

# SAFETY POLICY

The Unmistakable Dedication to Quality



**MERIT  
CONTRACTORS  
NIAGARA**

[www.meritcontractors.com](http://www.meritcontractors.com)

## "Vision"

The ability to see  
not only what is today  
... but what could be  
tomorrow.

**THIRTY YEARS**  
*of Excellence*

235 Martindale Rd, Suite 3  
St. Catharines, ON L2W 1A5

**T 905.641.2374**

**F 905.641.2988**

## TABLE OF CONTENTS

### Policy Statement

• Responsibilities	
- Management .....	1
- Supervisor.....	2
- Workers .....	3
- Trades & Suppliers .....	4
• Orientation .....	5
• Ontario Smoke Free Act .....	5
• Health & Safety Representative .....	6
• Joint Health & Safety Committee.....	6
• First Aid.....	6
• In All Cases of Injury .....	7
• Accountability.....	8
• Return to Work .....	9
• Work Refusal.....	10
• Injury Prevention .....	11-12
• Lockout and Tag-out Procedures .....	13
• Excavating and Locates.....	14
• Heart and Stroke .....	15
• Vehicle Road Safety .....	16
• Accident Prevention.....	17-20
• Crisis Management.....	21
• Accident Reporting & Investigation.....	22
• Fire Prevention.....	23
• Fire Evacuation .....	23
• Confined Space.....	24-25
• Workplace Violence and Harassment.....	26-27
• Closing Statement .....	28
• Appendix A   Safety Related Forms Index	29
B   Safety Posters	30

*Issued:* September 1991, Rev. 10 – June 2011

*Reference:* Occupational Health & Safety Act and Regulations for Construction Projects.

*Issue dated:* October 2006

## **MERIT CONTRACTORS NIAGARA**

### **POLICY STATEMENT**

The Health & Safety Policy of Merit Contractors Niagara, stated herein, is a reflection of Management's commitment and support for the protection of all workers. As an employer, the Management of Merit Contractors Niagara will make every effort to provide a safe, healthy work environment in conjunction with the Occupational Health and Safety Act and Regulations for Construction Projects and as outlined in Merit's Health and Safety Policy. (see roles and responsibilities)

With this objective in mind, it is the goal of Merit Contractors Niagara to maintain a workplace environment in which every reasonable precaution will be taken by all, to produce and maintain an already established, zero frequency lost time injury record.

Merit Contractors Niagara recognizes that all workers have the right to work in a safe and healthy workplace.

*REMEMBER:*

***"Be Aware, Be Cautious, Be Responsible. Health and Safety is of Paramount Importance."***

Dennis R. Kowalchuk, Sr. Partner

Jean C. St. Pierre, Partner  
Manager Field Operations

Arie H. Schipper, Partner  
Manager Estimating

Ian Kowalchuk, Partner  
Business Development

## **MANAGEMENT'S RESPONSIBILITIES**

Generally, as defined within the Occupational Health and Safety Act and Regulations for Construction Projects, Merit Contractors Niagara is both constructor and employer. As such, they assume the responsibilities for both.

The duties and responsibilities of Management are outlined in Sections 23, 25, 26, and 32 of the Occupational Health and Safety Act and Regulations. In addition, Management will:

- Ensure that the health and safety of workers on the project is protected.
- Ensure that the measures and procedures prescribed by this act and the regulations are carried out on the project.
- Be informed and pro-active in ensuring the company remains apprized of new legislation through networking and attendance of safety meetings and seminars.
- Every employer and every worker performing work on the project complies with this act and the regulations.
- Before commencing any work on a project, give to a director notice in writing of the project containing such information as may be described.
- Appoint and train competent persons as supervisors.
- Initiate, monitor and up-grade this safety policy and procedures on a regular basis.
- Sit as a member of the safety committee at all times.
- Provide safety equipment other than that required to be provided by the worker.
- Carry out unscheduled periodic visits of work sites and provide necessary comments in writing.
- Forward a copy of the safety policy with the purchase order to all new contractors.
- Provide all necessary training as required.
- Work in conjunction with the supervisor in implementing and enforcing the Occupational and Safety Act and Regulations and Merit Contractors Niagara safety policy including employer notification as noted under accountability.
- Inform the Ministry of Labour of any serious accidents, critical injury, falls or electrical contact as required.
- Ensure that every project has ready access to two-way communication in the event of an emergency.
- Where applicable, obtain hazardous materials reports, understand and comply with requirements and guidelines governing hazardous objects and substances.

## **SUPERVISOR'S RESPONSIBILITIES**

A supervisor of Merit Contractors shall be responsible for all on site activities. He/she shall ensure that every person on site is working within, and in full compliance with the guidelines set out in this Safety Program, and the Occupational Health and Safety Act and Regulations for Construction Projects.

The duties and responsibilities of a supervisor are outlined in Section 27 of the Occupational Health and Safety Act and Regulations. In addition to the duties, a supervisor of Merit will:

- Be responsible for the on-site safety and accident prevention.
- Plan, before the job starts, that all safety and protective equipment, first aid kits, proper tools and material will be available when they are needed. Warn workers of any hazardous parts of the job and show them how to deal with these hazards.
- Ensure that personal protective equipment is being used and that all workers are informed of its proper use and maintenance.
- Inspect the site at least once a day completing a formal written review weekly,
- Investigate all accidents and incidents, and submit a detailed report of the causes and the preventative steps taken to Management. Incidents requiring medical attention shall be reported in the form of WSIB Accident Report (Form 7).
- Ensure that all injuries are treated promptly and that a record is kept on file for follow-up.
- Ensure that sub-contractors are working safely.
- Keep safety highly visible on site, including posting in a weatherproof area, the Occupational Health and Safety Act and Regulations, Merit Safety Policy, Ministry of Labour reports and minutes of safety committee meetings.
- Regularly monitor the safety performance of the crew.
- Have first aid training.
- Set time and place of monthly joint health and safety committee meetings and weekly job box talks and take appropriate minutes to be distributed to all parties.
- Ensure that WSIB Form 82 (poster) regarding responsibilities and obligations is posted on every project.
- Make themselves aware, in conjunction with the Owner, of any potential hazardous or toxic substances at the place of work and advise workers accordingly.
- Where applicable, obtain hazardous materials reports, understand and comply with requirements and guidelines governing hazardous objects and substances.
- Establish in writing, review and post emergency and fall arrest procedures. Attend all safety/equipment training sessions.
- Ensure vehicles, equipment and tools are regularly serviced and maintained in good working order.

## **WORKER'S RESPONSIBILITIES**

A worker of Merit Contractors shall be responsible to work within the guidelines set out in this Safety program, and the Occupational Health and Safety Act and Regulations for Construction Projects.

The duties and responsibilities of a worker are outlined in Section 28 of the Occupational Health and Safety Act and Regulations. In addition, a worker of Merit Contractors will:

- Be aware of and follow the Occupational Health & Safety Act and Regulations and the Company Safety Plan.
- Work in a safe manner at all times.
- Properly use or wear the equipment, protective devices or clothing that the employer requires be used or worn.
- Not use or be under the influence of alcohol, non-prescription or prescription drugs that may affect the worker's performance while on the job site.
- Obtain first aid promptly and notify his or her supervisor of any accident or incident which takes place on the job site by no later than the same day prior to completing his shift.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may be dangerous.
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- When in doubt, ask for information or direction from the supervisor.
- Provide protective equipment in the form of hard hats, safety shoes, prescription eye protection and gloves for general use.
- Fill out the "Injury Treatment" record available in the first aid kit after all occurrences.
- Ensure that toilet facilities provided are always utilized.
- Obtain a functional ability form when requiring healthcare as a result of a work related accident and cooperate fully with the "Return to Work" policy.
- Attend all safety/equipment training sessions.
- Make yourself aware of hazardous materials and any that may be encountered on-site. Exercise caution and report to supervisor any materials found that may be considered hazardous.

## **TRADE & SUPPLIERS RESPONSIBILITIES**

A trade of Merit Contractors is both an employer and a worker and shall be responsible to work within the guidelines set out in this safety program, and the Occupational Health and Safety Act and Regulations for Construction Projects.

The duties and responsibilities of an employer and a worker are outlined in Sections 23, 25, 26, 27, 28, and 31 of the Occupational Health and Safety Act and Regulations. In addition to these duties, a trade or supplier of Merit Contractors Niagara will also:

- Review, understand, make workforce aware of this policy, and return a signed acknowledgement.
- Attend the job site office and have all site personnel complete a review of the safety policy summary and job site orientation.
- Provide a competent person on site to oversee the project, and ensure safety of own personnel.
- Ensure all site personnel have appropriate training including but not limited to WHMIS, and fall protection as necessary.
- Provide their own safety equipment and any necessary protection to carry out their work.
- Use or wear the equipment, protection device or clothing that the employer requires to be used or worn.
- Report to the employer or supervisor any problem with equipment which may endanger personnel.
- Never work in a manner that may endanger anyone.
- Never engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Not use or be under the influence of alcohol or non-prescription drugs that may affect the worker's performance while on the job site.
- Maintain a clean and orderly work area at all times.
- When in doubt, ask for information or direction from supervisor.
- Adhere to the owner's safety policy, if applicable.
- Agree to provide men to represent the workforce on safety committees or as safety representatives and hold job box talks weekly with own personnel.
- Provide copies of their respective safety policy.
- Fill out the "injury treatment" record available in the first aid kit after all occurrences.
- Provide the MSDS of each of their controlled / hazardous products.
- Where applicable, obtain hazardous materials reports, understand and comply with requirements and guidelines governing hazardous objects and substances.



## **ORIENTATION**

### **Merit Employee**

"New Hire" employees are to attend the Head Office wherein the "Office Orientation" will be completed.

Office Orientation to include:

- Outline of personal information for payroll reasons.
- Review of company employment and safety policies.
- "New" on the Job" video.

Following the "Office Orientation", the employee will be assigned to a project and supervisor where in the "Site Orientation" will be completed.

Site Orientation to include:

- Brief description of project layout, status and project work rules.
- Review specific safety practices i.e. Hazards relevant to the job site and employee tasks.
- Advise of responsibilities and monitor progress.

### **Subcontractor/Supplier**

"All" workers and visitors must report to the site office before going onto the job site. Only after sign-up and review of the "safety policy summary and job site orientation" will the worker or visitor be permitted access to the site.

Site Orientation to include:

- Review of Merit Safety Policy.
- Ensure training is in place i.e. WHMIS, fall protection.
- Brief description of project layout; status and project work rules.
- Review specific safety practices i.e. Hazards relevant to the job site and employee tasks.

## **ONTARIO SMOKE FREE ACT**

Under the "Smoke Free Ontario Act", which took effect May 31, 2006, smoking is strictly prohibited in any enclosed workplace, enclosed public space and enclosed workplace vehicle.

- Under this act, an enclosed workplace is defined as any building or vehicle with a roof on it.
- This includes but is not limited to, site trailers, company vehicles, backhoes, cranes, bobcats, etc.

## **JOINT HEALTH & SAFETY COMMITTEE**

Requirements of a Joint Health & Safety Committee are as outlined in Sections 9, 25, 42, 62, 65 of the Occupational Health and Safety Act and Regulations. In addition, the following shall apply:

### **General**

- Merit Contractors Niagara shall schedule and hold monthly Job Site Safety Committee meetings regardless of size and duration of project or number of employees.
- Minutes shall be taken and distributed by Merit Contractors Niagara.
- Attendance shall not be limited to specific individuals but must be an “open door” policy for all interested parties.

### **Specific**

- Projects with 49 or less employees shall have a minimum of one (1) Management and one (1) Worker representative.
- Projects with 50 or more employees shall have a minimum of four (4) in attendance with a minimum of one (1) “certified” Management and one (1) “certified” Worker representative

*Issued:* November 2002

## **HEALTH AND SAFETY REPRESENTATIVE**

The Health and Safety Representative shall be chosen by the workers for each specific project. He/she shall have the power and responsibilities generally as set out in the Occupational Health and Safety Act and Regulations, Section 8.

### **These shall be generally as follows:**

- Inspect the site and complete a formal written review monthly.
- Identify work place hazards and notify Merit’s supervisor in writing.
- Be consulted about work place testing if any is to be carried out.
- Make recommendations in writing to the Supervisor on ways to improve work place health and safety.
- Together with the Supervisor, investigate all work refusals.
- Assist the Supervisor in the investigation and reporting of all serious accidents.

*Issued:* September 2001, *Revised:* November 2004

## **FIRST AID**

The Workplace Safety and Insurance Board (WSIB) Regulation 1101 shall form a minimum standard.

“All employers covered by the Workplace Safety and Insurance Board Act (the Act) are required to have first aid equipment, facilities and trained personnel in all workplaces”.

*Issued:* January 2006

## **IN ALL CASES OF INJURY**

### **Merit Employee**

The employer shall:

- Make sure that first aid is given immediately, in accordance with the Regulations.
- Record the first aid treatment or advice given to the worker on CSAO Form RF001 located in the First Aid kit.
- Complete and give to the worker a Functional Ability Form if healthcare\* is needed.
- Provide immediate transportation to a hospital, a doctor's office, or the worker's home if necessary.
- Submit to the Board, within three days of learning of an accident, an Employer's Report of Accidental Injury/Industrial Disease (Form 7) and any other information that may be requested.
- Pay full wages and benefits for the day or shift on which the injury occurred.
- Notify the Ministry of Labour as required.

The worker shall:

- Promptly obtain first aid.
- Notify the employer immediately of any injury requiring healthcare\* and obtain from the employer a completed Functional Ability Form to take to the doctor or the hospital.
- Choose a doctor or other qualified practitioner, with the understanding that a change of doctor cannot be made without permission of the Board.
- Complete and promptly return all report forms received from the Board.

### **Subcontractor / Supplier**

The employer shall:

- Make sure that first aid is given immediately, in accordance with the Regulations.
- Record the first aid treatment or advice given to the worker on CSAO Form RF001 located in the First Aid kit.
- Provide immediate transportation to a hospital, a doctor's office, or the worker's home if necessary.
- Report to Merit Contractors' Site Supervisor.
- Submit to the Board, within three days of learning of an accident, an Employer's Report of Accidental Injury/Industrial Disease (Form 7) and any other information that may be requested.
- Notify the Ministry of Labour as required.

The worker shall:

- Promptly obtain first aid.
- Notify the employer immediately of any injury requiring healthcare\*
- Choose a doctor or other qualified practitioner, with the understanding that a change of doctor cannot be made without permission of the Board.
- Complete and promptly return all report forms received from the Board.

**\*Refer all inquiries to Jean St. Pierre immediately; reference Accident & Incident Reporting and Investigation (pg 22)**

\* Healthcare includes medical, surgical, optometric, and dental aid, the services of osteopaths, chiropractors, and chiropodists, hospital and skilled nursing care and the provision and maintenance of artificial members and appliances made necessary as a result of the injury.

\*\* Also reference "Accident & Incident (Near Hit/Near Miss) Reporting and Investigation" (pg 22).

## **ACCOUNTABILITY**

Employees of Merit Contractors and sub-contractors working on Merit sites will be held accountable for their actions and any violations of this safety policy. Those violating this safety policy shall be given notices and penalties, generally as follows:

### **Merit Employees**

- |               |   |  |
|---------------|---|--|
| 1st violation | • | Verbal warning.                                      |
| 2nd violation | • | Written notice and one day's loss of work and pay.   |
| 3rd violation | • | Permanent dismissal at the discretion of Management. |

### **Subcontractors**

- |               |   |   |
|---------------|---|---|
| 1st violation | • | Verbal warning.   |
| 2nd violation | • | Written notice to employee  |
| 3rd violation | • | A Written notice to employee and to employer advising that a further violation will require removal from the site |
| 4th violation | • | Refusal of further access to site.  |

### **Architects /Owners Representatives**

- |               |   |  |
|---------------|---|--|
| 1st violation | • | Verbal warning   |
| 2nd violation | • | Written notice to individual.  |
| 3rd violation | • | Written notice to individual and to employer advising that a further violation will require removal from site. |
| 4th violation | • | Refusal of further access to site.   |

These notices and penalties shall be enforced, as written, on all projects. Dismissal of an employee shall be reviewed with a party of three (i.e. Supervisor, Management, and Safety Committee Member).

While penalties generally relate to the same offence, single violations of multiple offences may be cause for the penalties as noted.

Where violations are considered severe, i.e. evidence of alcohol or drug use, immediate dismissal without notice may occur.

## **RETURN TO WORK**

Return-to-Work is a pro-active approach to returning employees to a safe and productive work environment as soon as medically possible. It is a partnership involving the employer, employees, healthcare providers and the WSIB Representative.

Specifically for Merit Contractors, this is a program wherein there is the provision to provide meaningful, productive and valuable work within medical limitations. Its purpose is to constructively and effectively assist in the employee's rehabilitation and ultimate return to his or her pre-injury job. It is also intended to reduce or eliminate Lost Time status injuries and overall compensation costs.

Modified duties will be:

- As close to the pre-injury job as possible.
- Not viewed as too rewarding by co-workers.
- Not viewed as punitive by the employee with the injury.
- Real work and not "make work".

Every employee of Merit Contractors is expected to recognize and acknowledge that a "return-to-work" policy exists, and therefore be cooperative in all regards.

It is the employee's responsibility to obtain Merit's standard forms when requiring medical attention. Forms are to be filled out and returned to Management immediately.

## WORK REFUSAL

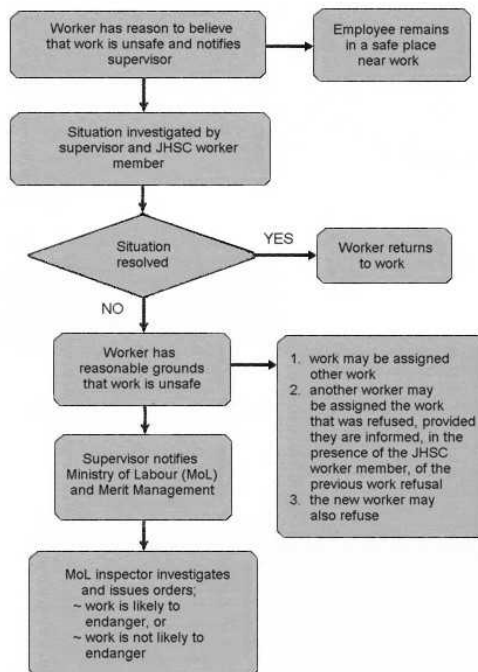
The requirements for work refusal are outlined in Section 43 of the Occupational Health and Safety Act and Regulations for Construction Projects.

In accordance with this Act, a worker may refuse to work or do particular work where he or she has reason to believe that;

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker.
- The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself, or
- Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the Regulation and such contravention is likely to endanger himself, herself or another worker.

Should an event such as this take place, the following diagram is provided to highlight the steps that should be taken by the Worker, Superintendent, JHSC member, Ministry of Labour and Merit Management.

### Work Refusal Process



## **INJURY PREVENTION (Personal Protective Equipment)**

The Occupational Health and Safety Act and Regulations for Construction Projects shall form a minimum standard. For ease of information, the following summary is provided for items specific to Merit Contractors. All workers must ensure that all PPE has been properly cared for, proper use and fit as per manufacturer's requirements.

### **Head Protection (ref. Regulation Section 22)**

- Workers must obtain and wear a CSA certified safety hat on the job site at all times.

### **Foot Protection (ref. Regulation Section 23)**

- Workers must wear CSA certified Grade 1 footwear with heavy duty toe and sole protection.
- Such boots bear a green triangular patch stamped with the registered trademark of the CSA.
- Workers will ensure that boots are fully laced and tied.
- Workers working with concrete or chemicals shall wear CSA certified rubber boots to prevent injury.

### **Eye Protection (ref. Regulation Section 24)**

- Where a worker is exposed to the hazard of eye injury, they will wear appropriate eye protection i.e. drilling overhead or into concrete, masonry and drywall, when using power actuated tools, demolition, and when chipping, grinding or cutting. Workers are encouraged to wear eye protection at all times

### **Ear Protection**

- Where a worker is exposed to ear injury, i.e. jack hammering, power-actuated tools, working with machinery in confined spaces, they will wear appropriate ear protection.

### **Gloves (ref. Regulation Section 25)**

- Workers will supply their own gloves unless hazardous materials are being used, in which case, proper gloves will be provided.

### **Fall Protection - Safety Belts, Harnesses and Lanyards (ref. Reg. Section 26)**

- Full body safety harnesses shall be the sole acceptable means of fall restraint. Safety belts will only be permitted for travel restraint. All safety harnesses, belts and lanyards must be CSA certified and carry a CSA label. Safety harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
- The D-ring of the safety belt or harness should be in the centre of the back. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept as short as possible, no more than 1.5m (5 ft.), to reduce fall distance. When the lanyard is wire rope or nylon webbing, a shock absorber must be used.

All lifelines must be:

- of size and material specified
- used by only one worker at a time
- free from any danger of chafing
- free of cuts, abrasions and other defects
- long enough to reach the ground and knotted at the end to prevent the lanyard from running off the lifeline.
- Inspection charts to be maintained and kept up to date.

## **INJURY PREVENTION (continued)**

All workers on an elevated work platform shall be tied off at all times as defined by the manufacturer's instructions.

### **Dust Masks (Ref. Regulations, Section 59)**

- Dust masks will be available for use on the job site, i.e. concrete cutting, demolition or jack hammering and be appropriate according to the level of hazard.

### **Protective Clothing**

- T-shirts with an over the shoulder sleeve and full length pants are required at all times. Safety vests are to be worn when the worker is exposed to movement of site equipment, including but not limited to excavators, dump trucks and concrete trucks.



## LOCKING OUT & TAGGING PROCEDURES

The requirements for Locking Out and Tagging procedures are outlined in Sections 183 – 195 of the Occupational Health and Safety Act and Regulations for Construction Projects.

The Occupational Health and Safety Act and Regulations shall form the minimum standard. For ease of information, the following summary is provided for items specific to Merit Contractors.

Locking Out and Tagging safety applies to various sources, including but not limited to electrical, mechanical, hydraulic, pneumatic, thermal and chemical.

“Locking Out” isolates energy and prevents sudden movement of components, electrical shock and other actions that can endanger lives. Lock Out involves:

- Identifying all energy sources that may affect the work and work area.
- Redirecting or stopping energy from doing what it normally is intended to do.
- Physically preventing the accidental re-energizing of the system, and
- Verifying zero energy.

“Tagging” is a means of communicating who has locked out the system and why. Tagging involves:

- Attaching a personalized lock to the system to prevent it from being re-energized.
- Attaching a warning and reason the system is locked and tagged.

Refer to Merit Form # S-30-09 for Tagging. All tags must indicate:

- Why equipment has been disconnected.
- Name of the person who disconnected the system.
- Name of the persons employer.
- The date on which the equipment was disconnected.

A locking device shall:

- Prevent/ensure the energy isolating device remains in a safe or off position.
- Shall be key operated.
- One worker, one lock, one key.
- Designed to include a number to identify its user.

There are multiple devices that are available for use when locking out equipment. Contact Merit's Head Office to inquire about devices for specific applications, or additional required information.

Supervisor or person locking out system is to complete Merit Form # S-31-09 “Lock Out Procedures/Re-Start Form” prior to Locking Out and restarting any equipment or machinery.

Steps for Locking Out:	Identify hazard Communicate Isolate Lock and Tag Release or Restrain Test	Steps for Restart:	Communicate Verify Check Remove Re-energize Record
------------------------	--	--------------------	---

More to consider:

- Removing a fuse does not constitute a lockout procedure.
- Be cautious and aware of any timed or automated systems.
- Beware of multiple power sources.

## **EXCAVATING AND LOCATES**

The requirements for Excavating and Locate procedures are outlined in Section 228 of the Occupational Health and Safety Act and Regulations for Construction Projects.

The Occupational Health and Safety Act and Regulations shall form the minimum standard. For ease of information, the following summary has been provided for items specific to Merit Contractors.

Subcontractors are to provide their own locates. Once obtained the Supervisor is to retain a copy of the locate information in the site office and ensure that markings are still visible.

If own work, call for locates (1-800-400-2255). Locates are required any time one digs, bores, trenches, grades, excavates or breaks ground with mechanical equipment.

- Mechanical equipment, by definition also includes hand digging.
- Locates are required for sidewalk removal, but not required if removing asphalt without the road base.

Assume all utility lines are live unless otherwise expressed on utility locate.

Locates are valid for 30 days only if locate markings are still visible **and** the locate information is posted on site.

Locate accuracy is considered 1 metre on either side of centre line of locate or 1 metre on either side of marked limits of the underground structure.

- No person shall use mechanical excavating equipment to dig within this limit. Hand digging is acceptable.
- Where excavation is parallel and within boundaries of utility, the utility will be exposed by hand digging a series of test holes.
- Separation between holes shall not exceed 4.5 metres.
- Once initial exposure of the utility has been located by hand digging mechanical excavation can then be used but not closer than 1 foot (300 mm). When auguring, outside of auger must be 300 mm from utility.
- Where possible, mechanical equipment should be operated parallel (not perpendicular) to utility line.

Specific instruction for utility lines needing support must be obtained from the utilities company prior to further excavating.

During backfill, firm support shall be provided underneath utility.

If a utility is damaged during excavation, shut off all vehicles and equipment, remove any ignition sources, barricade off the area and call 911 and the utility company immediately. Only in case of explosion or accident are you required to inform the Ministry of Labour.

## **HEART AND STROKE SAFETY**

The following is a summary from the Heart and Stroke Foundation regarding warning signs, symptoms and emergency procedures in the event of a heart attack or stroke.

### **Heart Attack Warning signs:**

- Discomfort or pain in the chest, neck, jaw, shoulder, arms and/or back that will not go away with rest.
- Chest pain brought on by exertion that dissipates with rest.
- Pain that may feel like burning, squeezing, heaviness, tightness or pressure.
- Nausea, shortness of breath, sweating, fear and anxiety may also accompany any of the above symptoms.
- In women, pain may appear to be less obvious.

### **If you suspect a heart attack:**

- Call **9-1-1**.
- Stop all activity. Sit or lie down.
- Chew and swallow one (1) 325mg aspirin. (Ibuprofen, Advil, Acetaminophen or Tylenol do not work in the same manner)
- Rest and wait for emergency services to arrive.

### **Stroke Warning Signs:**

- Weakness or numbness in face, arm or leg down one side of the body.
- Trouble speaking.
- Vision problems.
- Severe headache.
- Dizziness, loss of balance or coordination.

If you suspect a stroke, call **9-1-1** immediately. Someone who reaches the hospital within 3 hours of a stroke occurring significantly increases their chances of being able to reverse any long-lasting effects.

If you suspect a stroke has occurred, a simple test can be conducted to determine any obvious signs. Please note that if a stroke is suspected and these signs do not indicate as such, **9-1-1** should be called for precautionary reasons anyway.

- Ask the individual to smile.
- Ask the individual to speak a simple sentence.
- Ask the individual to raise both arms.
- Ask the individual to stick out their tongue.

## **VEHICLE ROAD SAFETY**

Requirements for vehicles are generally outlined in section 93 of the Occupational Health and Safety Act and Regulations. Further to this, all Merit Employees are to abide by the Ontario Transportation Act when driving under obligations as an employee to Merit Contractors Niagara

As a minimum, all Merit vehicles are to contain the following items at all times:

- Fire Extinguisher – 2lb minimum
- First Aid Kit
- Rope Tie Downs
- Flashlight
- Flares
- Ice Scrapper

Vehicle should be kept clean at all times.

It is expected that all vehicles are to be maintenance regularly and service records kept up to date.

Smoking in a company vehicle is not permitted; reference Ontario Smoke Free Act (pg 5)

Should an accident occur, Jean St. Pierre should be notified immediately. Reference Accident and Incident Reporting (pg 22)

As of October 26, 2009 Bill 118 – The Countering Distracted Driving and Promoting Green Transportation Act, 2009 is in effect. All Merit employees are required to abide by this law and refrain from using any mobile devices while driving a motorized vehicle unless using a hands-free device. This applies to all personal and company vehicles and any motorized vehicles on site including bobcats, skid steers, lifts, etc.

## **ACCIDENT PREVENTION (General)**

### **Job Site Hazards to be Conscious and Fully Aware of**

In the construction industry, there are certain hazards that are common to most job sites. Being conscious and aware of hazards at all times will greatly increase your chances of preventing accidents to yourself and your fellow workers.

Stated below are some of the common hazards at most job sites

- Falls (maintain guardrails and/or use fall arrest systems)
- Cave-ins (do not enter until properly sloped or shored)
- Electrocutation (be aware of electrical hazards)
- Back Injuries (know your limits)
- Eye Injuries (use safety glasses)
- Cuts - Nails (be aware)
- Tripping or Slipping (remove the hazard)
- Fires (ensure you know where fire extinguishers are)
- Moving Machinery (trucks, cranes, heavy equipment)
- Ladders, Scaffolding (proper use and erection)
- Noise (use hearing protection when necessary)
- Chemicals (WHMIS training)
- Falling objects (toe boards, warning signs)

### **What to Know and Look for at your Job Site**

- Location of the First Aid Kit.
- Location of the Eye Wash Station.
- Location of Fire Extinguishers.
- Name of your Safety Representative.
- What the procedure to follow is, in case of injury or accident.
- Watch for and adhere to all signs and posters concerned with hazards and safety.
- Report any and all hazards and safety concerns to your Safety Representative or Supervisor.
- Report any use of the Fire Extinguisher, First Aid Kit, Eye Wash Station to your Safety Representative or Supervisor.
- Be sure you are fully knowledgeable in the use of any power tools, explosive actuated tools and equipment prior to use.
- If in doubt about anything - ask before proceeding.

## **ACCIDENT PREVENTION (Procedures)**

### **Ladders**

- Ladders will be used in accordance with Sections 78-84 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- MOL deems ladders to be a means of access and not to be used as work platforms.
- Ladders can only be used as a work platform where it is not possible to use a proper work platform. If a ladder is the sole option for use, they are meant to only be used for short duration work (30 min. or less) at one time. They may however be used multiple times throughout the day, provided adequate rest and/or alternative work is completed between uses.
- Ladders should always be set on a firm level surface, set up at the proper angle and surrounding area must be free of debris.
- Carrying material or equipment up or down a ladder is not permitted.
- Ladders are to be tied off before use.
- Ladders are to extend 900 mm above the working surface.
- Be sure any ladder being used is in proper mechanical working condition.
- Three point contact must be maintained at all times.
- Workers must wear a safety harness tied off to a fixed support whenever:
  - Your feet will be more than 3 metres off the ground
  - The work is above operating machinery
  - The work is above hazardous substances or objects
- Workers shall remove from the work site and report to the Supervisor any defective ladders.
- Ladders shall not be used for any purpose other than those for which they are designed.

### **Scaffolds and Work Platforms**

- Scaffolds will be in accordance with Sections 125-136 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Scaffolds are to be erected on a firm level surface.
- Be sure that all base-plates, braces, pins, screw-jacks, and other devices needed are used when erecting scaffolding.
- Scaffold planks to be true 2" x 10" in cross section, free from loose knots and rot and should extend 6" but no more than 12" beyond the scaffold frame, complete with cleats.
- Working platforms on a scaffold shall be equipped with guardrails consisting of a top-rail, mid-rail, and toe board, and planked across its full width if over 8'-0" high.
- Scaffolds must be tied to the building at vertical intervals not exceeding 15'-0".
- A ladder must be used for access on scaffolds exceeding 10'-0" in height.
- Rolling scaffolding must be equipped with brakes.
- Remove any slippery substances or hazards prior to use.

### **Cutting and Coring**

- In all instances, obtain and complete a "Sawcutting & Coring Permit" before initiating sawcutting or core drilling of concrete slabs.

## **Openings & Edges**

- Openings and edges will be protected in accordance with Sections 26 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Guardrails consisting of a top-rail, mid-rail and toe board shall be erected around all floor openings, edges of floors, ramps or any other area where a worker is in danger of falling from one level to another. Where no guardrails exist, a safety belt or harness tied off to a fixed support must be used.

## **Shoring & Bracing**

- Support systems will be in accordance with Sections 234 - 242 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Proper sloping or shoring shall be used prior to entering a trench or excavation greater than 4'-0" in depth.
- Masonry walls shall not be built higher than 10 times their thickness unless properly braced.

## **Lighting**

- Lighting to be in accordance with Section 45 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Stairs and work areas shall be adequately lit at all times.

## **Housekeeping, Storage, and Tool Maintenance**

- Housekeeping will be in accordance with Sections 35-43 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Keep work site as free from debris as possible - a clean work site is a safer and more productive work place.
- A (lockable) storage shed outside the building enclosure should be used for all flammable material.
- Remove from the site and report to the Supervisor any power tool or equipment in need of repair. Never use defective tools or equipment.
- Maintain exterior walkways and exits free from debris, ice and snow at all times.

## **Materials Handling**

- Material handling and storage will be in accordance with Sections 37-40 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Know your limitations. Use proper lifting procedures when lifting material. Use mechanical devices, dollies or cranes whenever practical.









## **Propane Handling**

- Propane handling will be in accordance with section 42 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Keep cylinders upright and secured and inspect all hoses and connections before ignition.
- Fasten full bottles together on a flat, level surface.
- Full and empty tanks should be stored in separate areas.
- Storage area must be outdoors.
- Cylinders are not to be stored on roof areas, only being present when in use.
- Anyone who works with propane must be trained and certified.

## Hazardous Materials

WHMIS, or Workplace Hazardous Materials Information System, is used Canada wide to provide information about hazardous materials used by workers on the job. The system is designed for every worker's protection. It describes the danger of material workers may use or encounter on the job, and informs him/her about necessary precautions to be taken when handling these materials. Three essential elements form the basis for WHMIS:

- Labels
- MSDS (Material Safety Data Sheets)
- Education & Training

CLASS	TITLE	SYMBOL EXAMPLE
A:	Compressed Gas	 oxygen
B:	Flammable and Combustible Material	 acetylene
C:	Oxidizing Material	 chromic acid
D:	Poisonous and Infectious Material 1. Material causing immediate and serious effects 2. Material causing other toxic effects 3. Biohazardous infectious material	toxic  ammonia  asbestos  contaminated blood products
E:	Corrosive Material	 hydrochloric acid sodium hydroxide
F:	Dangerously Reactive Material	 metal azides

## Electrical Safety

- Electrical Safety will be in accordance with Sections 181-195 of the Occupational Health and Safety Act and Regulations for Construction Projects.
- Every reasonable precaution shall be taken to prevent hazards to workers from energized electrical equipment, installations and conductors.
- Only trained, qualified personnel, in accordance with the document, "Electrical Utility Safety Rules" published by the electrical and Utilities Safety Association of Ontario Incorporated shall perform work on or near electrical transmission or distribution systems.
- Tools, ladders, scaffolding or other equipment is not to be stored against or near energized electrical equipment.
- Adhere to minimum distance requirements when working near energized overhead electrical conductors.
- Adequate warning devices, visible to the operator and workers warning of electrical hazards, shall be positioned in the vicinity of the hazard.
- For proper Locking Out and Tagging procedures please refer to section on pg 13.
- All electrical extension cords used at a project shall have a grounding conductor and at least two other conductors.
- Defective electrical equipment and tools that may pose a hazard shall be immediately disconnected, removed from service and tagged as being defective.



## **CRISIS MANAGEMENT**

The best preparation for a crisis is prevention. It is everyone's responsibility on site to identify any risks that may occur as a result of construction, the work environment and any other applicable factors. If, for reasons beyond your control, an accident does occur on site that is above and beyond any normal circumstances, please follow these guidelines.

- Use air horn to indicate to workers an accident has occurred.
- Have a pre-designated meeting area that has been communicated to workers during on-site orientation. See Fire Evacuation Policy on page 23 for more information.
- Take a head count of workers. Begin treating any injuries immediately.
- Call the appropriate authorities and Merit Head Office

Fire, Ambulance, Police	<b>9-1-1</b>
Ministry of Labour Niagara	905.704.3994
Hamilton	905.577.6221
Kitchener/Waterloo	905.885.3378
London	519.439.2210
Merit Head Office	905.641.2374

- If applicable, spend time treating or rescuing any injured workers provided that you are not at risk of injuring yourself by doing so.
- Notify Jean St. Pierre
- Implement emergency response plan
- Secure the scene and allow only persons of authorities on-site. Keep any media members a safe distance away from the building.
- Do not let any workers leave the site. Identify and interview key witnesses.
- Do not allow the accident scene to be tampered with. Only gather evidence verbally.
- Only answer questions from the MOL and authorities. Defer any questions from the media to Jean St. Pierre and provide them with Merit's Head Office phone number.
- Do not speculate or place blame for the incident; answer all questions honestly and truthfully, providing only your version of the events.

Once any injured workers have received the necessary treatments and the site is considered safe, fill out accident report. Analyze the facts and document your own version of the events with as much detail as possible. Reference accident and incident report below.

## **ACCIDENT & INCIDENT (Near Hit/Near Miss) REPORTING AND INVESTIGATION**

- All accidents and occurrences no matter how small, and even though there is no injury, shall be reported and investigated in accordance with WSIB Form 82.
- Reporting shall be as set out in Supervisor's Responsibilities and Worker's Responsibilities.
- The Supervisor shall, in every case, complete the appropriate sections of the "Accident /Injury Report", CSAO Form RF021 or Incident Investigation Form, in duplicate, retaining a copy for his own use and forwarding a copy to Jean St. Pierre.
- The Supervisor shall also ensure that, when an injury occurs requiring healthcare, the WSIB Accident Report (Form 7) is filled out and submitted to the office.
- The Project Manager shall ensure that, when required, notification is given to the Ministry of Labour, and that the necessary WSIB Reports are filed.
- Each occurrence requiring first aid shall be recorded on the "Injury Treatment Record". This record shall be kept as part of the first aid kit. Send these reports to the head office on a bi-monthly basis for record keeping purposes.
- Follow-up by management and supervision on the rehabilitation of an injured worker and/or correction of an unsafe condition is an important part of our program.

**\*Refer all inquiries to Jean St. Pierre immediately.**

## **FIRE PREVENTION**

The Occupational Health and Safety Act and Regulations for Construction Projects shall form a minimum standard. For ease of information, the following summary is provided.

Fire Safety is as outlined in Sections 52-58 of the Occupational Health and Safety Act and Regulations. In addition to these requirements:

- Take every precaution to prevent the outbreak of fires.
- Know where the fire extinguishers are, how to operate same, and be sure they are properly refilled after use.
- Obtain and complete a Hot Work Permit before initiating any temporary operation involving open flames or producing heat and/or sparks.
- Flammable liquids or gases shall be stored in a storage container suitable for the purpose. No more than one day's normal supply shall be stored in an enclosed building or structure, i.e. oil-based paints, solvents, etc.
- Make every reasonable effort to maintain fire truck access to all parts of the project.

Smoking and storage of flammable liquids or gases is forbidden, at any time, in and around wood framed structures.

## **FIRE EVACUATION**

It is the responsibility of the worker to ensure they understand the procedures to be followed in the event of an emergency.

For most new construction projects, workers should be familiar with the area they are working in. However, for large projects or large renovation projects Merit will take every action that is reasonable to ensure the safe evacuation of workers in the event of an emergency.

This includes but is not limited to the following:

- Covering in the site orientation, possible exits to and from the building.
- Posting signs, that work in conjunction with the already established policy of the building area under construction
- Ensuring workers understand possible hazards
- Establishing an emergency evacuation procedure in which all workers are notified to meet at a designated meeting area. The preferable site would be the Merit Trailer, however if this is not a safe distance away from the construction site, choose another location.
- Take a head count. Notify emergency personnel of any missing workers
- Stay calm
- Notify **9-1-1**, Ministry of Labour (if applicable) and Merit Head Office
- Have First Aid Kit available to treat any injuries until emergency response personnel arrive
- Worker(s) who discover a fire should notify the Superintendent and everyone they can on their way out of the building, without risking their own health and safety in doing so.
- Also reference Accident & Incident Reporting on page 22.

## CONFINED SPACE

The Occupational Health and Safety Act and Regulations should form a minimum standard. For ease of information, the following summary is provided for items specific to Merit Contractors.

The requirements for confined spaces are outlined in Part II.1, Section 221.1 - 221.19 of the Occupational Health and Safety Act and Regulations for Construction Projects.

In definition, a confined space means any partially or fully enclosed space, which

- Is not both designed and constructed for continuous human occupancy, and;
- In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

Before anyone enters a confined space, a list of procedures must be followed.

First and foremost a written plan in accordance with Section 221.5 should be implemented. This plan should include:

- Methods for recognizing a confined space Section 221.5
- A method for assessing the hazards a worker may be exposed to Section 221.6
- A method for development of one or more plans Section 221.7 and
- A method for training workers Section 221.8

As well an "Entry Permit" form should be filled out every time work is performed in the confined space.

Acceptable atmospheric levels include:

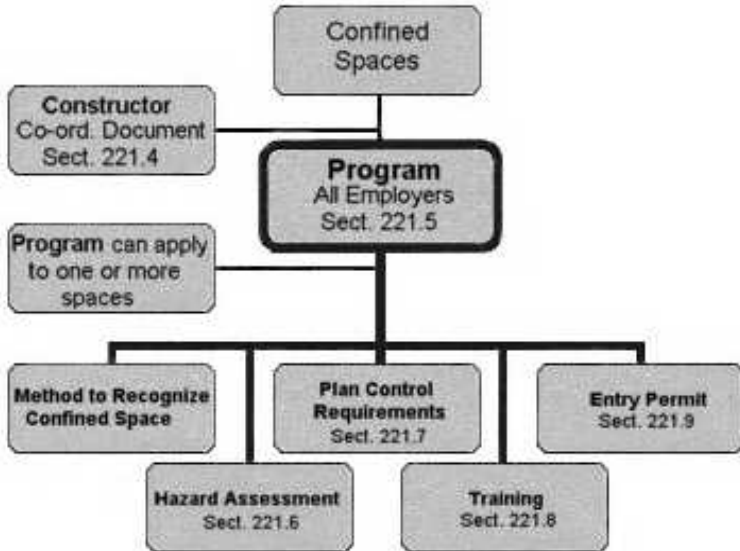
- Oxygen content:  
At least 19.5% but no more than 23% by volume
- Concentration levels of any explosive or flammable gas:  
Less than 25% of its lower exposure limit for inspection activities  
Less than 10% of its lower exposure limit for cold work  
Less than 5% of its lower exposure limit for hot work

Please ensure that the following strategies are also followed.

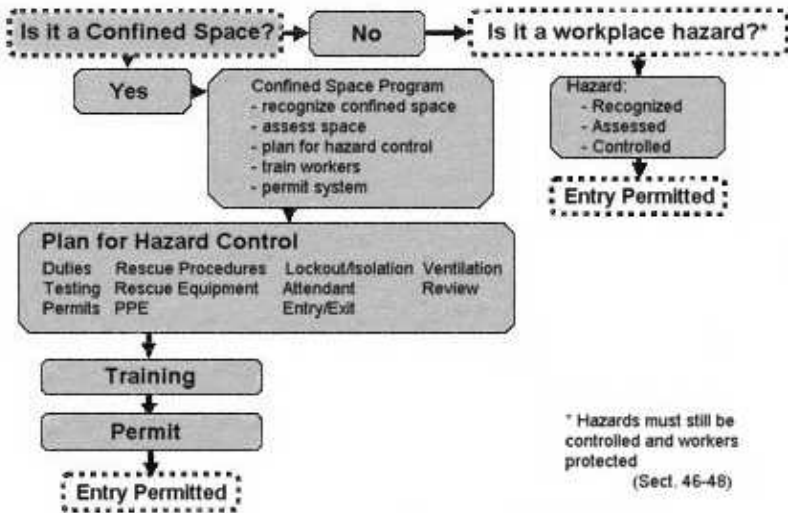
- Atmospheric testing should be done to multiple levels in the confined space before entry.
- The attendant and entrant should maintain constant communication
- The attendant under no circumstances should enter the confined space.
- Calling **9-1-1** is not an acceptable on site emergency procedure.
- If hot work is being performed, a hot work permit should be filled out. In addition atmospheric testing must be done on a continual basis before and during occupation of the confined space using appropriate time intervals if constant monitoring is not possible.

**CONFINED SPACE (Continued)**

**Confined Space Program**



**Confined Space Program Development**



## **WORKPLACE VIOLENCE & HARASSMENT POLICY**

The Management of Merit Contractors Niagara is committed to the prevention of workplace violence and harassment and is ultimately responsible for employee health and safety. Merit will take whatever steps are reasonable to protect our employees from workplace violence and harassment from all sources.

Violent or harassing behaviour in the workplace is unacceptable from anyone. This policy applies to all employees, managers, contractors, suppliers, visitors, and guests. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

Please reference Bill 168, An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters, which came into effect June 15, 2010.

### **Definition**

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

Workplace Violence means;

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

What is **NOT** workplace harassment?

Reasonable action, requests or conduct by a supervisor that is part of an employee's normal work function. This is the case even if there are sometimes unpleasant consequences for an employee. Examples could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of safety standards and disciplinary action. Differences of opinion or minor disagreements between coworkers would also not generally be considered workplace harassment.

Workplace

Workplace violence or harassment is not limited to incidents that occur within a traditional workplace. Work related violence can occur at offsite business related functions, at social events related to work, in client locations, over the phone, through email, and within internet social networking sites. Workplace violence can occur between co-workers, customers, and the general public.

### **Complaints and Investigation Process**

If you experience violence or harassment in the workplace, please conduct the following steps;

- Instruct the harasser that their conduct is inappropriate, unwelcome, and must stop.
- If the harasser does not stop, inform your Supervisor immediately who will contact Jean St. Pierre for direction.
- With the Supervisor, Jean St. Pierre will thoroughly investigate the complaint and enact progressive discipline if appropriate. In all steps of the investigation, complaints will be documented in writing and all parties will be aware of the outcome.

## **WORKPLACE HARASSMENT & VIOLENCE POLICY (Continued)**

- If the supervisor does not respond adequately or is participating in the harassing behavior, you may go directly to a Joint Health & Safety Committee Worker Representative, Jean St. Pierre or any other Merit partner.

If you are in immediate danger, call police.

### **Victim Support**

In the event that an employee has experienced workplace violence or harassment, Merit is committed to providing professional support services on an individual case by case basis.

Please note that this policy is supported by Merit's Workplace Violence & Harassment Program. This program further outlines specific aspects of the policy including but not limited to the following;

- Violence and harassment policies & programs
- Hazard assessment procedure
- Worker reporting procedure
- Incident investigation procedure
- Emergency response procedure for violence

The full program is located in the Health & Safety Chairs office and can be viewed any time.

### **Open Door Policy**

It is important to Management that complaints and concerns, if any, are promptly dealt with. An employee, who has a grievance of any nature, or question relating to company policy, is encouraged to present this to his immediate Supervisor. Jean St. Pierre should be made aware of all such grievances in order to ensure they are properly dealt with and resolved.

## **CLOSING STATEMENT**

Accidents have no set time or place. They often occur without warning and without regard for person or place. We trust that with your help and commitment, we will all be accident-free.



**SAFETY RELATED FORMS INDEX****APPENDIX A**

Merit Form #	Title	Where applicable, please return original
S-01-04	Hot Work Permit	Contact Head Office
S-02-02	Safety Policy Summary & Job Site Orientation	Contact Head Office
S-03-04	Safety Policy - Statement of Understanding	Photocopy Original
S-04-03	New Hire Orientation & Start Sheet	Photocopy Original
S-05-02	Company Safety Policy - Review Acknowledgement	Photocopy Original
S-06-06	Return to Work - Letter to Worker	Photocopy Original
S-07-06	Return to Work - Letter to Physician	Photocopy Original
S-08-05	Safety Talk - Report Form	Photocopy Original
S-09-04	Notice of Violation	Contact Head Office
S-10-06R	WSIB - Form 7 - Employers Report of Injury/Disease	Contact Head Office
S-11-04	Injury Treatment Record	Photocopy Original
S-12-04	Accident/Injury Report	Photocopy Original
S-13-06R	Job Site Inspection Form	Photocopy Original
S-14-05	JHSC Meeting Minutes	Photocopy Original
S-15-03	Warning! No Welding or Open Flames - Request a Hot Work Permit	Contact Head Office
S-16-03	Warning! Smoking & Storage of Flammable Liquids or Gases is Forbidden	Contact Head Office
S-17-03	Foremen's Jobsite Planning Checkoff Sheet	Photocopy Original
S-18-04	Sawcutting & Coring Permit	Photocopy Original
S-19-04	Hot Work Permit - Weekly Application Form	Photocopy Original
S-20-06	Incident Investigation Form (Near Hit / Near Miss)	Photocopy Original
S-21-04	Project Manager's Inspection Form	Photocopy Original
S-22-04	Elevating Work Platform	Photocopy Original
S-23-06	Stickers - Orientation	Contact Head Office
S-24-06	Stickers - Emergency Contact	Contact Head Office
S-25-06	Stickers - Equipment	Contact Head Office

Merit Form #	Title	Where applicable, please return original
S-26-06	No Smoking Sign	Contact Head Office
S-27-06	Stickers – Service Record	Contact Head Office
S-28-07	Confined Space Entry Permit	Photocopy Original
S-29-07	Confined Space Re-Entry Permit	Photocopy Original
S-30-09	Lockout Tags	Contact Head Office
S-31-09	Lockout Procedures / Re-Start Forms	Photocopy Original

## **SAFETY POSTERS**

## **APPENDIX B**

- CSAO #P002 WHMIS
- CSAO #P022 Danger Due to \_\_\_\_\_
- CSAO #P031 Head/Eye/Foot Protection (double-sided)
- CSAO #P041 JHSC Committee/Worker Trades Committee (double-sided)
- CSAO #P085 WSIB "In Case of Injury at Work" - Form 82
- CSAO #P093 Danger - Work Overhead
- CSAO #P103 Emergency Response
- CSAO #P116 Danger Keep Out!

Contact Head Office for all.