

**[COMPANY]**  
[ADDRESS]  
[PHONE NUMBER]

## **OCCUPATIONAL HEALTH & SAFETY PROGRAM**

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[COMPANY] has developed this manual to demonstrate their commitment to an active Occupational Health and Safety Program. This manual is intended to provide the minimum standards that our workplace must meet. It is important to understand that circumstances may require revision or amendment to portions of this manual to reflect changing conditions of legislation, risk, responsibility or operation.

The information outlined in this manual is intended to assist employers, supervisors and workers in the implementation and maintenance of our Occupational Health and Safety Program.

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**[COMPANY]**  
**OHS Program**

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#### **OCCUPATIONAL HEALTH AND SAFETY POLICY**

[COMPANY] is committed to the concept of a workplace that considers the health and safety of workers and others to be of prime importance. Safety shall be an integral aspect of every work activity from preliminary planning through final construction.

The Company shall take all reasonable steps to identify and minimize conditions that could cause illness or injury to workers and others or damage to the environment and property.

All personnel of [COMPANY] and its sub-contractors are required to endorse this policy and will be responsible to comply with the policies and procedures necessary to ensure the success of this program.

Management shall ensure that the requirements of applicable regulation and the company's OH&S Program are implemented and maintained to accepted standards.

Supervisors are responsible for ensuring the health and safety of every worker under their direct supervision. This includes ensuring that workers are properly trained to perform their work and follow applicable regulations and work procedures. Supervisors are also responsible to identify and correct hazardous conditions including failure to comply with the requirements of regulation and the OH&S Program.

Every worker is required to know and comply with the regulations and procedures applicable to the work being done. Workers are required to report hazardous conditions they observe to their supervisor.

Sub-contractors working at our workplace or under our direction, must ensure their workers comply with applicable regulatory requirements of our OH&S Program.

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[NAME], [TITLE] [DATE]  
[COMPANY]

## **SECTION 1 SAFETY POLICY – ADMINISTRATION**

### **1.1 Program Objectives**

[COMPANY] is committed to the concept that **zero accidents** are the only acceptable goal. The key to achieving this goal is the involvement of every employee in implementing and maintaining our occupational health and safety program. Everyone must set a positive example and show their commitment by complying with OH&S regulations and procedures.

Our Occupational Health & Safety Program will be readily accessible to all workers and the OH&S Policy will be communicated to all workers in the following ways:

- ☑ Posted in the company's head office.
- ☑ Posted at all workplaces.
- ☑ Reviewed with workers during all side orientations.

We believe that by implementing the following steps our goal can be achieved:

**Pre-Job Planning:** Perform a systematic review of a project, job or task prior to beginning work to identify potential hazards and ensure that steps are taken to eliminate or minimize the risk to workers;

**Safety Orientation & Training:** Provide appropriate safety orientation to all workers and sub-contractors prior to beginning work. Ensure all workers have received the necessary instructions and/or training required to safely perform their work. Ensure subcontractors provide documentation of required worker instruction or training prior to beginning work.

All employees are provided ergonomics training. This training shall include the recognition of signs and symptoms of MSI, control measures used, safe work practice instruction, etc.

**Supervision:** Ensure supervisors monitor workers and sub-contractors on an on-going basis to ensure that work is being performed in accordance with the requirements or regulations and the occupational health and safety program.

**Workplace Inspections:** Ensure supervisors and workers carry out regular inspections to identify, document and correct hazardous conditions that develop in the workplace. Responsibility must be assigned to correct identified hazards and document the corrective action taken.

**Incident Investigations:** Develop and implement procedures to investigate all incidents that result in injury or property damage. An effective investigation will identify the causes of an accident and recommend corrective measures to prevent recurrence.

**Disciplinary Action:** Develop and implement a progressive disciplinary procedure to ensure compliance with regulatory requirements and our occupational health and safety program. With a fair and consistent disciplinary procedure all workers and subcontractors will know that safety is a serious matter and compliance is essential in getting the job done properly and efficiently.

## **1.2 Program Benefits**

[COMPANY] realizes that setting a goal of zero accidents in the workplace will achieve the following:

- ☑ A healthier and safer work environment
- ☑ Increased worker morale and satisfaction
- ☑ Decrease in the direct and indirect costs of accidents
- ☑ Lower worker turnover

## **1.3 Due Diligence**

[COMPANY] will comply with the standard of due diligence by ensuring that all reasonable precautions are taken under the circumstances to comply with accepted practices and applicable regulations intended to prevent hazardous conditions in the workplace. The following criteria establishing due diligence will be followed.

1. Written policies and procedures relating to Occupational Health and Safety will be developed and implemented.

2. Hazardous conditions and practices will be identified by workplace safety inspections and the changes necessary to ensure the health and safety of workers and others will be promptly undertaken.

3. The company will provide the appropriate information, education and training to workers to ensure that they understand and carry out their work according to the established policies and procedures.
4. Supervisors will be trained to ensure that they are qualified persons, as defined in legislation.
5. Management and shift leaders shall monitor the workplace to ensure that workers are following the written policies and procedures developed by the employer.
6. Written documentation of progressive discipline for violation of safety rules is to be maintained.
7. Workers have the duty to take reasonable care to protect the health and safety of themselves and other persons by complying with regulatory requirements and following safe work procedures.
8. An investigation and reporting system will be implemented for incidents resulting in injury or property damage. Incorporating information from these investigations into revised and improved policies and procedures will ensure the health and safety of workers and others by minimizing the risk of recurrence. All incident investigations are documented. All contributing factors/root cause are documented.
9. Investigating team members are provide training on investigation techniques.
10. Workers will be encouraged to report near miss incidents to ensure steps can be implemented to prevent recurrence that could result in injury or property damage.
11. Management and shift leaders shall document all the steps listed above. This will give us a history of how our Health and Safety Program is progressing over time. It will also provide up-to-date documentation that will demonstrate that [COMPANY] is fulfilling its health and safety obligations.
12. The company will provide education to workers on the company's workplace violence program. (ie. Training, post policies, and new employee orientation). We address that victims of workplace violence are advised to consult a health professional.

#### **1.4 Hazard Assessment of Workplaces**

A hazard assessment is the procedure to identify hazardous conditions and determine the risk posed to workers who may be exposed to the hazard. Hazard/risk assessment must be completed before each project and on a weekly basis. All affected employees and/or subcontractors participate in the hazard/risk identification process. If the assessment indicates a significant risk of illness or injury, the employer must eliminate the hazard. If the hazard cannot be eliminated safe work procedures must be developed and workers instructed and trained in the procedures to minimize the risk. Company control will be implemented to reduce the risk of harm.

The employer must retain documentation showing:

- ☑ The hazard/risk assessment
- ☑ The safe work procedures
- ☑ Instruction and training records of employees and/or subcontractors who have attended company's formal hazard/risk identification.

##### **1.4.1 Rescue and evacuation of workers (OH&S Regulations 4.13)**

A risk assessment must be performed in each workplace to determine if workers may require rescue or evacuation in an emergency. If an assessment identifies the need for evacuation or rescue, written procedures will be developed and implemented, practice drills completed and documented and a worker will be assigned to coordinate their implementations.

Written rescue and evacuation procedures are required for, but not limited to:

- Work at high angles
- Work in confined spaces or where there is a risk of entrapment
- Work with hazardous substances
- Underground work
- Work on or over water
- Workplaces where there are persons who require physical assistance to be moved.

### **1.5 Project Start-up Requirements**

#### **Policy**

Prior to the commencement of construction activities in a workplace, the owner or prime contractor will thoroughly review the scope of the project and ensure that the current occupational health and safety program will ensure the health and safety of workers.

## **SECTION 2 – PROJECT SAFETY PLAN**

### **2.1 Project Safety Plan**

The Project Safety Plan sign shall identify and list:

1. On a site location plan identify:

- Site address
- Construction area perimeter
- Site access for construction traffic
- Nearest fire hydrants
- Site office
- First aid room
- Loading areas
- Hoisting area
- Temporary power panels and main breakers
- Location of fire extinguishing equipment and extinguishers
- Emergency access routes
- Emergency marshalling station
- Direction and distance to nearest hospital

2. Names and emergency phone numbers of the site supervisor, first aid attendant and the person assigned responsibility for occupational health and safety issues.

3. A Project Safety Plan sign will be posted at each site.

#### **Pre-construction Checklist**

1. Submit **Notice of Project** if required to WCB before the start of the project.

2. Obtain either clearance letter from owner indicating that no asbestos is present in workplace or an inventory of asbestos containing material that is present in workplace. If asbestos is present, an

**Asbestos Risk Assessment** must be performed by a qualified person. The **Notice of Project** must indicate the presence of asbestos and it must be removed by qualified professionals.

3. Determine if clearance to **High Voltage Systems** can be maintained. Contact BC Hydro if work is to be carried out within 20 feet of overhead power lines and obtain written assurance on WCB form 30M33 which must be posted on site.

4. Determine **First Aid** requirements for site.

5. Establish an **Occupational Health & Safety Program** as required by OH&S Regulation,

### Part 3.1

6. If required, arrange for **Tower Crane** and required documentation. The following information must be available on site if tower crane is used:

- Certified crane base drawings
- Crane manual
- N.D.T. document
- Assigned radio frequency
- Crane log book
- Load test blocks (weights marked)

7. Ensure requirements for **Fall Protection** are determined, including the method of protection and training of workers.

## 2.2 Start-up Meeting

### Requirements

[COMPANY] OH&S program will form the basis for a site specific OH&S plan that is to be implemented for each construction site before work begins. The project superintendent or a designated person must implement an OH&S plan addressing the following issues:

- 1 identify the work area
- 2 review the impact of construction activity on the general public and any on-site personnel, [COMPANY] or other, to identify potential hazards
- 3 identify approximate location for material off loading, hoisting, and storage
- 4 identify approximate location for the tower crane and man hoist
- 5 review and plan erection and dismantling of tower cranes and man hoists
- 6 determine the potential hazards from high voltage electricity
- 7 determine the location of any underground services or other buried hazards
- 8 determine approximate location of waste containers
- 9 locate the nearest fire hydrant
- 10 determine locations for temporary offices, first aid trailer, and storage sheds
- 11 determine location of temporary power panel and main breakers
- 12 appoint a person responsible for occupational health and safety issues on the project
- 13 provide fall protection plan if required.

## 2.3 Employer Responsibilities



[COMPANY] will ensure compliance with the applicable regulatory requirements and our OH&S program while at all times encouraging individual initiative.

Our safety responsibilities include, but are not limited to the following:

- ☑ Ensure the health and safety of all workers and other persons present at the workplace.
- ☑ Comply with the requirements of the Workers Compensation Act, the OH&S regulation and other applicable regulatory requirements.
- ☑ Correct workplace conditions hazardous to the health and safety of workers.
- ☑ Ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.
- ☑ Ensure that workers comply with the requirements of the Workers Compensation Act, the OH&S regulation and any applicable orders.
- ☑ Ensure that workers are made aware of their rights and duties under the Workers Compensation Act and the OH&S regulation.
- ☑ Establish occupational health & safety policies and programs in accordance with the regulations.
- ☑ Provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure they are used by workers.
- ☑ Provide workers with the information, instruction, training and supervision necessary to ensure the health and safety of all workers in carrying out their duties in the workplace.
- ☑ Ensure copies of the Workers Compensation Act and the OH&S regulation readily available for review by workers in the workplace and keep posted a notice advising where the copies are to be found.
- ☑ Consult and cooperate with any existing Site Safety Committees, Inspectors, etc.
- ☑ Cooperate with the Board, officers of the Board and any other persons carrying out a duty under the Workers Compensation Act or the regulations.

## **2.4 Supervisor Responsibilities**

Supervisors are expected to promote safety awareness in their workers and demonstrate to their workers that safe job performance is the number one priority. The Supervisor's responsibilities include, but are not limited to, ensuring the following:

- ☑ ensure the health and safety of all workers under their direct supervision
- ☑ be knowledgeable and comply with the Workers Compensation Act, the regulations and any applicable orders.
- ☑ ensure workers are trained in the safe work procedures associated with their tasks.
- ☑ ensure implementation of our OH&S program and make changes as required for ultimate effectiveness.
- ☑ on projects where [COMPANY] is not required to supply a first aid attendant it is the supervisor's responsibility to know, post and implement all accident procedures as well as to ensure and record procedure meetings with all personnel. Reports are to be dated and signed and available to all worksite inspectors, WCB or other.
- ☑ conduct regular workplace and equipment inspections and document the results. ensure immediate action is taken to correct any hazardous conditions.
- ☑ participate in accident/incident investigations.
- ☑ consult and cooperate with the Joint Health and Safety Committee in the workplace.
- ☑ record all safety meetings and inspections. Forward any concerns to office immediately.

## **2.5 Worker's Responsibilities**

Workers must comply with applicable regulatory requirements and [COMPANY]'s

Occupational Health and Safety Program. Working safely is a condition of employment with our company.

Workers' responsibilities include, but are not limited to the following:

- ☑ Take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the workers acts or omissions at work.
- ☑ Comply with the Workers' Compensation Act, the regulations and any applicable orders.
- ☑ Carry out his or her work in accordance with established safe work procedures as required by the Workers Compensation Act and the regulations.
- ☑ Use or wear protective equipment, devices and clothing as required by the regulations.
- ☑ Abstain from horseplay or similar conduct that may endanger the worker or any other person, or damage property or equipment.
- ☑ Ensure the worker's ability to work is not impaired by alcohol, drugs or other causes.
- ☑ Report to the supervisor or employer any contravention of the Workers Compensation Act, the regulations or an applicable order of which the worker is aware.
- ☑ Report to the supervisor or employer the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person.
- ☑ Consult and cooperate with the Joint Health and Safety Committee in the workplace
- ☑ Cooperate with the Board, officers of the Board and any other persons carrying out a duty under the Workers Compensation Act or the regulations.

## **2.6 First Aid Attendant – when required under WCB Part 3, Section 3.2**

First Aid Attendant responsibilities include, but are not limited to, the following:

- ☑ Promptly provide injured workers with assessment and treatment to a level of care within the scope of the attendant's training.
- ☑ Objectively and accurately record all observed signs and symptoms of injuries/illnesses and their treatments in the First Aid Record Book including subsequent treatments.
- ☑ Refer the injured worker to medical attention when any injuries/illnesses are recognized as being serious or beyond the scope of the attendant's training.
- ☑ Notify the worker's supervisor when the injured worker is referred to medical aid and an accident investigation is required.
- ☑ Provide any information that will assist the worker's supervisor in determining any task that the injured worker can perform without aggravating their injuries.
- ☑ Complete appropriate paperwork and Form 7A's for all injuries or illnesses that are referred to medical attention.
- ☑ Conduct follow-ups with the injured worker as necessary, thoroughly documenting the assessments, treatments and any resulting action.
- ☑ Clean and maintain first aid room/first aid kit(s).
- ☑ Inspect supplies and equipment to ensure requirements are maintained according to Part 33 of the OH&S Regulation.

## **2.7 Sub-Contractor's Responsibilities**

☑ [COMPANY] may engage the services and/or select of sub-contractors as required. We [COMPANY] are accountable for communicating the hiring client's (site operator's) Drug and Alcohol policy to subcontractors, report all incidents involving subcontractors to the hiring client, and participate in the subcontractors incident investigation. Post-job performance reviews are conducted for subcontractors. A sub-contractor's responsibilities include, but are not limited to:

- ☑ Comply with OH&S regulation, [COMPANY]'s OH&S program and site-specific safety requirements.
- ☑ Review [COMPANY]'s OH&S program and acknowledge in writing their understanding and acceptance of the program's requirements.
- ☑ Provide [COMPANY] with the name of a qualified person responsible for the sub-contractor's OH&S activities.
- ☑ Provide [COMPANY] with valid Workers Compensation coverage.
- ☑ Have a signed copy of their occupational health and safety policy on the job.
- ☑ Plan safety into all work activities.
- ☑ Provide and ensure the use of required personal protective equipment.
- ☑ Investigate and report accidents, injuries and cases on industrial diseases as required by regulation and advise [COMPANY] of all such incidents immediately.
- ☑ Perform regular inspections of their equipment and work area.
- ☑ Ensure that regular toolbox meetings are held with workers.
- ☑ Attend all [COMPANY] on-site Safety meetings and address any safety concerns.
- ☑ Comply with the requirements of specific safe work procedures.
- ☑ We [COMPANY] is accountable for communicating the firing client's (site operator's) Drug and Alcohol policy to subcontractors.

## **SECTION 3 – EDUCATION AND SAFETY**

### **3.1 Policy**

Education and Training are key components of [COMPANY]'s Occupational Health and Safety Program. Education is instruction of a general nature. Training is job specific, usually involving hands-on practice. Education and training will be provided as required by the workers' duties and the hazards of the workplace as outlined in the OH&S Program (check 4.4 for more highlights).

### **3.2 General Worker Education**

Workers shall receive instruction and training as required to safely and efficiently perform their duties. First Aid courses will be supplied as needed.

The supervisor will explain:

- ☑ Proper work procedures
- ☑ Hazard awareness
- ☑ Their expectations for productivity, quality and conduct
- ☑ Any requirements for Personal Protective Equipment

### **3.3 Job Specific Training**

Education and training will be provided specific to supervisors and affected workers on job issues including fall protection, lockout and evaluation safety as the requirement is identified and prior to any supervisor or worker beginning the job.

### **3.4 Supervisory Personnel**

Supervisors will receive the instruction and training necessary to allow them to safely perform their duties. The training will include, but is not limited to the following:

- ☑ Workplace inspection procedures
- ☑ The use and care of required personnel protective equipment
- ☑ Emergency procedures
- ☑ Preparation and presentation of toolbox meetings

- ☒ Completion of forms and documents
- ☒ Procedure for complete communication with management in regards to any jobsite processes in regard to health and safety concerns.

### **3.5 Refusal of Unsafe Work**

A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance, or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to any person.

You have a right to refuse work if:

- ☒ You have reason to believe that any work process, tool, appliance or equipment you are asked to operate is likely to endanger yourself or another worker, or
- ☒ The condition of the workplace is likely to endanger yourself or another worker, or
- ☒ A work process, machine or device or the condition of the workplace is in contravention of the Regulation and it is likely to endanger yourself or another worker.

The same Regulation requires the employer/supervisor to investigate and remedy the situation. In the event of a refusal of unsafe work, the following steps shall be followed:

1. The worker who refused the unsafe work shall immediately report the circumstances of the unsafe condition to the supervisor or employer.
2. The supervisor or employer must immediately investigate the problem and:
  - ☒ Ensure any unsafe condition is remedied without delay, or
  - ☒ Inform the worker who made the report that the report is not valid.
3. If this does not resolve the matter and the worker continues to refuse the unsafe work, the supervisor or employer immediately investigates the problem in the presence of the worker who made the report and a worker representative from the joint health and safety committee.
4. If this does not resolve the matter and the worker continues to refuse the unsafe work, both the worker who refused the unsafe work and the supervisor or employer shall notify the Prevention Division of WCB.
5. A WCB officer shall investigate the matter without undue delay and issue the orders necessary to resolve or correct the situation.
6. A worker will remain in the workplace until the right of refusal is resolved. The worker can be given alternate work assignments until the matter is resolved. No other worker can be assigned to carry out the work that resulted in the right of refusal unless the circumstances and the right to refuse and explained to the other worker.
7. [COMPANY] shall not take or threaten to take any discriminatory action against a worker who legitimately exercised a right of refusal. Discriminatory action includes loss of pay or position, suspension or termination.

### **3.6 WHMIS (Workplace Hazardous Materials Information System)**

All workers including sub-contractors must have received WHMIS training. Workers are required to show proof of WHMIS training when hired or they will be required to complete a WHMIS training session.

Employees who have not received WHMIS education and training will be provided with an overview of WHMIS requirements during orientation. They will be trained in the safe use of any controlled products that they will be required to use or may be exposed to while working. WHMIS instruction and review will be scheduled on a periodic basis as needed. Training will be provided when required.

## **SECTION 4 – INSPECTION**

### **4.1 Policy**

Regular safety inspections will be carried out in every area of the workplace to identify potential hazards and ensure they are eliminated or controlled. [COMPANY] recognizes that properly performed inspections will make a significant contribution to the success of our OH&S program.

Inspections identify both unsafe conditions and unsafe acts. During an inspection, any observed condition or act that poses a serious hazard shall be acted on immediately. This may involve barricading an area, stopping work, relocating workers, or removing tools, equipment or other materials from service. Whenever a serious hazard is discovered your supervisor must be informed immediately. Inspections will be performed in a professional and disciplined manner. The objective of every inspection is to discover every hazard.

### **4.2 Types of Inspections**

#### **1. Pre-Construction Site Inspection**

[COMPANY] shall ensure that a thorough documented inspection is carried out on each construction worksite prior to the commencement of a project. Any potential hazards shall be identified and addressed prior to the start of work. The inspection shall be documented on the “Pre-project OH&S Evaluation Form” and copies of the inspection form must be part of the contract documents maintained on site and in head office.

#### **2. Planned General Inspection**

Planned general inspections are intended to cover the entire workplace in a systematic way to discover all hazards and any failure of the OH&S Program. The conditions, equipment, work practices and procedures in the workplace should be included in planned general inspections.

These documented inspections are to be conducted on a monthly basis with participation by members of the Joint Health & Safety Committee. The inspection should be scheduled at least a week in advance of the JH&S committee meeting.

#### **3. Equipment Inspections**

Tools, equipment and machines shall be inspected on a weekly basis to ensure that they are operating properly and that all safeguards are in place. Tools, equipment and machinery shall also be inspected and maintained by qualified personnel in accordance with the schedule set forth in the manufacturer’s specifications. All workers must check extension cords and power tools daily for damage.

Maintenance records are kept for tools and/or machinery. Recording defects, noted.

#### **4. Special Inspection**

Special inspections will be done when there has been an equipment malfunction, structural collapse, machine failure, serious injury or a near miss with the potential for serious injury or major property

damage. They will also be done on the recommendation of the Joint Health & Safety Committee or at the request of a supervisor.

### **5. Supervisory Inspection**

Supervisors are required to conduct less formal inspections on a daily basis. Supervisors will look for unsafe conditions and unsafe acts. It is a supervisor's responsibility to immediately correct any discovered hazard or notify the employer if the hazard cannot be corrected. The results of supervisor's inspections should be discussed in weekly toolbox talks.

### **6. Worker Inspection**

Workers are required to inspect their tools, equipment and their work areas daily. They are to correct unsafe conditions where practical (examples: move debris, pad an extruding object, flag a hazard, relocate cords or hoses). Other hazards are to be immediately reported to their supervisor.

### **4.3 Inspection Procedures**

It is the supervisor's responsibility to ensure safety inspections are carried out and where appropriate, inspections will be done by a management representative and an employee representative.

The inspection findings will be classified in order of importance to determine which of the items are to be remedied first. Each inspection recording form has an area to determine remedial action priority.

Upon completion of the inspection, the inspection report will be presented to the Head Office.

All supervisors are responsible for identifying any hazards between inspections and taking necessary corrective action. Employees are responsible for reporting to the Supervisor all hazards, unsafe conditions and acts when they are first observed.

### **4.4 Daily Informal Inspection Procedure**

Supervisors will perform Daily informal Inspections as part of their regular daily activities.

#### **Pre-inspection**

Identify items to pay particular attention to by reviewing the inspection checklist in this section and previous inspection records. Note commonly reported hazards.

#### **During inspection**

- 1) Use your eyes, ears and other senses to identify actual or potential problems as you go about your other daily activities. Record hazards identified and any others reported by workers.
- 2) Record whether an item has been corrected or requires correction as a later time.
- 3) Classify items according to their potential for injury or damage (see classification system at bottom of standard Inspection Report Form in this section).
- 4) Follow up high priority unsafe items immediately.
- 5) Try to identify root causes of sub-standard conditions, practices and procedures rather than just the symptoms.

#### **Post-inspection**

- 1) Maintain your records so that they can be transferred to the standards Inspection Report form at the end of the week or record them directly on the report form. Forward a copy of the completed report to the office each week.
- 2) For jobs with a two-week or longer duration, in addition to forwarding copies to head office, keep copies of your reports on the project site for referral in future Informal Daily and Planned Inspections as well as for WCB officer access.

*NOTE: Informal Daily Inspections have significant limitations; they commonly identify only the obvious problems and they do not take a systematic approach. As a result, Informal Daily Inspections cannot replace Planned Inspections.*

#### **4.5 Planned and Special Inspection Procedures**

Planned inspections involve a systematic tour of work areas to identify all hazards and substandard conditions and necessary corrective actions. Planned Inspections will be done on a bi-weekly basis, commencing at the beginning of the third week on all projects with an anticipated duration of greater than two weeks. Planned Inspections will be performed by the project supervisor (unless otherwise delegated) and, where practical, a worker representative from the project site. Special Inspections will be done by the most qualified person(s) available for follow-up to incidents, accidents or mechanical breakdowns. Special Inspections will usually only involve a specific location or piece of equipment.

##### **Pre-inspection**

- 1) Review previous inspection reports, if any, for the area to be inspected.
- 2) Develop a checklist of commonly reported hazards if any.
- 3) Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential.

##### **During inspection**

- 1) Take copies of previous inspections reports along and note whether the hazard listed were corrected as required.
- 2) Look for the off- the- floor and out-of-the-way items. Look for things that you think would be missed in the daily inspections.
- 3) Systematically cover the whole area. Pay particular attention to specific equipment, machinery, jobs, etc. that have been associated with accident trends or severe loss potential.
- 4) When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the WCB Regulation. Defective tools, equipment and machinery must be removed from service until the defect has been corrected. All unsafe conditions and defective items must be recorded describing the items and their locations clearly.
- 5) Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
- 6) Look for root causes of sub-standard conditions, practices and procedures – not just the symptoms.

## **SECTION 5 – ACCIDENT INVESTIGATION AND DOCUMENTATION**

### **5.1 Policy**

Investigating and determining all of the causes of accidents are the most important tools we have for maintaining ongoing improvements in our accident prevention program. When an accident occurs one or any number of things went wrong. A good investigation will discover the things that went wrong and we can take actions to prevent another similar incident. [COMPANY] requires that all accidents resulting in personal injury or property damage and near miss incidents that could have caused personal injury or property damage are investigated. The extent of the investigation varies with the seriousness of the accident or incident.

In all cases investigators are required to be thorough and look for all the root causes and contributory factors. Supervisors are responsible for ensuring each accident is investigated according to the

seriousness category and is responsible for notifying all parties and ensuring the correct forms and reports are produced and sent to the designated parties.

## **5.2 Accident Investigation and Documentation**

### **Informing the Board of Accidents**

[COMPANY] will immediately inform the WCB Prevention Division of the occurrence of any accident which:

- Resulted in serious injury to or the death of a worker
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- Involved the major release of a hazardous substance, or
- Was an incident required by regulation to be reported.

### **Accidents to be Investigated**

[COMPANY] will immediately initiate an investigation into the cause of every accident/incident which:

- Is required to be reported to the WCB
- Resulted in injury requiring medical treatment
- Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or
- Was an incident required by regulation to be investigated.

### **Guidelines for Investigation**

Accident investigations will be dealt with by management, and WCB when necessary under these guidelines. Accident investigations will, as far as possible, determine the cause or causes of the accident and will identify any unsafe conditions, acts or procedures that contributed in any manner to the accident and shall develop recommended corrective action to prevent similar accidents. Except as otherwise directed by an officer of the board or a peace officer, a person must not disturb the scene of an accident immediately reportable to the board except so far as is necessary to:

- Attend to persons injured or killed
- Prevent further injuries or death, or
- Protect property that is endangered as a result of the accident.

### **Management Review**

Senior Management and Supervisors will review the Accident Investigation and the recommended actions. Where the actions include physical changes (engineering measures), the work will be planned, scheduled and assigned. In some cases, suggested engineering measures may be impractical and in these cases Management will explain the reasons for not implementing these measures. Where the actions include a revision to safe work procedures, a review of the safe work procedures will be assigned to the appropriate parties. When a need for further training is indicated, the additional training will be provided.

If a worker is to be disciplined for violation of OH&S regulations or procedures such disciplinary action will be taken in accordance with our Disciplinary Policy.

## **5.2 Reporting and Claims Management**

### **WCB Form 7, Employer's Report of Injury**

The Workers Compensation Act requires that an employer complete and submit an Employer's Report of Injury or Occupational Disease within three (3) days of its occurrence.



Failure to do so is an offence and may result in the employer being charged with part of the cost of the claim. This Form is to be promptly completed by the Superintendent or other designated supervisor and forwarded to head office. This Form provides for [COMPANY] to object to the claim being accepted. If the company has suspicions regarding a claim, it is imperative that the "Yes" box is checked and detailed information and data be provided to support the company's dispute. In cases where [COMPANY] is protesting a claim, a letter requesting a Decision letter from the Claims Adjudicator will be attached to the Form.

### **WCB Form 7A, First Aid Report**

The First Aid Attendant shall complete and sign this Form. Form 7A shall be attached to the Form 7. This Form (7A) will also be submitted to WCB within the required three (3) days.

### **WCB Form 6A, Worker's Report of Injury or Occupational Disease to Employer**

Section 53(3) of the Workers Compensation Act requires that where a worker is fit, and on request of the employer, they must provide the employer with particulars of the injury or occupational disease on a report prescribed by the Board. Form 6A is the report prescribed. Workers will be required to complete this form for any injury that results in the need for medical aid. This is particularly important where the injuries are serious, the injuries are an occupational disease, or the circumstances of the accident are not clear.

## **SECTION 6 – HAZARDOUS MATERIALS AND SUBSTANCES**

### **6.1 Policy**

Many industrial products and consumer products can be hazardous and must be used correctly to prevent employee injury and cases of occupational diseases. The Workplace Hazardous Materials Information System is a program designed to aid employers and workers in eliminating hazards and developing safe work procedures for working with controlled products. We also use commercial or consumer products that don't come under the WHMIS legislation. [COMPANY] is required to have current MSDS (Material Safety Data Sheets) for all controlled products used in the workplace. The company will also have any available health and safety information on consumer products. This information will be used to devise Safe Work Procedures and will determine Personal Protective Equipment and worker training requirements. Workers will be trained in the safe use of products they use or could be exposed to. Workers must immediately notify their supervisor when any of the products they are using could expose other workers to a hazard. All flammable substances are stored separately from ignition sources.

Conductive containers are electrically boned to each other or electrically grounded during transfer of contents. Workers must not enter or remain in a work area if more than 20% of the lower explosive limit (LEL) of an explosive substance is present in the atmosphere.

### **6.2 Understanding WHMIS**

#### **How Does WHMIS Work?**

Under the Canada Wide Regulations, administered by each province, suppliers of controlled products are required to:

- Classify the product into one or more of six hazard classes (with a total of eight classifications)
- As a condition, importation or sale, provide information (labels and material safety data sheets – MSDS) related to such products. The supplier receives the information from the manufacturers and passes the information on to the employer. The employer must pass this information to the workers. The employer is required to instruct the worker on how to understand and use the information. The

employer is to use this information to consider the ways to eliminate or reduce the hazard and where a hazard still exists to determine the means to protect the worker and the training required.

### **The Three Elements of WHMIS**

#### **1. Labels**

All controlled products will have a label that identifies risks and recommends precautions required for safe handling.

#### **2. Material Safety Data Sheets (MSDS)**

A material safety data sheet (MSDS) will be provided for every hazardous material in the workplace. Material safety data sheets must be read before handling or using the controlled products.

[COMPANY] will:

1. Obtain up-to-date supplier MSDS before product is used or handled.
2. Ensure that the supplier MSDS is not more than 3 years old.
3. Develop an employer MSDS if the controlled product is produced in the workplace.
4. Update the MSDS:
  - Within 90 days of receiving new information about the product
  - At least every 3 years.
5. Make sure MSDS are readily available to:
  - All workers who work “with or in proximity to” controlled products during each work shift
  - Joint Health and Safety Committee members, the Occupational Health and Safety Coordinator and the First Aid Attendants.
6. Ensure workers are informed regarding:
  - Content required on MSDS
  - The purpose and significance of the information.

#### **3. Worker Education and Training**

Workers will be trained to identify:

- The hazards symbols
- The hazards of the controlled products they are using
- The type of safety equipment required when using the controlled product
- The first aid measures in the event of overexposure to the controlled product
- Sources of further information – normally the MSDS or a supervisor.

Controlled products are used daily. Examples are solvents, paints, grease, oil, welding rods, and acetylene/oxygen.

Controlled products fall into six classes. Each product is identified with one or more hazard symbols.

#### **Where to get Further Information**

The product label is the first place to obtain information about the product and must be read before using the product. However, it does not provide all the necessary information. Further information is found on the MSDS about the product and is provided by the supplier. The MSDS for every controlled product used in the workplace shall be kept at First Aid and in the main workplace office. The inventory of sheets also includes additional information on all the controlled products.

Workers are required to determine:

- The hazards of the controlled products they are handling
- The protective equipment required
- The action to take in the event one is exposed to hazardous material
- Where to obtain additional information regarding controlled products.

All workers are required to use the WHMIS program to protect themselves and those around them. Supervisors must be prepared to answer any workers' WHMIS questions and/or refer the worker to the MSDS.

### **Key WHMIS Points**

The following lists some important things to remember about WHMIS:

- ☑ WHMIS is an information system to protect Canadian workers from the dangers of hazardous materials at work.
- ☑ The WCB enforces WHMIS regulations at every BC workplace under their jurisdiction.
- ☑ Workers are required to know the hazards of all materials they are exposed to at work and they are required to know how to work safely.
- ☑ Hazardous products that come under WHMIS
- ☑ There must be an MSDS (Material Safety Data Sheet) for every controlled product on the job
- ☑ All containers of controlled products must have a label. If the supplier label is missing or damaged, put on a workplace label. If you put a controlled product in another container, put another label on.
- ☑ Everyone must follow the Safe Work Procedures and wear the Personal Protective Equipment required for every job they do.
- ☑ Personal Protective Equipment must be properly cared for and replaced when worn or damaged.
- ☑ If you are not sure of the safe way to work with a product, and what to do in an emergency, ask your supervisor.
- ☑ If you are not sure of the products other workers are using, ask your supervisor.

## **SECTION 7 – WORKPLACE AND HEALTH MONITORING**

### **7.1 Policy**

The OH&S Regulation requires if there are potentially harmful physical, chemical and/or biological agents present in the workplace, then the workplace must be monitored to ensure the level or concentration of these agents is within acceptable limits. The Regulation also requires that in certain circumstances workers who are exposed to specific potentially harmful agents shall have medical examinations and their health shall be monitored to determine if the work environment is harmful to them. [COMPANY] will establish monitoring programs that are in compliance with the Regulation for all identified agents that exceed permissible exposure limits.

### **7.2 Asbestos**

If at any time there is reason to believe asbestos is encountered, a qualified consultant with the applicable expertise will be retained to inspect the workplace to determine if it contains any asbestos. If asbestos is located, a qualified consultant will be hired to safely remove the asbestos before an employee will commence work in that area.

### **7.3 Noise Levels**

[COMPANY] will ensure that a worker is not exposed to noise levels above either of the exposure limits of:

- ☑ 85 dBA Lex (1 Pa2h) daily exposure, and
- ☑ 135 dBA peak sound level.

If noise levels exceeds either of the exposure limits an effective noise control and hearing conservation program will be developed and implemented in accordance with OH&S regulation.

### **7.4 Airborne Contaminants**

Workplace activities can expose workers to a variety of airborne contaminants in the form of dusts, fumes, vapours and gases. Air sampling or testing for specific products should be done to determine the exposure levels within the workplace. If contaminant levels exceed 50% of the substance's exposure limit then the employer must implement an exposure control plan as specified in OH&S Regulation, Part 5.54. The level of contaminants must be reduced through the use of product substitution, engineering controls such as ventilation, or administrative controls such as worker rotation. Personal protective equipment must only be used if engineering or administrative controls are not practicable.

### **7.5 Allergies and Sensitization**

[COMPANY] will ensure that safe work procedures are developed and followed for identified sensitizing substances, provide appropriate personal protective equipment and train workers that are exposed to such products in accordance with the available information on the hazards of such products. Any worker with signs or symptoms of sensitization believed related to substances in the workplace will be directed to a qualified medical practitioner.

## **SECTION 8 – FIRST AID SERVICE AND EQUIPMENT**

### **8.1 Policy**

[COMPANY] is committed to ensuring that first aid is provided as quickly as possible for any injured worker. We will maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses and meeting OH&S Regulation. [COMPANY] will provide and maintain first aid services, as required under WCB. All first aid providers are certified. Certified first aid workers are readily available to assist injured workers. Ensuring services are available, noted. Certification of first aiders in order to receive credit for this requirement. Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report it to their immediate supervisor.

### **8.2 First Aid Services and Supplies**

Always readily available in all vehicles at any project or in transportation, is a WCB Level 1 First Aid Kit, including blankets. All first aid equipment is to be inspected and maintained monthly. A record of these inspections will be kept at the [COMPANY] [ADDRESS] For each project, [COMPANY] will prepare a site-specific OH&S plan within the requirements of the WCB Regulations. This plan is to be reviewed and discussed at the preproject meeting with all personnel present. The location and availability of the required first aid services and supplies for the specific project will be discussed at the meeting.

### **8.3 Transportation of Injured Workers, Written Procedures**

Occupational First Aid Regulation 33.28 requires each employer to develop a written procedure for transporting injured workers, including workers requiring stretcher transport.

Our written procedure will address:

- ☑ Who and how to call for transportation, and
- ☑ Prearranged routes in and out of the workplace and to the hospital or other place of medical aid.
- ☑ The first aid attendant will complete the form "Transportation of Injured Workers".
- ☑ A means of communication is readily available to notify emergency services of an emergency. In the event of a serious injury that requires immediate medical transport the first aid attendant or the project supervisor will phone 911, request an ambulance and provide the following information:
- ☑ The address of the work site
- ☑ Available information on the injured worker
- ☑ Ensure a worker is posted at the main entrance to direct the ambulance to the injured person.

In the event of a non-serious injury that requires medical attention, the following will apply:

- ☒ The first aid attendant will arrange transportation to the nearest medical facility or hospital
  - ☒ Arrangements will be made to return the worker to the workplace or if necessary provide transportation to the worker's car or residence.
- Medical routes and contact points will be posted in the workplace and reviewed with workers.

## **SECTION 9 – RECORDS AND STATISTICS**

### **9.1 Accident Claim Records**

All Accident Claim Records are to be kept at the [COMPANY] office as reported to WCB.

### **9.2 Project Safety Documents**

Project Safety Documents will be kept for the job duration and for 3 months after completion only. Outstanding issues will be documented, reviewed and considered for OH&S Program yearly review.

## **SECTION 10 – PROTECTIVE GEAR**

### **10.1 Personal Protective Clothing and Equipment**

Personal protective equipment (PPE) shall be worn as required by regulation, by our OH&S program and by specific hazards in the workplace. Requirements for personal protective clothing and equipment clothing are specified in Part 8 of the OH&S Regulation.

Every worker is responsible for providing:

- ☒ Clothing for protection against the natural elements
- ☒ General-purpose work gloves and appropriate footwear

Employers shall provide:

- ☒ Training on selection, use and care of PPE
- ☒ Hearing protection
- ☒ Eye and face protection
- ☒ Respiratory protection

Where required in the safety program or by regulations, the employer shall provide other specialized protective garments and equipment.

### **10.2 Supervisors' Responsibilities**

Supervisors are responsible to ensure that appropriate personal protective equipment is

- ☒ Available to employees
- ☒ Properly worn when required
- ☒ Properly cleaned, inspected, maintained and stored.

### **10.3 Workers' Responsibilities**

Workers and sub-contractors required to use personal protective equipment must:

- ☒ Use the equipment in accordance with training and instruction
- ☒ Inspect the equipment before each use
- ☒ Report any equipment malfunction to the supervisor

### **10.4 Safety Headgear**

Safety headgear must be worn in any work area where there is a danger of head injury from falling or thrown objects, or other harmful contact. Headgear must meet a standard acceptable to the Board.

### **10.5 Eye Protection**

Employees must wear properly fitting safety eyewear such as eyeglasses or goggles whenever there is a potential for injury to the eyes. The type of eyewear required will be dependent on the hazards of the task. If a worker wears prescription eyewear it must meet a standard acceptable to the Board to be worn under appropriate goggles or safety glasses.

#### **10.6 Footwear**

All employees must wear appropriate footwear maintained in good condition. Where there is risk of injury to the feet the footwear must meet the requirements of a standard acceptable to the Board.

#### **10.7 Respiratory Protection**

Workers exposed to levels of dusts, fumes, or vapours that exceed regulated exposure limits must wear proper respiratory protection as determined from available product information such as the MSDS.

#### **10.8 High Visibility Apparel**

The employer shall provide appropriate high visibility apparel as required by regulation when a worker is exposed to the hazards of moving mobile equipment or vehicles.

#### **10.9 Fall Protection**

A worker exposed to the risk of falling shall wear fall protection equipment in accordance with Part 11 of the OH&S Regulation.

### **SECTION 11 – NOISE CONTROL AND HEARING CONSERVATION**

#### **11.1 Policy**

[COMPANY] will identify all work areas where the noise level exceeds 85 dBA Lex daily exposure or 135 dBA peak sound level and ensure that their hearing conservation program requirements are implemented and enforced in those locations.

#### **11.2 Noise Measurement**

When a worker is or may be exposed to potentially harmful levels of noise, or when information indicates that a worker may be exposed above 82 dBA Lex, [COMPANY] will measure the noise exposure.

The exposure measurement must be:

- Performed in accordance with Canadian Standards Association Standard Z107.56-94, Procedures for the Measurement of Occupational Noise Exposure, or other standard acceptable to the board, and
  - Updated if a change in equipment or process affects the noise level or the exposure duration.
- [COMPANY] has decided that on the basis of known information, the work environment and the use of powered tools and equipment that their workers are exposed to noise in excess of the exposure limit and an effective noise control and hearing conservation program shall be established. Noise measurement must be conducted by a qualified person (or consultant) who will perform the testing in accordance with the current OH&S regulation and supporting technical guidelines.

#### **11.3 Education and Training**

When a worker's daily exposure is between 82 and 85 dBA Lex, the company will inform the worker of:

- The results of noise exposure measurement
- The significance of those results to the risk of hearing loss, and

☒ At the request of the worker, the purpose of hearing protection and testing. When a worker's exposure is above 85 dBA Lex, the worker will be informed of:

- ☒ The results of noise exposure measurement, if any
- ☒ The effects of noise on hearing
- ☒ The proper use and maintenance of hearing protection, and
- ☒ The purpose of hearing testing.

#### **11.4 Noise Control**

If a worker is exposed to noise above the exposure limit, [COMPANY] will investigate options for engineered noise control and, when practicable, implement one or more options to reduce worker exposure below the exposure limit through:

- ☒ Substitution with less noisy equipment
- ☒ Modification of the process or equipment
- ☒ Enclosure of the noise source
- ☒ Isolation of the worker from the noise source, and
- ☒ Acoustical design and treatment of the work area.

#### **11.5 Hearing Protection Devices**

When it is not practicable to reduce noise levels to or below the allowable exposure limit, [COMPANY] will:

- ☒ Reduce noise exposure to the lowest level practicable
- ☒ Ensure that warning signs indicating a noise hazard area are posted
- ☒ Provide and maintain hearing protection devices to the affected workers, and
- ☒ Ensure the hearing protection is worn effectively.