

**DUIMERING CONCRETE FORMING INC.**

**Health and Safety Policy Manual**

# DUIMERING CONCRETE FORMING INC.

## Health and Safety Policy

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# DUIMERING CONCRETE FORMING INC.

January 22, 2007

## Health and Safety Policy

It is our policy to perform work in the safest possible manner consistent with the Occupational Health and Safety Act and the regulations made under the Act. Protecting employees from workplace injury and disease is a major continuing objective.

Supervisors will be held accountable for the health and safety of workers under their supervision. All employees must work in compliance with health and safety legislation and with the practices and procedures spelled out in this policy.

It is in the best interest of all parties to consider accident prevention in every activity. Commitment to health and safety must form an integral part of this organization. Compliance with the health and safety policy and program will be regularly reviewed at all employee levels and violations will be recorded. The procedures in this policy have been formulated as a guide to assist you in enjoying a safe, productive future with Paul Duimering Construction Ltd.

Paul Duimering, President, Paul Duimering Construction Ltd.

### **Employer's responsibilities include:**

- Establishing the health and safety program.
- Conducting an annual review in January of each year.
- Training supervisors.
- Providing a safe and healthy work environment.

### **Supervisors' responsibilities include:**

- Providing a health and safety orientation to new workers.
- Providing ongoing training to workers.
- Taking part in inspections and investigations.
- Reporting any safety or health hazards.
- Correcting unsafe acts and conditions.

### **Workers' responsibilities include:**

- Learning and following safe work procedures.
- Correcting hazards or reporting them to supervisors.
- Participating in inspections and investigations where appropriate.
- Using personal protective equipment where required.
- Helping to create a safe workplace by recommending ways to improve the health and safety program.

# DUIMERING CONCRETE FORMING INC.

## ***Health and Safety Policy***

### **ASSIGNMENT OF RESPONSIBILITY:**

#### **SUPERVISORS:**

Supervisors have an overall responsibility for health and safety matters. Site supervisors etc. are in a special position to influence attitudes towards safety and to lead others by personal involvement and example. They are responsible to senior management for the day-to-day safety functions in their respective sites or workplaces and specifically as follows:

- Familiarizing themselves with company policy and with their personal responsibilities under Occupational Health and Safety Act.
- For liaising with their manager to ensure that necessary tools and equipment etc. are available to enable work to proceed safely.
- In conjunction with their manager carrying regular inspection of tools, equipment and scaffolding etc. in accordance with instructions of statutory requirements.
- Arranging for faulty equipment to be withdrawn from use.
- Ensuring that as far as is reasonable and practicable all operatives and other employees on site or in other workplaces have their attention drawn to the general duty of such employee to work in safe manner and to make use of safety aids protective clothing etc.
- Reporting any breach of safety requirements to their supervisor.
- Tomfoolery or bullying which could result in serious consequences is strictly prohibited and will result in instant dismissal.

#### **ALL EMPLOYEES AND OTHERS:**

All employees and others operating on the construction site shall:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- Co-operate with Paul Duimering Construction Ltd. in complying with Occupational Health and Safety Act and Regulations for Construction Projects.
- Observe all safety rules at all times, including rules governing the safe operation of all machinery and equipment.
- Use tools and equipment that are fit for their use and in the correct manner.
- Wear personal protective clothing and equipment as is required.
- Report all accidents and damage to equipment or property to their supervisor, whether persons are injured or not.
- Report all hazards to their supervisor including any safety matters giving concerns.
- Make constructive suggestions to improve health and safety in the workplace to their supervisors.
- Adhere to procedures and instructions aimed at securing safe working conditions.
- Reporting to the immediate supervisor without delay and infringement of safety regulations or any lapse that might cause an accident either to them, their work colleagues or the general public.
- In conjunction with their supervisors, ensuring that subcontractors are properly notified of any aspect on the company's policy or any statutory regulation that may affect their activities.
- Liaison with the supervisor ensuring that all reasonable steps are taken to protect the general public against any hazards that may be created by site or workplace activity.
- Refrain from possession, use or being under the influence of alcohol or non prescribe drugs during construction work activities and is prohibited throughout the construction site at any time.
- Encourage pupils or young persons employed with Paul Duimering Construction Ltd. to develop the skills required in their work, and pursue the development of safe working methods as far as relevant legations allow.
- Be familiar with fire procedures and first aid procedures as well as know where the first aid box and who is the First-Aid provider.

## **PERSONAL:**

- Cooperate with his/her employer as far as is necessary to perform any duty or comply with any requirements imposed as a result of any law in force.
- Not interfere with or misuse anything provided in fulfillment of a legal obligations, and in the interest of health, safety and welfare.
- Ensure correct tools and equipment used for any job; use safety equipment and proactive clothing which is made available.
- Not use any equipment that he has not been trained to use.
- Report any defects in equipment, materials and vehicles, and situations and operations which might give rise to danger to themselves or to others.
- Develop a concern for safety, personally and for others; warn new employees of known hazards.
- Avoid an improvisation which entails risk.
- Ensure no careless use of sharp implements.
- Refrain from horseplay.
- Set a personal example.
- Refrain from activities that decrease the teams' morale.

## **EMPLOYING:**

When we employ or control people doing work for us, we make sure that, where applicable:

- They are trained and competent to do the job safely and without putting their health at risk.
- They are properly supervised and given clear instructions.
- They have the right tools, equipment, and protective clothing.
- We discuss health and safety issues with them (or their representatives). \*Note: If a person working under your control and direction is treated as self-employed for tax purposes, they may nevertheless be your employees for health and safety purposes.

## **SUBCONTRACTING:**

Where applicable, when we subcontract work to others, we:

- Check the health and safety performance of the people we plan to use.
- Give them the health and safety information they need for the work.
- Discuss the work with them before they start.
- Make sure that we have provided everything we agreed (e.g. safe scaffolds, etc).
- Check their performance and remedy shortcomings.

## **ACCESS ON SITE:**

Where applicable:

- Everyone can get to their place of work safely – and work there safely.
- Access routes are in good condition.
- Edges, which people could fall from, are provided with double guardrails or other suitable edge protection.
- Holes are protected with clearly marked and fixed covers to prevent falls.
- The site is tidy, and materials are stored safely.

## **LADDERS:**

- Alternatives should be found where applicable for ladders are not generally a good working platform.
- They are kept in a good condition. Painted wooden ladders and defective ladders must not be used.
- Ladders should rest against a solid surface and not on fragile or insecure materials.
- Ladders should be secured to prevent them slipping sideways or outwards.
- Ladders should be raised a sufficient height above their landing place. If not, there should be other hand-holds available.
- The top of step ladders is not to be stood upon.
- The ladders should be positioned so that users don't have to over-stretch.
- All ladders are to be inspected prior to use.

### **EXCAVATIONS:**

- There should be adequate support for the excavation, if not, it should be sloped or battered back to a safe angle.
- A safe method should be used for putting in the support, without people working in an unsupported trench.
- There should be safe access into the excavation, e.g. a sufficiently long, secured ladder.
- There should be barriers or other protection to stop people and vehicles falling in.
- There should be properly secured stop blocks provided to prevent tipping vehicles falling in.
- Make sure the excavation doesn't affect the stability of neighboring structures or services.
- Materials, spoil and plant should be stored away from the edge of the excavation to reduce the chance of a collapse.
- The excavation should be regularly inspected by a competent person.

### **MANUAL HANDLING:**

- Consider if there are heavy materials such as roof trusses, concrete material, or bagged products which could cause problems if they have to be moved by hand and make alternate arrangements for their removal.
- Place stored items in such a manner as to be free from manual handling risks, with heaviest articles nearest waist level and lighter articles within reach, and nothing out of reach.
- Choose lighter materials.
- Use wheelbarrows, hoists, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum.
- Order materials such as cement and aggregates in 25 kg bags.
- Use people who have been instructed and trained how to lift safely.

### **TRAFFIC, VEHICLES AND SITES:**

- Vehicles and pedestrians should be kept apart. If not, we can, where applicable:
  - Separate them as much as we can, using barriers.
  - Tell people about the problem, and what to do about it.
  - Display warning signs.
  - Make adequate clearance around slowing vehicles.
- Reversing should be avoided i.e. by using a one-way system or, if not, by using properly trained backsmen.
- Vehicles should be properly maintained, i.e. the steering, lights, handbrake and footbrake should work properly.
- Drivers should receive proper training and are competent for the vehicles they are operating.
- Loads should be properly secured.
- Make sure that passengers are only carried on vehicles designed to carry them.
- Make sure that equipment and vehicles are not used on dangerous slopes.
- Make sure vehicles and equipment are not blocking roadways.

### **TOOLS AND MACHINERY:**

- The right tools or machinery are being used for the job.
- All dangerous parts are guarded, e.g. gears, chain drives, projecting engine shafts.
- Guards are secured and in good repair.
- Tools and machinery are maintained in good repair and an efficient state. Any equipment which becomes damaged must be withdrawn from use.
- All safety devices are operating correctly.
- All operators are trained and competent.
- Ensure that there are no damaged or trailing electrical cables attached to equipment or cross areas of constant use.

## PROTECTING THE PUBLIC:

Where applicable:

- The work should be fenced off from the public.
- Roadwork should be barriered off and clearly marked.
- The public should be protected from falling material.
- When work has stopped for the day:
  - The boundary should be secure.
  - All ladders should be removed or their rungs boarded so that they cannot be used.
  - Excavations and openings should be securely covered or fenced off.
  - All equipment should be immobilized to prevent unauthorized use.
  - Bricks and materials should be safely stacked.
  - Flammable or dangerous substances should be locked away in secure storage places.

## PERSONAL PROTECTIVE EQUIPMENT:

### GENERAL:

- All workers must equip themselves with suitable clothing, shirts, and long pants for protection against both the weather and workplace hazards.
- Unless otherwise agreed upon, workers are also responsible for providing their own work gloves, safety headgear, and safety footwear.

### PERSONAL PROTECTION PROCEDURES:

Where there is a danger of making contact with moving parts of machinery, equipment, or tools:

- Avoid loose fitting or frayed clothing, which may get caught.
- Remove accessories such as rings, dangling neckwear, loose-fitting bracelets, and watch bands.
- Confine long hair.
- Wear a short-sleeved shirt and long pants.

### HEAD PROTECTION:

- When entering a construction site, workers must wear CSA-approved hard hats, unless there is no foreseeable risks of injury.
- Safety helmets must be worn during all construction and erection work at a raised level as well as carnage and moving materials (including loading/unloading of material).
- The wearing of **safety helmets** is generally mandatory on all construction sites. This includes all persons in the vicinity of the construction site (i.e. visitors).
- When using a hard hat:
  - Keep it clean.
  - Inspect it regularly.
  - Don't use solvents to clean it.
  - Don't drill holes into it unless approved by the manufacturer.
  - Don't paint it.
  - Don't use it if it has a crack or a deep gouge.

### FEET PROTECTION:

- Footwear must protect the ankle, sole, and toes. Safety footwear with a CSA green triangle symbol meets these requirements.
- It is the worker's responsibility to keep personal safety footwear in good repair.
- Keep laces tied up at all times to avoid snagging or tripping.

### HEARING PROTECTION:

- Workers must wear hearing protection when exposed to noise from loud equipment such as air nailers, chop saws, chain saws, circular saws, routers, screw guns, drills and power equipment.
- Due to the need of communications requirements, hearing protectors that do not block out too much noise should be worn, for example, custom-molded earplugs with vents, earplugs with a connect cord, class B earplugs or earmuffs or standard earplugs.

### **FORMWORK:**

- After the wall forms have been installed, ladders and work platforms must be used to provide safe access to and around the formwork.
- Stripping of the formwork should be done in an organized way that eliminates hazards such as tripping and nail punctures. For example, nails need to be removed or bent as the stripping ties place.
- Formwork brackets scaffolds may be used on wall forms for light duty work.

### **LIFTING OPERATIONS:**

- Lifting equipment must be of adequate strength and stability, including all attachments used for anchoring, fixing or supporting loads.
- Lifting operations must be properly planned and supervised.
- Crane operations must be carried out under the direct supervision of a competent person, who must ensure the stability of equipment in use.
- Personnel not involved in a crane operation must be effectively excluded from the area beneath the load.
- Operatives attending a lift must wear safety helmets.
- A safe system of work must be provided for operatives involved in all crane operations, for example with the lifting and positioning of cages.

### **HOUSEKEEPING:**

- All work areas must be kept clean and tidy. A tidy workplace results in increased efficiency and gives a better image as well as avoiding unnecessary accidents.
- Every person on site is responsible for keeping control of personal litter. You must pick-up "all garbage" as you produce it. Use the site garbage bins for your convenience.
- Safe and defined stacking of material and storage of equipment this is on site is essential.
- A safe method of moving material up to raised platforms must be provided. This must include safe transfer of load and protection of personnel.
- Materials must not be stacked to an excessive height. Steel and nylon banding used to contain bundles of materials must be safely disposed of.
- Materials must be removed from site when finished with.
- If guard rails have been placed by other subcontractors or builders; do not remove them without obtaining permission. If you remove them, it is your responsibility to put them back up.
- There is absolutely **"NO Smoking" in any house at anytime.**
- Ensure that no doors or drawers are left open needlessly.
- During the finishing stages of any house, no eating or drinking allowed in the house. Coffee breaks are to be taken outside.
- During the finishing stages of any house, out door work boots should be used in the garage only and indoor work boots should be used inside the house. Ensure all activities that will help reduce the amount of debris and dirt in the finished homes.

### **LEAVING SITE REQUIREMENTS:**

Protect others when you leave the site by:

- Securing all equipment.
- Locking away all small tools
- Removing ladders etc.

### **ADMINISTRATIVE REQUIREMENTS:**

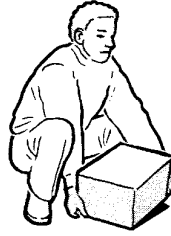
- All employees are required to gather packing slips and related receipts and submit them to the supervisor or to the owner.
- All employees are required to complete emergency contact information sheets and submit them to the office. It is your responsibility to contact the office with any changes in information.



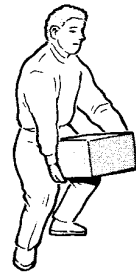
## LIFTING TECHNIQUES AND PROPER BODY MECHANICS:

Using incorrect body mechanics in lifting or moving an object may leave the worker suffering muscle strain. Use the following lifting guidelines:

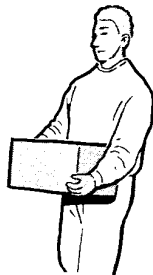
1. Stand close to the object to be lifted.
2. Bend your knees, not your waist.



3. Tilt the object so that you can put one hand under the edge or corner closest to you.
4. Place your other hand under the opposite side or corner, getting a good grip on the object.
5. Use your leg muscles to lift, and keep your back straight.
6. When turning, turn your feet first; don't twist your body.



When lowering the object, reverse the procedure.



## ACCIDENTS:

- Accidents generally occur when persons are over familiar with their work, distracted or unsafe acts or conditions are apparent.
- Be prepared: know where first aid kits are, emergency contacts and location information.

## EMERGENCY RESPONSE PROCEDURE:

An emergency can be reported from any source – a worker on site, another subcontractor, or the public. Remember that circumstances may change during the course of an emergency. Any procedures you develop must be able to respond to the ongoing situation.

The following list covers basic action to take in an emergency. These steps apply to almost any emergency and should be followed in sequence.

- Stay calm.
- Assess the situation.
- Take command.
- Provide protection.
- Aid and manage.
- Maintain contacts.
- Guide emergency services.

**Stay calm** – Your example can influence others and thereby aid the emergency response.

**Assess the situation** – Determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken? Try to identify the cause that must be controlled to eliminate immediate, ongoing, or further danger.

**Take command** – The most senior person on the scene or the trained First Aid person should take charge and call, or delegate someone to call, emergency services – generally 911 -- and explain the situation. Assign tasks for controlling the emergency. This action also helps to maintain order and prevent panic.

**Provide protection** – Eliminate further losses and safeguard the area. Control the energy source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.

**Aid and manage** – Provide first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival.

**Maintain contact** – Keep emergency services informed of situation. Contact utilities such as gas and hydro where required. Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.

**Guide emergency services** – Meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and cause(s), if known.

### **Emergency Reminders:**

- If a serious injury occurs, immediately dial 911 or direct someone to do so. Do not hang up until advised to do so by dispatcher.
- Get a First Aid/CPR trained employee to the victim. Assist First Aid person as directed.
- Notify supervisor that an individual has been injured and an ambulance has been called.
- Stay calm. Keep victim warm with a coat or blanket and ensure that the area is safe.
- Do not move the victim unless there is danger of further injury.
- Do not give the victim anything to eat or drink.
- Complete an incident report with the supervisor before the end of the work day.

### **FIRST AID KITS:**

The first aid box are stored in the company vehicles; each kit contains the following items:

A current edition of a standards St. John Ambulance First Aid Manual;

- 1 card of safety pins; and
- Dressing consisting of,
  - 24 adhesive dressings individually wrapped (Band-Aids)
  - 12 sterile gauze pads, 3 inches square,
  - 4 rolls of 2 inch gauze bandage,
  - 4 rolls of 4 inch gauze bandage
  - 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 6 triangular bandages,
- 2 rolls of splint padding, and
- 1 roll-up splint (wire splint).

# DUIMERING CONCRETE FORMING INC.

## New Worker Orientation Checklist

Checklist when training new workers on health and safety in your workplace

Worker's name: \_\_\_\_\_

Date worker was hired: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date of orientation: \_\_\_\_\_

Written work procedures (list them here):

Orientation topics covered?	Yes	No	Written work procedures (list them here):
Health and safety responsibilities			
Health and safety rules/policy			
How to get first aid			
Location of first aid kit or services			
How to report unsafe conditions			
WHMIS			<b>Other topics covered (list them here):</b>
Use of personal protective equipment			
Reviewed "Lifting Techniques and Proper Body Mechanics"			
Complete: "Summary for New Worker Orientation" sheet.			
Complete: "Employee Emergency Information" sheet.			
			<b>Comments:</b>

# DUIMERING CONCRETE FORMING INC.

## ***Health and Safety Policy***

### **Summary for New Worker Orientation:**

1. Take reasonable care for the health and safety of yourself and other persons who may be affected by their acts or omissions at work.
2. Co-operate with Duimering Concrete Forming Inc. in complying with Occupational Health and Safety Act and Regulations for Construction Projects.
3. Observe all safety rules at all times, including rules governing the safe operation of all machinery and equipment.
4. Use tools and equipment that are fit for their use and in the correct manner.
5. Wear personal protective clothing and equipment as is required. Hard hats and safety boots must be worn in all construction sites at all times.
6. Report all accidents and damage to equipment or property to their supervisor, whether persons are injured or not.
7. Report all hazards to their supervisor including any safety matters giving concerns.
8. Make constructive suggestions to improve health and safety in the workplace to their supervisors.
9. Reporting to the immediate supervisor without delay and infringement of safety regulations or any lapse that might cause an accident either to them, their work colleagues or the general public.
10. In conjunction with their supervisors, ensuring that subcontractors are properly notified of any aspect on the company's policy or any statutory regulation that may affect their activities.
11. Liaison with the supervisor ensuring that all reasonable steps are taken to protect the general public against any hazards that may be created by site or workplace activity.
12. Crane operations must be carried out under the control of a competent person. Crane loads may not be lifted over the top of other persons; the area must be cleared and fenced. Hard hats must be worn.
13. Possession, use or being under the influence of alcohol or non prescribed drugs is prohibited throughout the construction sites.

I have read, understood and, agree to abide by, the rules stated above and the Rules prescribed in the full Health and Safety Policy for Duimering Concrete Forming.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DUIMERING CONCRETE FORMING INC.**

**EMPLOYEE EMERGENCY INFORMATION:**

<b>EMPLOYEE NAME:</b>
<b>ADDRESS:</b>
<b>PHONE:</b>
<b>CELL:</b>
<b>EMERGENCY CONTACT INFORMATION:</b>
<b>NAME:</b>
<b>RELATION:</b>
<b>TELEPHONE:</b>
<b>SPOUSE NAME:</b>
<b>SPOUSE'S WORK NUMBER:</b>
<b>COMPANY NAME:</b>
<b>ALLERGIES:</b>
<b>MEDICAL CONCERNS:</b>
<b>SOCIAL INSURANCE NUMBER:</b>