ELECTRICAL

OCCUPATIONAL HEALTH
&
SAFETY PROGRAM

AWSE
ELECTRICAL

TABLE OF CONTENTS

SECTION 1 OCCUPATIONAL HEALTH & SAFETY POLICY

1.1 SAFETY POLICY

Alpine Electric Ltd dba Alpine West Systems Electrical (AWSE) is committed to providing a healthy and safe workplace, and to promoting positive attitudes toward health and safety within the organization as all personnel have the right to work in a safe and healthy environment.

AWSE is committed to recognizing the rights of workers to work in a safe and healthy environment and to promote this right as all personnel have the right to work in a safe and healthy environment.

Our Superintendents and Foremen are accountable and responsible for the promotion and development of employee safety awareness and to ensure the use of safe work practices and procedures.

Every person who is employed by AWSE including sub-contractors is accountable and responsible to work safely and promote safe work practices and procedures, to comply with all company safety polices and rules, government legislation and regulations. Positive attitudes towards safety, peers, and accident prevention will be followed.

Signed this: May 15th 2014

Andrew Tacilauskas

Management

1.2 POLICIES AND PROCEDURES

The objective of AWSE is to achieve profitable production and quality workmanship without injury to workers or damage to property and equipment. To achieve this objective, AWSE has developed, implemented and maintained a Health and Safety Manual comprised of Safety Policies, General Safety Rules and Specific Job Safety Procedures. This plan will be reviewed annually or when there are changes to Occupational Health and Safety or other relevant Legislation and Regulations.

The Safety Policies and Procedures Manual, will include, but not be limited to, the following:

a. Statements of accountability for the Manager, Superintendent, Foremen and Employees

b New Employee Orientation Program

c. General Safety Rules and Regulations

d. Specific Job Safety Procedures

e. Safety Training Requirements

f. Requirements for Communication Programs for Safety Education and Promotion

g. Safety Audit and Inspection Procedures

h. Accident Investigation and Reporting Procedures

i. WorkSafeBC Reporting and Appeal Procedures

j. Safety Performance Reporting Procedures

k. Procedures for Safety Committees

l. Occupational Health and Safety Legislation and Regulation

m. Procedures for Annual Review of Health and Safety Program

AWSE
ELECTRICAL

1.2(1) MANAGER'S RESPONSIBILITIES

The Manager is accountable and responsible for developing and applying sound safety policies and procedures in AWSE. This basic responsibility includes, but is not limited to, the following:

a. Reviewing safety audit reports to ensure that "problem trends" and repeat items are corrected

b. Conducting a safety inspection annually or more often as required

c. Reviewing all Accident Investigations reports to ensure they are serving their intended purpose

d. Reviewing monthly and quarterly safety statistics in order to assess the effectiveness of the current safety activities

e. Reviewing all Foreman's weekly safety meeting reports to ensure that meaningful talks are being provided to workers

f. SETTING A GOOD EXAMPLE

AWSE
ELECTRICAL

1.2(2) SUPERINTENDENT'S RESPONSIBILITIES

The Superintendent is accountable and responsible for ensuring the effective application of safety policies and procedures in the workplace. This basic responsibility includes, but is not limited to, the following:

a. Conducting safety audits and issuing results to foreman. Reviewing audits with the manager.

b. Ensuring that foremen frequently monitor work practices and working conditions.

c. Ensuring that foremen are taking prompt corrective action to rectify unsafe work practices and conditions.

d. Reviewing all Accident Investigation reports to ensure that accident causes are being properly identified and appropriate corrective action is being taken. The Superintendent will participate directly in the investigation of all serious accidents.

e. Reviewing all Accident Investigation reports and making recommendations on whether or not a WorkSafeBC claim should be contested.

f. Ensuring compliance with the Fire Protection Plan.

g. SETTING A GOOD EXAMPLE.

AWSE
ELECTRICAL

1.2(3) FOREMAN'S RESPONSIBILITIES

The Foreman is accountable and responsible for promoting safety awareness and demonstrating to his workers, including sub- contractors through day-to-day attitudes and actions that job performance is a high priority in AWSE This basic responsibility shall include, but not be limited to, the following:

a. Providing and documenting general safety induction and instruction to new workers prior to assignment of duties.

b. Providing safety equipment and protective devices to workers, as required.

c. Enforcing all safety rules and regulations.

d. Developing and maintaining an effective program of good housekeeping.

e. Frequently inspecting and documenting unsafe work practices and conditions and taking prompt corrective action when required.

f. Promptly investigating and reporting of all accidents near miss incidents.

g. Providing and documenting meaningful safety talks to workers.

h. Providing verbal recognition to his workers for good safety performance.

i. Ensuring compliance with the Principal Contractor's Fire Protection Plan.

j. Monitor and evaluate on a continual basis all workers and sub-contractors under their span of control for safety and performance and to take appropriate corrective actions when necessary.

AWSE
ELECTRICAL

1.2(4) WORKER'S RESPONSIBILITIES

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

a. Knowing, understanding and complying with all Safety Rules, Safety Legislation and Regulation

b. Knowing, understanding and complying with Job Safety Procedures

c. Maintaining "Good Housekeeping" within the work area

d. Immediately reporting unsafe conditions to Foreman

e. Promptly reporting all accidents and injuries, no matter how slight, and obtaining required medical attention

f. Co-operating in accident investigations in order to help prevent recurrence

g. SETTING A GOOD EXAMPLE.

1.2(5) CONTRACTOR SERVICES RESPONSIBILITIES

Each contractor is accountable and responsible to protect his health and safety as well as the health and safety of other workers who may be affected by his/her acts or omissions. This basic responsibility includes, but is not limited to, the following:

a. To promote health and safety at all times while on site.

b. To co-operate with the site and site personnel in all matters of health and safety.

c. To comply with all site health and safety requirements, rules, regulations and applicable legislation.

d. To advise the appropriate site personnel of all health and safety matters which may impact on the operation of the site (includes incidents and hazards).

e. To provide the site with a copy of their health and safety program and evidence that their Company is actively practicing health and safety on an on-going basis.

f. To conduct regular inspections of their work area while on site.

g. To participate in health and safety meetings when called on to do so.

h. To hold daily tool–box meetings with contract staff on site.

i. To have a WCB account in good standing and paid up to date.

j. To conduct an investigation in the event of an incident and to provide site personnel with a copy of the investigation report.

k. Failure to comply will/ could result in termination of the contract service.

l. SETTING A GOOD EXAMPLE.

1.2(6) VISITOR RESPONSIBILITIES

a. Report to reception.
b. Obey all signs.
c. Do not enter restricted areas
d. Where applicable, wear proper personal protective equipment.
e. Report any unsafe conditions or incidents to reception.

1.3 SUPERVISION OF WORKERS

1.3(1) RESPONSIBILITY

The Supervisor employed by AWSE is accountable and responsible to ensure that work is planned and carried out in accordance with safe procedures.

1.3(2) SUPERVISOR SKILLS

Through skill, understanding, commitment and communication, Superintendents and Foremen working for AWSE can and will have a beneficial influence on the workers under their supervision.

Superintendents and Foremen must set a good example for those working under their supervision. It is imperative that supervisory staff behaves in a manner that workers can imitate and model their own behavior upon.

Responding to praise is a natural reaction for most people. Therefore, rewarding a worker for a job safely done is one of the best methods of ensuring that he/she will continue to work in a safe manner.

Identification	Supervisors must be able to clearly identify the unsafe or incorrect actions or processes within the work place.
Restate	If a worker gives excuses or argues after being instructed in safe procedures, the supervisor must restate his/her position.
Inform	Instruct all workers in the correct method that should be used to do a work process.
Check	Make sure the worker understands what you want done and how you want it done.
Emphasize	It is the worker's safety and welfare you are concerned about as he/she is important to you

1.3(3) SUPERVISOR ACCOUNTABILITY

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

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

1. Instructing workers in safe practices and methods at the time workers are given assignments and as the work progresses.
2. Recognizing unsafe practices and conditions and correct those problems without delay.
3. Supplying all required Personal Protective Equipment and enforcing the use of this equipment as required.
4. Ensuring that all equipment, tools, and apparatus used by workers is in good repair and in proper working order.
5. Actively supporting the Site Occupational Health and Safety (OH&S) Committee in their ongoing endeavors. Attending and participating in safety meetings as required.
6. Enforcing established Safety Policies Rules and Job Procedures when required.
7. Actively participating in Accident/Incident investigations and ensuring that all injuries are reported.
8. Ensuring that regular inspections are taking place and that all deficiencies found during inspections are addressed and/or corrected.
9. Setting a good example for all workers.

AWSE
ELECTRICAL

SECTION 2 HAZARD ASSESSMENT

2.1 HAZARD ASSESSMENT PROCESS

A. PURPOSE

The hazard assessment process is a system to identify health hazards, occupational factors or illnesses, arising in and from the workplace, which may cause impaired health and well-being, sickness or significant discomfort and this inefficiency must be identified, monitored and controlled.

B. SCOPE

The overall process is comprised of four basic components including:

> recognizing the hazard exposure or potential hazard exposure
> identifying the source
> evaluating the loss potential
> controlling potential loss exposure

C. HAZARD ASSESSMENTS

HAZARD RECOGNITION AND CONTROL

The identification process of occupational hazards must be implemented and maintained through the organization. The recognition and control involves:

> determining what hazards are present in the workplace
> assessing the level of risk for the hazards identified
> implementing strategies to eliminate or reduce the risk involved
> monitoring and following up to ensure the control strategies chosen are implemented and effective

It is very important to recognize that the hazard assessment does not deal strictly with things that are wrong at the present time. Rather, this assessment must deal with what could go wrong.

The hazard assessment must be management/supervisor-led but the workforce must be involved. This will require bringing those workers into the process with the expertise in that particular task. The team approach will achieve the best results.

Types of hazard you may consider:

> Chemical Hazards
> Physical Hazards
> Biological Hazards
> Ergonomic Hazards

CHEMICAL HAZARDS

Chemical compositions that come in contact with the human body causing harm are known as chemical hazards. These chemicals may consist of mists, vapors, fumes, gases, dusts and liquids.

PHYSICAL HAZARDS

Physical hazards causing harm or adverse effects to the human body include radiation, noise and temperature extremes, barometric extremes, illumination, vibration, lasers, humidity extremes, dusts and microwaves and electrical shock hazards.

BIOLOGICAL HAZARDS

Mold, Viruses, bacteria, fungi, parasites, insects, snakes, plants and animals that may cause adverse effects to the human body are classified as biological hazards.

ERGONOMIC HAZARDS

Physical disorders and stress which cause harm to the human body resulting from poor work posture, improper handling of material, improper work/rest cycles are considered ergonomic hazards.

CONDUCTING A HAZARD ASSESSMENT

Every workplace consists of four major components. These are:

> The people (employees, visitors, clients, suppliers, subcontractors, etc)
> The environment they work in
> The materials they work with
> The equipment/tools they use.

In conducting a hazard assessment, all four components must be examined, subdivided and evaluated to see what risks are present.

D. CONTROL MEASURES

Hazards can be controlled in a number of ways:

> Elimination or substitutions
> Engineering controls
> Administrative controls
> personal protective equipment

ELIMINATION OR SUBSTITUTION

Ideally, hazards should be eliminated. On a stairway, for example, an uneven step that poses a tripping hazard can be replaced. Likewise, a cleaning solution that is irritating to the skin may be replaced by a non-irritating solution.

ENGINEERING CONTROLS

Enclosures, guards, barriers and lockout mechanisms are good examples of engineering controls. Whenever possible, they should be built into equipment and systems. A careful inventory of parts necessary for safety should be developed and maintained. In addition, a preventative maintenance program should be established.

Before purchasing machinery and equipment, safety requirements should be considered.

ADMINISTRATIVE CONTROLS

Administrative controls are administered through the organization's safety and health program that includes the following:

> Policies;
> Procedures;
> Worker rotation;
> Education and training;
> Supervision;
> Inspections;
> Hazardous materials and substances;
> Medical examinations;
> Investigations;
> Safety committee(s);
> Records and statistics;
> Evaluation of the program.

E. PERSONAL PROTECTION EQUIPMENT

When elimination, substitution and engineering or administrative controls are not feasible, then personal protective equipment must be worn. The use of personal protective equipment is necessary wherever a worker may be exposed to hazards. Training in the effective use and care of personal protective equipment is necessary.

F. IMPLEMENTATION CONTROL STRATEGIES

Once a control method has been established, it must be implemented. Documents describing the control method, assigning the person primarily responsible for implementing it and fixing the date that the control method (corrective action) must be completed, will be developed.

There must be a follow-up to confirm if the control method or corrective action was implemented and if it is effective in eliminating the potential hazard. Results of follow-ups must be documented for purpose of due diligence.

Some operations may have special hazards that are beyond the expertise of management's experience. In those particular circumstances a qualified and competent person will be hired (consultant) to act on these hazards.

G. PURCHASING CONTROLS

It is the responsibility of the Superintendent to ensure that all items purchased meet or exceed all government standards. All equipment must meet provincial and federal safety standards, CSA standards or their equivalent.

H. FIELD LEVEL RISK ASSESSMENTS

A method that an individual or crew would use to minimize or eliminate potential workplace injuries and losses to property, materials or environment during the course of conducting work on the day of the job.

BENEFITS

FOR THE WORKERS:

> Lower probability of Injuries
> More security for worker's family
> Improved morale
> Recognition that all risks can be engineered out

FOR AWSE:

> Due diligence
> Cost saving – less injuries
> WCB premium reduction
> Productivity efficiencies
> Data used to improve organization's safety program

QUESTIONS TO ASK BEFORE AND WHILE DOING A TASK

IDENTIFY:

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

ASSESS:

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

CONTROL:

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

JOB HAZARD ANALYSIS (J.H.A.)

Job:			
Tools/Equipment Required: 1. 2. 3. 4		Material Required: 1. 2. 3. 4	Personal Protective Equipment: 1. 2. 3. 4
Steps	Sequence of Steps	Potential Accidents or Hazards	Recommended Safe Job Procedure
Developed by: 1.		2.	3.
Reviewed by (name & position):		Approved by (name & position):	
Revised by (name & position):		Date:	

HAZARD IDENTIFICATION CONTROLS

Area:	Specific Task:	Date:
Review performed by:	Manager/Supervisor Approval:	Date:

Break each critical task into series of step. For example, working with a piece of specialized equipment likely requires that a process be followed. This may be either manufacture's recommendation or an internal procedure developed over time.

For each step identify potential accidents or hazards, then develop a procedure, rule or guideline that if followed will prevent an injury from happening.

Highest Priorities from list on page 1	Potential Hazards	Required Controls	Exist Yes or No	Needed Controls	Target Date	Action Complete Date

AWSE
ELECTRICAL

WORKPLACE HAZARD ASSESSMENT CORRECTIVE ACTION

Department:	Assessment Location(s):
Deparment/Areas Covered:	Date/Time:
Assessment Team Names Position	

			Follow Up	
Item #	Priority	Recommended Action	Action Taken Date/Time	By Whom

Copies to: (For Action)	(For Information):
Supervisor's Signature	Date:

AWSE
ELECTRICAL

Assessment Team Names:		
Item #	Priority	Comments

Note: For corrective action, transfer information by Hazard Priority Number to “Work Place Hazard Assessment Corrective Action” form.

2.2 HAZARDOUSMATERIALS & SUBSTANCES

2.2(1) POLICY

It is the policy of AWSE to promote and sustain the efficient application of a program for **WHMIS** to ensure that workers receive the fullest knowledge and protection in the handling of products, which could be harmful to their health.

Pursuant to the attainment of this goal, responsibilities for administration of the **WHMIS** program shall include, but not be limited to, the following;

Management will ensure that all controlled products entering the work place will have proper labels and identifying symbols attached to each container and that MSDS's are available and circulated to the proper personnel. Management will also ensure that adequate information and training is provided for all personnel. Management will also act as WHMIS Coordinator.

The duties of the coordinator will include the compiling of a list of hazardous products; requesting MSDS sheets and labels for controlled products; keeping MSDS sheets current and available at all work places; ensuring that adequate training is given to all workers; conducting an annual audit of the **WHMIS** program.

Superintendents/Foremen will ensure that workers, who handle, store, or use controlled products, are properly trained to identify labels and understand risk phrases; be able to understand applicable sections of MSDS's; be trained in emergency procedures which might occur and generally understand problems associated with the handling of controlled products. Supervisors will also ensure that all controlled products received in the work place are correctly labelled and that current MSDS's are available for these products.

Workers will follow all the established procedures for the use, storage, and handling of controlled products, which will include, when required, the wearing of proper Personal Protective Equipment. Current copies of all MSDS's will be kept in Site Offices or in Superintendent's vehicle and copies will be supplied to Site First Aid attendants who will be fully aware of the emergency treatment of workers who have been exposed to excessive amounts of a controlled product.

Cooperation is needed from all levels of the workforce to ensure that our workers receive the necessary information and equipment required to fulfil our goal. Strict compliance with the **WHMIS** regulations will ensure that workers have the fullest protection when handling products, which would endanger their health now or at a later time in their life.

2.2(2) EMPLOYER RESPONSIBILITIES - M.S.D.S.

1. Obtain up-to-date supplier MSDS before product is used or handled.
2. Ensure that supplier MSDS is not more than 3 years old.
3. Update MSDS:

   - Within 90 days of receiving new information about product.
   - at least every 3 years.

4. Make sure MSDS "Readily Available" to:

   - All workers who work "with or in proximity to" controlled products.
   - Joint OHS committee or worker health and safety rep.

5. Ensure workers are informed regarding:

   - Content required on MSDS.
   - The purpose and significance of the information.

AWSE
ELECTRICAL

2.2(3) EMPLOYER RESPONSIBILITIES – WHMIS LABELS

1. Ensure that all workers who work with or in proximity to controlled products are instructed in the content, purpose and significance of supplier and workplace labels, and other identifiers.
2. Ensure that a controlled product, or the container of a controlled product, has the proper label applied to the item at the time of entry into the workplace.
3. Ensure that no controlled product is used or handled in the workplace without the proper label.
4. Take measures to ensure that supplier labels are not removed, defaced or altered in the workplace.

5. Develop and apply workplace label to controlled products or container of controlled products where:

   - The employer produces a controlled product in the workplace.
   - An existing supplier label becomes illegible, or
   - Is accidentally removed and replacement supplier label is not available.
   - A controlled product is transferred to another container (decanted).

6. Provide and apply other means of identification, which need not be workplace labels, but which clearly identify contents for any hazardous product which is:

   - A hazardous waste produced in the workplace.
   - Contained in a transfer system or reaction vessel tank car or truck, or similar conveyance.

7. Provide and place a placard, which need not be a label, but which discloses the information required for a work-place label and is of a size and in such location that placard information is conspicuous and which clearly identifies controlled products:

   - Not in a container.
   - In a container intended for sale to be labelled at a later time.

2.2(4) WORKER RESPONSIBILITIES – WHMIS LABELS

1. Know and understand:

   - The content required on supplier labels and work-place labels, including the requirements for information on the availability of MSDS (Material Safety Data Sheets).
   - The significance of information on labels and other means of identification for worker health and safety.
   - Resulting procedures for the safe use, storage, handling and disposal of controlled products as well as procedures to be followed where fugitive emissions are present or in an emergency which involves controlled products.

2. Handle controlled products in accordance with label and identifier alerts.

3. Follow employer directives to avoid removing, defacing or altering labels.

4. Inform employers of the presence of illegible labels and other means of identification or those which have been accidentally removed.

2.3 MONITORING OF WORKPLACE EXPOSURES

2.3(1) POLICY

As we are committed to the safety and health of our employees, there will be procedures in place to recognize, evaluate and control hazardous exposures.

2.3(2) RECOGNITION

Persons monitoring must be able to recognize hazards in

- Waste Products.
- Maintenance Operations.
- Storage Practices.
- Work processes that involve noise, hazardous materials and hazardous ergonomics.

2.3(3) EVALUATION

After hazards have been recognized, there must be monitoring to verify that WorkSafeB C standards are not exceeded and that proper procedures and protective equipment are in place and in use.

2.3(4) CONTROL

In order to complete the process, there must be effective control of the hazard.

- Good housekeeping, cleanliness of the workplace and the disposal of waste.
- Keep an adequate supply of required personal protective equipment at the work place.
- Education and training procedures designed to alert workers in the methods and equipment for controlling hazards.

2.3(5) PROGRAMS AND PROCEDURES

2.3(5)(1) HEARING TESTING PROGRAM

A major long term problem in the Construction Industry is hearing loss.

The role of AWSE in this respect is to:

- Identify noise hazards.
- Communicate hazard information to employees.
- Ensure that protection against the hazard is provided.
- Provide annual hearing tests to those employees who are regularly exposed to excessive noise levels.

Acting within the program, it is the responsibility of all Superintendents and Foremen to identify noise hazards and take appropriate action to control the problem. Examples of noise hazards in the work place are;

- drilling and grinding
- running heavy equipment
- using air compressors

In order to meet the minimum requirements of the Occupational Safety and Health Regulation, AWSE will ensure that;

1. Employees who are routinely exposed to excessive noise levels will be provided with hearing protection

2. All workers shall receive annual hearing tests by a WorkSafeBC approved audiometric service.

Noise hazards shall be communicate to all workers through the use of WorkSafeBC stickers and posters, awareness campaigns and through employee induction.

PROLONGED EXPOSURE TO 85 DECIBELS (dB) OF SOUND HAS BEEN PROVEN TO CAUSE PERMANENT HEARING LOSS.

2.4 MEDICAL EXAMINATIONS AND HEALTH MONITORING

2.4(1) PURPOSE

The purpose of medical monitoring within AWSE is to;

- Assist in maintaining medical fitness of workers
- Assist in identifying working conditions likely to cause occupational disease.
- To comply with the requirements of regulations, agreements and for any job where such examinations and monitoring is mandatory.

2.4(2) PROGRAM REQUIREMENT

A health monitoring program is in place to establish when workers are;

- Exposed to noise which is equal to, or exceeds the 8 hour exposure limit at 85 dBA.
- Exposed to other conditions, such as heat or humidity, which are likely to have caused adverse health effects such as heat stress.

2.4(3) ADMINISTRATION

1. Workers are to comply with reasonable requirements of a medical program.

2. Workers are to be advised of personal precautions and necessary protective measures by supervisor.

AWSE
ELECTRICAL

2.5 DRUGAND ALCOHOL ABUSE POLICY

1. The Company recognizes that alcohol and drug abuse related problems are an area of health and social concern. It also recognizes that an employee with such problems needs help and support from his / her employer.

2. The Company also recognizes that alcohol and drug abuse problems can have a detrimental effect on work performance, behavior, worker and co-worker safety. The Company has a responsibility to its employees and customers to ensure that this risk is minimized.

3. Accordingly, Company policy involves two approaches:

    a. Providing reasonable assistance to the employee with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
    b. Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behavior at work, and where either (1) an alcohol or drug abuse problem does not exist or (2) where treatment is not possible or has not succeeded. During an employee's three month probationary period, if one of the following situations occurs: (1) Carrying out duties under the influence of alcohol or drugs or (2) Consumption of alcohol or drugs whilst on duty (other than where prescribed) the company has the right to immediately terminate the employee without further explanation or responsibility.

4. The company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will see both to assist an employee in obtaining such specialist help, and to protect his/her employment.

ASSISTANCE FOR AN EMPLOYEE

1. The Company will, where possible, provide the following assistance to an employee:

    a. Helping the employee to recognize the nature of the problem, through referral to a qualified diagnostic or counseling service.

    b. Support during a period of treatment. This may include a transfer to other work, depending upon what is appropriate in terms of the

    c. employee's condition and needs of the Company.

    d. The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable; in either the employee's own position or an alternative position.

2. The Company's assistance will depend upon the following conditions being met:

    a. The Mental Health Service / Company Approved Doctor diagnose an alcohol or drug abuse related problem.

    b. The employee recognizes that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

3. The Company and its employees must recognize the following limits to the assistance the Company can provide:

    a. Where an employee fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behavior will be dealt with through the Disciplinary Procedure.

    b. If the process of referral and treatment is completed but is not successful, and failure in work performance or behavior occurs, these will be dealt with through the Disciplinary Procedure.

    c. An employee continuation in his/her position or an alternative position during or after treatment will depend upon the needs of the Company at that time.

DISCIPLINARY ACTION

1. In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

    a. Attending work and/or carrying our duties under the influence of alcohol or drugs.

    b. Consumption of alcohol or drugs whilst on duty (other than where prescribed)

    Breach of these rules will normally result in automatic dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

2. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the employee is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will suspend application of the Disciplinary Procedure and provide assistance as described above. Employee's who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

PROCEDURES

NATURE OF THE PROCEDURES

1. The procedures define management responsibilities and provide guidelines on:

    a. Where assistance to an employee should be provided and the nature of and limits to such assistance.

    b. The application of the Company's Disciplinary Procedure.

2. Through the Mental Health Service / Approved Company Doctor the Company will provide:

    a. Advice and support to managers on

        i. Whether an alcohol or drug related problem exists

        ii. Progress in treatment

        iii. Re-establishment or continuation at work of an employee or other appropriate arrangements.

    b. Assistance to employees with alcohol or drug abuse related problems.

3. This does not include directly providing treatment or specialist help that is the responsibility of GPs, hospitals, and other agencies working in the field. The Mental Health Service / Company Approved Doctor, in close liaison with these persons and agencies, will assist staff referred in the following ways:

    a. Through counseling encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help;

    b. Providing advice and direction regarding obtaining treatment and specialist help

    c. Assisting in continuing at or achieving a return to work.

4. Alcohol or drug abuse related problems can come to the notice of management through:

    a. Failures in work performance or behaviour necessitating use of the Disciplinary Procedure. In such situations the procedure described above should be followed.

    b. Other means, where an employee seeks or agrees to accept assistance on a voluntary basis. In such situations, the procedures described above should be followed.

SITUATIONS WHERE USE OF THE DISCIPLINARY PROCEDURE IS APPROPRIATE

Recognition of the existence of a possible alcohol or drug abuse problem.

1. Abuse of alcohol or drugs can affect performance and behavior at work, i.e. either through serious misconduct at work, (where there is a driect and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a falling off of standards of work performance or bahavior, and abuse of alcohol or drugs is a possible cause.

2. The immediate line Supervisor and safety officer (if required) will be responsible for responding to such situations, carrying out either counseling or disciplinary investigations and interviews, supported as appropriate by a more Senior Management.

3. In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The line Supervisor is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor.

4. Any requirements of the Disciplinary Procedure will be observed and recorded.

Diagnosing the existence of an alcohol or drug abuse problem.

1. Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the employee accepts referral, the manager should refer the matter to the Mental Health / Company Approved Doctor, who will be responsible for establishing whether or not a diagnosis of alcoholism or drug dependence can be made.

2. Disciplinary action should be suspended until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Disciplinary Procedure should be followed.

3. If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the employee rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justified.

Confirmation that an alcohol or drug abuse problem exists and treatment arrangement.

1. If a positive diagnosis of an alcohol or druge abuse problem is made, and the employee agrees to co-operate in treatment, treatment arrangements should commence.

2. Where necessary, the Mental Health Service / Company Approved Doctor will advise the employee regarding treatment and will be responsible for monitoring process with treatment and advising the manager concerned. This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arrange.) Should a diagnosis of alcoholism or drug dependence not be confirmed and should the member of staff refuse to co-operate in treatment, disciplinary action should be continued.

3. The Mental Health Service / Company Approved Doctor will advise on whether a situation has been reached where there is a lack of progress with treatment or lack of co-operation by the employee. Managers must review the facts and consider whether or not there needs to a return to the use of Disciplinary Procedures.

4. Where medical certificated are submitted, sick leave should be given? Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue his/her position or alternative work unless such an arrangement would have an adverse effect on Company services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged?

5. If employee has been off work during the period of treatment, before returning to duty, he/she will be seen by the Mental Health Service / Company Approved Doctor who will advise management regarding capability for continuation in his/her own post and whether any special supervision or other arrangements are required.

6. Every effort should be made to comply with the advice provided by the Mental Health Service / Company Approved Doctor. If it is not reasonably practicable to do so, and as a result, the employee is not able to resume duty, employment may be terminated on the grounds incapacity (ill health).

7. If an employee is again involved situations resulting from alcohol or drug abuse problems a second referral to the Mental Health Service / Company Approved Doctor and a disciplinary procedure may be appropriate. If they advise positively on the possibilities of further treatment or help and the willingness of the employee to co-operate, the disciplinary procedure may be suspended again to permit treatment help to be undertaken. The second referral will not apply if further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.

Situations where a Disciplinary Situation does not exist.

1. There may be situations where the possible existence of alcohol or drug abuse problems affecting an employee comes to a supervisor's or manager's attention, although there is, or has been, no discernible effect on work performance or behaviour. This could arise if an employee confides in his/her supervisor about an alcohol or drug abuse problem, or a manager could see a need to approach an employee after observing possible "indicators" of an alcohol or drug abuse problem (i.e. an absence pattern, information provided by the employee's colleagues, etc.)

2. In such situations, the Company would wish all employee's to feel they could seek help from their employer (in complete confidence) without worry that their job security would be in jeopardy. Accordingly, if supervisors and managers should be faced with a situation of this type they should:

    a. Seek the advice of the Mental Health Service / Company Approved Doctor regarding whether and how the matter could be dealt with;

    b. Counsel the employee and, if appropriate, arrange for the employee to be interviewed by the Mental Health Service / Company Approved Doctor.

    c. As in the procedure described above, the Mental Health Service / Company

    d. Approved Doctor will play a facilitating role (i.e) seeking to establish whether a problem exists, advising and directing the employee towards appropriate forms of treatment and help.

3. These steps cannot be taken without the co-operation of the employee. If the employee does not wish to co-operate, no further action should be taken.

4. Should an employee take up the opportunity of assistance on this voluntary basis there need be no further formal involvement of management in terms of action or the right to learn of progress with treatment. It may be however that the employee would wish, or agree to, further involvement of management as a means of assisting progress with treatment.

5. Use of the disciplinary procedures and/or the application of the approach described above would only appropriate if subsequently, the employee is involved in a breach of disciplinary rules.

6. Should the problems of the employee develop to an extent that his/her continuation in post or employment became impossible; it may be necessary to terminate the employee, on the same basis as the Company operates for staff with problems of incapacity due to ill health.

SECTION 3 SAFEWORK PRACTICES

3.1 POLICY

It is the policy of AWSE that written and practical instructions will be developed and maintained, on an ongoing basis, to eliminate or control the dangers likely to be encountered by our workers in the performance of their duties.

All workers are charged with the responsibility of following these written and practical instructions. Superintendents and Foremen are to be held accountable for the monitoring of the work place to ensure that compliance is obtained.

Generally, compliance will be obtained by mutual co-operation and by education of Superintendents, Foremen and Workers in the "WHYS" of our safety rules and procedures.

3.2 GENERAL SAFE WORK PRACTICES

General Safe Work Practices (SWP) are developed and included in this manual. These SWPs include, but are not limited to, the following:

1. Mobile Equipment Operation
2. Power Equipment
3. Drills – Electric
4. Machine Guards
5. Air Hoses and Compressed Air
6. Hand Tools
7. Housekeeping
8. Portable Ladders
9. Scaffolding
10. Use of Explosive/Powder Actuated Fastening Tools
11. Operation of Air Tools
12. Rebar Protection
13. Manual Lifting and Carrying
14. Use of Portable Fire Extinguishers
15. Motor Vehicle Operation
16. Fall Protection
17. Use of Portable Grinders
18. Traffic Control
19. Use of Hand-Held Power Circular Saws
20. Welding, Cutting and Burning.
21. Use of Propane
22. Use of Cleaning Solvents and Flammables

These General Job Procedures cover some basic industry hazards. We will have to develop procedures of hazards not listed.

AWSE
ELECTRICAL

3.2(1) MOBILE EQUIPMENT OPERATION

a. Employees must not operate any mobile equipment unless they:

- Possess necessary license and/or certificates, and;
- Have received adequate instruction and demonstrated to a foreman or instructor that they are able to operate the equipment, and;
- Are familiar with operating instructions pertaining to the equipment, and;
- Have been authorized to operate the equipment, and;
- Are familiar with WCB Act, Regulations and Policies regarding the safe operation of mobile equipment.

b. Operators of mobile equipment are directly responsible for the safe operation of that equipment. They shall maintain full control of the equipment at all times and comply with all laws and regulations regarding the operation of the equipment. Operators must comply with recommended gross vehicle weight and ensure that vehicle is not overloaded.

c. Operators of mobile equipment should be familiar with the WCB Act, Regulations, and Policies with regard to working in proximity of overhead power lines. Foremen are responsible for obtaining and completing the appropriate forms when required by the regulations.

d. Where vision is obstructed, mobile equipment operators must not move equipment until suitable precautions have been taken to protect themselves and any other person and property from possible injury or damage.

e. Operators must examine their equipment before initial daily operation and thereafter, as required, and report defects, deficiencies or unsafe conditions to a Foreman or other authorized person.

f. Mobile equipment **MUST NOT BE** refueled with gasoline, propane, natural gas or other vaporizing fuels while;
- the engine is running, or
- anyone is smoking in or about the vehicle, or
- there is a known source of ignition present in the immediate area

g. No employee shall remain in the cab of any vehicle while loads are elevated over the cab, unless overhead guards are installed to prevent injury to the employee.

h. When a hazard is created by a swinging load, moving cab or counterweight or any other moving part of mobile equipment no worker shall remain within range of the hazard and the operator must not move the equipment while workers are exposed to the hazard.

i. When an employee is required to work beneath elevated parts of mobile equipment, the parts shall be blocked, or otherwise secured to prevent possible injury to the worker.

j. When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load which could create a hazard to workers.

k. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load which might otherwise shift.

l. Employees should not stand or sit on the side or the tailgate of any moving equipment.

m. Wearing of seatbelts in all vehicles and equipment where they are provided, is mandatory whenever the vehicle or equipment is in motion.

n. The operator of mobile equipment is the only worker allowed to ride the equipment, unless provisions, such as seatbelts and other facilities, have been provided and used and used by other workers.

3.2(2) POWER EQUIPMENT

1. No worker shall use any power tool, or similar type of equipment, unless he/she is familiar with the use and operation of the equipment or has received instruction in its use and operation.

2. Instruction in the use, handling and maintenance of power tools, or similar tools, will be provided to workers who require it.

3. Only qualified or specially trained workers may alter, repair, or otherwise tamper with electrical equipment or electrical tools.

4. When "throwing" (engaging or disengaging) an electrical circuit breaker, workers must always stand to one side and face away from the circuit breaker.

5. No worker shall commence work on any electrical equipment until the equipment has been shut off and locked out as per AWSE.'s Lock-out procedure.

3.2(3) DRILLS –ELECTRIC

1. Use of Eye Protection is mandatory for all workers using, or assisting in the use of drill motors of any type.
2. Care must be taken when drilling commences to ensure stability of the material su ch as: clamped in a vice or to a large piece of material before attempting to drill them.
3. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation. Defective drills must be returned to the shops for repair.
4. Plug ends of electric drills must be capped and have the grounding prong intact unless the drill is a "Double Insulated" type.
5. Chuck keys must not be taped to a drill electric cord, as electrocution might occur when insulation has worn through.

3.2(4) MACHINE GUARDS

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

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

3.2(5) AIRHOSES AND COMPRESSED AIR

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

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

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

3.2(6)HANDTOOLS

Defective tools can cause serious and painful injuries.

If a tool is defective in some way, DON'T USE IT.

Be aware of problems like:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are repaired

Air gasoline or electric power tools require skill and complete attention on the part of the use even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) ror cord of standard tools
- The on/off switch not in good working order,
- Tool blade is cracked
- The wrong grinder wheel is being used
- The guard has been wedged back on a power saw

AWSE
ELECTRICAL

3.2(7)HOUSEKEEPING

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

In order to maintain good housekeeping practices, the following guidelines have been established:

1. Workers must keep their work area clean and tidy at all times. A daily clean up is mandatory and frequent clean-up during the day is generally necessary.
2. Work areas and Storage areas should be arranged to allow for the safe movement of workers, equipment and materials.
3. Floors must be kept clear of oil, grease and other materials, which create a slipping hazard. Where possible, a non-slip material should be applied over the spill area.
4. Aisles and passageways must be kept clear of debris and material, which could create a tripping hazard.
5. Rubbish and waste must be deposited in receptacles provided. Receptacles shall be emptied at regular intervals in order to prevent hazardous accumulation of rubbish and waste.
6. Oily rags must be deposited in approved receptacles only.
7. Hoses, cables, ropes, wires, etc. should be recoiled after you are finished with them.
8. Replace all grates and covers on openings as soon as work is completed. If the work is not completed the openings must be barricaded and/or marked.
9. Do not store heavy articles on high shelves. Only use the bottom 2 shelves of racks for heavy items.
10. Use only approved electrical tools and machinery. Do not remove, or render ineffective, any guards.
11. Lumber with protruding nails must not be left around work areas. Protruding nails must be removed or clinched over.
12. **Aerosol Cans**

    Aerosol cans are dangerous at temperatures over 120 deg. F. (48 deg. C).

    Damage to an aerosol may increase the pressure enough to rupture the can resulting in metal fragments being sprayed in all directions.

Puncturing an aerosol can, tampering with the nozzle or leaving the can where it can rust, may also result in the can rupturing.

Empty aerosol cans must be disposed of in the proper waste receptacles.

A CLEANER WORKPLACE IS A SAFER WORKPLACE

3.2(8) PORTABLE LADDERS

SAFE WORK PRACTICE

TITLE	Portable Ladders
GENERAL	Protecting workers from injuries associated with the use of portable ladders
APPLICATION	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.
PROTECTIVE MECHANISMS	Safe work procedure Manufacturers specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturers specifications Provincial Regulations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Selection of equipment
WORKER RESPONSIBILITY	1. All ladders shall be inspected prior to performing a task. 2. Wooden ladders shall not be painted. 3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas. 4. Ensure surface is level and firm. 5. Ensure ladder is tied off and set at the proper angle. 6. Ladders should not be climbed higher than the third step from the top. 7. Three points of contact should always be maintained when climbing up or down. 8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles. 9. A ladder shall not be placed against an unsafe support.

3.2(9) SCAFFOLDING

SAFE WORK PRACTICE

TITLE	Scaffolding
GENERAL	Protecting workers from injuries associated with erecting and working with scaffolding.
APPLICATION	All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer's specifications and regulations.
PROTECTIVE MECHANISMS	Manufacturers specifications Fall protection devices Safe work procedure PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Determine the type of scaffold required
WORKER RESPONSIBILITY	1. Ensure grounding on a firm and level base. 2. Maintain the established minimum clearances from all power lines. 3. Provide a safe access ladder. 4. Ensure scaffold has a platform perimeter handrail. 5. Anchor or tie a *free standing* scaffold according to regulations. 6. Do not use a ladder sloped against the side of a scaffold at any time. 7. A toe board is required on all platforms. 8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary. 9. Ensure proper safe scaffold tags are installed. 10. Utilize a tag line when hoisting material. 11. Minimize tools, material and debris on the platform. 12. Ensure a hand line with a tool bag for tools is utilized.

3.2(10) USE OF EXPLOSIVE / POWDER ACTUATED FASTENING TOOLS

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings.

The manufactures of these devices provide detailed instructions regarding their use and maintenance. These instructions along with the legislation specifically set out for their use, shall be closely adhered to at all times.

The following general recommendations apply to all explosive/powder-actuated tools.

1. Only properly trained and qualified operators are to use this type of tools. This user shall possess proof of this training issued by the manufacturer, authorized dealer/distributor, other competent source.

2. The tool must be CSA standard approved for “Explosive Actuated Fastening Tools”.

3. The tools should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or to be moved to an alternate work site after being loaded.

4. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.

5. Explosive /powder actuated tools should always be stored in their proper lockable boxes.

6. Explosive/powder actuated tools must never be used in an explosive atmosphere.

7. When used, the tool must be held firmly and at right angles to the surface being driven into.

8. The operator must wear eye protection. Where there is a danger of spalling full-face protection must be worn. Hearing protection is also to be worn in confined areas.

9. To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (ie. Glass block, hollow tiles, etc.).

10. Manufacturers’ recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.

11. Always be award of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

3.2(11) OPERATION of AIR TOOLS

TITLE	Operation of air tools
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Regularly inspect tools and hoses before using. 2. Obtain underground utility locations for the work area. 3. Wear suitable clothing and personal protective equipment. 4. Use proper shoring or slope equipment when air back tools are used in ditch. 5. Get assistance before lifting or moving heavy objects. 6. Practice good housekeeping. 7. Keep loose fitting clothing away from rotating equipment. 8. Bleed air before disconnecting hoses. 9. Shut-off equipment while re-fuelling. 10. Do not use an air tool for any purpose other than what it is intended for.

3.2(12) REBAR PROTECTION

SAFE WORK PRACTICE

TITLE	Rebar Protection
GENERAL	Protecting workers from injuries associated with rebar projections is an important consideration in the construction industry's Hazard Control System.
APPLICATION	In the absences of specific regulatory requirements, rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.
PROTECTIVE MECHANISMS	Rebar protective mechanisms vary from specific on-site engineering design to over-the-counter commercially available cap protectors.
SELECTION AND USE	The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are tow types that are generally used and include the "Mushroom Cap:" and/or the "Square Cap". Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
WORKER RESPONSIBILITY	Workers must not remove rebar end cap protectors without permission from their supervisor and must report situations where rebar projections (which may cause personal injury) have not been adequately protected.

3.2(13) MANUAL LIFTING and CARRYING

SAFE WORK PRACTICE

TITLE	Manual Lifting And Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
PROTECTIVE MECHANISMS	Permit system Safe work procedure Safe lifting procedures PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Safe lifting procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions.

3.2(14) USE of PORTABLE FIRE EXTINQUISHERS

SAFE WORK PRACTICE

TITLE	Use Of Portable Fire Extinguishers
GENERAL	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
APPLICATION	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure British Columbia Fire Code Manufacturers recommendations PPE
SELECTION AND USE	As per safe work procedure British Columbia Fire Code Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations
WORKER RESPONSIBILITY	1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check Cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check Pressure Gauge.

3.2(15) MOTOR VEHICLE OPERATIONS

SAFE WORK PRACTICE

TITLE	Motor Vehicle Operation
GENERAL **APPLICATION**	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines. This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulation Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	• Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements • Compliance • Enforcement
EMPLOYEE RESPONSIBILITY	1. Ensure you have a valid British Columbia operator's license. 2. When operating your own, company owned, or a rental motor vehicle on company business, employees are to notify appropriate Manager all vehicle accidents, or any other circumstances. 3. Assure compliance with Working Alone Safety legislation. 4. Lock doors. 5. Drive defensively. 6. Back in when practical. 7. Ensure vehicle has an Emergency Road Kit. 8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. 9. Drivers and passengers must wear seatbelts at all times. 10. Be familiar with the vehicle and its capabilities. 11. Do not offer rides to hitchhikers or strangers. 12. Operate vehicle in a safe and courteous manner.

3.2(16) FALL PROTECTION

SAFE WORK PRACTICE

TITLE	Fall Protection
GENERAL	Protect workers from injuries associated by not utilizing proper fall arrest protection
APPLICATION	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.
PROTECTIVE MECHANISMS	ERP (Emergency response plan) Fall protection plan PPE Manufacturers specifications Safe work procedure Barricades and warning signs
SELECTION AND USE	Manufacturers specification As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Determine type of equipment required
WORKER RESPONSIBILITY	1. Be fully conversant with protection system. 2. Ensure you know capabilities of Fall Protection Equipment. 3. Ensure barricades, ribbons and signs identify restricted areas. 4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. 5. Ensure you know your anchor points. 6. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc. 7. Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not too lose and or the D ring has not slipped down the back. 8. Waist belts are not permitted while working for AWSE.

3.2(17) USE OF PORTABLE GRINDERS

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.
2. Ensure proper guards are in place and that safety glasses, face shields, gloves, and safety boots are worn when using portable grinders.
3. Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed of the grinder.
4. When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
5. Before grinding, run newly mounted wheels at operating speed to check for vibrations.
6. Do not use grinders near flammable materials.
7. Never use the grinder for jobs for which it is not designed, such as cutting, unless the correct cutting wheel is used.

Sever injury may occur if proper protective equipment is not used and properly maintained.

1. Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8” or 3.mm clearance.
2. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
3. Protect your eyes with goggles or a face shield at all times when grinding.
4. Each time a grinding wheel is mounted; the maximum approved speed stamped on the wheel bladders should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceed. A grinding wheel must be operated at peripheral speed exceeding the manufacture’s recommendation.
5. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacture’s recommendation.
6. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
7. Do not stand directly in front of grinding wheel when it is first started.

3.2(18) TRAFFIC CONTROL

GENERAL REQUIREMENTS

Traffic control shall be provided:

- whenever a hazard to workers and the general public is caused by vehicular traffic;
- whenever the loading or unloading of vehicles from the street constitutes a problem for other traffic; and
- prior to any work commencing where traffic control is required, and shall continue throughout the operation until the job is completed.

EQUIPMENT

Flag persons shall be provided with:

- a stop and slow paddle;
- an orange flag person's vest with reflective stripes to be worn at all times;
- a hardhat and proper foot gear will be provided by the worker and will be worn at all times; and
- traffic cones and have them available on the site.

FLAGPERSONS

- Flag persons will not engage in needless conversation; and will remain at their designated posts until they are relieved or dismissed.
- Flag persons will be alert at all times.

3.2(19) USE of HAND-HELD POWER CIRCULAR SAWS

This type of power tool is on the most commonly used in construction. Because of the common use there are numerous accidents due to thoughtless acts.

The following are the minimum accepted practices to be used with this saw:

1. Approved safety equipment such as safety glasses or a face shield is to be worn.
2. Where harmful vapours or dusts are created, approved breathing protection is to be used.
3. The proper sharp blade designed for the work to be done must be selected and used.
4. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
5. Before the saw is set down be sure the retracting guards has fully returned to its down position.
6. Both hands must be used to hold the saw while ripping.
7. Maintenance is to be done according to the manufacturer's specifications.
8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check the stock for foreign objects or any other obstruction, which could cause the saw to "Kick Back".
10. When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

3.2(20) WELDING, CUTTING , AND BURNING

Work involving welding, cutting, and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work.

1. Always ensue that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.

2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of “screens”.

3. Never start work without proper authorization.

4. Always have fire fighting or prevention equipment on hand before starting welding, cutting, or burning, including but not limited to an ABC fire extinguisher.

5. Check the work are for combustible material and possible flammable vapours before starting work.

6. A welder should never work alone. A fire or spark watch should be maintained.

7. Check cables and hoses to protect them from slag or sparks.

8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.

9. Never enter, weld or cut in a confined space without proper gas test and a required safety lookout.

10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.

11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).

12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

3.2(21) USE OF PROPANE

Since propane is heavier than air and invisible, it is a special concern when it is used on the job site.

Al installations and used of this product on the job-site must comply with the government legislation set out for its safe use.

Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

1. Nylon slings must be used in a “choker” fashion when loading, off loading or lifting propane tanks.
2. “Lifting Lugs: provided on tanks are not to be used. Slings are to be wrapped around the shell tank.
3. Tank valves and regulators are to be removed from the tank prior to any movement of the tank.
4. Crane hooks shall be equipped with a “safety latch”.
5. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
6. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
7. Tanks are not to be heated to increase flow.
8. When in use, propane bottles are to be securely held in an upright position.
9. Tanks are not to be hooked up and used without proper regulators.

3.2(22) USE OF CLEANING SOLVENTS AND FLAMMABLES

Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards, which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

The following instructions or rules apply when solvents/flammables are used:

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use. (MSDS).
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of worker's clothes.
9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats – return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use or storage are trained and certified in the Work Place Hazardous Materials Information System. Ensure all WHMIS requirements are met.

AWSE
ELECTRICAL

SECTION 4 JOB PROCEDURES

To ensure an accident free environment, it is essential that workers know and recognize the various aspects of his/her job that are critical to safe job performance. Accordingly, Job Safety Procedures have been and will be developed and maintained as part of our Occupational Safety and Health Program.

These procedures shall be reviewed as part of our annual review of the Occupational Safety and Health Program, or more often as required by changes in equipment, tools or work processes.

Because of the diversity and complexity of our Industry, a program of General Job Procedures as well as Specific Job Procedures must be developed in order to provide both the general requirements of the work force and the specific requirements of Projects.

While care has been taken in the preparation of this manual, there are places where simplification or changes from the wording exist. In such cases, regulations and engineering data shall over-rule this manual.

4.1 CRITICAL TASK SAFE JOB PROCEDURES

1. Accident and Injury Reporting.
2. Chop Saw/Cut Saw.
3. Cleaning up of Blood Borne Pathogens & Certain Body Fluids.
4. Cold Weather Work.
5. Combustion Engine Indoors.
6. Confined Space.
7. Fall Protection (Detailed).
8. Fall Protection (General).
9. Flagging Procedures.
10. Forklifts.
11. Lockout
12. Low Voltage Procedure.
13. Mobile Equipment Operation.
14. Noise Regulations.
15. Power line & Underground Hazards.
16. Propane Natural Gas Heaters.
17. Scaffolds.
18. Scissor Lifts and Booms.
19. Table Saws.
20. Working Alone or in Isolation.

4.1(1) ACCIDENT AND INJURY REPORTING

1. All work-related accidents, injuries and diseases must be reported to your supervisor, who will ensure they are entered into the treatment record book (located on all projects sites).

2. On jobs where an industrial first aid attendant is present and injury report must be made to the attendant as well as your supervisor. Fill out the treatment record as written notification of accident and injury.

3. If an injury occurs when no supervisors are present, phone the company office to report the accident.

4. All reports must be made before the next shift is possible.

5. If necessary, an injured employee may report directly to his/her doctor but must subsequently provide AWSE with information regarding:

    * Reasons for going directly to the doctor
    * Date and time of visit
    * Doctors directions

6. All accidents involving damage to equipment or property must be reported to your supervisor. If your supervisor is not available, the damage must be reported to the AWSE.

7. Near misses that could have resulted in a serious injury or property damage must be reported to your immediate supervisor.

8. A Workers Report of Injury or Industrial Disease to Employer must be completed by injured worse when they are fit to do so.

ACCIDENT LOCATION PRESERVATION

In the event of a serious accident, nothing must be removed from or changed on the accident location before an OH&S Representative has given clearance to do so, except where necessary to facilitate rescue operations or to prevent imminent injury.

4.1(2) CHOPSAW/CUT OFF SAW

Chop saws and cut off saws use an abrasive wheel that turns at a very high rpm to cut metal, concrete or asphalt.

Equipment required for Chopsaw/ Cut Off Saw PPE:

1. Steel-toed boots
2. Safety glasses
3. Face shield
4. Hearing protection
5. Work gloves

Procedure

1. Refer to MSDS for information on the specific abrasive wheel being used.
2. Set saw on floor or secure surface.
3. Make sure all guards are in place and working properly.
4. Inspect the wheel for chips or cracks and change the blade if any are found.
5. Check are for proper ventilation.
6. Connect saw to properly groun 110-volt power source.
7. Make sure overhanging portion of the work piece is properly supported and level to the base of the machine.
8. Keep the body positioned to either side of the work piece, but not in line with the wheel.
9. Let the wheel run up to speed before engaging work piece (2-3 seconds)
10. Ease the blade into the work piece – do not force it or over load the motor.
11. When the material is cut through, disengage the trigger and bring the blade back to the upright position. Do not let go the handle and let the blade spring back by itself.
12. Keep the work area neat and tidy – watch out for tripping hazards.
13. Never use the side of the wheel as a grinder.

4.1(3) CLEANING UP OF BLOOD BORNE PATHOGENS AND CERTAIN BODY FLUIDS

A blood borne pathogen is an organism present in human blood that can cause diseases in humans. Currently, the organisms of most concern are Hepatitis A, Hepatitis C, and human immunodeficiency viruses.

Blood borne pathogen exposure:

An injury is considered to be a blood borne pathogen exposure incident if:

- It is percutaneous (through the skin) injury caused by sharp object that has come in contact with blood or other potentially infectious material. Such as a needle puncture.
- It is a human bite.
- There is mucous membrane (eye, nose, or mouth) or non-intact skin with blood and other potential infectious material.

Body fluids:

- All bodily materials should be treated as if known to be contaminated at all times.
- Blood, feces and contents of used condoms would fall into this category.

Key safe practices:

1. Restrict access to the area.

2. Notify your supervisor who will notify the proper authorities.

4.1(4) COLD WEATHER WORK

Many workers maybe exposed to cold temperatures while working outdoors during the winter. In a cold environment, body heat must be conserved to maintain the core temperature at normal levels and to ensure an adequate blood flow to the brain and extremiteies. Feelings of cold and discomfort should not be ignored, since thse may be early warning signals. The effects of cold are such that problems can occur before the worker is aware of them, and furthermore, over-exposure to cold may affect judgement. People should not work alone; the "buddy" system enables them to observe each other for early signs of frostbit or hypothermia (loss of body heat). Even temperatures above freezing can cause problems, especially if the person is wet and exposed to cold for long periods of time. Workers can become fatigues earlier due to the need to produce more body heat and due to the bulk or weight of the extra clothing that is worn in cold environments.

Definitions

Frostbite

Frostbite is the actual formation of ice crystals (freezing) in exposed body parts. Pain in the extremities may be the first sign of danger. Ice forms in the tissue and destroys it. Frostbite usually affects the nose, fingers, or toes. The affected part become pale and numb.

Hypothermia

Hypothermia is the overcooling of the body due to excessive loss of body heat, which may lead to death.

Precautions

- Alcohol intake should be avoided with exposure to cold environments. Alcohol produces a deceptive feeling of warmth and can affect circulation, particularly the extremities.
- Workers with health conditions that affect normal body temperatures regulations or cause circulation problems, e.g. Raynaud's disease or diabetes, should avoid working in cold.
- If loose or bulky clothing is worn, special care should be taken when working around moving equipment or machinery to prevent clothing from becoming entrapped.
- Mobile equipment operation must have suitable cold weather clothing in the cab of the machine in case of breakdown or other upset condition.

Cold Injury

- Frostbite and hypothermia are the two major health hazards resulting from cold exposure.

- Do not pull the hand away if it should accidentally become attached to cold metal. Pour warm water or any other fluid to separate it.

- Do not break any blisters that form as a result of frostbite.

- Do not tape a frostbitten area unless it can be assured that it will not refreeze.

Hypothermia

- An early sign of hypothermia is excessive shivering, blue lips and fingertips, slurred speech, and poor coordination. Shivering becomes more severe as body cooling continues and the inner body temperature falls below normal body temperature.

- More profound hypothermia impairs mental functioning, resulting in confusion, Disorientation, unconsciousness and poor decision-making. The desire to ability to seek protection from cold is lost, resulting in rapid loss of body heat, which could be fatal.

- Hypothermia slows down the heart rate. It may be difficult to feel the pulse rate of the victim.

- In extreme cases, severe hypothermia can closely mimic death. Victims of such cases must be provided with medical assistance, as if they were known to be alive.

- Give conscious victim water or non-alcoholic drinks in small quantities.

- Consult a certified first aid person on the proper way to deal with hypothermia.

- Do not use alcohol as a warming agent. Alcohol may seem to provide warmth, but in reality

- it interferes with the ability to retain heat, resulting in a dangerous drop in body temperature.

- Do not submerge a hypothermia victim in hot water or a hot shower as a means of re warming. This may result in “re warming shock” which could be fatal.

Do not allow a hypothermia victim to exert himself/herself. Physical exertion such as walking, climbing, lifting, etc. may cause a heart failure or death. A mild hypothermia victim will slowly re warm and return to normal health.

Prevention

- When possible, steps should be taken to protect workers from wind as the cooling power of wind results in a much lower equivalent temperature than the actual temperature where there is no wind.

WINDCHILL – MINUTES TO FROSTBITE

Minutes to frostbite for the 5% most susceptible segment of the population

Temperature (Celsius) Wind (km/h)	-15	-20	-25	-30	-35	-40	-45	-50
10	*	*	22	15	11	8	7	6
20	*	*	14	10	7	6	5	4
30	*	18	11	8	6	4	4	3
40	42	14	9	6	5	4	3	2
50	27	12	8	5	4	3	2	2
60	22	10	7	5	3	3	2	2
70	18	9	6	4	3	2	2	2
80	16	8	5	4	3	2	2	1

* = Frostbite Unlikely

Frostbite possible in 2 minutes or less 2

Frostbite possible in 3 to 5 minutes 5

Frostbite possible in 6 to 10 minutes 10

The wind speed, in km/h is at the standard anemometer height of 10 metres (as reported in weather observations.

Refer to Table 1 "WIND CHILL EQUIVALENT TEMPERATURES" to determine the risk factor. Use the following guide for estimating winds velocity if accurate information is available:

- 8 km/h: light flag moves;
- 16 km/h: light flag extended;
- 24-km/h raises newspaper sheet;
- 32 km/h: blowing and drifting snow.

Refer to Table 2 "WORK/WARM-UP SCHEDULE FOR WORK IN COLD ENVIRONMENTS' to establish breaks to allow workers to war up. These breaks should be no less than 10 minutes in length and should be taken in a heated area. Outer clothing should be removed to prevent perspiration when indoors, which h may cause chilling when going out into the cold again.

Wind Chill Hazard

Check the wind chill before you go outdoors in the winter, and make sure you are well prepared for the weather. Even moderate wind hill can be dangerous if you are outside for long periods.

Wind Chill	Description	Health Concern	What To Do
0 to -10	Low	- Slight increase in discomfort.	- Dress warmly, with the outside temperature in mind.
-10 to - 25	Moderate	- Uncomfortable - Exposed skin feels cold - Risk of hypothermia if outside for long periods without adequate protection.	- Dress in layers or warm clothing with an outer layer that is wind resistant. - Wear hat, mittens, and scarf. - Keep active.
-25 to -45	Cold	- Risk of skin freezing (frostbite) - Check face and extremities (fingers, toes, ears, and nose) for numbness or whiteness. - Risk of hypothermia if outside or long periods without adequate protection.	- Dress inlayers of warm clothing, with an outer layer that is wind resistant. - Cover all exposed skin, particularly your face and hands. Wear hat, mittens, and a scarf, neck tube or facemask. - Avoid exposing the skin directly to the wind. - Keep active.
Warning Level* -45 to – 59	Extreme	- Exposed skin may freeze in minutes. - Check face and extremities frequently for numbness or whiteness (frostbite), - Serious risk of hypothermia if outside for long periods.	- Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind resistant. - Cover all exposed skin, particularly your face and hands. Wear a hat, mittens, and a scarf, neck tube or facemask. - Limit outdoor activities to short periods. - Be ready to cut short or cancel outdoor activities. - Keep active.
-60 or colder	Extreme	Danger! - Outdoor conditions are hazardous. - Exposed skin may freeze in less than two minutes.	- Stay indoors

TABLE 1 (METRIC)

WINDCHILL EQUIVALENT TEMPERATURES

ACTUAL TEMPERATURE READING (CELSIUS)

Estimated Wind Speed in (km/h)	Actual Temperature Reading (Celsius)											
	10.0	4.4	-1.1	-6.7	-12.2	-17.8	-23.0	-29.0	-34.0	-40.0	-46.0	-51.0
Calm	10.0	4.4	1.1	-6.7	-12.2	-17.8	-23.0	-29.0	-34.0	-40.0	46.0	-51.0
8	8.9	2.8	-2.8	-8.9	-14.4	-20.6	-26.1	-32.2	-34.4	-43.8	-49.4	-55.5
18	4.4	-2.2	-8.9	-15.6	-22.8	-31.0	-36.1	-43.3	-50.0	-56.4	-63.8	-70.5
24	2.2	-5.6	-12.8	-20.6	-27.7	-37.8	-42.7	-50.0	-57.7	-65.0	-72.7	-80.0
32	0	-7.8	-15.6	-23.3	-31.7	-39.4	-47.2	-55.0	-63.3	-71.1	-78.8	-85.0
40	-1.1	-8.9	-17.8	-26.1	-34.0	-42.2	-50.5	-58.8	-66.6	-75.5	-83.3	-91.6
48	-2.2	-10.6	-18.9	27.7	-36.1	-44.4	-52.7	-61.6	-70.0	-78.3	-87.2	-95.5
56	-2.8	-11.7	-20.0	-28.9	-37.2	-46.1	-52.0	-63.3	-72.2	-80.5	-89.4	-98.3
64	-3.3	-12.2	-21.1	-29.4	-38.3	-47.2	-56.1	-65.0	-73.3	-82.2	-91.1	-100.0

Winds Speeds greater than 64 km/h have little additional effect

Little Danger

If exposure is for less than one hour and skin and clothing are dry. However, workers should be aware of a false sense of security.

Increasing Danger

Exposed flesh may freeze within one minute.

Great Danger

Exposed flesh may freeze within 30 seconds.

AWSE ELECTRICAL

TABLE 2

WORK/WARM-UP SCHEDUEL FOR WORK IN COLD ENVIRONMENTS

	MAXIMUM WORK PERIOD				
Temperature Range +	No Noticeable Wind	8 Km/h Wind	16 km/h Wind	24 km/h Wind	32 km/h Wind
- 26 to – 28	Normal work hours and break periods	Normal work hours and break periods	75 min.	55 min.	40 mi.
- 29 to – 31	Normal work hours and break periods	75 min.	55 min.	40 min.	* 30 min.
- 32 to – 34	75 min.	55 min.	40 min.	*30 min.	Non-emergency Work should cease
- 35 to – 37	55 min.	40 min.	*30 min.	Non-emergency Work should cease	
- 38 to - 39	40 min.	*30 min.	Non-emergency Work should cease		
- 40 to - 42	*30 min.	Non-emergency Work should cease			
- 43 & below	Non-emergency Work should cease				

* At these conations, there is danger that exposed flesh may freeze, and appropriate covering and precautions must be used.

4.1(5) COMBUSTION ENGINES INDOORS

Procedure

When working with Petroleum (Gasoline, diesel, propane) Powered Equipment (bobcat, concrete saw, quick cut saw, etc.) in indoor environments there is always a risk of elevate CO levels. A risk assessment should be conducted to determine if there is a potential for the build-up of CO. If there is a risk the following procedure must be followed.

1. If possible use local exhaust ventilation systems to remove the exhaust to the outside.
2. Ensure that there is adequate ventilation. Use dilution ventilation (force fresh air in to the work area), this will reduce the build-up of CO.
3. Use continuous CO monitoring instrument to ensure thatworkers are no exposed to elevated levels.
4. When and if the CO monitor indicates elevated levels, the area should be evacuated until levels return to normal.

Carbon Monoxid Resourece Information

Carbon Monoxide (Co) is a product of incomplete combustion; it is a toxic, odourless, invisible gas. When the symptoms are mild the victim may not link them to CO poisoning.

The symptoms associated with CO poisoning are:

- Headache
- Nausea

More severe poisoning symptoms include:

- The previously mentioned symptoms becoming worse
- Progression to mental confusion
- Finally coma and death

Fortunately the effects of CO poisoning are not generally considered chronic. CO levels in blood tend to drop as soon as the worker is removed to fresh air and removed from further CO exposure. More extreme levels of CO poisoning require a higher concentration of respirable oxygen to rid the body of Carbon Monoxide.

First Aid Measures

In the event of CO poisoning the following procedures should be followed:

1. Remove victim to fresh air.
2. Keep victim warm and at rest. Activity may worsen the effects of CO by increasing the demand oxygen
3. Take victim to hospital. The victim will receive enriched oxygen to accelerate the removal of CO from the blood.
4. When the victim is not breathing, start artificial respiration, if there is no pulse start CPR and have someone call for medical assistance. (911)

4.1(6) CONFINED SPACE ENTRY

Entry into and work in a confined space poses health and safety problems. Concerns in a confined space are the presence or possible buildup of a hazardous atmosphere within the confined space. This could also take the form of an explosive/toxic atmosphere or lack of oxygen. Work intended to be done within the confined space must be carefully defined and planning done ahead of the actual entry taking place so that all possible hazards are identified and preventive action taken to accomplish this; a hazard assessment is to be carried out by the Supervisor to determine specific job needs.

Properties of Common Gases

Gases	Explosives	Odour	Heavier than air	Effects
Hydrogen Sulphide (H2S)	Yes	Yes	Yes	Deadly Poison
Methane (CH4)	Yes	No	No	Asphyxiate
Carbon Monoxide (CO)	Yes	No	Same as air	Dealy Poison
Carbon Dioxide (CO2)	No	No	Yes	Asphyxiate
Nitrogen (N2)	No	No	Same as air	Asphyxiate
Gasoline Vapours	Yes	Yes	Yes	Asphyxiate & Poison

Responsibility

When confined space work is to be performed by workers, responsibility for safety, both at the time of the entry and during the entire operation rest with the immediate supervisor. This includes taking steps to eliminate or control the hazard(s) present.

Training

All workers and supervisors involved in the confined space entry shall be trained, thoroughly familiar with confined space entry and be familiar with the Code of Practice / Procedure and the OH&S regulation pertaining to confined entry.

The work to be performed shall be under the direction of a supervisor who is thoroughly familiar with the hazards that maybe encountered.

All workers connected with performing the work in the confined space shall before entry, be present at a job meeting to be informed of the hazards they may encounter, how the job will proceed, the precautionary measures required and rescue methods needed in an emergency.

Permits

The supervisor shall be responsible to ensure that all notifications, permits and liaisons with the governing authority at the worksite have been done and completed to the satisfaction of all parties prior to entry.

Personal Protective Equipment

Appropriate personal protective equipment e.g.: clothing, gloves, boots, eye, face and respiratory apparatus shall be worn to meet the requirements of the job.

Where concentrations of combustible gas or vapors are clearly below the lower explosive limit (LEL) entry into a confined space is allowed providing that the appropriate respiratory and/or skin protective devices are used.

WARNING

Chemical cartridge respirators are not to be used in oxygen deficient or explosive atmospheres.

Testing

Prior to any entering being made, qualified personnel shall use portable instrumentation of sampling of airborne contaminates in the confined space to do a thorough test for the atmosphere?

Where it is necessary to enter the confined space to conduct any testing, self-contained or air supplied breathing apparatus must be worn.

Isolation

The supervisor must arrange for the confined space to be checked to ensure that all blinding, blanking or other effective methods are used to prevent contaminates from entering the confined space. The system of double valving may be used where permissible and the bleed off is to be located between the valves and be capable of ensuring has pressure canon build up. Both bleed-off valves in the closed portion may require a further permit system review to identify entry points.

Where purging is necessary to prevent the development of hazardous atmosphere in the confined space then water, steam, fresh clean air or inert gas may be used. When this is completed, then a further test shall be done to ascertain the atmospheric contend prior to entry.

Before entry, all power-driven internal equipment (such as agitators) and powered sources shall be de-energized and locked out to ensure they cannot be operated.

Ensure adequate lighting and that powered sources are intrinsically safe.

Ventilation

Where possible, clean – outdoors or any other opening(s) shall be positively locked open and the confined space thoroughly ventilated by a positive method of mechanical ventilation to introduce large quantities of fresh air.

Ensure that the air introduced into the confined space is on in any way accidentally contaminated with harmful substance before it enters the confined space. Immediate area to be ribboned off to prevent workers and vehicles coming into the area (approx. 20’ by 20’).

Continuous ventilation with mechanical ventilation equipment shall be done to provide secondary protection in the event the work in progress produces contamination hear or toxic fume.

Procedure

The following steps shall be used each and every time a confined space is entered by a worker. Where a client has specific confined entry procedures for specific operations they shall be followed. For specific confined entry procedures for specific operations they shall be followed. For specific type of confined spaces or confided spaces requiring emergency vacation teams, written procedures and hazardous assessments will be conduct for each individual job.

1. A risk assessment must be completed before entering or working in a confined entry space. Ensure a written work permit is prepared to include all the considerations contained in this procedure.
2. Before entering the confined space, atmospheric testing with a calibrate instrument must be conducted by trained and qualified person to assess the levels of oxygen explosive, and poisonous gases.
3. If any hazardous gases or lack of oxygen is indicate, the confined space must be ventilated. The confined space must be re-tested and if all hazardous gases have been dispersed and oxygen levels between 18% and 21% the worker may enter.
4. If the gases cannot be dispersed, the worker may only enter if they have written procedures including emergency rescue and are equipped with an approved air supplied breathing apparatus or SCBA and another worker is standing by with emergency rescue equipment that may be deployed if rescue proves necessary.
5. Before entering, place warning signs and barricades around opening.
6. Specific rescue procedures shall be put in place, reviewed by all person taking part in the confined space entry.
7. Communication shall be maintained at all times with workers inside the confided space.
8. All workers entering the confined space (other than Class I) shall be provided with a full body harness with the back and shoulder “D-rings” with lifeline attached.
9. There shall be a standby person(s) at the confined space entrance equipped with respiratory protection at all times and the emergency equipment in place cable of effecting a rescue.
10. Entry without respiratory equipment may proceed providing the atmosphere has been tested for contaminate(s), clean air is being continually introduced and the atmosphere in the confided space is monitored/tested for contaminate(s) throughout the job when workers are in the confined space.
11. When a job is stopped for any reason and workers have to re-enter after work break then testing shall be down again before entry or re-entry and work permits are still in place.
12. Where for any reason an ignition source is to be introduce into the confined space, a combustible gas test for the atmosphere in the confined space hall be done immediately and the monitored frequently throughout the job.
13. Again prior to entry review this written procedure to ensure workers are aware of their responsibilities and the appropriate work permits have been issued.
14. Only explosive proof lights may be used in a confined space.
15. Workers must wear hard hats at all times.

IF YOU CAN’T ASSESS THE RISKS
IF YOU CAN’T TEST THE AIR
IF YOU DON’T HAVE RESCUE EQUIPMENT AND A CONTINUOUS GAS MONITOR

DO NOT ENTER

Entry

Following the review of this procedure and any other additional site-specific requirements, entry into the confined space can now proceed.

Job Completion

At the end of the job, a thorough check shall be made by the supervisor to ensure that no tools, equipment or possibly workers have been left behind. Double-check and ensure that all personnel are accounted for before leaving the confined space.

Return work permit(s) to the responsible supervisor for finalization and to ensure that any locks, etc. belonging to the crew are removed.

AWSE
ELECTRICAL

P.P.E. required: Steel toed boots, hard hats, glasses, gloves, harness, respirator (if required), dust masks, hearing protection

Steps:

- **Test atmosphere of the area before entering to ensure that it is safe for working in.**
- **Ensure proper ventilation of the area before and during the entire time that work will be done in the area.**
- **Ensure that all equipment and machinery in the area is completely immobilized so as not to be a hazard in any way to any worker.**
- **The area around the confined space will be visibly marked to show all peoples on the site where the confined space work is being done. Workers not involved with the confined space shall be informed to the work being done, and will be directed to perform jobs away from the area.**
- **The supervisor is to fill out the Confined Space Entry log for each shift that work is being done in the confined space.**
- **Ladder access/egress into the confined space area will be provided and the area around the ladders shall kept clear of materials.**
- **Employees working in the confined space are responsible for wearing all reasonable personal protective equipment. A proper harness must be worn, with safety lines attached in the manner recommended.**
- **Adequate lighting must be in place that allows identification and avoidance (where possible) of the hazards at all times throughout the job.**
- **The standby worker(s) must be at the area before work commences and shall maintain contact, either visual or verbal, with the worker(s) in the confined space for the entire duration of the shift or permit. (Radio contact if possible)**
- **A qualified and experienced worker, trained in all aspects of confined space entry, shall be present to supervise the worker(s) in the confined space and shall be responsible for all work and rescue procedures at all times.**
- **The atmosphere in the area will be tested regularly throughout the shift to ensure the contaminant level does not exceed safe working conditions. In the event levels do exceed safe working conditions, the worker(s) will be evacuated from the area, and the space ventilated, until levels return to normal.**
- **No matches, lighters, or any other items capable of producing a spark or flame are allowed in a confined space. Non-approved radios, flashlights, or lanterns shall be used in or within 25 feet of a confined space containing potentially flammable vapours or gases. (Smoking will not be allowed in the confined space)**
- **As soon as worker(s) dismantle the equipment, it will be immediately removed from the confined space.**
- **All procedures will be discussed with all worker(s) involved prior to the entry.**
- **A rescue plan must be developed and in place prior to starting the job.**

AWSE
ELECTRICAL

Confined Space Entry Check Off

Preplanning the entry into a confined space work area is a must in order to prevent accidents/incidents. It is mandatory that the following items be discussed prior to entry into the confined space.

a. Has the space been isolated from any source of contamination? (All lines leading to or from are blind/blanked, etc.) ____

b. What is the physical layout of the space to be entered? ____

c. Has the space been purged and ventilated sufficiently? ____

d. Has the detection equipment been calibrated and checked for proper operation? ____

e. Has all electrical equipment associated with the confined space been properly locked-our and tagged? ____

f. Is the person who will test the space competent? ____

g. Is the tester aware that the <u>whole volume</u> of the space must be tested? ____

h. Is the tester aware of all the potential hazards that may be encountered? ____

I. Has the "Buddy System" been discussed and planned? ____

j. Has a rescue plan been developed and implemented? ____

k. Has an alarm system been established? ____

j. Is the rescue equipment and other safety equipment at the entry site? ____

m. Are personnel effectively trained in rescue procedures? ____

n. Is a communication system for the person inside to contact the "Buddy System" outside been established? ____

o. Are personnel trained in resuscitation methods? ____

p. Is First Aid equipment at the site? ____

q. Is a means of transportation available to remove an injured party to hospital? ____

r. Are there any other work activities in the area that may interfere with a safe entry? ____

s. If "hot" work is to be carried out in the confined space, is continuous ventilation and monitoring available? ____

t. Has the potential hazards of scale been discussed and a sample analyzed? ____

These are some of the questions that must be asked prior to entry. However, there maybe many more areas that require attention depending on the particular type of operation. The time it takes to preplan your entry is well worth the effort in order to avoid a fatality or injury.

4.1(7) FALLP ROTECTION (DETAILED)

General

The term "Fall Protection" relates to both the use of safety harness attached to a lifeline or guardrails for the purposes of the AWSE Occupational Health and Safety Program. All workers are obligated to use fall protection.

1. When working at a height of 3 meters (10 ft.) or more in height.
2. Where a fall from a lesser height involves an unusual risk of injury (eg. Risk of falling on to operating machinery or into a tank of chemical, etc)
3. When working on a deck / floor edge or near a floor opening which present a combined falling hazard in excess of 3 meters (10ft).

The authority having jurisdiction over safety legislation may allow the use of specific safe work procedures as a means of fall protection where an unusual risk of injury exists. (note: in all cases where fall protection is required, the safety regulations put in place by the authority having jurisdiction shall be consulted and adhered to).

Guardrails

When guardrails are used, they are to be installed consisting of a top rail, intermediate rail, and toe board. The top rail shall be maximum of 107 c. (42 inches) high.

1. The intermediate rail is to be positioned midway between the top of the toe board and the top of the rail. The top of the toe board shall be a minimum of 140mm (5.5 inches) above the working platform.
2. Vertical supports for handrails shallbe spaced no more than .44 meters (8ft) apart, unless otherwise specified by the safety authority having jurisdiction.
3. Where a guardrail has to be removed to accommodate work, the workers involved in that work shall ear and use alternate fall protection and when the work is completed, the guardrail shall be replaced.

Harness/Safety Belt

The term "safety harness" for the purposes of this procedure, refer to a full body harness with the "D" ring located on the back of the harness.

Where a safety harness is used, the lanyard used shall be attached either to a vertical lifeline or fixed anchor point. The lanyard shall be of the kind equipped with a shock absorber attached to a line grab and can allow a maximum free fall of 2 meters. (6.5 ft or other specified by the safety authority having jurisdiction.
A full body harness shall meet CSA standard CAN/CSA Z259.10-M90 Full Body Harness.

Inspection/Maintenance

Competent persons shall do all inspection and maintenance both daily, prior to the commencement of the work and prior to being accepted back into stores for potential reissue.

Inspection and maintenance applies to safety harness, safety belts, lanyards, lifelines and connecting hardware. When workers use fall protection equipment, they are to be instructed in the proper storage and maintenance of this equipment when not in use.

1. Lifelines and webbing material shall not be just rolled in ball and set aside but stored in such a manner as to allow the air to freely circulate around them to prohibit mildew or rotting.
2. Lifeline are to be kept free from substances such as chemicals and grit, which will contribute to their deterioration.
3. All metal parts are to be given a visual inspection for distortion, crack, abrasions or any other type of deterioration, damage that cold affect the safe to the equipment.

When a piece of this equipment has been subjected to stress from a worker falling or found to be damage/cut in any way, then equipment is to be removed from service until the manufacture of professional engineer has re-certified it as being safe to be put back into service.

Floor, Roof, and Shaft Openings

When worker is commenced in or around a floor, roof, or shaft openings, either a properly guard railed work platform shall be supplied with safe access and egress, or personal fall protection equipment shall be worn and correctly used by each worker and attached to either a fixed anchor or safety line.

Properly guarded refers to being guarded by a perimeter guardrail as described in the guardrail section for this procedure or temporary covering, secured in place capable of supporting a minimum of 2.4 kg Newton's per square meter of the weight to any load intended to be imposed upon it. The temporary covering shall be clearly marked indicated the hazard and that the covering is not to be removed.

AWSE
ELECTRICAL

Site Specific Fall Protection Plan

I t is the policy of AWSE to ensure that all employees who work at heights greater than 3 meters (10 feet) be protected from the hazard of falling as required by the OH&S Regulation, this site specific protection plan will be put into place after the appropriate Fall Hazard Assessment has been done. This plan is to be completed when the project starts, when new employees are introduced to the project or when site conditions change in a manner that the original plan is obsolete.

The intent of the work plan is to:

1. Assist the site supervisor and workers to identify the fall hazards in the work areas before work in those areas commences.

2. When those fall hazards are identified, assist in the selection of the appropriate system for the work to be done and ensure that it is the most efficient for our purposes and does not expose the workers to the risk of falling.

3. To identify an emergency response plan for the rescue of potentially falling workers.

It is necessary when the fall protection plan has been developed that all supervisors and workers are instructed as to its existence and the requirements set out that have to be followed and enforced by supervision.

All persons employed by AWSE including managers, supervisors, workers, or workers of AWSE Subcontractors who violate any company safety policy or procedure is subject to disciplinary action.

AWSE
ELECTRICAL

SITE SPECIFIC FALL PROTECTION PLAN

Date Prepared:_____

Prepared By:_____ _____
Signature

Job/Site Name No._____

Control Zone to Be Used: Yes or No
Safety Monitor: Yes or No
Warning Signs/Tapes Yes or No
Lifelines to be Used: Yes or No

Safety Monitor/Name _____ Date: _____

Pre-Job Safety Meeting Held:_____

Name of Persons Attending Meeting (Training)

1._____ 5._____
2._____ 6._____
3._____ 7._____
4._____ 8._____

Hazard Assessment
Location of Assessment:_____

_____

_____

Description of Task:_____

Fall Hazard(s):_____

_____

_____

_____

Fall Protection System to be Used:_____

_____

_____

_____

_____

Diagram (Attach where needed):

Emergency Plan:_____

_____

_____

_____

4.1(8) FALL PROTECTION (GENERAL)

There are many areas on construction sites that require the use of fall protection. These may include scissor lifts, scaffolds and around the opening and holes in floors and/or roofs. Fall protection is required at work heights as outline in OH&S regulations.

Procedure:

1. Inspect harness and lanyards daily for wear and tear of straps and buckle. Take harness and/or lanyard out of service if any damage is found. Workers using fall protection must be trained in its use.
2. A minimum of a 5-point CSA safety harness complete with CSA approved lanyard must be used. Safety harness must fit snug and properly fastened.
3. Length of lanyard shall meet OH&S codes.
4. Lifelines shall meet OH&S codes.
5. During the reaction or dismantling of a scaffold, the worker on top is allowed to work without an attached lanyard, when there is nothing the lanyard can be tied off to.
6. Workers on a sloped roof will be protected by a fall restrain of all arresting system.
7. Workers on a flat roof shall be protected from falling if the work is within 3 meters of the edge. Work at a distance greater than 2 meters from the edge required a warning system to indicated the 2 meter edge.
8. Openings and holes through roof or floors will be have a guardrail a toe boards or any cover that is marked and strong enough to carry a load, but will not be considered a solid surface.
9. Safety harnesses, shock absorbing lanyard and lifelines exposed to a fall must be removed from service an all components destroyed.
10. All fall arresting/ restraint protection equipment must be inspected every six months and by the user before each use.

AWSE
ELECTRICAL

Fall Protection Checklist

	OK	WATCH AREA CLOSELY	REMOVE FROM SERVICE	REPLACE	INSPECTION STEPS
BELTS AND HARNESSES					
Check manufacturers date					
Check material integrity for cuts					Step 1
Check material for chemical damage					Step 1
Check "D" rings for integrity					Step 2
Check buckles for integrity					Step 3
LANYARDS					
Check snap hooks					Step 4
Check thimbles					Step 5
Steel lanyard					Step 6
Web lanyard					Step 7
Rope lanyard					Step 8
Miller Sofstop shock absorber					Step 9
Miller Manyard shock absorber					Step 10

Comments:

AWSE
ELECTRICAL

Fall Protection Checklist

JOB NAME:
Job Location:

To be reviewed by all workers on site.

FALL HAZARD EXPECTED	FALL PROTECTION FOR EACH AREA
1) LADDERS	Work may be performed from a ladder without fall protection when: a) light duty, short duration b) workers' center of gravity is maintained c) worker has one hand available to hold onto ladder or other support d) ladder is not positioned near floor opening or edge that would significantly increase the potential fall
2) SCAFFOLD WORK PLATFORMS	Utilized whenever practical for work above grade beyond 10'. Workers must use minimum of 2'10" wide cleated scaffold planks. Minimum standard guardrails must be used as required. For erection/dismantle, fall arrest must be used.
3) ROOF DECKS/WORK DECKS	Keep back 6.5 feet from roof edge or use fall arrest/restraint systems. Use control zones, temp. Guards installed.
4) EXCAVATIONS	Hoarding installed around job site to keep out public. Barricades will be installed or use of control zone when fall hazard greater than 6' exists.
5) ROLLING STAGE OR SCISSOR LIFT	Utilized whenever practical for work above grade beyond 10'. Guards installed, used by properly trained employees only.
6) Z BOOM	Harnesses to be used at all times when in the basket regardless of height.
7) ELEVATOR SHAFTS, STAIR SHAFTS	Guardrails to be installed.

8) UNGUARDED EDGES AND OPENINGS	Unguarded edges and openings are not allowed but for the following: leading edge work by forming contractor. All workers and supervisors are to wear their harnesses and tie back to an anchor point capable of holding 5,000 lbs.
9) SWING STAGES	Must be installed and used in accordance with relevant regulations contained in Part 13 of the WCB regulation - fall arrest system to be utilized.
10) STAIRS	Handrails installed.

A harness is to be worn as per manufacturers' directions or consult a qualified instructor for training. A lanyard is hooked onto the d-ring of a harness and hooked onto a 5/8" lifeline by means of a rope grab device attached to an anchor point capable of holding 5,000 lbs.

All equipment should be inspected daily to ensure it is in proper working condition. Any piece of equipment showing signs of damage, wear and tear beyond that allowable by the manufacturer shall be removed from the site immediately.

In the event a worker has fallen and is suspended by personal fall protection system but is unable to effect self-rescue, an emergency response team will respond. All personnel assisting in rescue must use a fall arrest or restraint equipment. If necessary, a D.E.P., scissor lift, boom lift and/or the City Fire Department High Angle Rescue Team will be utilized if necessary.

4.1(9) FLAGGING PROCEDURES

1. Equipment: Orange vest, stop/slow paddle, red flag (for emergencies or short duration)
2. Position: Facing traffic, visible, not in vehicle path
3. Stand alone: Flagger must distinguish themselves from their surroundings away from fellow workers, pedestrians, and parked vehicles
4. Rules of conduct:
    a. When answering motorist be quick but polite.
    b. Do not lean or touch their vehicle.
    c. Always be prepared for emergency vehicle.

4.1(10) FORKLIFTS

1. Only competent qualified workers will operate forklifts at anytime.
2. Forklifts are to be inspected before each use to ensure that they are in safe operating condition, if found to be defective they are to be removed from service immediately.
3. Ensure manufactures specification are followed while fueling forklifts.
4. Check all engine fluid levels ensuring that they are appropriately filled up and if found to be lacking top off to appropriate levels.
5. Always ensure that forklifts are maintained in accordance with manufactures specifications and all appropriate manufactures safety procedures are followed.
6. Ensure that all workers working in the area of operations are aware of the forklift and that they maintain a safe distance from forklift operations.
7. Workers are to keep eye contact with the forklift operator while walking by forklifts. If workers are working close to the forklift operations they are to wear traffic vests at all times.
8. If operating in a tight area a qualified spotter is to work with the forklift operator to provide direction and ensure that the forklife does not come into contact with anything.
9. Ensure that all loads are appropriate for the forklifts capacity and arenearly stacked and secured to the forklift to prevent tipping.
10. Ensure all operators are familiar with emergency shut down procedures.

4.1 (11) LOCKOUT

In order to ensure that the operation and maintenance of electrical equipment and machinery is conducted safely, the following Lock-out Procedure must be adhered to. Workers must realize and understand the energy supply. It is not always electricity. It can be air, hydraulic, steam, wind, mechanical, chemical or thermal. A combination of anyof these may also exist. **ALL** sources of energy must be locked out prior to any work commencing. If you are unsure of the energy source, contact your supervisor.

1. Stop all drives and motors, on the machine, by means of the stop button.

2. Lock-out the main power (or energy source as noted above) to the equipment to be worked on byplacing a lock and tag on the power or disconnect switch while it is in the "OFF" position. The Tag is to have the company name, supervisor name, worker name and contact number.

3. Test the equipment to make sure it will not start, by pressing the "START" button. It is critical to make sure the piece of equipment is isolated from starting. Equally important is to make sure the locked out equipment is not “running down”. In some cases the energy source may be isolated but the shaft or other moving parts may still be operating as the equipment comes to a complete stop.

4. Employees working on locked out equipment, shall place their personal lock on the energy source. On completion of the work, workers must remove their personal lock. The last worker to remove his/her lock is responsible for the safe start-up of the equipment.

IF YOU ARE UNSURE IF A PIECE OF EQUIPMENT IS ISOLATED YOU MUST CONTACT YOUR SUPERVISOR.

COMMON PITFALLS IN LOCK-OUT SYSTEMS

1. The Lock-out procedure is not enforced and supervised.
2. Failure of workers to use locks.
3. Locking one lock through another.
4. Leaving key in lock.
5. Asking others to lock-out for you.
6. Failure to identify ownership of lock.
7. Failure to verify that equipment is inoperative.
8. Pulling fuses and not locking out.
9. Failure to identify and lock-out all switches and disconnects to the equipment.
10. Assuming equipment is inoperable.

4.1(12) LOW VOLTAGE PROCEDURE

General

Electrical shock from low voltage does not necessarily result in death but can lead to serious accidents and, in some cases, death.

AWSE employees are expected to work in strict compliance with all current national, provincial and regional legislation and codes having jurisdiction. In all cases, recognized good safe work practices and this procedure are considered a minimum standard for AWSE employees. Work shall be carried out on de-energized circuits and equipment. Where work is necessitated on an energized circuit, keep in mind that guarding against electric arc burn is not a simple task even at low voltages. Working on energized circuits 347 volts and above may only proceed with the authorization of the District Manager or General Manager, and will be avoided.

- Use proper personal protective and other equipment (e.g.: insulated tool handle s, wood or fiberglass step ladders, eye protection, hand protection, etc.)

- Ensure that the temporary power supply cords you use in good condition and have proper grounding.

REMEMBER, LOW VOLTAGE DOES NOT MEAN LOW HAZARD

4.1(13)OPERATION OF MOBILE EQUIPMENT

Scope

These guidelines are provided to assist supervisor and workers to inspect, operate, and maintain mobile equipment and apply to all not-stationary equipment, including light motor vehicles.

General

* Operations, inspection, repair and maintenance must be carried out according to Manufacture Instructions, Company Policy and applicable regulations.

* All equipment is to be equipped with a horn or other audible warning device and a separate back-up alarm or other acceptable warning device.

* Equipment cabs, floors and decks are to be kept free of any materials, objects or tools which may create a tripping hazard, interfere with controls, or pose a hazard to the operator in an accident.

- No unauthorized person is allowed on any part of running equipment nor is any person to board or leave equipment that is in motion.

- All mobile equipment designed and used for lifting, hoisting or similar operaton must have the safe working load attached, legible and clearly visible to the operator.

- Windshields, other windows and mirrors must be kept clean and provide clear vision.

- Equipment with defective brakes must be immediately parked and the supervisor must be notified.

- All mobile equipment must utilize starting systems that prevent start up while wheels or tracks are engaged.

- All equipment must have lights front and rear, sufficient to illuminate the path of travel in all conditions.

The use of air or fluid pressure to maintain application of the parking brake system is prohibited.

THE SAFE WORKING LOAD MUST NOT BE EXCEEDED

AWSE will employ or subcontract only competent mobile equipment operators.
AWSE will confirm that the operators receive adequate instructions, possess valid certification where required.

* Equipment must be operated within the Manufacturer's specifications and limitations, taking into consideration weather and site conditions.
* Only authorized and qualified workers are to operate mobile equipment.
* Operation of equipment without authority may result in termination.
* Operator will be directly responsible for the safe operation of their assigned equipment.
* All operators are to inspect areas around and adjacent to their assigned equipment prior to startingup, to ensure that no worker or the public is endangered.
* Before starting equipment a walk around inspection must be completed. All oil and coolant Levels, fuel, brakes, lights, mirrors, horn and backup alarms, fire extinguisher and seat belts are to be checked.
* All equipment must be operated in such a manner that it does not endanger other – i.e., looking back when reversing, using extreme caution when working near personnel or other equipment.
* Defective equipment must be parked and the Supervisor must be notified.
* An operator, who has reasonable cause to believe the equipment or load is hazardous, is to STOP and SECURE the equipment and load and report the condition to the supervisor immediately.
* When refueling equipment, the engine must be stopped, all smoking materials extinguished and any known sources of ignition eliminated.
* No one is to remain in the equipment cab while loads are passing overhead unless suitable protection is provided.

4.1(14) NOISE REGULATIONS

Procedures

1. Workers are not to be exposed to noise levels above 85 dBC Lex daily exposure or 135 dBA Lex peak sound levels.

2. When noise in the workplace exceeds the exposure limits the following must be addressed in writing:
    a. Noise measurement
    b. Education and training
    c. Engineered noise control
    d. Hearing protection
    e. Posting of noise hazard area signs
    f. Hearing tests
    g. Annual program review

3. A noise dosimeter must be set with criterion level of 85 dBA and a threshold level at or below 80 dBA. The measurements results must be recorded and made readily available for reference.

4. Where practical the following methods may be used to control noise:
    a. Substitution with less noisy equipment
    b. Modification of the process or equipment
    c. Enclosure of noise source
    d. Isolation of the worker from the noise source
    e. Acoustical design and treatment of the work area

4.1(15) POWERLINE & UNDERGROUND HAZARDS

Powerlines are closely regulated by legislation. Occupational Health and Safety regulations and codes require you to stay clear of powerlines. Do not go too close with people, equipment or material.

The limits are outline in the regulations. Depending on the voltage of the powerlines, you need to establish a safe working distance and make sure everyone follows those guidelines.

Procedure

1. Do a hazard assessment. What equipment will you be using? If constructing a building, will it be too close to the powerlines? Are the materials and building components being used awkward and at risk due to Powerlines.
2. Notify the power company for disconnection or relocation of the line if needed or have the line isolated or de-energized.
3. **Under no circumstances shall workers (other than qualified properly instructed workers work in an emergency situation) work, materials be stacked, scaffolds be erected, or tools and equipment be operated in proximity to powerlines within the limits of approach specified in the following table unless workers are protected in accordance with WCB and/or OH&S regulations.**

Voltage	Minimum Distance
V to 75 KV	10 feet
Over 75 KV to 250 KV	15 feet
Over 250 KV to 550 KV	20 feet

Sufficient distance shall be added to the specified distance to prevent unplanned or accidental movements bringing the worker, tools, equipment, or material within the specified distance. The specified distance used, applies to all parts of the equipment, including booms, hoisting cables and any part of the load being raised. Distances shall be increased to provide for any change in boom angle, swing of the hoisting cable and the load while it is being raised, lowered or moved laterally, to ensure that safe distance is maintained at all times. Operators shall give consideration to the probability of hazard from switching surges, altitude, humidity, line configuration, etc.

4. When power lines are encountered within a work area,alert your supervisor. The supervisor will ascertain the voltage and minimum distance required and will have all necessary documentation filled out when required.

5. When job circumstances require that work be done closer than the limits of approach stated above,the following procedure must be followed prior to commencing work:

   a. An assurance in writing must be obtained from and signed by the person(s) controlling the electrical system. The assurance must state that during the work period the electrical conductors will be de-energized or effectively guarded against contact, or displaced/re-routed from the work area. The assurance must be available for inspection on the project site.

6. Used trained signaller.

7. Keep an eye out overhead at all times

8. Look out for uneven ground that may cause your vehicle to bounce or weave.

9. Never ride or climb on equipment of a load when near a powerline.

10. Follow proper grounding procedures.

11. Remember, electricity is invisible – don't take chances.

12. If a power line comes in contact with your vehicle, stay in the vehicle until help arrives.

13. If you strike a power line, call the power company right away. Report the details of the incident. The company will inspect and repair the line. You also need to report the incident to head office.

4.1(16) PROPANE/NATURAL GAS HEATERS

Procedure

1. All temporary heaters must be located on a stable surface.
2. Propane cylinders under 300 Ibs. May be used indoors during temporary construction.
3. A 1st stage regulator is required at the propane tank end to reduce the high pounds down to the low pounds for the heater. Regulators shall be provided with the propane tank.
4. Temporary heaters must be at least 6 feet away from fuel cylinders.
5. Hose length shall be a minimum of 10 feet (3m) and a maximum of 50 feet (15 M).
6. Fire extinguishers must be located within 30 feet (10 M) of a heating unit.
7. All L-P cylinders shall be stored outside in a well-ventilated area.
8. Connecting and reconnecting of moved propane tanks must be done by a worker trained and competent to do so.
9. The maximum number of L-P cylinders per heater is three if a manifold system is used.
10. All L-P cylinders must rest on a stable base or be secured when in use or storage.
11. Carbon monoxide poisoning is a potential hazard of temporary heating. The most obvious symptom of CO poisoning is headaches. If you suspect high levels of CO notify your foreman.
12. When using a gas heater inside of a building the regulator must be vented to the outside.
13. Tape inlets of the gas line and regulator if heating unit is not in use for a period of time.
14. If heating unit becomes unplugged and will not start, PUSH the stop button, then PUSH the start button. This should reset the unit and allow it to start.

4.1(17) SCAFFOLDS

GENERAL

No scaffold shall be erected, dismantled and/or altered except under the direction or a competent Supervisor.

HAZARD ASSESSMENT

A Pre-Job Safety Instruction meeting shall be conducted prior to erection of any scaffold. The following items must be considered:

* A worksite survey to identify unstable soil conditions, ditches, debris, overhead electrical service, unguarded openings, adjoining equipment or any other situation that may affect work.

* Inspection of AWSE and/or rental equipment for damage or defects.

* Special design procedure, manufacturer recommendation or engineering specification.

* Fall protection provisions.

* Suitable warning devices when scaffold placement, erection and/or dismantling encroaches on or above roadways, walkways, other work areas, or otherwise may present a danger to other employees.

FALL PROTECTION

Fall protection shall be used as per AWSE Fall Protection Procedure.

Scaffold Planking

Planks to be used in scaffold construction shall be selected using one of three following alternatives.

1. Use of double 51mm x 254mm (2 inch x 10 inch) dressed planks, graded No. 2 or better, from any of the species group; Douglas Fir – Latch; Hem – Fir Spruce – Pine – Fir; or Coast Sitka Spruce. Precautions must be taken where scaffold-planking overlaps for continuous runs as the 3 inch height differential may create a possible tripping hazard if not done properly.

2. Use of single thickness of sawn plank (either rough or dressed) having actual dimension of 48mm x 235mm (17/8 inch thick by 9 ¼ inch wide), graded No. 2 or better from any species group.

3. Use of manufactured laminated wood or combination wood and metal planks designed for use of scaffolding planks.

SCAFFOLD ERECTION GUIDELINES

- Scaffold bases must be set on an adequate sill or pad to prevent slipping or sliding or settling.
- Any part of a building or structure used to support a scaffold must be of sufficient strength to handle the maximum loading to be applied.
- Adjusting screw, not blocking, is to be used to allow for uneven grade.
- All scaffolds are to be plumbed, levelled and tied as the erection proceeds.
- All cross, horizontal, diagonal or other required bracing is to be placed as erection proceeds.
- Continous (running) scaffold is to be tied to and adequate supporting structure, mimum every 4.6m (15ft) vertically and 6.1m (20ft) horizontally, or additionally as required to provide stability of all anticipated loads.
- Circular, irregular, partially or fully enclosed scaffolds and/or any scaffold subject to wind or overturn loading requires specific precautions to provide adequate tie-in.
- Freestanding scaffold towers must be restrained from tipping when the vertical height exceed 3 times the minimum base dimension.
- Wind loading must be taken into consideration for any enclosed or hoarded scaffold.
- A safe means of access must be provided to all scaffold work platforms, climbing the end frames is not acceptable.
- Guardrails and mid-rails or other means of fall protection shall be provided at all work platforms.
- Toe boards will be placed at all work platforms
- Diagonal braces are not handrails.

Dismantling

- All scaffold scheduled for dismantling must be inspected to ensure it has not been altered in any way, which may render it unsafe. Reconstruction may be required prior to dismantling.

- Scaffold components shall be removed in order and fashion that ensure the structural integrity of the remaining structure.

- Scaffold tie-ins are only to be removed as the scaffolding above is removed.

4.1(18) SCISSOR LIFTS AND BOOMS

12. Refer to fall protection guidelines when working in or on elevated platforms.

General

Scissor lift, boom and giraffe operators must follow all applicable Vehicles and Mobil Equipment safety rules. In addition the following rules apply specifically to their operation.

Procedure

1. Equipment must be used and maintained in accordance with applicable OH&S codes.
2. Guardrails and safety chains must be in place.
3. Toe boards must be in place.
4. Safety belts and lifelines must be in place and used as required by OH&S codes and by site-specific rules.
5. If a unit is fitted with outriggers, it must be equipped with notices indicating the circumstances under which the outriggers must be used.
6. Carrier vehicles of elevated work platforms must be immobilized against inadvertent motion before workers occupy the platform.
7. Scissor lifts must be guarded where there is a possibility of workers inadvertently coming into contact with any hazardous moving parts of the lifting mechanism.
8. All vehicle-mounted giraffes or self-propelled boom-supported elevated work platforms must be subject to non-destructive testing every 24 months.
9. Every elevating work platform must be provided with an emergency stop button on the platform and an emergency lowering control.
10. Every elevating work platform must be fitted with a warning system for forward, reverse, up and down motions.
11. All self-propelled elevating work platforms (except truck-mounted platforms) must be fitted with tilt angle indicators or warning devices as described in the OH&S codes.

4.1(19) TABLE SAWS

PROCEDURE

1. Make sure power controls are in off position and unplug the electric cord before changing saw blades.
2. Make sure saw and motor frame are properly grounded.
3. Ensure area around saw is debris free.

4.1(20) WORKING ALONE OR IN ISOLATION

General

Prior to any worker being allowed to work alone or where work is being done in isolation, notice is to be given to all workers on the site to ensure that all site workers are aware of what is going to take place and the procedures that will be used for the duration of that portion of the project.

The following is a list of examples of conditions and duties that shall be considered a hazard to an employee "Working Alone"

- Confined space entry
- Working with:
- High voltage electrical equipment
- High-energy materials (radioactive, high temperatures)
- Toxic gas, liquids, or solids
  High Pressure systems
- Moving equipment or machinery
- Working in extreme weather conditions
- Handling or transferring flammable or toxic liquids
- Maintenance and service work (low Risk)

Procedure

1. The following steps to be taken shall be reviewed at that meeting:
   - The time frame that this condition will occur in.
   - The location(s) that it will be necessary for workers to be present in.
   - Any specific concerns/hazards that will or may be encountered (e.g. H2S area, high pressures, fire/temporary heater watch, etc.) are to be brought out in a site hazard assessment.
   - The time set out for checking on the worker.
2. Steps That Must Be Included Site Procedures.
   - There must be a procedure in place for checking on a worker's well being (procedures shall follow this guide, but are to be site specific which may include further details).
   - This procedure must include these basics:
   - A pre-job meeting to review all aspects of the proposed procedure is to be held and all person provided with the written procedure.
   - Specifically set out time interval between checks.
   - The procedure to be followed in case the worker cannot be contacted.
   - Procedure regarding provisions for emergency rescue.
   - Who is going to be designated to establish contact with the workers at the pr determined intervals.

- The method to be used to record the results of the contact(s) and who will be doing the recording (e.g. date, tie and by whom).
- A check at the end of the work shift to be done by the supervisor.
- Predetermine the item intervals between the checks.
- Results of checks must be recorded.

3. The pre-job meeting held before the work cycle begins, has to include the specific worker assigned to work alone/isolation, the workers(s) assigned to do the checks and all other workers who will in some manner be affected by the need for this work.

Periodic Telephone Contact (low Risk)

The telephone is a good way of keeping contact with employees working alone on a low risk type job (e.g. service work). A person, knowledgeable to the tasks being done, shall telephone the worker at scheduled intervals.

In the event that telephone is not readily accessible to a worker "Working Alone", alternative means of contact will be used. Examples of some alternative means of contact are:

- Cellular Phones
- Pager Systems
- Two Way Radios

Periodic Check By Another Person (Low to Moderate Risk)

When a worker is required to work in areas where there is little or not contact with fellow workers (e.g. Crawl space, boilet room, attics), a person, knowledgeable of tasks being done shall check-in with the worker at schedule intervals. The length of time between checks will depends on the severity of the hazards related to the job.

Buddy System (High Risk)

The "Buddy System' is generally used when workers are require to work in Confined Spaces. But, this system can be used effectively to maintain close contact with workers working with live conductors or high voltage electricity, as well as hazardous or toxic liquids, gases and solids.

The "Buddy System" requires a designated watch-person. This person must be trained in the hazards related to the job, emergency rescue procedure, and emergency first-aid.

A written procedure will be developed and implement by the company and by prior to any work, that may be or has been assessed as high risk.

SECTION 5 COMPANY RULES

1. Supplementary instructions are expressed as Rules (general and specific) and Procedures (general and specific).

2. Supplementary instructions are developed from input supplied by Workers, the O H &S Committees, Foremen and Superintendents.

5.1 DISCIPLINARY STEPS

Breaking any company rules do or do not result in injury or damage to equipment or to the project will result in:

1. First time will be dealt with verbally with a note to file.
2. Second time will result in a written warning and one day off without pay.
3. Third time will result in dismissal.

Any deliberate or cognizant breach in safetyrules or procedures that could lead to death or disability will result in termination of employment.

5.2 SAFETY RULES

In order to promote good accident prevention practices, the following safety rules have been developed. Following these safety rules will greatly reduce the possibility of accidents occurring.

Each worker is responsible for his own actions and must be alert to the actions of others. The cooperation and support of all workers is essential to an effective Health and Safety Program and each must do his part.

5.2(1) GENERAL SAFETY RULES

1. No worker shall operate or use any equipment in a manner that endangers himself or other workers. Only persons properly trained and authorized by their Foreman shall operate any equipment or machinery.

2. Report any unsafe conditions or equipment to your Foreman immediately and warn any employee who may become involved.

3. The use of alcoholic beverages, drugs and their derivatives is strictly forbidden on the job. No person shall enter a jobsite while his or her ability to work is impaired.

4. Running, horseplay, scuffling or fooling is strictly forbidden on the job.

5. Never distract the attention of a fellow worker while he is working.

6. Use of your personal cell phone, text messaging device, I pod or MP3 during work hours is prohibited as it distracts employees from working safely.

7. Rings, wrist watches, bracelets or dangling neckwear must not be worn in any work situation where there is a hazard of them becoming caught in machinery or other objects.

8. Safety hardhats must be worn at all times on construction sites.

9. Protective goggles or face shields must be worn for all operations where the eyes or face are exposed to flying objects, injurious light, chemicals or intense heat.

10. Gloves must be worn when handling material with sharp edges or rough or abrasive surfaces.

11. Safety harnesses and lifelines shall be worn when working at elevations greater than 10 ft. or 3 meters above grade or floor level.

12. Keep your work area clean and tidy at all times. A daily clean up is usually necessary.

13. Hoses, cables, ropes, wires, etc. must be stored when not in use so to prevent tripping hazards.

14. Protruding nails are to be removed or clinched over.

15. Hazardous materials must be identified, stored and handled and used in accordance with the Workplace Hazardous Materials Information System (WHMIS) regulations.

16. Do not clean or adjust equipment or machinery while it is running or in motion when there is a danger of contact with moving parts.

17. Never leave a machine running while it is unattended except for stationary equipment (compressors, etc.) or where special conditions prevail and precautions taken.

18. Only authorized personnel may do electrical work of any kind.

19. Only authorized personnel may operate cranes, other lifting equipment and specialized equipment.

20. It is strictly forbidden to ride a load, crane hook or material hoist.

21. Never stand or walk under a suspended load.

22. Do not allow combustible materials to accumulate on the job site. Good housekeeping is the best method of preventing fires.

23. Never smoke in a "NO-SMOKING" area.

24. Gasoline powered motors must be stopped before re-fuelling and the NO-SMOKING rule observed.

25. Gasoline, oil, grease and other flammable liquids are to be stored clear of the ork area and NO-SMOKING signs are to be prominently displayed in the storage area.

26. Fire extinguishers must be recharged immediately after use.

27. No worker is to ride on the deck of a truck or in the back of a pickup truck unless the vehicle has been designed or modified for this purpose. All workers are to ride in the cabs of vehicles.

28. Examine all scaffolding material before using.

29. Never jump from or onto staging or scaffolding.

30. Never lean against guardrails or handrails.

31. Never leave loose materials or tools where there is a danger of them falling.

32. Do not leave openings uncovered or unguarded.

33. Report all accidents, near misses, injuries, property damages, and unsafe conditions to a supervisor.

Workers are to know and comply with the General Safety Rules. Failure to do so will result in disciplinary action up to and including termination.

A copy of the General Safety Rules will be provided to and reviewed with each worker who has not previously worked for AWSE this will be done prior to the commencement of work. A copy of the General Safety Rules will also be posted at each job site.

USE YOUR HEAD
DON'T BECOME A STATISTIC

SECTION 6 PERSONAL PROTECTIVE EQUIPMENT

6.1 POLICY

It is the policy of AWSE to provide safety equipment for the protection of employees. This Personal Protective Equipment must be used on every appropriate occasion. Personal Protective Equipment that becomes inoperable or damaged because of normal wear, or as a result of an incident or accident, must be returned for replacement.

6.2 HARDHATS

a. Hardhats must be worn by employees in work areas where there is a potential hazard to the head from falling, flying or suspended objects.

b. Hardhats must be worn by all employees who enter designated Hardhat areas.

6.3 EYE PROTECTION

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

Safety Goggles

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

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

Face Shields

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

6.4 HEARING PROTECTION

Employees subjected to excessive noise levels shall be provided with and shall wea r hearing Protection devices in accordance with the standards set out by the WorkSafeBC OH&S Regulation.

Employees who are exposed to noise levels in excess of the WorkSafeBC allowable limits for noise must receive an annual hearing test provided by AWSE

6.5 RESPIRATORY PROTECTION

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

6.6 HAND PROTECTION

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

6.7 CLOTHING

a. Shirts are required to be worn at all times.

b. Shorts and tank tops are not allowed when site hazards or site specific rules specify otherwise.

6.8 FALL ARREST EQUIPMENT

a. Fall arresting equipment is required in all circumstances when there is danger of falling greater than 10 feet, and the worker cannot, or is not protected from falling by other means, such as guardrails.

b. Safety belts are not permitted as fall arrest equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE) MATRIX

Department: _____ **Division:** _____ **Supervisor:** _____

JOB/TASK	Safety Shoe	Face Shield	Safety Glasses	Hearing Protection	Hard Hat	Respirator	Traffic Vest	Gloves	Arm Protection	Coveralls

1 =
2 =
3 =
4 =
5 =
6 =
7 =
8 =

Name: _____ _____
(signature)

Name: _____ _____
(signature)

AWSE ELECTRICAL

AWSE
ELECTRICAL

SECTION 7 PREVENTATIVE MAINTENANCE POLICY

7.1 WORK PLACE MONITORING

Superintendents/Foremen are responsible for continuously monitoring the workplace equipment to ensure that it is working safely and in accordance with manufacturer's specifications and regulatory standards.

Workers must be constantly on guard against hazards, whether real or potential, and report them immediately to their Supervisor. Hazards include unsafe or incorrect actions or defective or improperly maintained equipment.

7.2 POLICY

The identification of unsafe conditions and defective or improperly maintained equipment by means of equipment checks and audits during working hours is a major means of preventative maintenance. Accordingly Management will ensure that:

7.2(1) MAINTENANCE SCHEDULE POLICY

1. Workers will conduct equipment inspections before using it. Any equipment that is in need of repair will be reported immediately to their Supervisor.

2. Foremen will conduct site equipment inspections once each week. The results of the inspection shall be recorded on the Inspection Report Form. Necessary corrective action shall be undertaken and recorded on the form and a copy of the form sent to the Superintendent.

3. The Superintendent will conduct equipment inspections of a job site at least once each quarter. The results of this inspection shall be reviewed with the Foreman at the job site and with the Manager.

4. The Manager will conduct equipment inspections annually or more often as required.

7.2(2) INSPECTION PROCESS

The inspectors will tour the area thoroughly, observing the physical condition of equipment and structures.

Some considerations include:

1. Is the equipment maintained according to the manufacturer's manuals?
2. Is the equipment used in accordance with the manufacturer's specifications?
3. Are the instructions for the maintenance of the equipment in place and in use?
   Are they adequate?
4. Are workers complying with the instructions?
5. Is the equipment being maintained in accordance with the regulatory standards?

All deficiencies, whether real or suspected, will be recorded on the Work Place Inspection Report form. Deficiencies should be recorded as they are discovered and not left to memory. Unsafe conditions which are "A" classed hazards - imminent hazard - must be reported to the Foreman **IMMEDIATELY**. Unsafe conditions which are "B" or "C" class hazards can be reported to the foreman via copies of reports.

INSPECTION REPORT

Area Inspected: _____ **Date and Time Inspected:** _____

Inspection completed by: _____ **Date of report:** _____

# of items carried over from previous report: _____ **# of items added to this report:** _____ **Total # of items on this report:** _____

Item denotes old item	Hazard Class. A, B, C	Hazard Description	Specific Location	Supervisor	Corrective Action Recommended	Corrective Action Taken by	Target Date	Follow-up by

"A" – immediate corrective action "B" – urgent situation (ASAP) "C" – not an emergency but needs correction without delay "H" – disorderly or unclean

AWSE ELECTRICAL

AWSE

ELECTRICAL

FIRE EXTINGUISHER INSPECTIONS

Extinguisher Location Building Floor Area	Extinguisher Type	Serial Number	6 Year Maintenance	Hydrostatic Test 12 Years	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

SECTION 8 TRAINING AND COMMUNICATION POLICY

8.1 POLICY

It is the policy of AWSE that Supervisors and Workers are provided training and periodic retraining to ensure awareness of potential hazards in the workplace.

WORKERS will receive appropriate training and instruction to avoid and lessen hazardous situations. Supervisors are responsible to ensure that all new or transferred employees start out with proper training.

SUPERINTENDENTS AND FOREMEN will be provided ongoing training in safety and health as it applies to their work place.

8.2 NEW WORKER ORIENTATION

It is the aim of AWSE that all workers be properly trained and receives an adequate orientation of the policies and procedures in place within AWSE.

It is critical that a worker who is entering a new work area "learns safety", prior to commencing work, in order to develop the safe work practices and attitudes necessary to protect themselves and other workers from injury within that work environment.

Accordingly, all new workers will be given a safety induction program, prior to starting work, which includes, but is not limited to, the following;

- General Safety Rules
- Job Safety Practices
- Safety Legislation and Regulations
- Personal Protective Equipment
- Fire Extinguisher Locations and Use
- Location of First Aid Facilities
- Procedure for Reporting Hazards and Injuries
- Review of Employee Responsibilities
- Orientation with regards to WHMIS

This safety orientation shall be documented and the worker shall sign the applicable form acknowledging that he/she has received this induction program.

8.3 WORKER TRAINING

The training and verification of each worker, with regard to his/her ability to do the job safely is most important to AWSE As outlined in the General Safety Rules, no employee shall operate any equipment if he/she has not been trained to do so. The Supervisor shall ensure that each new worker can perform his/her duties safely and efficiently.

Good safety performance is achieved, in a large part, through initial and ongoing training and education, which develops safety skills and promotes safety awareness. Accordingly:

1. General safety awareness training will be provided to all workers whenever the need for such training is required.
2. WHMIS training shall be provided to all workers employed by AWSE The effectiveness of this training, as well any upgrading of this training shall be done on an annual basis or more often if required.

8.4 SUPERINTENDENT AND FOREMAN TRAINING

Superintendents and Foremen are vital links in the implementation and overall success of the O.H. & S. Program in AWSE.

They are largely responsible for the day-to-day operation of the program. It is imperative that Superintendents be continually informed of the latest developments in Tools, Equipment and Methods used in the work that is undertaken on their projects as well as the methods available in conveying this information to the workforce.

Therefore, a guideline for training to be provided to Superintendents and Foremen will include, but not be limited to, the following:

- Training in Accident Investigation techniques as well as developing corrective measures.
- Training and education in WHMIS including the use of MSDS sheets and Supplier Labels as well as the use of AWSE's Workplace labelling system.
- Knowing the rules and regulations of the company, WorkSafeBC and other regulatory agencies.

8.5 FOLLOW UP PROCEDURES

All Foremen shall monitor employee performance to ensure that safe work practices are being used and that Job Procedures are being followed. It shall be the Foreman's responsibility to record these observations and correct practices as required.

It shall be the Superintendent's responsibility to monitor these records and review results with Foremen on a regular basis.

AWSE
ELECTRICAL

SECTION 9 INSPECTION POLICY

9.1 WORKPLACE MONITORING

Superintendents/Foremen are responsible for continuously monitoring the workplace and activities in it to ensure that their co-workers are working safely and in a safe work place.

Workers must be constantly on guard against hazards, whether real or potential, and report them immediately to their Supervisor. Hazards include unsafe or incorrect actions or work processes, defective or improperly maintained equipment, or the activities of fellow workers.

9.2 POLICY

The identification of unsafe conditions and work practices by means of Safety Inspections and Audits during working hours is a major means of accident prevention. Accordingly Management will ensure that:

9.2(1) CONSTRUCTION SITES

1. Foremen will conduct site safety inspections once each month. The results of the inspection shall be recorded on the Inspection Report Form. Necessary corrective action shall be undertaken and recorded on the form and a copy of the form sent to the Superintendent.

2. The Superintendent will conduct a safety inspection of a job site at least once each quarter. The results of this inspection shall be reviewed with the Foreman at the job site and with the Manager.

3. The Manager will conduct a safety inspection annually or more often as required.

9.2(2) INSPECTION PROCESS

The inspectors will tour the area thoroughly, observing environmental conditions, the physical condition of work areas, equipment and structures, and hazardous materials.

Some considerations include:

1. Is the work place tidy?
2. Is the work place environment hazardous or unhealthy?
3. Are the instructions for hazardous work processes in place and in use? Are they adequate?
4. Are workers complying with the Safety Manual?
5. Are controlled products clearly marked and stored? Are Material Safety Data Sheets current and available?
6. Are workers familiar with the instructions for their jobs?
7. Are first aid provisions in place and known to workers?

All deficiencies, whether real or suspected, will be recorded on the Work Place Inspection Report form. Deficiencies should be recorded as they are discovered and not left to memory. Unsafe conditions which are "A" classed hazards - imminent hazard - must be reported to the Foreman **IMMEDIATELY**. Unsafe conditions which are "B" or "C" class hazards can be reported to the foreman via copies of reports.

EMPLOYEE SAFETY CONCERN REPORT

ITEM #	UNSAFE ACT	UNSAFE CONDITION	LOCATION

Name *(please print)*: _____ Date: _____

Distribution: *Supervisor*

AWSE ELECTRICAL

INSPECTION REPORT

Area Inspected: _____ **Date and Time Inspected:** _____

Inspection completed by: _____ **Date of report:** _____

# of items carried over from previous report: _____ **# of items added to this report:** _____ **Total # of items on this report:** _____

Item *denotes old item*	Hazard Class. A, B, C	Hazard Description	Specific Location	Supervisor	Corrective Action Recommended	Corrective Action Taken by	Target Date	Follow-up by

"A" – immediate corrective action "B" – urgent situation (ASAP) "C" – not an emergency but needs correction without delay "H" – disorderly or unclean

AWSE ELECTRICAL

AWSE
ELECTRICAL

Site Inspection Checklist

Floors and Walkways	Yes	No	**Storage**	Yes	No
Are aisles clear of materials or equipment? Are doorways clear of materials or equipment? Are openings in floors securely covered and marked?			Are supplies and materials stored properly? Are hoses, cables ropes, etc. stored when not in use? Are combustible materials stored and labeled properly?		
Stairs, Ladders, and Platforms Are ladders safe and in good condition? Are stair handrails fastened to the wall securely? Are stairs and handrails in good condition? Are stairwells clear of materials and equipment? Are job constructed ladders built to standard? Are ladders used as access secured? Do ladders used as access have 3 rungs above the landing? Are stairs in place before work on the next floor begins?			**Equipment and Machinery** Is equipment regularly maintained? Are operators properly trained? Are start/stop switches clearly marked and in easy reach? Is machinery adequately guarded? Are noise levels controlled? Are fumes and exhaust controlled? Is there a lockout procedure? Are machines left running while unattended? Are workers under suspended loads?		

Electrical Are electrical cords in good repair? Is there clear access to electrical panels and switch gear? Are proper plugs used? Are ground fault interrupters available, if required? Are portable power tools in good condition?			**Lighting** Are lighting levels in work areas adequate? Does emergency lighting work?		
Fire Safety and Security Are fire extinguishers clearly marked? Have fire extinguishers been recharged and inspected within the last year? Are emergency phone numbers close to phones?			**Garbage** Are bins located at suitable points? Are bins emptied regularly? **Hazardous Materials** Are Material Safety Data Sheets (MSDS) provided for all hazardous materials? Are containers clearly labeled? Are hazardous materials stored properly? Are hazardous materials disposed of properly?		
Entrances and Exits Is there safe access for workers and customers?			**Environment** Is air quality good? Are workers protected from excessive cold or excessive heat? Are workers protected from excessive or irritating noise? Is smoking allowed inside building?		
First Aid Is the first aid kit accessible and clearly labeled?			**Personal Protective Equipment** Are workers wearing hard		

Is the first aid kit adequate and complete? Level 1 for 1 to 15 workers in town. For further information on appropriate first aid kit see First Aid Assessment. document Is the first aid kit clean and dry? Are emergency numbers displayed? Are accident report forms available? Are WCB Form 7s available? Is First Aid Attendant (FAA) qualified (Level 1 in town) and available on site? For further information on appropriate FAA qualifications see First Aid Assessment.			hats and safety footwear where required? Are workers wearing dust masks or adequate respiratory face masks where required? Are workers wearing personal clothing appropriate to the weather conditions? Are workers exposed to abrasions wearing pants below the knee? Are workers wearing eye protection when required? Are workers wearing gloves when required?		
Fall Protection Have guardrails been properly installed on all wall openings more than 10 feet above the surface below? Are workers working on an edge more that 10 feet above the surface below wearing harnesses that are attached to secured ropes? Is a spotter employed at the locations that a warning tape is used instead of tying back? Has scaffold material been inspected before use? Have openings in floors and decks been covered securely?			**General Worker Questions** Have workers received an orientation to the site? Do workers know where to go and who to call for first aid assistance? Do workers know where to find MSDSs for chemical products? Do workers know where to find personal protective equipment (for example, eye protection, hearing protection)? Do workers know how to use personal protective equipment?		

EMPLOYEE SAFETY CONCERN REPORT

ITEM #	UNSAFE ACT	UNSAFE CONDITION	LOCATION

Name *(please print)*: _____ Date: _____

Distribution: *Supervisor*

AWSE ELECTRICAL

SECTION 10 INVESTIGATION POLICY

10.1 W.C.B. REPORTING AND APPEAL PROCEDURE

Disabling injuries and industrial diseases are to be reported to the WorkSafeBC within three days of receiving information on the incident. Fatalities are to be reported immediately.

Within the three day period the Superintendent, following discussion with the Manager, will decide whether or not the claim should be contested.

10.2 ACCIDENT INVESTIGATION

All accidents/incidents must be reported immediately to the Foreman or Superintendent. In the case of serious injury and/or propertydamage, the areaWorkSafeBC Officerand He ad Office must be notified. The Superintendent will take part in the investigation of any serious accident or incident.

The Foreman is to immediately report any accident to the Superintendent and Manager and forward a completed Accident Investigation Report within 24 hours.

An accident involving a fatality is to be reported to the Manager immediately. This should be followed within 24 hours by a written report. In addition;

a. Arrangements shall be made with the Legal firm of AWSE, to have a representative present at the Coroner's Inquest.

b. AWSE will be represented at the Coroner's Inquest by the Manager or his designate.

The investigation is to determine the root cause or causes of the incident and attempt to find unsafe conditions, acts or procedures. The Joint Safety Committee, where applicable, will be involved in the investigation of accidents and will recommend corrective action to prevent recurrence.

The basic steps in an investigation:

1. The scene should be secured.
2. The injured person should be treated and removed.
3. Sketches should be made and photos taken, if required.
4. Interviews conducted and information gathered.
5. Accurate records should be made.

6. Recommendations to prevent recurrence must be made.
7. Immediate follow-up on recommendations.
8. Review outcome of investigation with all participants.

10.3 NEAR MISS INVESTIGATION

All incidents, which have a potential for serious injury or property damage, should be investigated by the Foreman or General Foreman.

Pertinent information should be gathered and a Near Miss Investigation Report completed.

AWSE
ELECTRICAL

Incident Investigation

Location/Address Incident Occurred:		
Description of incident:		
Any damage to Company property: ☐ Yes ☐ No	Any damage to private property: ☐ Yes ☐ No	
Details of damage:	Estimate of damage:	
Immediate action taken: **Is action taken:** ☐ **Permanent** ☐ **Temporary**		
Was protective equipment being used? *If yes, what type?*	**Yes**	**No**
Are written safe work procedures or instructions in place for doing this task?	**Yes** ☐	**No** ☐
Have they been reviewed with the worker?	**Yes** ☐	**No** ☐

If incident is a motor vehicle accident, please complete the following:

Driver's Name:_____ **DOB:**_____ *(dd/mm/yy)* **Driver's Lic. No.:** _____
Was our vehicle involved: **Yes** **No** **If yes, Unit Number:** _
Year:_____ **Make:**_____ **Model:**__ **Serial No.:** _____
License Plate Number:_____ **Province:** _____
Insurance Company Name:_____ **Insurance Co. City:** _____
Insurance Agent:_____ **Agent Address:** _____
Policy No:_____ **Expiry Date:** _____

Corrective measures taken:	
Corrective action referred to:	**Date to be completed by:**
Committee Member's Signature	**Date:**
Foreman or Supervisor's Signature:	**Date:**
For Office use only	
Is an MSI investigation required for this incident? Ye s ☐ No ☐ Is a Violence Incident Report and Investigation required for this incident? No ☐	
W.C.B. Claim #:	

AWSE
ELECTRICAL

Major Accident Investigation

AWSE
ELECTRICAL

INCIDENT SKETCH MAP

Claim Number				
On Street or Road Building				Show North by Arrow
At Intersection				
In Location				Scale
Hour **Month**	**Day**	**20____**	**Reported by**	

Indicate on this diagram what happened:

AWSE
ELECTRICAL

SKETCHING CHECKLIST

By eliminating irrelevant details and adding measurements, you can often sketch a scene more clearly than you can photograph it.

The following points will make sketching for Incident maps easy without sacrificing accuracy:

1. Use squared paper. Let each square represent a fixed distance such as a foot and write the scale at the top of the sketch.

2. Use a strip of squared paper to measure diagonals on the sketch.

3. Locate each important object with a rough outline.

4. Label large objects inside their outline. Label small objects outside their outline with an arrow to the object; the arrow should just touch the object.

5. For maps with a lot of detail, use a sketch log. Use double letters to identify reference points and single letters to identify items of evidence.

6. Indicate distances of movable objects from at least two fixed points. Logs for detailed maps have columns for measurement data.

7. Include a north arrow in each sketch.

8. Mark camera positions by a letter inside a circle. Later the appropriate letter should be used on each print.

9. Identify the sketches with a label, data box or on the back just as you would a photograph.

AWSE
ELECTRICAL

WITNESS STATEMENT

Witness Name:	**Company Name:**
Department:	**Location:**
Date:	**Time:**
Address:	**City:**
Postal Code:	**Phone: ( )**

Witness Signature:

If more space is required, please use reverse side and/or obtain another form from the investigator.

AWSE
ELECTRICAL

SEQUENCE OF EVENTS RECORD

Date	Time	Description of Action Taken and Persons Involved	Initials

SECTION 11 EMERGENCY PREPAREDNESS

General

1. Each work site must establish an effective emergency plan based on potential site hazards, potential for injuries or other events that may occur.
2. All employees shall be familiar with their roles in the event of an emergency, including locations of first aid, emergency phone numbers, and evacuation points.

First Aid Service

1. Each site shall maintain a first aid kit appropriate for the nature of work and the size of crew.
2. All employees shall be familiar with site-specific first aid personnel.
3. First aid records shall be maintained in the first aid kit.

Fire Fighting

1. Fire extinguishers shall be available on each site.
2. Employees shall be trained in the correct use of fire extinguishers.

Emergency Plans and Communications

1. Appropriate emergency communications must be available at each site location.
2. Emergency phone list shall be posted or available to workers.

11.1 FIRSTAID

Management has the responsibility to ensure that First Aid services are supplied and maintained for workers. This shall be done, in most cases, through the use of the facilities available from the client, project owner or general contractor.

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

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

The First Aid Treatment book shall be kept for at least five years and shall be monitored, by management, periodically.

First Aid statistics shall be reviewed by Management to determine trends and recommend corrective action.

*** NOTE ***

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

11.2 ACTION STEPS IN THE EVENT OF INJURY

	For all Injuries RegardlessofSeverity	If Injured Worker is Work Unable Day or Few Days	If Unable to Return to to continue Work Next
	Get First Aid	Notify Supervisor of Details	Notify Supervisor of details
	Notify Supervisor Promptly	See a Doctor	See a Doctor Promptly
Action by Supervisor	Record Accident in Accident record book	Complete a WCB Form 7 if possible	Complete a WCB Form 7 if possible by Worker
	Complete a WCB Form 7 if requested complete a WCB (Injury is such that you may see a doctor)	If requested complete a WCB Form 6 and return it to WCB	If requested complete a WCB Form 6 and return it to WCB
	Ensure worker receives Personnel properattention	Ensure worker receives proper attention	Notify Superiors, RCMP and WCB(fatality)
	Ensure Accident Record completed	Ensure Accident Record book is	Ensure Accident Record book is completed
	Complete WCB Form 7 if ifrequired	Complete WCB Form 7 if required	Complete WCB Form 7 required
	Notify Personnel Officer Officer Prepare time sheet	Notify Personnel Officer Prepare time sheet	Notify Personnel Officer Prepare time sheet
	Investigate incident or accident	Investigate incident or accident	Investigate incident or accident
	Initiate or recommend action action to prevent recurrence	Initiate or recommend action to prevent recurrence	Initiate or recommend action to prevent recurrence
	Notify customer or general contractor	Initiate or recommend action to prevent recurrence	Initiate or recommend action to prevent recurrence

DOCUMENTATION

Accident Record Book WCB Form 7
If required, Time Sheet

Accident Record Book WCB Form 7
If required, Time Sheet
Accident Record Book WCB Form 7
If required, Time Sheet

FIRST AID SERVICES AND EQUIPMENT INVENTORY

Compiled by:			Date:			Year:	
Work Location:	Number of Employees:	Supplies, Equipment and Facilities:	First Aid Certificate Required:	Hazard Classification:	First Aid Attendant:	Level:	Expiry Date:

Comments: _____

_____

_____

_____

AWSE ELECTRICAL

FIRST AID EQUIPMENT/SUPPLIES INSPECTION REPORT

Inspected by: ______________________ **Year:** __________ **Month:** __________

Location/Dept.	Required Supplies/ Equipment	Account Code	Missing Equipment/Supplies	Equipment Supplied Yes	Equipment Supplied No	Cost
Main Office	Level 1 kit			☐	☐	$
				☐ ☐	☐ ☐	$ $
				☐	☐	$
				☐ ☐	☐ ☐	$ $
				☐ ☐	☐ ☐	$ $
				☐ ☐	☐ ☐	$ $
				☐	☐	$
				☐	☐	$
				☐	☐	$
				☐	☐	$

Distribution: *Superintendent*

Approved by: ______________________ ______________________

ELECTRICAL

SECTION 12 RECORDS AND STATISTICS

12.1 POLICY

Records and statistics, pertinent to safety shall be compiled and retained by AWSE These records and statistics shall be used to identify and monitor problem areas, review the effectiveness of the Occupational Safety and Health Program and provide data to the Superintendents and Foremen to assist them in their endeavors of providing a safe work place.

12.2 RECORDS

12.2(1) INSPECTION OF VEHICLES AND MACHINERY

a. Records shall be kept on the maintenance and repair of each unit.

b. Maintenance and repair records shall be kept on file by the Superintendent. Such records shall be readily available, upon request, to WorkSafeBC officers.

c. Mobile Crane Logbooks shall be located on, and be maintained for, each mobile crane of more than one (1) ton capacity.

12.2(2) INVESTIGATION OF ACCIDENTS

Reports of accidents/near miss incidents involving AWSE shall be kept on file at the Site Office and made available per WC Act, OH&S Regulation, and Policies.

12.2(3) JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

When required by AWSE, Minutes of Safety Meetings shall be recorded and kept on file at the Site Office and made available as per WC Act, OH&S Regulation, and Policies.

12.2(4) ACCIDENT REPORT FORMS

Accident Report Forms shall be completed in accordance with WC Act, OH&S Regulation, and Policies.

12.2(5) TOOL BOX SAFETY MEETINGS

Tool Box Meetings must be recorded on the form provided and a copy kept on file at the Site Office.

12.2(6) INSPECTION RECORDS

Inspection Reports shall be completed for all inspections and a copy kept on file at the Site Office.

12.2(7) FIRST AID RECORD BOOK

A First Aid treatment record book shall be maintained on site in the First Aid Facility.

Each record of entry shall be signed by the First Aid Attendant or the person rendering First Aid and, where possible, the worker receiving the treatment.

12.2(8) TRAINING RECORDS

WHMIS training records – A record of all workers who have received WHMIS training must be kept on file at the Office and is to be updated as new workers are trained.

New employee safety orientation record – All new workers are to be given a safety orientation. The new worker is required to sign the "New Worker Safety Orientation" form. These forms are to be kept on file at the Office.

12.3 REVIEW OF STATISTICS

Records and statistics shall be reviewed by Management and, where necessary, action will be taken to correct safety problems identified during a review.

12.4 PERIODIC REVIEW OF THE O.H. & S. MANUAL

The Occupational Health and Safety Manual of AWSE will be reviewed on a regular basis by Management. The evaluation will be completed to ensure that the OH&S Program is being utilized and is effective.

Management, following review of the report, will take the following measures and actions with the intent of maintaining and improving the overall effectiveness of the OH&S Program;

- Report, assess and interpret report findings

- Establish an action plan which prioritizes safety and health needs indicated by the report
- Implement the action plan

- Monitor and evaluate the action plan

MONTHLY INJURY SUMMARY

Month of _____

				Injuries									
Department	**Division**	**Exposure Hours**		**Lost Time**		**Medical Aid**		**First Aid**		**Frequency**		**Severity**	
		Month	**YTD**	**Month**	**YTD**	**Month**	**YTD**	**Month**	**YTD**	**Month**	**YTD**	**Month**	**YTD**
TOTALS:													

Frequency Average: _____ **Severity Average:** _____

Manager: *(Signature)* _____ **Date:** _____

Distribution: Manager

AWSE ELECTRICAL

AWSE
ELECTRICAL

ANNUAL INJURY RECORD

Year 20_____

Department:_____ **Division:**_____

Nature of Injury	1st	2nd	3rd	4th	Type of Incident	1st	2nd	3rd	4th
Head injuries					Fall from elevation				
					Fall same elevation				
Eye injuries					Objects falling				
Neck injuries					Struck against object				
Shoulder injuries					Overexertion				
Back injuries					Stepping on object				
Rib injuries					Flying particles				
Arm injuries					Welding or burning				
Elbow injuries					Dust, fumes or gases				
Wrist injuries					Caught in or under				
Hand injuries					Chemical contact/exposure				
Leg injuries					Power line contact				
Knee injuries					Inhalation				
Ankle injuries					Vehicular				
Foot punctures					Machinery or equipment				
Foot bruises/crushes					Explosives				
Hernia									
Other sprains/crushes									
Fractures (not hand/foot)									
Burns									
Infections									
Chemical exposure									
Misc. cuts/lacerations									
Fatalities									

TOTALS:

AWSE
ELECTRICAL

YEARLY INJURY SUMMARY FORM

MONTH	MAN	LOST TIME	MEDICAL AID	DAYS LOST	FREQUENCY
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
TOTALS					

NAME	PROJECT	DATE OF INJURY	TYPE OF INJURY	DAYS LOST	INCIDENT DESCRIPTION

AWSE
ELECTRICAL

SECTION 13 LEGISLATION

13.1 POLICY

This Occupational Health and Safety Program has been developed with the intention of assisting in providing a healthy and safe environment for all workers and visitors.

This program MUST be used in conjunction with the WC Act of BC and the Occupational Health and Safety Regulation.

If now, or in the future, there is any conflict between information contained within this program and the current Occupational Health and Safety (OHS) Regulation, the OHS Regulation shall take precedence.

13.2 OVERVIEW OF THE WCB REGULATION

The requirements of the WorkSafeBC Occupational Health and Safety Regulation (WorkSafeBC OHS Regulation) are mandated by the Workers Compensation Act as of October 1, 1999 and amendments made to the Workers Compensation Act October 1, 1999.
The WorkSafeBC OHS Regulation requires employers with a work force of 20 or more employees in an industry classed as A or B hazard, or 50 or more workers in a C hazard industry to initiate and maintain an Occupational Health and Safety Program.

WorkSafeBC OHS Regulation Part 3.3 states that
the program "must include:

(a) a statement of the employer's aims and the responsibilities of the employer, supervisors and workers,

(b) provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found,

(c) appropriate written instructions, available for reference by all workers, to supplement this Occupational Health and Safety Regulation,

(d) provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action,

(e) provision for the prompt investigation of incidents to determine the action necessary to prevent their recurrence,

(f) the maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace, and

(g) provision by the employer for the instruction and supervision of workers in the safe performance of their work.

SECTION 14 JOINT OCCUPATIONAL SAFETY & HEALTH COMMITTEE

14.1 (1) POLICY

The Management of AWSE shall maintain a Joint Occupational Health and Safety Committee when required by the WorkSafeBC OHS Regulation. When AWSE is not required to have a Joint Safety Committee, but is involved in a project where a Joint Safety Committee exists, AWSE shall actively participate in the Site Safety Committee.

This committee shall be made up of no less than 4 members. This membership shall consist of an equal number of Management and Labour representatives. The Chairman and Secretary shall be neither both management or labour.

14.1(2) PURPOSE AND OBJECTIVE

The purpose and objective of the Joint Occupational Health and SafetyCommittee will inc lude, but not be limited to, the following:

a) to convene regular monthly meetings for the purpose of reviewing occupational accidents and diseases, their causes and means of prevention; of reviewing remedial action or required as a result of investigations or inspections and to review other matters pertinent to industrial health and safety;

b) to ensure that the policies contained in this Occupational Health and Safety Program are being adhered to by the Employer and Workers, provided that recommendations for corrective action will be channelled through the appropriate levels of supervision;

c) to consider recommendations from Workers with respect to occupational safety and health matters, and, where necessary, to advise the Employer of an unsafe working condition and/or recommend means by which any unsafe work practice can be alleviated or eliminated;

d) to recommend, to the Employer, new safety practices and changes to safety practices and general policy with respect to occupational health and safety;

e) to promote safety awareness and activities within the work force;

14.1(3) MEMBERSHIP

The committee will be comprised of equal numbers of representatives from Labour and Management. Each committee member will have an alternate appointed to serve in his/her absence.

14.1(4) EXECUTIVE

CO-CHAIRPERSONS: The Co-Chairpersons will be elected by a majority vote on an annual basis. One Co-Chairperson must represent the employee (Labour) and the other must represent the employer (Management). These Co-Chairpersons are responsible for running the monthly safety committee meetings.

SECRETARY: The Secretary will be elected by a majority vote on an annual basis. This position is responsible for taking minutes of the monthly meeting and preparing a variety of materials and correspondence based on meeting results.

14.1(5) COMMITTEE GUIDELINES

CO-CHAIRPERSONS

- invite specialists or resource persons as required.
- preside over meetings.
- guide meetings as per agenda.
- ensure all discussion items end with a positive decision.
- review and approve the minutes.
- assign projects to members.
- assign committee projects to members.
- ensure that committee carries out its functions.

SECRETARY

- schedule meetings; notify members at least one week prior to meeting.
- prepare an agenda.
- keep all pertinent records.
- prepare minutes.
- report on status of recommendations.
- assist chair as required.
- after approval, distribute minutes.
- disseminating safety information to members.

The above information to be available to all members.

MEMBERSHIP

- review minutes and agenda.
- participate in discussion and try and keep to the discussion without sidetracking.
- listen to other people's viewpoint.
- submit items for agenda.
- promote safety in their day to day activities.

14.1(6) STANDARD FORMAT FOR SAFETY MEETINGS

a. Date, time of commencement.
b. Members of committee present (note Co- Chairpersons and Secretary).
c. List members not present at meeting.
d. Adoption of minutes of the previous meeting.
e. Review of Major Accidents.
f. Review of WorkSafeBC inspection reports including the date and name of inspector.
g. Review Workplace Inspections and Accident Investigations.
h. Accidents or injuries requiring further investigation.
i. First Aid Policy.
k. New Business.
l. Secretary's signature.
m. Co-Chairperson's signatures.

AWSE
ELECTRICAL

JOINT SAFETY COMMITTEE AGENDA

DATE: _____ **TIME:** _____ **MEETING PLACE:** _____

MEMBERS: _____ _____

_____ _____

_____ _____

_____ _____

	Time (in minutes)
1. Roll call *(note those members present/ absent and note guests and alternates)*	_____
2. Minutes *(Adopt minutes of the previous meeting/ matters arising from the minutes)*	_____
3. Review of Reports: -Various Departments	_____
4. New business (items for considerations):	
- _____	_____
- _____	_____
- _____	_____
- _____	_____
- _____	_____
- _____	_____
5. Education:	
- _____	_____
- _____	_____
6. Business arising:	
- _____	_____
- _____	_____
- _____	_____
7. Set time and place of next meeting/Adjourn	_____

Note: *The recommended time limit of the meeting will be one hour to the maximum of two hours. If there is any unfinished business after the time allotted, additional meetings may be scheduled.*

Distribution: Post on bulletin boards in all areas, Committee members,

AWSE
ELECTRICAL

JOINT HEALTH & SAFETY COMMITTEE MEETING MINUTES

Minutes of meeting dated , 20
Starting time of meeting:

COMMITTEE:	SITE LOCATION:			
MEMBERS:	MGT. PRESENT		LABOUR ABSENT	, Co-
	☐		☐	☐
Chairperson	☐	☐	☐	☐
, Co-Chairperson	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
RESOURCE PERSON:	TITLE:			
INVITED GUEST:	TITLE/ORGANIZATION:			
INVITED GUEST:	TITLE/ORGANIZATION:		☐	☐

REVIEW OF PREVIOUS MINUTES DATED: **ADOPTED AS READ:** YES NO

ITEM NO.	ISSUE/CONCERN:	RECOMMENDED ACTION (include by whom):	TARGET DATE:
CONCERNS COMPLETED FROM PREVIOUS MINUTES:			
OUTSTANDING ITEMS FROM PREVIOUS MINUTES:			

Distribution: Post on bulletin boards in all areas, Committee members, WORKSAFEBC

SIGNATURES:

Management Co-Chairperson	**Worker Co-Chairperson**

NEXTMEETING:

AWSE
ELECTRICAL

WEEKLY HEALTH AND SAFETY TOOL BOX MEETING FORMS ARE COMPLETED USING THE ONLINE FORM ONCE A WEEK BY THE PROJECT FOREMAN

DAILY SAFETY CHECKLIST FORM IS TO BE COMPLETED ONLINE EVERY DAY BY THE FOREMAN FOR EACH SITE

SECTION 15 INJURY MANAGEMENT/RETURN TO WORK PROGRAM

15.1 PURPOSE

AWSE is committed to pro- actively manage all Weekly Indemnity, Long Term Disability and WorkSafeBC claims using the organization's resources to protect its' employees and assets from inappropriate use.

In fulfilling this commitment to protect both employees and the organization's assets, management will provide and maintain a work environment in accordance with the Provincial Act and regulatory requirement.

Injury Management/Return to Work (IM/RTW) Program will be controlled through fair and equitable management practices in combination with active employee involvement. The IM/RTW Program is the responsibility of all Managers, Supervisors and Employees.

15.2 SCOPE

For the IM/RTW Program to be successful, a systematic and organized approach must be taken to control claims. An effective IM/RTW Program provides financial benefits by reducing costs due to injuries. A good program will also reduce the "hidden costs" such as:

- reduction of Insurance premiums;
- hiring and training costs of replacement workers;
- wages paid to disabled workers;
- production stopped.

Legal requirements are not usually difficult to follow. They are the result of considerable experience in practice. Following them will reduce the duration of claims resulting in substantial cost savings.

An IM/RTW Program is an essential part of doing business and Management must lead all efforts in their department. An IM/RTW Program succeeds when its leadership is committed to the program's principles.

The most important component of the AWSE IM/RTW Program is the integration of its policies, practices and procedures into every aspect of its' day-to-day operations.

15.3 MANAGEMENT'S ROLE AND RESPONSIBILITIES

15.3 (1) PROGRAM LEADERSHIP

The AWSE IM/RTW Program is management led. By reviewing the responsibilities that have been assigned, staff will all understand what they will have to do. Managers or their designates must also remember to lead by example.

Actions speak louder than words.
This type of leadership will contribute greatlyto the acceptance of the program by all employees.

15.3 (2) PROGRAM PRINCIPLES

- Effective management of an employee rehabilitation through a knowledgeable cooperative approach;
- Ensure that an employee receives prompt, effective, timely access to services required to enhance and facilitate their rehabilitation;
- Each department will be responsible for accommodating any employee unable to perform their regular duties;
- Where the system is unable to provide a suitable employment assignment, an attempt maybe made to place the employee in another position.

15.3 (3) PROGRAM OBJECTIVES

Allow the employee to return to the work force as soon as possible by:

- encouraging effective rehabilitation;
- promoting timely identification of assistance required such as medical services, methods of accommodation and vocational rehabilitation services;
- helping maintain contact with co-workers; reducing the sense of estrangement with the AWSE;
- reducing the time needed for a return to full work capacity;
- helping to maintain a sense of identity and self respect;
- ensuring that excellent communication is maintained between all parties;
- ensuring that all workers are treated fairly and consistently;
- promoting greater health and safety;

- promoting productivity through the use of experienced trained employees, by more effective management of insurance costs and by more effective management of short term disability costs;
- ensuring compliance with the BC Human Rights Code, the Workers Compensation Act and other related legislation.

15.4 ORGANIZATIONAL RESPONSIBILITIES

Responsibilities can be defined as an individual's obligation to carry out assigned duties. For the IM/RTW Program to achieve its desired results, everyone in the organization must know their responsibilities.

The assignment of responsibilities is restricted only to the IM/RTW Program customized to the type of work and organizational structure.

15.4 (1) GENERAL MANAGER

- maintain overall control of the IM/RTW Program direction;
- ensure all established Claim Administration Policies are administered and enforced in all areas;
- ensure that all personnel are aware of and effectively practice the policies and procedure set out in the IM/RTW Program.

15.4 (2) DEPARTMENT MANAGERS

- ensure implementation of the established IM/RTW Policies in their respective areas of responsibilities;
- implement the IM/RTW Program and develop a clear understanding of their supervisors' responsibilities and specific duties.
- make observations of suitable employment activities in the department;
- ensure that new employees are aware of suitable employment if the need may arise;

15.4 (3) FOREMAN

- provide instructions to workers in IM/RTW procedures. As part of the routine duties, the foreman shall require, if possible, the injured employees to perform alternative duties;
- prepare physical demands analysis of positions;
- undertake the investigation of incidents to determine the validity of claims. These must be reported in detail to the Department Manager or designate;
- provide equal treatment to all injured employees;
  work in cooperation with the Accounting/Administration Department in determining claims
- administration practices and enforcing their observance;
- provide injured employees with information about suitable employment on the job.

15.4 (4) WORKERS

- carry out their suitable employment in a manner that will not create a hazard to their own or others health and safety;
- assist in the IM/RTW Program process. Report any incidents, near misses and/or injuries immediately to their Manager;
- report any anticipated
  loss of work time to his/her Supervisor as soon as possible after being treated by a physician following injury.

15.4 (5) ACCOUNTING / ADMINISTRATION

- responsible for the day to day administration of the Claims Administration Program. assist managers or designates in investigations, analysis and preparation of insurance claims
- reports and summaries;
- ensure all pertinent WorkSafeBC claim reports are submitted as required;
- assist managers/shop foreman in the preparation of physical demands analysis of positions and the steps taken to develop a suitable employment list;
- assist with claims administration seminars or training;
- maintain current knowledge of insurance company and WorkSafeBC literature, regulations and codes of practice

15.4 (6) PAYROLL CLERK

- review the insurance company and WorkSafeBC reports to keep informed about the company's performance;
- ensure all pertinent Weekly Indemnity (W.I.) and L.T.D. claims are submitted as required; □ maintain knowledge of the AWSE benefit package.

15.5 PREPARING FOR CLAIMS

15.5 (1) JOB DESCRIPTIONS

Job descriptions serve two major functions. First, they provide the information needed to convert the principles of organizing and staffing into clearly defined, specific jobs for employees to perform. Second, job descriptions provide the foundation upon which a physical demand analysis plan can be built. Job descriptions, in turn, become the cornerstone of an effective way to evaluate employees with regard to performance and assist in planning activities for the organization.

15.5 (2) PHYSICAL DEMAND ANALYSIS

The information gathered by the Physical Demand Analysis not only defines the jobs and positions at AWSE, it also provides the basis for determining how physically demanding each job is on the different parts of the human anatomy.

The Physical Demand Analysis is a comprehensive evaluation of physical abilities, equipment and materials used when performing a job. Physical Demand Analysis worksheets follow. It is the responsibility of each Department to evaluate and develop one for each of the job descriptions.

Physical Demand Analysis outlines the physical requirements of jobs and should be used when hiring to determine if a person can physically perform a job. They should also be provided to the Weekly Indemnity and WorkSafeBC Claims providers to determine if an employee is physically able to return to work, either on regular duties or alternative (modified) duties.

When completing the Physical Demand Analysis, focus on measurable information, including weight amounts, the percentage of time spent on each activity and the length of the workday. Four important components of analysis are as follows:

- Mobility – standing, sitting, crawling, climbing;
- Strength – lifting, working above or below shoulder height, pushing, pulling;

- Sensory – vision, hearing, reading, writing, talking;

- Environment – work surfaces, indoors, outdoors, cold, hot, noise

Seek employees' input when the jobs are being analyzed. They are the ones most familiar with the positions. Once an analysis is completed, it will be kept on file in the Administration Department.

15.6 MANAGING CLAIMS

AWSE will make every reasonable effort to provide suitable (temporary) employment to any employee unable to perform his/her regular duties. This may include a modification of the employee's original position or providing a suitable employment position, depending on the employee's medical restrictions.

Only work that is considered to be meaningful and productive shall be considered for use as Modified Work.

Participants placed on Modified Work will be expected to provide feedback in order to improve the program.

15.6 (1) BENEFITS TO WORKERS

- assist rather than impede the compensation process;
- fewer delays in Adjudication of a claim from effective, prompt investigation and reporting;
- re-employment opportunities are enhanced with regular contact between employer, worker
- and insurance company;
- long-term workplace morale improves as workers realize employer supports them on legitimate claims;
- clear message to workers that attempted abuse will be investigated and acted on by the employer.

15.6 (2) BENEFITS TO AWSE

- fewer errors in accepting claims;
- adjudicator does thorough investigation when information given on dubious claims;
- decreased abuse in claiming insurance;
- increased involvement in accident investigation and prevention;
- wage loss and rehabilitation are not prolonged;
- suitable employment available;
- earlier return to work means increased production and decreased claim costs;
- W.C.B. Pensions properly granted;
- loss of earnings minimized
- employer has input to employability assessments;
- increased credibility of system

15.6 (3) EXPERIENCE RATING ASSESSMENT (ERA)

- the lower the costs, the less the employer pays;
- lower claims costs may mean a lower base rate and/or improved ERA
- claim costs include wage loss, health care benefits, rehab and pensions.

15.6 (4) SAFETY

- provides valuable information to AWSE to allow review of process, equipment and procedures for decrease in future injuries.

15.6 (5) TYPES OF SUITABLE EMPLOYMENT

- Modifying an existing job:

- An employee's existing job is changed to either reduce or remove those parts of the job that the employee is currently unable to do because of the injury. An example is removing any heavy lifting or repetitive movements.

- Providing transitional work:

- An employee performs regular job duties, however, less time is spent doing these duties. The employee may only work, for example, two hours per day for the first

- week after the injury, four hours per day for the second week and finally back to the regular eight-hour shift after three weeks.
- Providing suitable employment:
- An employee is given duties that are different from the usual employment.
- Providing a training opportunity:
- The injured employee is sent for training, for example, a WHMIS course, in order to enhance job skills thereby increasing the employee's value to AWSE.;
- All or any combination of the above:
- A suitable employment placement can involve combining a number of changes to regular employment.

15.6 (6) Identifying Suitable Employment Positions

Encourage all employees to make suggestions for suitable employment duties. Another technique is to observe the work performed in the AWSE, noting the physical demands of each position and how they may be changed in order to accommodate an injured employee.

15.6 (7) Suitable Employment Procedure

When the injured employee is seeking medical treatment, the following documents must accompany that employee:

- Letter to Physician – this letter outlines to the physician, the Suitable Employment Program
- Physical Demand Analysis – this analysis outlines the employee's regular duties;
- Physical Assessment Report – this form is for the physician to fill out;

15.6 (8) Assigning/Offering Suitable Employment

Medical approval is needed in order to make a suitable employment placement. If required, a Physical Demands Analysis will be provided to the employee's physician(s) so that they can give an opinion on the employee's fitness to perform the work.

Should an offer of suitable employment be made to the employee, the offer letter should state the following information:

- specific job duties to be performed;
- pay rate (this would normally be the same rate of pay as pre-injury employment);
- hours of the employment (these are important in the case of transitional

- employment where
- the hours may vary during placement);
- length of placement (this will be noted and made clear to the employee);
- offer will be signed by the employee and the Administration and will be forwarded to WorkSafeBC or the insurance carrier immediately.

Once placed on suitable employment, the Manager or his/her designate and Administration will monitor the progress of the employee and address any concerns immediately.

15.6 (9) Refusal of Suitable Employment Offer

Any refusal by an employee to participate in the Suitable Employment program shall be dealt with immediately. The reasons for not participating will be recorded and WorkSafeBC or the insurance carrier shall be notified immediately.

15.6 (10) Return to Regular Duties

When confirmation of medical clearance to return to regular duties is received, Administration will inform WorkSafeBC or applicable insurance carrier. Administration will continue to monitor the employee's return to regular duties and send the appropriate documents to WorkSafeBC or insurance carrier

AWSE
ELECTRICAL

LETTER TO EMPLOYEE'S PHYSICIAN

Date

Dear Dr._____:

RE:
Employee's nam
e Date of birth
Occupation

AWSE has a policy to support recovery after illness or injury, where it is appropriate, by gradually introducing the employee back into the work environment.
Our Suitable Employment program enables employees with injuries or illnesses to perform modified duties and/or modified hours of work without sacrificing their safety or well being until they are able to return to their full regular duties.

Attached for your review is the Physical Demands Analysis or Job Description of this employee's regular job duties. Please advise us as to what aspects of the job our employee can safely perform and an estimated time of recover.

If this job is not appropriate, we request that
you complete the Physical Assessment Report informing us of our employee's current physical capabilities and estimated period of recovery.

Should there be any cost associated with providing this information, the responsibility of payment lies with the individual. Thank you for your co-operation.

Yours truly,

AWSE

AWSE
ELECTRICAL

OFFER LETTER OF SUITABLE EMPLOYMENT

Dear Mr/Ms:

In keeping with our policy to provide suitable employment to any employee unable to perform their duties, AWSE is offering the following work placement:

The suitable employment is (*name or description of position and department).* The duties that you will be required to perform are as follows:

Specific job duties and physical requirements of the position.

The hours of work will be from *(hours)* and the days worked will be *(days of week).* Your rate of pay will be *(pay rate – recommended pre-injury rate).* The length of this suitable employment placement will be from *(start and end date).*

We will continually review your progress and adjust the length of this placement as required based on relevant medical information. During this suitable employment placement, you will be supervised by *(name).*

If you have any concerns or difficulties, please notify the supervisor immediately or contact the Administration Department. AWSE will also ensure that you are only performing the duties as outlined above. We also request that you meet with *(name, time period)* to review your progress as required.

Offer accepted: _____

Date: _____

Offer not accepted: _____

Date: _____

Yours truly,

AWSE

AWSE
ELECTRICAL

PHYSICAL DEMAND ANALYSIS

Position/Task:	**Dept./Division:**
Hours of work per week:	**Date completed:**
Completed by:	**Title:**
Completed by:	**Title:**

1. In an 8-hour day, the Employee must, intermittently or constantly:
(circle one for each activity)

	0 1 2 3 4 5 6 7 8	
Sit		hours
Stand		hours
Walk		hours
Drive		hours

2. Job Requirements:

Squattin g
Bending
Kneeling
Reachin g
Twisting/Crawlin g Ladder Work
Stair Climbing
Walking on rough ground
Exposure to change of temp. or humidity Exposure to dust

3. The Job requires lifting:	4. The Job requires carrying:
Never Occasional Frequent	Never Occasional Frequent
Continuous	Continuous
Up to 10 lbs. (4.5 kg)	Up to 10 lbs. (4.5 kg)
11 to 24 lbs. (5 to 11 kg)	11 to 24 lbs. (5 to 11 kg)
25 to 34 lbs. (12 to 15 kg)	25 to 34 lbs. (12 to 15 kg)
35 to 50 lbs. (16 to 23 kg)	35 to 50 lbs. (16 to 23 kg)
51 to 74 lbs. (24 to 32 kg)	51 to 74 lbs. (24 to 32 kg)
75 to 100 lbs. (33 to 45 kg)	75 to 100 lbs. (33 to 45 kg)
Above 100 lbs.	Above 100 lbs.
(45 kg)	(45 kg)

5. The Job requires pushing: Never Occasional Frequent Continuous Up to 10 lbs. (4.5 kg) 11 to 24 lbs. (5 to 11 kg) 25 to 34 lbs. (12 to 15 kg) 35 to 50 lbs. (16 to 23 kg) 51 to 74 lbs. (24 to 32 kg) 75 to 100 lbs. (33 to 45 kg) Above 100 lbs. (45 kg)	6. The Job requires pulling: Never Occasional Frequent Continuous Up to 10 lbs. (4.5 kg) 11 to 24 lbs. (5 to 11 kg) 25 to 34 lbs. (12 to 15 kg) 35 to 50 lbs. (16 to 23 kg) 51 to 74 lbs. (24 to 32 kg) 75 to 100 lbs. (33 to 45 kg) Above 100 lbs. (45 kg)

7. The Job requires use of hands for: Right Left Both **Power Grip** **Speed** **Work** **Precision** **Piecework**	**8. The Job requires use of feet for:** Right Left Both **Repetitive movement**

9. Tools and weight:	
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**
Type:	**Weight:**

10. Other aspects and demands of the job not listed:

AWSE
ELECTRICAL

RETURN-TO-WORK PHYSICAL ASSESSMENT REPORT

Employee: _____ **Date:** _____

Name of attending Physician *(please print):* _____

Physical limitations of injured worker:

Walking:	_ Without restriction _ Some restriction _ No walking	**Standing:**	_ Without restriction _ Some restriction ❒ No standing
Stairs:	_ Without restriction _ Some restriction _ No stairs	**Ladders:**	_ Without restriction _ Some restriction ❒ No ladders
Lifting:	_ Without restriction _ Some restriction _ No lifting	**Carrying:**	_ Without restriction _ Some restriction ❒ No carrying
Sitting:	_ Without restriction _ Some restriction _ No sitting	**Bending:**	_ Withoutrestriction _ Some restriction ❒ No bending
Driving	_ Without restriction _ Some restriction _ No driving	**Repetitive Movements** *(arms/wrists)*	_ Without restriction _ Some restriction ❒ No repetitive

movements

Please specify restrictions *(as identified above):* _____

_____

_____

Additionalcomments: _____

_____

_____

☐☐ ☐☐

_____

Anticipated date able to return to full duties: _____

If suitable employment is available which meets the above-defined restrictions, is this worker capable of returning to work? ☐☐Yes ☐☐No

Physician: *(Signature)*_____**Date:**

AWSE
ELECTRICAL

WORKER ORIENTATION

It is the aim of AWSE that all workers be properly trained and receives an adequate orientation of the policies and procedures in place within AWSE.

It is critical that a worker who is entering a new work area "learns safety", prior to commencing work, in order to develop the safe work practices and attitudes necessary to protect themselves and other workers from injury within that work environment.

Accordingly, all new workers will be given a safety induction program, prior to starting work, which includes, but is not limited to, the following;

-
Company Safety
Policy - General
Safety Rules
- Safety Legislation and
Regulations - Personal
Protective Equipment
- Fire Extinguisher Locations
and Use - Location of First
Aid Facilities
- Procedure for Reporting Hazards
and Injuries - Review of Employee
Responsibilities
- Orientation with regards to WHMIS

This safety orientation shall be documented and the worker shall sign the applicable form acknowledging that he/she has received this induction program.

SAFETY POLICY

It is the objective of AWSE to reasonably ensure the Occupational Safety and Health of their employees by taking all reasonable precautions to protect employees against occupational injuries and industrial diseases.

Our Superintendents and Foremen are responsible and accountable for the promotion and development of employee safety awareness and to ensure the use of safe work practices.

Every person who is employed by AWSE has the duty to work safely and promote safe work practices, safe working conditions and positive attitudes towards accident prevention.

AWSE
ELECTRICAL

GENERAL SAFETY RULES

1. No worker shall operate or use any equipment in a manner that endangers himself or other workers. Only persons properly trained and authorized by their Foreman shall operate any equipment or machinery.

2. Report any unsafe conditions or equipment to your Foreman immediately and warn any employee who may become involved.

3. The use of alcoholic beverages, drugs and their derivatives is strictly forbidden on the job. No person shall enter a jobsite while his or her ability to work is impaired.

4. Running, horseplay, scuffling or fooling is strictly forbidden on the job.

5. Never distract the attention of a fellow worker while he is working.

6. Use of your personal cell phone, text messaging device, I pod or MP3 during work hours is prohibited as it distracts employees from working safely.

7. Rings, wrist watches, bracelets or dangling neckwear must not be worn in any work situation where there is a hazard of them becoming caught in machinery or other objects.

8. Safety hats must be worn at all times on construction sites.

9. Protective goggles or face shields must be worn for all operations where the eyes or face are exposed to flying objects, injurious light, chemicals or intense heat. General use safety glasses MUST be worn at all times.

10. Gloves must be worn when handling material with sharp edges or rough or abrasive surfaces.

11. Safety belts and lifelines shall be worn when working at elevations greater than 10 ft. above grade or floor level.

12. Keep your work area clean and tidy at all times. A daily clean-up is usually necessary.

13. Hoses, cables, ropes, wires, etc. must be stored when not in use so to prevent tripping hazards.

14. Protruding nails are to be removed or clinched over.

15. Hazardous materials must be identified, stored and handled and used in accordance with the Workplace Hazardous Materials Information System (WHMIS) regulations.

16. Do not clean or adjust equipment or machinery while it is running or in motion when there is a danger of contact with moving parts.

17. Never leave a machine running while it is unattended except for stationary equipment

18. Only authorized personnel may do electrical work of any kind.

19. Only authorized personnel mayoperate cranes, other lifting equipment and specialized equipment.

20. It is strictly forbidden to ride a load, crane hook or material hoist.

21. Never stand or walk under a suspended load.

22. Do not allow combustible materials to accumulate on the job site. Good housekeeping is the best method of preventing fires.

23. Never smoke in a "NO-SMOKING" area.

24. Gasoline powered motors must be stopped before re-fuelling and the NO-SMOKING rule observed.

25. Gasoline, oil, grease and other flammable liquids are to be stored clear of the work area and NO-SMOKING signs are to be prominently displayed in the storage area.

26. Fire extinguishers must be recharged immediately after use.

27. No worker is to ride on the deck of a truck or in the back of a pickup truck unless the vehicle has been designed or modified for this purpose. All workers are to ride in the cabs of vehicles.

28. Examine all scaffolding material before using.

29. Never jump from or onto staging or scaffolding.

30. Never lean against guardrails or handrails.

31. Never leave loose materials or tools where there is a danger of them falling.

32. Do not leave openings uncovered or unguarded.

LEGISLATION

Workers have the right to refuse unsafe work. They must discuss their concerns with their fellow workers and supervisor. The supervisor will show the workers the safe way to conduct their work OR if the worker is still unsure of their safety the supervisor will reassign them to another task. If the worker is still not sure of the safety issues they as well as management can contact WorkSafeBC to ask for assistance on determining the safety issues.

PERSONAL PROTECTIVE EQUIPMENT

POLICY

It is the policy of AWSE to provide safety equipment for the protection of employees. This Personal Protective Equipment must be used on every appropriate occasion. Personal Protective Equipment that becomes inoperable or damaged because of normal wear, or as a result of an incident or accident, must be returned for replacement.

The normal personal protective equipment used on this site are hardhats, safety footwear, safety goggles, face shields, hearing protection, and hand protection. Sometimes if circumstances require it then respiratory equipment will be used.

FIRE EXTINGUISHER

The Fire Extinguishers are located on the work site.

FIRST AID

Management has the responsibility to ensure that First Aid services are supplied and maintained for workers. This shall be done, in most cases, through the use of the facilities available from the client or project owner.

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

AWSE
ELECTRICAL

* NOTE *

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

The First Aid room is found in the Prime Contractor's Office trailer when there is one otherwise a First Aid Kit is found in the company vehicle.

WORKER'S RESPONSIBILITIES

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

a. Knowing, understanding and complying with all Safety Rules, Safety Legislation and Regulation.

b. Knowing, understanding and complying with Job Safety Procedures. c. Maintaining "Good Housekeeping" within the work area.
d. Immediately reporting unsafe conditions to Foreman. e. Promptly reporting all accidents and injuries, no matter how slight, and obtaining required medical attention.
f. Co-operating in accident investigations in order to help prevent recurrence.
g. SETTING A GOOD EXAMPLE.

HAZARDOUS MATERIALS &SUBSTANCES

POLICY

It is the policy of AWSE to promote and sustain the efficient application of a program for **WHMIS** to ensure that workers receive the fullest knowledge and protection in the handling of products, which could be harmful to their health.

Pursuant to the attainment of this goal, responsibilities for administration of the **WHMIS** program shall include, but not be limited to, the following;

Workers will follow all the established procedures for the use, storage, and handling of controlled products, which will include, when required, the wearing of proper Personal Protective Equipment. Current copies of all MSDS's will be kept in Site Offices or in Superintendent's vehicle and copies will be supplied to Site First Aid attendants who will be fully aware of the emergency treatment of workers who have been exposed to excessive amounts of a controlled product.

Cooperation is needed from **all levels** of the workforce to ensure that our workers receive the necessary information and equipment required to fulfil our goal. Strict compliance with the **WHMIS** regulations will ensure that workers have the fullest protection when handling products, which would endanger their health now or at a later time in their life.

AWSE
ELECTRICAL

DISCIPLINARY STEPS

Breaking the rules with no injuries or damage to equipment or to the project will result in:

1. First time will be dealt with verbally with a note to file.
2. Second time will result in a written warning and one day off without pay. 3. Third time will result in dismissal.

Any deliberate or cognizant breach in safety rules or procedures that could lead to death or disability will result in termination of employment.

SECTION 16 WORKPLACE BULLYING AND HARASSMENT POLICY

AWSE is committed to providing its workers, customers and company visitors with a professional environment, free from all forms of unlawful discrimination and harassment based on gender, race, color, religion, national origin, age, marital status, veteran status, sexual orientation, gender identity/expression, physical and mental disability, pregnancy, ethnicity, genetic information and other characteristics protected by law (collectively referred to as "protected characteristics").

AWSE is committed to making employment-related decisions on the basis of legitimate, non- discriminatory business considerations. Discrimination on the basis of any protected characteristic is expressly prohibited. AWSE will not tolerate conduct by an employee that harasses others, interferes with another's work performance or creates an intimidating, offensive or hostile environment on the basis of any protected characteristic.

I. DISCRIMINATION

Discrimination includes making employment-related decisions based on an individual's protected characteristics. Employment-related decisions include, but are not limited to, decisions with respect to hiring, termination, promotion, compensation, job assignment, and training opportunities.

II. HARASSMENT

Harassment is any conduct that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work-related environment (including, for example, business travel, conferences, social events) for employees or applicants based on a protected characteristic.

For the purposes of this policy, the term "harassment" should be interpreted broadly. Examples of prohibited harassment include, but are not limited to, the following:

Verbal Harassment. Verbal harassment includes unwelcome or derogatory comments based on a person's protected characteristics. It also includes threats of physical harm, threats of adverse employment action and the distribution or display of written or graphic materials that are unwelcome and/or derogatory and are directed at a person or group of people because of their protected characteristic(s). The display of sexually suggestive or graphic material on AWSE property falls within this definition and is strictly prohibited.

Physical Harassment: Physical harassment includes hitting, pushing, touching, or making inappropriate gestures or expressions towards a person or group of persons because of their protected characteristics.

Electronic Harassment: Electronic harassment includes the use, solicitation, access, or distribution of material by electronic means that is unwelcome, demeaning, and/or derogatory towards any person or group of persons because of their protected characteristics. It also specifically includes the use of the Internet on AWSE property or using AWSE systems or equipment for the purpose of accessing or viewing sexually suggestive or graphic materials, or materials that are otherwise derogatory, hateful, or demeaning towards any person or group of persons because of their protected characteristics.

Use of AWSE Electronic Communications Facilities include but are not limited to - Telephones, E-mail and the Internet Connection.

Employment in Exchange for Sexual Favors: Employment in exchange for sexual favors includes taking or refraining from taking any employment action on the basis of an employee's willingness to engage in a social, romantic or sexual relationship. AWSE prohibits all forms of unwelcome sexual conduct or conduct of a sexual nature, whether verbal or physical, in the workplace including, among other things, sexual advances and requests for sexual favors, regardless of whether the conduct was designed or intended to promote an intimate relationship.

III. REASONABLE ACCOMMODATIONS

AWSE is committed to providing a professional environment free from unlawful disability discrimination. In considering requests for reasonable accommodations based on disabilities, AWSE will comply with all applicable laws.

IV. REPORTING VIOLATIONS OF THIS POLICY

AWSE seriously considers every complaint of discrimination or harassment, will thoroughly investigate all such complaints in an impartial manner, and promptly take appropriate remedial action in response to violations of this Policy. Employees or applicants who believe they have observed or experienced actions in the workplace that may violate this policy are encouraged to immediately report the violation so that the company may investigate and take prompt remedial action, if appropriate. Employee reports of suspected violations of this policy shall be made to any one of the following:

a. His/her immediate supervisor.
b. His/her next level supervisor.
c. Any Manager.
d. The owner(s)

In addition, any member of management who becomes aware of facts that suggest that a violation of this policy may be occurring is required to report those facts to an Employee Relations employee. For purposes of this policy, member of management means any AWSE manager, director- level employees, as well as any employee who has supervisory responsibilities (i.e. the authority to undertake a tangible employment action affecting an employee, such as hiring, firing, promoting, demoting or reassigning).

Once Management becomes aware of facts suggesting a possible violation of this policy, it will conduct an investigation. All employees are required to fully cooperate with any investigation. Failure to fully cooperate during the course of a company investigation, failure to respond to the company's request for information, failure to attend scheduled interviews, or failure to truthfully disclose all information related to the subject matter of the investigation will result in disciplinary action up to and including termination. An employee who knowingly makes a false claim may be subject to disciplinary action up to and including termination.

Non-employees of AWSE, including customers, guests, independent contractors, and contingent workers, who believe this policy has been violated, should immediately report the violation to their own employers. Simultaneously, AWSE encourages non-employees to make the Employee Relations Staff of the Human Resources Division or an HR Business Partner aware of the suspected violation. Applicants for employment should discuss concerns with the Recruiter they are working with.

V. NON-RETALIATION

AWSE strictly prohibits retaliation against employees or applicants who file complaints under this policy based on their reasonable belief that this policy has been violated. AWSE also strictly prohibits retaliation against employees or applicants who participate in any investigation or resolution of potential violations of this policy. This prohibition on retaliation extends to negative employment or post-employment actions, verbal abuse, or other adverse treatment in the workplace by either supervisors or by other employees. Each member of management is responsible for implementing this non-retaliation policy in his or her work group.

VI. CONFIDENTIALITY

AWSE will treat every complaint and investigation confidentially to the extent practicable and disclosures will be made based on a business need-to-know basis.

Effective Date: May 10, 2014