all actions if safe to do so to stop and confine the spill.

First Aid

First Aid Policy

BRIDGEBUSTERS in compliance with Regulation 1 1 01 requires the following at every work place:

- There be at least one person trained in First Aid, at the designated level, on every shift.
- That the “designated” first aider be available to render assistance at all times during that shift.
- A copy of Form 82 – poster be posted in the workplace, where all workers can see it.
- Injuries must be reported using the Incident/Accident Report (Appendix).

Supervisor shall ensure that:

- First Aid kits are located within quick and easy access for all the employees.
- Each First Aid kits is adequately stocked with supplies.
There are adequate number of first aiders on each shift.
- First Aid attendant works in the immediate vicinity of the First Aid Kit.
- First Aid treatment/advice are recorded (Appendix).
- First Aid Certificates of qualified First Aid attendant(s) on duty is/ are posted.
- First Aid kits are inspected every 6 months and the inspection recorded.

Workplace Violence and Harassment

Violence Policy

Bridgebusters will not tolerate discrimination, harassment or violence. Accordingly, any such instances will result in discipline, up to and including termination.

Violence in the workplace is defined as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behavior that it is reasonable for a worker to interpret

as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The workplace is any location where business of BRIDGEBUSTERS is being conducted such as offices and buildings of the Company. The workplace includes cafeterias, washrooms, locker rooms, work sites, on-road municipal vehicles and personal vehicles while occupied by employees during travel for the purpose of business, during regular or non-regular hours as required. Violence that occurs outside of the workplace but which has repercussions in the work environment, adversely affecting employee relationships, May also be defined as workplace violence.

It is strongly encouraged that all acts of violence be reported to the immediate supervisor.

Acts of violence may also be reported to senior management, as may be the case.

If an employee feels in imminent danger, he/she should call **911**.

In case of a confrontation in the workplace:

- Stay calm, listen attentively, and ask the person to sit down.
- Ask the person questions relevant to his or her complaint.
- Acknowledge the person's concerns and try to find solutions.
- Maintain eye contact.
- Speak slowly, softly, and clearly. Avoid being defensive.
- Identify violent behaviors, especially before they escalate.
- Set ground rules/boundaries, such as, "When you shout at me, I can't understand what you are saying."
- Signal discreetly to a co-worker or supervisor that you need help. Do not make any calls yourself. Have someone notify the supervisor/ manager or, when necessary, the local police.
- Keep the situation in your control.
- Get yourself and others away from the potentially violent person.
- Get out or hide. Evacuate the area.

Domestic Violence

Any employee experiencing violence outside of the workplace (i.e., domestic violence) that may create a risk of danger to themselves or others in the

workplace is encouraged to report such violence so that management can take reasonable preventive steps, examples may include:

- Meeting with the affected employee to create a specific safety plan.
- Altering of working hours, and/or work locations if possible, so as not to be as predictable.
- Blocking certain email addresses.
- Screening phone messages.
- Contact Police for other options.

Release of Information

The employer or supervisor will provide information, including personal information related to the risk of workplace violence from a person with a history of violent behavior if:

- The worker can be expected to encounter that person in the course of his or her work; and
- The risk of workplace violence is likely to expose the worker to physical injury.

The employer or supervisor will not disclose more personal information in these circumstances than is reasonably necessary to protect the worker from physical injury.

Any information released in these circumstances must be done in consultation with management.

Reporting an Incident or Potential Threat

1. Employees who are victims of violence or who believe they are potential victims of such violence, should promptly notify their supervisor, or appropriate management within seven (7) calendar days of an occurrence.
2. If the offending person is the designate Supervisor, the complainant should be taken directly to senior management.
3. The employee is encouraged to receive immediate medical attention where warranted and medical verification of the assault (if possible) should be obtained.
4. Where a manager or supervisor initially receives the official complaint, it is his/her responsibility to ensure that senior management is notified about the complaint within two (2) working days from when he/she first received it.

5. The designate from Management must acknowledge receipt of a complaint within two (2) working days (to Manager/President/Complainant/Alleged Harasser).

6. **Fact Finding**

The designate from Management will conduct a one on one interview with relevant parties to obtain information and clarify the details of the reported incident. Both parties will have an opportunity to identify witnesses or others to be interviewed. All interviews will be conducted in a confidential manner.

The designate from Management will document the results and conclusions of the investigation after interviewing the complainant, respondent and any other relevant witnesses including co-workers if necessary. Complainant, respondents may be asked to verify documentation.

Where appropriate and necessary, the designate from management may contact the Ontario Human Rights Commission for advice or assistance.

7. **Notification and Discussion of Results**

The designate from Management will subsequently schedule meetings with the complainant, alleged person, President or Vice President where necessary, to present and discuss the findings and conclusions of the investigation. Separate meetings may be convened if necessary and all parties have a right to be represented.

8. **Report to Management**

A summary of the complaint and results of the investigation will be provided to the President or Vice President and the parties affected by the outcome.

9. **Disciplinary Measures**

If there is evidence of violence, disciplinary measures will be taken by the Management of BRIDGEBUSTERS as appropriate. Such discipline may include suspension or termination of employment with cause.

10. **Malicious Complaint**

Where, as a result of an investigation, it is determined that the complaint was made malicious with a specific and directed intent to harm, or made in bad faith with reasonable knowledge of any intent to harm, formal disciplinary actions may be taken against the complainant. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

Harassment Policy

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace, a comment or conduct that is known or ought reasonably to be known to be unwelcome.

This may include:

Any comment or conduct by an employer, someone acting for the employer or co-worker towards any other employee which is intimidating, annoying or malicious and relates to race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, record of offences (provincial offences and pardoned federal offences), marital status, family status or handicap, such as:

- 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.
- Inappropriate sexual touching, advances, suggestions or requests.
- Record of offences (in employment only).

Sexual Harassment

- Vexatious comments or conduct that is known, or ought reasonably to be known, to be unwelcome.
- Sexual advance or solicitation by a person who is in a position to grant or deny a benefit to another where the advance is known, or ought reasonably to be known, to be unwelcome.
- Reprisal or threat of reprisal by a person in a position to grant or deny a benefit to a person who has rejected his or her sexual proposition.
- Unnecessary or unwanted physical contact, ranging from touching, patting or pinching to physical assault.
- Leering or other suggestive gestures.
- Unwelcome remarks, jokes, suggestions or insults about a person's physical appearance, attire or sex.

- Displaying pornographic pictures or other offensive, sexually explicit material.
- Practical jokes of a sexual nature, which cause awkwardness or embarrassment.
- Demands or requests for sexual favours, particularly by a person who is in a position to grant or deny a benefit.
- Compromising invitations.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

Reporting an Incident of Harassment

Any person who believes he/she is being harassed by another person is advised to take the following measures:

1. Ask the harasser to stop
Inform the harasser that his or her behavior is unwelcome. An individual (although he or she should know better) may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person refuses to cooperate, remind him or her that such behavior is against Company policy.
2. Keep a record of harassment
When did the harassment start? (e.g., dates, time, locations). What happened? Were there any witnesses? Were there any threats or reprisal? What was your response? Failure to keep a diary of the events will not invalidate your complaint. A record will, however, reinforce it.
3. Lodge a complaint
 - If the harassment, despite your efforts to stop it, continues, you should report the problem to your supervisor.
 - If the offending person is the Supervisor/Manager, the complainant should be taken directly to the senior management.

4. Where a manager or supervisor initially receives the official complaint, it is his/her responsibility to ensure that senior management is notified about the complaint within two (2) working days from when he/she first received it.
5. The designate from Management must acknowledge receipt of a complaint within two (2) working days (to Manager/President/Complainant/Alleged Harasser).
6. Fact Finding

The designate from Management will conduct a one on one interview with relevant parties to obtain information and clarify the details of the reported incident. Both parties will have an opportunity to identify witnesses or others to be interviewed. All interviews will be conducted in a confidential manner.

The designate from Management will document the results and conclusions of the investigation after interviewing the complainant, respondent and any other relevant witnesses including co-workers
7. Notification and Discussion of Results

The designate from Management will subsequently schedule meetings with the complainant, alleged person, President or Vice President where necessary, to present and discuss the findings and conclusions of the investigation. Separate meetings may be convened if necessary and all parties have a right to be represented.
8. Report to Management

A summary of the complaint and results of the investigation will be provided to the President or Vice-President and the parties affected by the outcome.
9. Disciplinary Measures

If there is evidence of violence, disciplinary measures will be taken by the Management of BRIDGEBUSTERS as appropriate. Such discipline may include suspension or termination of employment with cause.
10. Malicious Complaint

Where, as a result of an investigation, it is determined that the complaint was made malicious with a specific and directed intent to harm, or made in bad faith with reasonable knowledge of any intent to harm, formal disciplinary actions may be taken against the complainant. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

Return to Work and Re-employment

Return to Work Policy

Return to work is the process or strategy of safely returning employees to the workplace on a timely basis.

The Management of BRIDGEBUSTERS is committed to cooperating with all of their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At Bridgebusters we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.

Roles and Responsibilities

WSIB MANAGEMENT CONSULTANT WILL:

1. Handle all correspondence with WSIB (i.e., Form 7, Initial and updated Functional Abilities Forms, etc.)
2. Liaise with management to monitor the progress of the employee's modified duties

MANAGEMENT WILL:

1. Determine, in consultation with the manager or designate, if the position can be modified.
2. Monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings can be decided on a case by case approach.
3. Liaise with the employee's treating agency and other agencies when required.
4. Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, the supervisor and the employer.
5. Develop, in consultation with the employee's treating agency, the employee and the immediate supervisor a modified duty program.
6. Ensure that there is no conflict with the collective agreements (where applicable).
7. Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.

SUPERVISORS WILL:

1. Advise the employee of the availability of modified duties or a transitional work program and provide the required forms.
2. Assist in the creation of, and support the employee's modified duty program.
3. Maintain communication with the employee on modified duty and monitor the progress and the effectiveness on an individual case by case basis.
4. Schedule regular meetings with the employee in order to communicate and assist in the evaluation of the program's effectiveness. These meetings will be scheduled on a case by case basis.

EMPLOYEES WILL:

1. Maintain regular contact with the supervisor.
2. Take an active role in developing their modified duty program.
3. Communicate any concerns or problems to their immediate supervisor.
4. Obtain the necessary forms from the treating agencies as may be required by the employer. The employee may be responsible for the costs of any forms that are required.
5. Ensure that other scheduled rehabilitation activities, such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
6. Co-operate with all requests for documentation as required by the WSIB and the Employer.

BRIDGEBUSTERS recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principal and recognizes the employers, union(s), and employee(s) joint responsibility to participate in the rehabilitation of the employee.

Specifically:

- The work must be productive and the result must have value.
- The work provided must not aggravate the employee's disability.
- The workers' disability must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.

- The work must assist the employee in returning to their original position, if possible. The duration of the modified duty will be determined at the commencement of the program wherever possible.
- Prior to starting the modified duty, the employee and employer will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position.
- The employees' physician statement and the requirements of the employer will be reviewed for the modified duty position.
- The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with the employer's timetable.
- The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.

Types of Accommodation

- Office work and home assignments
- Traffic Control
- Inventory
- Security Watch
- More frequent rest breaks
- Mini stretch breaks (10-15 minutes)
- Light shop work, general clean-up
- Painting trailers, containers (light work with brush)
- Washing trucks
- Pickup or delivery of plans
- Observing how work is performed
- Computer training in safety prevention, if available
- Designated signaler for work near power-lines
- Hoisting operations

Management Review

Management Review Policy

Senior Management will review Bridgebusters health and safety trends on an annual basis. Management will review the patterns and take corrective action.

The Health, Safety and Environmental Manager will create the summary of all injuries and near misses and review patterns of occurrence. The report will take into consideration patterns by job site and by type of injury.

Management will choose five topics of concentration which will reflect those areas in which improvement is needed. Additional training in these areas will be offered throughout the year and during the Spring Start-Up.

Appendices

APPENDIX 1: Job Assessment Risk (JAR) Form (page 1 of 2)

Job Assessment Risk Form

Project: Supervisor: Date:

Describe task(s) that will be performed during the day:

Identify all the hazards and applicable controls below:

<input type="checkbox"/> Hazards	<input type="checkbox"/> Check all applicable controls required	<input type="checkbox"/> Hazards	<input type="checkbox"/> Check all applicable controls required
<input type="checkbox"/> Foreign Body	<input type="checkbox"/> PPE <input checked="" type="checkbox"/> Shield Adjacent Workers <input type="checkbox"/> Other:	<input type="checkbox"/> Traffic/Public Right of Way	<input type="checkbox"/> Traffic Plan <input type="checkbox"/> Signal Person <input type="checkbox"/> Other:
<input type="checkbox"/> Noise	<input type="checkbox"/> PPE <input checked="" type="checkbox"/> Signs Posted <input type="checkbox"/> Other:	<input type="checkbox"/> Overexertion	<input type="checkbox"/> Mechanical Assistance <input type="checkbox"/> Proper Lifting Techniques <input type="checkbox"/> Buddy Lift <input type="checkbox"/> Other:
<input type="checkbox"/> Respiratory Hazard	<input type="checkbox"/> Employee Fit Tested <input type="checkbox"/> PPE <input type="checkbox"/> Ventilation <input type="checkbox"/> Other:	<input type="checkbox"/> Electrical Hazard	<input type="checkbox"/> Limits of Approach Procedure Followed <input type="checkbox"/> Signs Posted (incl. overhead) <input type="checkbox"/> 3 prong grounded cords <input type="checkbox"/> Critical Lift Plan prepared
<input type="checkbox"/> Cuts	<input type="checkbox"/> Gloves <input type="checkbox"/> Long Sleeves <input type="checkbox"/> Chaps <input type="checkbox"/> Other:	<input type="checkbox"/> Hoisting/Rigging Failure	<input type="checkbox"/> Competent Person(s) assigned <input type="checkbox"/> Pre-use inspection of all components <input type="checkbox"/> Critical Lift Plan prepared
<input type="checkbox"/> Pinch Points	<input type="checkbox"/> Hand Protection <input type="checkbox"/> Body Positioning <input type="checkbox"/> Warning Signs <input type="checkbox"/> Other:	<input type="checkbox"/> Spills/Release	<input type="checkbox"/> Spill response equipment available <input type="checkbox"/> Spill contingency plan <input type="checkbox"/> Training
<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Proper Work Elev. <input type="checkbox"/> Body Positioning <input type="checkbox"/> Task Rotation <input type="checkbox"/> Other:	<input type="checkbox"/> Indenture/extreme weather	<input type="checkbox"/> Add'l Heat Stress Procedures <input type="checkbox"/> Monitor Wind Speeds <input type="checkbox"/> Other:
<input type="checkbox"/> Struck by/ Impact	<input type="checkbox"/> Guards on Equipment <input type="checkbox"/> Temporary Guards <input type="checkbox"/> Signal Person <input type="checkbox"/> Other:	<input type="checkbox"/> Trenching/Excavation Hazards	<input type="checkbox"/> Locates completed and provided to operator <input type="checkbox"/> Check-list Completed <input type="checkbox"/> Check-list Completed <input type="checkbox"/> Stopping/Sporing <input type="checkbox"/> Other:
<input type="checkbox"/> Work at Heights/Falls	<input type="checkbox"/> Guardrails <input type="checkbox"/> Horizontal Safe Line <input type="checkbox"/> PPE <input type="checkbox"/> Training	<input type="checkbox"/> Access/Egress	<input type="checkbox"/> Walkways Maintained <input type="checkbox"/> Housekeeping <input type="checkbox"/> Ladders/Ramps <input type="checkbox"/> Other:
<input type="checkbox"/> Falling Material	<input type="checkbox"/> Area below work secured <input type="checkbox"/> Protection on Railings <input type="checkbox"/> Overhead Protection <input type="checkbox"/> House-keeping <input type="checkbox"/> Employee Rotation	<input type="checkbox"/> Lighting	<input type="checkbox"/> Task Lighting <input type="checkbox"/> Portable Lighting <input type="checkbox"/> General Lighting <input type="checkbox"/> Other:
<input type="checkbox"/> Vibration	<input type="checkbox"/> Vibration Resistant Gloves <input type="checkbox"/> Low vibratory tools <input type="checkbox"/> Employee Rotation	<input type="checkbox"/> Use of Mobile Equipment	<input type="checkbox"/> Operator trained on operation of specific equipment in use <input type="checkbox"/> Pre-use Inspections <input type="checkbox"/> Person/Spotter <input type="checkbox"/> Traffic Plan
<input type="checkbox"/> Working with Hazardous Substances	<input type="checkbox"/> WHMIS Training/SDS Available <input type="checkbox"/> PPE <input type="checkbox"/> Proper Storage/Disposal <input type="checkbox"/> Other:	<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Workers trained on procedures/responsibilities <input type="checkbox"/> Rescue Plan in place <input type="checkbox"/> Signs Posted <input type="checkbox"/> Permit Completed
<input type="checkbox"/> Other		<input type="checkbox"/> Other	

APPENDIX 5: Acknowledgment Form

As an employee of, or a contractor to Bridgebusters, I (*write/type your name*)

acknowledge that I have read my copy of the Bridgebusters Health & Safety Policies and Procedures booklet and its Appendices;

and I recognize that in accepting employment or any contract with Bridgebusters, I must abide by the policies, rules and procedures set out in this policy and the Ontario Health and Safety Act and its regulations;

and I acknowledge that any repeated violation to this policy will be cause for disciplinary action or termination of my employment and or any contract with Bridgebusters

Company name (contractor):

Signature:

Date:
