

ANFIELD

A black rectangular box with a white border containing the word "ANFIELD" in a bold, italicized, white sans-serif font. The box has a slight 3D effect with a grey shadow on the right and bottom edges.

ANFIELD

(PROVIDED EXPRESSLY FOR)

**HEALTH & SAFETY POLICY
AND PROCEDURES**

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MANAGEMENT'S PRIMARY RESPONSIBILITY IS TO PROVIDE A SAFE AND HEALTHY WORK ENVIRONMENT AND TO ENSURE THAT THE MEASURES AND PROCEDURES REQUIRED BY THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ITS REGULATIONS, AND THIS POLICY, ARE CARRIED OUT ON THEIR PROJECTS.

ANFIELD REQUIRES ALL MANAGEMENT PERSONNEL, INCLUDING SUB-CONTRACTOR MANAGEMENT AT OUR WORK PLACES TO ENSURE THAT:

1. ALL EMPLOYERS AND EMPLOYEES ON OUR PROJECTS COMPLY WITH THE ONTARIO HEALTH & SAFETY ACT AND ITS REGULATIONS
2. SAFE WORK PROCEDURES AND PRACTICES ARE CARRIED OUT ON THE PROJECT AT ALL TIMES.
3. THE EQUIPMENT, MATERIALS AND PROTECTIVE DEVICES REQUIRED BY LAW ARE PROVIDED, MAINTAINED IN GOOD CONDITION AND USED AS PRESCRIBED.
4. ONLY COMPETENT PERSONS ARE APPOINTED AS SUPERVISORS WHO ARE CAPABLE OF ORGANISING THEIR WORK SAFELY AND ARE AWARE OF THE HAZARDS AND SAFETY LAWS APPLICABLE TO THEIR WORK.
5. INFORMATION, INSTRUCTION AND SUPERVISION IS PROVIDED TO WORKERS.
6. EVERY PRECAUTION REASONABLE IN THE CIRCUMSTANCES IS TAKEN TO PROTECT THE HEALTH AND SAFETY OF THE WORKERS.
7. ACCIDENT/INCIDENTS ARE INVESTIGATED AND THE FINDINGS FORWARDED TO SENIOR MANAGEMENT FOR ACTION.
8. ALL WORKERS ARE MADE AWARE OF ANY ACTUAL OR POTENTIAL HAZARDS THAT MAY BE PRESENT IN THEIR JOBS AND AT THE WORKPLACE.
9. ALL EMPLOYERS AND EMPLOYEES ENSURE THAT ALL MATERIAL SAFETY DATA SHEETS AND CORRESPONDING LABELING ARE PROVIDED FOR ALL HAZARDOUS MATERIALS DELIVERED TO THE WORKPLACE, AS PER WHMIS REGULATIONS.
10. SAFETY VIOLATIONS ARE DEALT WITH IN ACCORDANCE TO THE GOVERNING SAFETY POLICY AND RESULT IN WARNINGS AND DISCIPLINARY ACTION.

SUPERVISORY RESPONSIBILITIES

ALL SUPERVISORS, INCLUDING SUBCONTRACTOR SUPERVISORY PERSONNEL SHALL:

1. ENSURE ALL WORKERS WORK IN A MANNER THAT WILL NOT ENDANGER THEMSELVES OR OTHER WORKERS.
2. ENSURE ALL WORKERS USE THE PERSONAL PROTECTIVE EQUIPMENT, DEVICES OR CLOTHING THAT IS REQUIRED BY THE EMPLOYER TO PREVENT INJURY.
3. ADVISE WORKERS AND MANAGEMENT OF ANY ACTUAL OR POTENTIAL HAZARDS OF WHICH HE MAY BE AWARE.
4. PROVIDE INFORMATION, INSTRUCTION, AND SUPERVISION TO PROTECT THE WORKERS HEALTH AND SAFETY.
5. TAKE EVERY PRECAUTION REASONABLE IN THE CIRCUMSTANCES TO PROTECT THE HEALTH AND SAFETY OF WORKERS.
6. WHERE PRESCRIBED BY LAW, PROVIDE ORAL AND WRITTEN INSTRUCTION TO A WORKER (IN A LANGUAGE HE UNDERSTANDS) OF THE PROCEDURES AND MEASURES THE WORKER IS TO FOLLOW FOR HIS/HER PROTECTION.
7. HOLD PERIODIC SAFETY MEETINGS WITH THEIR CREW AND PROVIDE THE MEETING MINUTES TO SENIOR MANAGEMENT.
8. INVESTIGATE ALL ACCIDENTS PROMPTLY AND REPORT IN WRITING TO ANFIELD MANAGEMENT WITHIN (24) TWENTY FOUR HOURS.
9. DEAL WITH WORKER SAFETY VIOLATIONS IN A RESPONSIBLE AND DISCIPLINARY MANNER AND PROVIDE DOCUMENTATION TO THIS EFFECT.
10. POST ALL NOTICES AND OTHER RELEVANT DOCUMENTATION REQUIRED BY ONTARIO'S OCCUPATIONAL HEALTH AND SAFETY ACT AND THIS POLICY.
11. ENSURE ALL WORKERS USE AND MAINTAIN FALL PROTECTION MEASURES AND DEVICES REQUIRED FOR THEIR SAFETY.

WORKER RESPONSIBILITIES

ALL WORKERS SHALL:

1. WORK IN COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND IT'S REGULATIONS.
2. WORK IN COMPLIANCE WITH THE GOVERNING CORPORATE HEALTH AND SAFETY POLICY AND PROGRAM.
3. USE ANY PERSONAL PROTECTIVE EQUIPMENT THAT IS REQUIRED BY THE EMPLOYER OR CONSTRUCTOR.
4. REPORT ANY HAZARDOUS CONDITIONS OR UNSAFE PRACTICES IMMEDIATELY TO HIS OR HER SUPERVISOR.
5. WORK IN A MANNER THAT WILL NOT ENDANGER HIMSELF/HERSELF OR OTHER WORKERS.
6. REPORT ANY ACCIDENTS OR INCIDENTS REGARDLESS OF ITS SEVERITY, TO HIS SUPERVISOR, WITHOUT DELAY.
7. NOT REMOVE OR MAKE INEFFECTIVE, ANY PROTECTIVE DEVICE REQUIRED BY THE REGULATIONS OR BY THE EMPLOYER WITHOUT PROVIDING AN ADEQUATE TEMPORARY PROTECTIVE DEVICE AND WHEN THE NEED FOR REMOVING OR MAKING INEFFECTIVE THE PROTECTIVE DEVICE HAS CEASED, THE PROTECTIVE DEVICE SHALL BE REPLACED IMMEDIATELY.
8. NOT ENGAGE IN ANY PRANK, CONTEST, FEAT OF STRENGTH, ROUGH OR BOISTEROUS CONDUCT, OR UNNECESSARY RUNNING.
9. OBTAIN FIRST AID PROMPTLY AND NOTIFY THEIR SUPERVISOR OF ANY FIRST AID SITUATION WHICH BECOMES A MEDICAL AID CONDITION SO THE PROPER AUTHORITIES CAN BE NOTIFIED.
10. ENSURE THAT ALL FALL PROTECTION DEVICES ARE INSTALLED AT THEIR RESPECTIVE WORK AREAS AND THAT APPROPRIATE FALL PROTECTION MEASURES ARE TAKEN WHEN REQUIRED.

SUBCONTRACTOR PROGRAM GUIDELINES

ANFIELD'S contractual commitment with subcontractors and other vendors, suppliers or service firms engaged at the work site requires their active participation in our site safety program and adherence to the rules and procedures as set out in this safety policy.

Subcontractor companies shall only start work when ANFIELD is in receipt of the acknowledgement sheet. (included with these guidelines) which is to be signed by the management representative of the subcontractor, The Subcontractor shall ensure that any subcontractors, suppliers or persons working on their behalf, are provided with a copy of these Subcontractor Guidelines and policy/site requirements. These guidelines include our corporate health and safety rules to assist them in reducing accidents and incidents, and in complying with Ontario's safety legislation. In addition to the subcontractor signing off on the guideline acknowledgement sheet, the Subcontractor shall also sign off on ANFIELD – SUBCONTRACTOR HEALTH AND SAFETY AGREEMENT before commencement of work on any of our projects.

SUBCONTRACTOR RESPONSIBILITIES:

- On our projects, the Subcontractor shall actively promote safe work practices and procedures among their employees. All Subcontractors must ensure their crew supervisory personnel have received appropriate training in Health & Safety practices and legislation and that they are competent to perform all required work in a safe and legal manner. Subcontractor supervisors are required to abide by our specified supervisory responsibilities as listed in our safety policy.
- All subcontractors shall ensure that our safety policy and guidelines are communicated and understood by their supervisors, workers and subcontractors/suppliers and enforced.
- In the event of a death or critical injury of a worker, all subcontractors are to ensure that the accident scene is not disturbed or tampered with except in the situations described in this booklet under "preservation of wreckage".

TRAINING AND ON-SITE MEETINGS:

- In addition to Subcontractors providing competent supervisors for their crew, workers should be oriented to the work site safety rulings and requirements by the Subcontractor Supervisor. All supervisors on our sites, whether working directly or subcontractually for ANFIELD are expected to perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work.
- Health & Safety crew "tool box talks" are to be held by the subcontractor as often as the project superintendent establishes, and records of these talks are to be submitted to ANFIELD's superintendent for review. We invite you to use our policy's crew safety talk forms for recording purposes.
- Subcontractor personnel on our projects shall attend all safety meetings and management production meetings as required by ANFIELD.

SUB-CONTRACTOR'S LABOUR SAFETY REPRESENTATIVE

Each trade is to be represented by an on-site Labour Health & Safety Representative elected by their trade workers or their union, in accordance with Ontario's legislative requirements. Subcontractors are to co-operate in causing their respective labour safety representatives to be selected. These representatives will, from time to time, be required to participate in our Joint Health & Safety Committee Meetings or in Worker Trade Committee meetings (where applicable)

SUB-CONTRACTOR PARTICIPATION IN J.H. & S.COMM. MEETINGS:

Subcontractor labour safety representatives or their unions shall appoint, among them, one who is to act as the Joint Health & Safety Committee's Labour Representative on behalf of all labour safety representatives on the project. This Joint Health & Safety Committee member shall exercise his/her rights as outlined in Ontario's Occupational Health & Safety Act. The Subcontractor must provide training for this representative as required, to meet "Certified Member" standards (when applicable).

SUB-CONTRACTOR PROVISION OF DOCUMENTATION:

The subcontractor shall provide ANFIELD all of the following:

- Copy of their health and safety policy and procedures.
- Any design drawings and specifications for equipment or structures.
- Any licenses or permits, log books and operator manuals for equipment/operators.
- Any documents required by Ontario's Occupational Health & Safety Act and Regulations.

Written work procedures (eg. - FALL PROTECTION COMPLIANCE PLAN)

Material Safety Data Sheets and proof of WHMIS training.

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

NOTIFICATION OF NEAR MISSES, INCIDENTS OR ACCIDENTS:

- Subcontractors, their employers, supervisors or workers are required to report all incidents, accidents or near misses to the ANFIELD project superintendent.
- Submit copies of documentation required by provisions of Ontario's Occupational Safety Act or the Workers Compensation Act, for reporting accidents, incidents and injuries to the authorities shall be submitted to the governing authorities and the ANFIELD project superintendent for review.

INVESTIGATING AND REPORTING PROCEDURES:

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

Subcontractors are to ensure the authorities are notified and the appropriate reporting forms are submitted within the prescribed time restraints as set out in legislation. ANFIELD requires to be notified within twenty four hours of any claim made by anyone against the Constructor or a Subcontractor for any accident, incident, or property damage.

ENSURING COMPLIANCE ON OUR WORK SITES:

Subcontractors will be held accountable to their obligations to ensure compliance with all provisions of Ontario's Health and Safety Act and its Regulations for Construction Projects, and to our own Corporate Health and Safety Policy requirements and rulings.

Subcontractors are required to enforce the above, and ensure safe work practices and work site conditions prevail on our projects. In accordance with ANFIELD'S SUBCONTRACTOR HEALTH AND SAFETY AGREEMENT, penalties may be assessed against the Subcontractor for non-compliance of his employers, employees and suppliers

Any remedial action taken by ANFIELD for any reason, to correct Subcontractor work site conditions or neglect, and other reasons as per our agreement such costs incurred by ANFIELD shall be back-charged to the Subcontractor.

SUBCONTRACTOR PERFORMANCE REVIEW:

An evaluation of any Subcontractor on our projects may be conducted in intermittent stages of their contract and an overall rating assessed. Such assessments will be forwarded to ANFIELD management for record and review. Subcontractors exhibiting poor ratings may not become eligible for future contract considerations.

SUMMATION:

The corporate health and safety rulings below are meant as a guide to establishing safe work practices and conditions. They are not all inclusive and Subcontractors are advised to refer to the provisions of the various Ontario statutes (legislation) and industry standards for further guidance.

CORPORATE HEALTH & SAFETY RULES

It is the policy of ANFIELD to insist that all employees, including subcontractor employees, understand and strictly adhere to the provisions of the Occupational Health and Safety Act for Construction Projects and its regulations, Your Foreman or Job Superintendent, will inform you of any additional safety rules and procedures, as the need arises.

PERSONAL SAFETY RULES

1. HEAD AND FOOT PROTECTION - C.S.A. approved class "B" hardhats and C.S.A. "Green Patch" footwear, must be worn at all times while you are on the project
2. Appropriate work gloves must be worn when handling and using tools and materials which may cause injuries to your hands
3. EYE AND FACE PROTECTION - Face shields, goggles or glasses must be worn by workers and must be of a design to afford suitable protection when;
 - a) Welding, burning or cutting with torches;
 - b) Using abrasive wheels, portable grinders or files;
 - c) Chipping concrete, stone or metal;
 - d) Working with materials;
 - e) Drilling or working under dusty conditions;
 - f) Sand or water blasting;
 - g) Waterproofing;
 - h) Working on energized switchboards;
 - i) Using explosive actuated fastenings or nailing tools;
 - j) Working with compressed air or other gases;
 - k) When working near any of the operations listed above.

For your protection on the job, do not wear:

- LOOSE CLOTHING OR CUFFS
- GREASY OR OILY CLOTHING
- FINGER RINGS, BRACELETS OR NECK CHAINS

Other personal protective equipment, such as safety belts and body harnesses, respirators, reflective vests, flotation vests, ear protection devices, etc, must be worn as required by your foreman and the law.

4. *Non-prescription drugs or alcohol* will not be allowed on the job and any employee found to be in possession of, or under the influence of, drugs or alcohol, will be refused from working and is liable to be severely disciplined or terminated from employment.

PERSONAL SAFETY RULES.....

5. All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his investigation and report to management.
6. If you notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your supervisor, so corrective action can be taken.
7. No person shall jump from one level to another and anyone discovered jumping will be reprimanded or terminated from employment.
8. Never prate tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.
9. Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.
10. Do not engage in any prank, contest, feat of strength, rough or boisterous conduct or unnecessary running.
11. Do not remove or make ineffective, any protective device.
12. Smoking is strictly prohibited near flammable substances and storage areas.
13. Never work at heights if you are afraid to do so, or if you are ill or subject to dizzy spells. Tell your foreman. He will respect you for being honest and assign you to other suitable work. Always work within your limitations.
14. Every employee shall wear a minimum of a full T-shirt and long pants to prevent injury from the elements and harmful substances No shorts or tank-tops allowed.
15. Always work in adequately lighted conditions. Use portable lighting in the dark Route accesses and work areas should be adequately lit (no shadows) at all times.
16. Always use the "buddy system" to avoid working alone, if it is necessary to do so, arrangements should be made to check on the worker at fifteen minute intervals, by the worker's foreman. Confined space work, however, requires constant monitoring of the isolated worker(s) and there are strictly regulated procedures to follow in this kind of situation Check with your foreman for detailed instructions before entering any confined space.

PERSONAL SAFETY RULES.....

17. Always remember to unplug electrical tools before performing adjustments, repairs or alterations.
18. ACCESS TO WORK AREAS
Access to and from a work area shall be by way of ramp, ladder, stairs or runway. Emergency egress from work areas is a foremost consideration.
19. LADDERS
 - a) Ladders shall be set on a firm level surface and if the base is to rest on soft uncompacted or rough soil, a mud sill shall be used.
 - b) Straight ladders should be tied off or otherwise secured to prevent movement.
 - c) When a task must be done while standing on an step ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second rung from the top.
 - d) When climbing up or down, workers should always face the ladder.
 - e) Ladders should not be erected on boxes, carts, tables, scaffold or manlift platforms or on vehicles
 - f) Depending on the length, straight ladders should be set lip at an angle is not less than one quarter or greater than one third the vertical distance between these points.
 - g) Metal or wire reinforcing ladders, must not be used near energized electrical conductors.
 - h) All ladders erected between levels must be securely fastened, top and bottom to prevent movement, extend 900 millimeters (3 feet) above the top landing and afford clear access at top and bottom.
 - i) Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective must not be used and should be tagged and removed from site.
 - j) Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
 - k) Workers on a ladder should not straddle the space between the ladder and another object.

PERSONAL SAFETY RULES.....

- l) Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
- m) If the work to be performed on a ladder will cause heavy exertion by the worker or the worker to overextend to the sides, in this situation it is best to utilize a scaffold platform.
- n) Under no circumstances should a worker attempt to hand carry materials or equipment, while climbing or descending on a ladder. It is important to maintain three point contact at all times. Use a rope or hoist to lower or raise items from one level to another.
- o) According to regulatory requirements, there must be a minimum clearance of six inches between ladder rungs and any surface. This will ensure the worker obtains a firm footing.

22. WORK BENCHES AND PLATFORMS

Work platforms shall be a minimum 18 inches wide and be designed and constructed to support and resist all anticipated loads. Workers are to refrain from using spools, ladders as a support for planking, poorly constructed benches, loose objects or inadequate materials.

23. TRENCHES

Work shall not be performed in a trench unless another worker is working above ground and in close proximity to the trench. Where personnel are required to enter a trench, proper means of access must be provided within the protected (shored) area.

Where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one or a one to three gradient depending on the classification of the soil, or be supported as prescribed in Ontario's regulations 213/91 under Excavations - Part III.

Where the depth of the trench exceeds 6 metres (20 feet) or the width exceeds 3 metres (10 feet) the support must be designed by a professional engineer.

Where it is not practicable or possible to cut back or shore an excavation wall, a professional soil test engineer shall determine the stability of the excavated wall and state in writing whether it is safe to work near the wall(s), along with the frequency of follow-up inspections and other precautions.

PERSONAL SAFETY RULES.....

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

Materials, equipment and excavated material shall be kept back at least two meters away from the edge of any excavation and a level area of at least one meter from the excavated edge shall be maintained at all times.

24. WALL BRACING

During construction, masonry walls require temporary bracing until installation of the permanent structural members. Masonry walls should not be built higher than ten times their thickness unless they are properly braced.

25. FIRE PROTECTION

Fire extinguishers must be readily accessible at adequately marked locations, properly maintained and promptly refilled after use. Also they must be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it.

At least one fire extinguisher must be provided where flammable liquids are stored, handled or used; where temporary oil-fired or gas fired equipment is used; where welding or open-flame or gas fired operations exist and on each storey of an enclosed building being constructed or altered; and for each workshop with 300 or fewer square metres of floor area. Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriter's Laboratories of Canada 4A40BC rating.

26. TRAFFIC CONTROL

A worker when required to direct traffic shall be a competent worker for such purposes and shall not perform other work while directing traffic; shall be given written instructions in a language the worker can read and understand, setting out the signals the worker is to use; and shall have the instruction explained to him or her orally. The traffic control person shall wear a vest that is reflective fluorescent and colored blaze orange or red.

27. TRUCKS AND HEAVY EQUIPMENT BACKING UP

All vehicles shall be equipped with back-up beepers and where workers are nearby and possibly in danger, a traffic control person will position himself or

herself in view of the vehicle operator and his intended path and direct the operator. The traffic control person and workers in the area should be made aware of the vehicle's blind spots, by the operator.

28. COMPRESSED GAS CYLINDERS

Compressed gas cylinders pose a real risk to workers if they are not handled and used properly. Always use compressed gas cylinders with extreme caution. Some basic safety rules are:

- a) Only competent and authorized workers are to handle compressed gas cylinders.
- b) All compressed gas cylinders should be stored in a secured and upright position
- c) After using a compressed gas cylinder, always ensure that the valve has been closed and that the protective valve cap is in place.
- d) Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until the problem has been rectified. Under no circumstances is a leaking compressed gas cylinder to be used. Evacuate the area and notify your foreman.
- e) Ensure that no empty cylinders are left inside any enclosed building. Remove them to an outdoor compound
- f) When storing compressed gas cylinders, always store empty ones separately from full or partially filled cylinders.
- g) Compressed gas cylinders should be stored in a designated outdoor compound, affording adequate ventilation and explosion proof characteristics
- h) Always keep compressed gas cylinders at least 15 feet away from any heat generating sources.
- i) Overhead protection should be provided to the valves and connections to compressed gas cylinders when there is a risk of materials falling from above.

29. ELECTRICAL EQUIPMENT

- a) Access to electrical station rooms, the interiors to electrical power panels, service boxes, etc are restricted to trained and authorized personnel only,

Electrical rooms with live services shall have signs posted at doors, forbidding unauthorized entry.

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

30. FLAMMABLE AND COMBUSTIBLE MATERIALS

- a) All flammable materials must be stored in approved containers with caps in place and stored in well ventilated areas, away from heat, open-flame and ignition sources
- b) Quantities of flammable materials greater than 235 litres must be stored outside in an isolated and fenced area, away from exits and entrances and with 'no smoking' signs posted.
- c) All flammable or combustible materials must be clearly labeled as to their inherent dangers, Re: WHMIS supplier and workplace labeling requirements
- d) Supervisors are to ensure their workers are aware of the volatile characteristics of the flammable and combustible materials they store, use, handle or transport Safe work procedures must be provided by the supervisor for the worker(s) health and safety.
- e) Be aware of possible vapour build-up in confined spaces and low lying areas such as pits and trenches.

31. CRANES AND OTHER HOISTING EQUIPMENT

- a) All hoisting equipment shall only be operated by licensed and/or qualified personnel.
- b) The operator must never leave the controls of the equipment unattended while it is running.
- c) In the event that the view of the operator is obstructed, he shall request

the assistance of a competent signal person.

- d) Hydraulic equipment must never be left unattended while any part is in a raised position
- e) Loads being hoisted are not to pass over workers or handled in such a manner which might endanger a worker.
- f) All log books and maintenance records are to be present with the hoisting equipment and kept up to date. A thorough pre-job maintenance of the hoisting equipment shall be performed and recorded in the appropriate log books. An inspection / approval report is to be provided to the site superintendent and signed by the licensed mechanic, before the machine is brought on site.
- g) No hoist operator shall swing any loads over existing buildings without prior approval from the building's owners.
- h) The operator must perform daily inspections of his hoist equipment prior to use and record such inspection results in his daily inspection log.
- i) No crane shall be loaded beyond its rated capacity.
- j) The operator shall ensure the hoist boom or device is kept a safe distance from high power sources as per regulations.

32. RIGGING REQUIREMENTS

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

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

33. AIR-POWERED TOOLS

Accidental injury may result if an air tool is removed from its supply hose while it is under pressure. Use the following safety procedures when removing an air tool from its hose:

- a) Shut off the valve supplying air to the hose.
- b) Hold the air tool in a safe position, open the throttle or trigger. Vent the hose to the atmosphere through the air tool.
- c) When all air pressure is exhausted, immediately disconnect the tool from the hose. Prompt removal is necessary to avoid pressure build-up in hose because of a leak in the air supply valve.

34. POWER ELEVATED WORK PLATFORMS

- a) All power elevated work platforms shall be thoroughly inspected and certified by a licensed mechanic as being safe to operate. The mechanic will place a service tag at the machine's controls, indicating his name and the date of the most recent inspection and approval.
- b) All other relevant documentation shall be physically present on the machine, ie - manufacturer's operational manual, certificate of authorization and maintenance records/logs.
- c) The supplier shall have a competent person provide instruction, demonstrations and training on safe use of the machine to those workers who will be permitted to operate it.
- d) Workers shall wear a full body harness and shock absorbing lanyard attached to the platform at all times when working over 3 m.
- e) All operators shall conduct a daily maintenance and safety check prior to operating any power elevated work platform.

35. POWDER ACTUATED TOOLS

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

36. USE OF GRINDERS AND CUTOFF SAWS:

Abrasive wheels can cause serious injury. Proper storage, use and maintenance of these wheels must be observed.

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

37. DEFECTIVE TOOLS - What to look for:

If a tool is defective in some way, - DO NOT USE IT!
Inspect tools prior to use and ensure defective tools are repaired.

Watch for problems like:

- a) broken or inoperative guards
- b) insufficient or improper grounding due to damage on double insulated tools - eg. cracked casings.
- c) no ground wire (broken ground post) on plug or frayed cords.
- d) on/off switch is in poor working order - eg. jams or releases.
- e) improper grinding wheel speeds or chipped/cracked blades.

38. WELDING, TORCH CUTTING OR BURNING:

Work involving welding, torch cutting or burning can increase the fire and breathing hazards on any job. The following guide lines should be considered prior to the start of work.

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

- i) Contact lenses should never be worn by any persons working near welding operations.

39. PORTABLE PROPANE HEATING SYSTEM SET-UP AND USE:

Ontario's Energy Act now requires employers to provide written evidence certifying the competency of persons assigned to connect, activate, handle and disconnect portable propane heating systems with inputs of 400,000 btuh or less. No persons other than those who have been certified, are allowed to handle this equipment.

40. WIND RELATED HAZARDS:

Strong winds and gusts pose a real risk to workers, In these conditions refrain from handling materials at heights due to risks of being blown over. Walls and structures are susceptible to collapse and special bracing precautions should be taken.

41. FORKLIFTS

- a) Daily inspection checks shall be performed by the operator in accordance with the manufacturer's recommendations. Only qualified personnel shall operate forklifts.
- b) Do not drive with wet or greasy hands. You could lose steering control.
- c) Face in the direction of travel. Look behind before backing up.
- d) Make sure that the forklift is able to carry the load.
- e) Recheck the brakes with the first load, and when changing to heavier loads. Never drive with faulty brakes. Report faulty brakes right away.
- f) Avoid sudden stops, starts or turns. You could spill the load.
- g) When vision is blocked, stop and sound horn at doors, corners, exits, etc. Use a signal person when necessary.
- h) Drive slowly on wet or slippery surfaces and rough ground.
- i) Cross railroad tracks very slowly, on an angle if possible.
- j) Keep forks close to the ground and tilted slightly back.
- k) Always be aware of and stay well clear of overhead power lines.

- l) No horse-play or stunt driving and no passengers.
- m) Do not lift someone on the forks unless a platform (approved by a professional engineer) is used.
- n) Do not work under raised loads.
- o) Keep all parts of the body inside running lines of the truck.
- p) When driving up or down a slope, the load must always be uphill. Do not drive across a slope and do not park on a slope.
- q) Whenever you leave the truck, lower the platform or fork, set the brake, neutralize controls, and shut off power.
- r) DO not block gangways, exits, or emergency equipment
- s) Never leave the forks raised with the controls unattended.

42. INCIDENTS INVOLVING GENERAL PUBLIC

- Contact by construction personnel with the general public and/or occupants of existing buildings must not be confrontational. All subcontractors must advise their employees of this requirement and to report any adverse contact with the general public or occupants to their supervisor and in turn to ANFIELD's site superintendent.
- All incidents (near misses) and accidents must be reported immediately to the site superintendent. Failure to report could result in disciplinary action by ANFIELD.
- Subcontractors must make ANFIELD aware of any change in their work operations which may cause unforeseen hazards or concerns by occupants or the public.

PERSONAL SAFETY RULES.....

43. HEAVY EQUIPMENT SAFETY

All vehicle and equipment operators are responsible for circling their vehicle or equipment before starting up, to ensure that the immediate vicinity is clear and open to movement.

All operators must ensure that their path is clear before hacking up their machine. This means clear not only of other equipment, but of materials and especially anyone on foot. Never assume that because no one or nothing was there 30 seconds ago, the way will still be clear. Operators of backhoes and cranes must also check that the wing area is clear also. Make sure that the way is always visibly clear before proceeding or that workers in the area know that you are about to move and in which direction. Use the services of a competent signaller when necessary to direct you.

WINTER PRECAUTIONS (for outdoor works)

Cold weather construction is quite common and requires extra care in accident and injury prevention. Snow and ice produce slippery conditions which pose dangers in:

- 1) mounting and dismounting machinery
- 2) handling materials and tools
- 3) moving around jobsites - on foot, on machines, or in vehicles

Note: Always dress appropriately for weather conditions.

GENERAL EQUIPMENT SAFETY

- Position trucks as close to the unloading area as possible.
- Equipment should be positioned on terrain as level as possible.
- Keep equipment away from overhead power lines
- Truck wheels should be blocked or chocked during unloading,
- Before mounting equipment scrape off your boot to avoid slips.
- Climb up and down facing the equipment, maintaining 3-point contact at all times (two hands and one foot or two feet and one hand).
- The riding of heavy equipment outside the cab by anyone is strictly prohibited.

- If steps and handrails are provided use them; stepping on tires or hubs affords a poor footing.
- On heavy construction equipment such as trucks, the starting system must be made inoperative or locked when the equipment is not in operation.
- It is the responsibility of all operators to ensure their equipment is in safe working order at all times. Report all problems immediately.
- All mounting facilities must be maintained in a safe, clean condition.

GENERAL SERVICE PROCEDURES

- Disengage power and stop engines before servicing Attach a DO NOT OPERATE tag to the controls.
- Support equipment on adequately sized blocks or stands. Never take a chance of being crushed by equipment attachments or parts Lower all equipment attachments to the ground and engage safety locks.
- Be aware of and protect yourself from hot equipment parts
- Clean up spilled oil, grease, fuel or other slipping hazards.
- Use jacks and hoists to move and handle heavy components. Remember your back is very susceptible to injury in a bent position when lifting. When using mechanical hoisting assistance inspect its cables, chains or slings before use.
- Do not work on or near revolving fans or blowers.
- Secure hoods and doors from falling or closing.
- Specific safety information about hand tools, power tools, welding and flame cutting power sources and mechanical lifting devices can be obtained from the manufacturer's safe operating manuals and the safety manual called "Shop Maintenance" published by the Construction Safety Association of Ontario.
- Do not work with unfamiliar equipment and tools. The company requires that all employees be properly instructed in the use of tools and equipment, Do not use tools or equipment without proper instruction.
- Follow all recommendations in operating, service and maintenance manuals which have been provided to you.

- Service personnel must notify a supervisor of their location at all times.
- Mechanics are not to work in the field alone without notifying a supervisor of their location

REFUELING AND SERVICING

- Oiling and servicing shall be done only when the equipment is shut off.
- When refueling the driver or operator must remain with the unit. Smoking and other sources of ignition must be extinguished before refueling
- If a spill should occur notify, your supervisor immediately for instruction

OVERHEAD WIRES AND UNDERGROUND UTILITIES

- Make sure stakeouts are obtained from all utilities before digging
- All equipment must be kept a safe distance from overhead power lines. All activities adjacent to existing utilities must conform to the provisions of the Occupations Health and Safety Act and its Regulations for Construction Projects.

COMPANY VEHICLES AND EQUIPMENT

- When equipment is operated, persons other than the operator must not be allowed in the cab unless proper seating is provided,
- All employees must wear seat belts where available when driving or riding in a company vehicle. Heavy equipment operators must use their seat restraining devices.
- All employees who drive or operate company vehicles or equipment must have the appropriate licences.

MATERIAL HANDLING (LIFTING)

1. Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle. Remember! When lifting, try to keep your back erect and lift with your legs. Avoid torsional rotation of your back while lifting materials. Seek help if necessary. Your back is very susceptible to injury in a bent position.
2. Precautions should be used by employees working in sewer and watermain installation. Keep fingers and hands clear when joining pipes, fittings, manholes, etc. Be alert and use common sense, especially when working with very heavy items. Use care when connecting lifting cables and avoid catching your fingers.
3. Where practical, heavy lifts should be done only with the assistance of mechanical lifting devices.
4. All employees on our work sites must carry proof of generic WHMIS training and be trained specifically on how to store, use, handle and dispose of hazardous materials used at the workplace.
5. Be aware of smoking restrictions around flammable and combustible materials.
6. When in doubt about proper procedures in handling a hazardous material, always refer to the MSDS (Material Safety Data Sheet) or ask your supervisor.
7. Use all the personal protective equipment and control measures required for the safe use of the hazardous material you will be handling.
8. All materials and equipment should be stored, moved, piled or transported in a manner that will not endanger workers.
9. No material on a work site shall be piled or left within 1.8 meters (six feet) from an edge of a floor, roof, balcony or excavation.
10. Keep your respective areas clean and free of trip or slip hazards.
11. Communications between crane operators and ground crew must be clear and concise. Only competent signallers should be used to direct crane operators.

WHMIS COMPLIANCE PLAN REQUIREMENTS

[WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM]

1. Workers on the project shall carry proof of Generic WHMIS Training.
2. All Subcontractor companies shall provide the Material Safety Data Sheets for all WHMIS controlled products to the Constructor's Site Superintendent, before these controlled products enter the project Subcontractors are to ensure WHMIS controlled products have the required hazard supplier or workplace labels before they are brought on site.
3. All Subcontractors are supervisors are to provide site specific instructions to their workers on the safe storage, handling, use and disposal of any WHMIS controlled products brought on site The Constructor's site superintendent will require a written acknowledgement from all subcontractor companies on theft company letterhead stationary, that their workers have received this instruction along with all other hazardous information required for their workers health and safety
4. The Constructor's superintendent will post all M.S.D.S documents in a conspicuous area to allow unrestricted access and review by workers
5. Subcontractor companies are to use the designated storage areas provided to them by the Constructor. Any WHMIS controlled products not in use shall be kept in storage. Appropriate fire extinguisher, equipment shall be provided at these areas.
6. The Constructor site superintendent, in consultation with the Joint Health and Safety Committee for the project, shall periodically review the suitability of the WHMIS training and practices in place by the subcontractor companies on site, keeping in mind that the results of such training and instruction provided, enables the workers to use the Information to protect their health and safety
7. All subcontractor companies shall have written procedures to follow by their workers when fugitive emissions from a controlled product used on site are present
8. All subcontractors shall have written procedures to be followed by their workers in case of an emergency involving a controlled product.
9. Any worker or supervisor found to be negligent in their responsibilities regarding the above shall be disallowed from continuing their work until proper training, instruction and procedures are brought up to standard Any blatant disregard by any worker or supervisor in maintaining these requirements will be grounds for the Constructor to remove said worker or supervisor from the site.

SCAFFOLDING COMPLIANCE GUIDELINES

1. THE ERECTION, ALTERATION AND DISMANTLING OF SCAFFOLDS MUST BE CARRIED OUT UNDER THE SUPERVISION OF A COMPETENT PERSON.
2. ALL SCAFFOLDS MUST BE SUPPORTED ON SOLID SURFACES OR WELL COMPACTED GROUND.
3. SCAFFOLDS MUST HAVE FOOTINGS, SILLS, OR SUPPORTS THAT ARE SOUND, RIGID AND CAPABLE OF SUPPORTING TWO TIMES THE MAXIMUM ANTICIPATED LOAD WITHOUT SETTLEMENT OR DEFORMATION.
4. SCAFFOLDS MUST BE TIED (SECURED) TO THE BUILDING AT VERTICAL INTERVALS, NOT EXCEEDING THREE TIMES THE LEAST LATERAL DIMENSION OF THE SCAFFOLDING, GUY LINES OR OUTRIGGERS MAY BE USED TO INCREASE THE SCAFFOLDING BASE WIDTH AND ESTABLISH STABILITY.
5. ALL SCAFFOLD FOOT PLATES, SCREW-JACK LEGS, COUPLER PINS, CASTORS, AND BRACES MUST BE INSTALLED IN ACCORDANCE TO THE MANUFACTURER'S INSTRUCTIONS AND DESIGN DRAWINGS.
6. GUARD RAIL PROTECTION IS REQUIRED FOR ALL SCAFFOLD PLATFORMS PLACED OVER EIGHT FEET IN HEIGHT, OR AT ANY HEIGHT IF PLATFORMS ARE SITUATED OVER MACHINERY, WATER OR OTHER DANGEROUS OBJECTS.
7. PLATFORMS MUST BE PROVIDED WITH SECURED LADDER ACCESS.
8. ALL PLATFORMS MUST CONSIST OF ROUGH SAWN (2" X 10") PLANKING, FREE FROM DEFECTS AND SECURED FROM SLIPPAGE.
9. LOAD CUBES OF MASONRY MATERIALS DIRECTLY OVER FRAMING.
10. HAVE CLEAN PLATFORMS AND GROUNDS, FREE OF ICE, SNOW, OIL, DEBRIS AND BANDING WIRE TO PREVENT HAZARDS.
11. WORKERS SHALL WEAR AND USE FULL-BODY HARNESSSES, ATTACHED TO THE PROJECT WHEN ERECTING OR DISMANTLING SCAFFOLDING, ABOVE THREE METERS IN HEIGHT.
12. PLATFORMS MUST BE 18 INCHES WIDE AND IF THEY ARE OVER 8 FEET HIGH, THEY MUST CONSIST OF PLANKS LAID TIGHTLY SIDE BY SIDE, THE FULL WIDTH OF THE SCAFFOLD FRAME.

REFER TO THE PROVINCIAL SAFETY REGULATIONS FOR FURTHER REQUIREMENTS.

FALL PROTECTION REQUIREMENTS

WARNING!

No worker shall expose himself to heights greater than three metres when working near an edge to an unguarded floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection. Any person found doing so shall be subject to disciplinary action

Fall protection is also required if a worker may fall into operating machinery, into water or other liquids, or into or onto hazardous substances or objects. Regardless of height.

EQUIPMENT STANDARDS AND SET-UP:

All safety belts, full body harnesses and lanyards must be C.S.A certified and carry a C.S.A. label. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened. Lanyards are to be 5/8" diameter nylon or equivalent. The D-rings on the safety belts should be centered on the person's back. The lanyard or lifeline/lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs minimum for fall arrest protection purposes and its length should be adjusted so the wearer will be prevented from falling any farther than 1.5 meters from where he stands. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock absorber device must be used at the lanyard connection.

LIFELINES: *All lifelines shall be:*

- 16 millimetres (5/8") diameter polypropylene or equivalent.
- used only by one worker at a time.
- free from any danger of chafing.
- free of any cuts, abrasions, other defects.
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.
- connected at right angles to the worker's position.

TRAVEL RESTRAINT PROTECTION:

This consists of a lanyard or lifeline/lanyard set-up which restrains the wearer from exposure to an unguarded edge. If the worker should trip or lose his balance, he will land on the surface on which he stands and not fall over the edge. This is the only situation where *waist type* safety belts are to be allowed. Full-body harness use by worker is preferred.

FALL ARREST PROTECTION:

This consists of a shock absorbing lanyard or lifeline/lanyard set up where the wearer is allowed some movement at an unguarded edge and if he should trip or lose his balance he could possibly fall over this edge. This fall protection system must be adjusted so as to limit the wearer's fall to within 1.5 meters from where he stands or sits and only full body safety harnesses with a shock absorber/lanyard device shall be used for his protection. Roofers and Carpenters are particularly vulnerable to falls when working on roofs and floor levels. Suitable fall arrest protection must be used for workers exposed to such risks. Crew supervisors are responsible to ensure compliance.

GUARDRAIL PROTECTION:

Guardrails consisting of a top rail, middle rail and toe board must be provided around work platforms, ramps, and open areas where a worker can fall eight feet from one level to another, Guardrail protection is also required at any level where a worker is in danger of falling onto machinery, water or other objects. Temporary removal of a guardrail by workers in order to perform work, will require the worker(s) to protect themselves by use of either travel restraint or fall arrest protection methods and take appropriate measures to cordon off the work area and post signs warning others to stay clear. The guardrailing must be re-installed once the work is completed.

COVERINGS OVER OPENINGS:

It is generally expected that openings are to be guardrailed if at all possible, When coverings are required however, planking laid tightly side by side shall be the material of choice, or such material suitable to support and resist three times the anticipated loads. All coverings must be securely fastened and marked to prevent accidental removal

ACCOUNTABILITY

Employees of ANFIELD including subcontractor employees working on sites will be held accountable for their actions and any violation of the rules and measures of this safety policy or Ontario's Occupational Health and Safety Act and its regulations. Those in contravention shall be given notices, verbal and/or written, and penalties as follows;

ANFIELD EMPLOYEES

- 1st Violation - a recorded verbal warning
- 2nd Violation (same offense) - written notice and one day loss of work and pay.
- 3rd Violation (same offense) - a one week suspension from work and pay.
- 4th Violation (same offense) - permanent dismissal from employment.

SUBCONTRACTOR EMPLOYEES

- 1st Violation - a recorded verbal warning
- 2nd Violation (same offense) - written notice to employee and employer advising that further violation will require removal from project
- 3rd Violation (same offense) - permanent removal from project

HAZARDOUS SPILL CONTINGENCY PLAN

In the event of a hazardous substance spill, ANFIELD's Safety Coordinator will secure the affected area and report the incident to ANFIELD management and, if necessary, management will contact the Ontario Spills Action Centre at 1-800-268-6060. The Duty Officer at this Spills Action Centre will provide direction for the safe containment and clean-up of the hazardous spill.

INJURY REPORTING PROCEDURES

INJURIES REQUIRING MEDICAL AID:

1. PROVIDE FIRST AID AND ARRANGE TO TRANSPORT THE INJURED TO A MEDICAL FACILITY.
2. ALWAYS HAVE SOMEONE ESCORT THE INJURED TO THE MEDICAL FACILITY. HAVE THE INJURED SIGN THE TREATMENT MEMORANDUM AND GIVE IT TO THE ATTENDING DOCTOR TO FILL OUT AND RETURN.
3. PRESERVE THE ACCIDENT SCENE FOR THE INVESTIGATION.
4. REPORT THE CIRCUMSTANCES TO SENIOR MANAGEMENT.
5. THE SUPERVISOR SHOULD INVESTIGATE THE ACCIDENT AND REPORT IN WRITING TO SENIOR MANAGEMENT WITHIN TWENTY FOUR HOURS.
6. FOLLOW-UP ATTENTION TO THE INJURED PERSON'S PROGRESS, THE WSIB CLAIM STATUS AND RAPID RE-EMPLOYMENT POSSIBILITIES THROUGH MODIFIED DUTIES, SHOULD BE PERFORMED.

INJURIES REQUIRING FIRST AID ONLY:

1. HAVE THE DESIGNATED FIRST AID ATTENDANT TREAT THE INJURED PERSON AND RECORD THE PARTICULARS ON THE FIRST AID LOG SHEET.
2. INFORM THE INJURED PERSON TO NOTIFY HIS FOREMAN OR THE HEAD OFFICE IMMEDIATELY IF, DUE TO COMPLICATIONS, HE VISITS HIS DOCTOR.
3. PROVIDE THE INJURED PERSON WITH A TREATMENT MEMORANDUM IF THERE IS ANY POSSIBILITY HE MAY VISIT HIS DOCTOR AND INSTRUCT HIM TO HAVE HIS DOCTOR FILL IT OUT. THE MEMORANDUM SHOULD BE RETURNED BY THE INJURED ON THE NEXT DAY.

CRITICAL INJURIES DEFINED

“CRITICAL INJURY” IS AN INJURY OF A SERIOUS NATURE THAT:

1. PLACES LIFE IN JEOPARDY.
2. PRODUCES UNCONSCIOUSNESS
3. RESULTS IN SUBSTANTIAL LOSS OF BLOOD.
4. INVOLVES THE AMPUTATION OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
5. INVOLVES THE FRACTURE OF A LEG, ARM, HAND, OR FOOT BUT NOT A FINGER OR A TOE.
6. CONSISTS OF BURNS TO A MAJOR PORTION OF THE BODY.
7. CAUSES LOSS OF SIGHT IN AN EYE.

NOTE: ANY TIME AN INJURED WORKER IS TAKEN BY OUTSIDE EMERGENCY SERVICES, WE WILL ASSUME THE INJURY TO BE CRITICAL IN NATURE.

PRESRVATION OF THE ACCIDENT SCENE

WHERE A PERSON IS KILLED OR CRITICALLY INJURED AT THE WORKPLACE, NO PERSON SHALL, EXCEPT FOR THE PURPOSES OF:

- A) SAVING LIFE OR RELIEVING HUMAN SUFFERING;
- B) MAINTAINING AN ESSENTIAL PUBLIC SERVICE OR A PUBLIC TRANSPORTATION SYSTEM; OR
- C) PREVENTING UNNECESSARY DAMAGE TO EQUIPMENT OR PROPERTY;

INTERFERE WITH, DISTURB, DESTROY, ALTER OR CARRY AWAY ANY WRECKAGE, ARTICLE OR THING AT THE SCENE OF OR CONNECTED WITH THE OCCURRENCE UNTIL PERMISSION TO DO SO HAS BEEN GIVEN BY AN INSPECTOR OF THE MINISTRY OF LABOUR.

REPORTING A CRITICAL INJURY TO THE AUTHORITIES

MANAGEMENT RESPONSIBILITIES:

Where a person is killed or critically injured from any cause at a workplace, the constructor if any, and the employer shall notify an inspector from the MINISTRY OF LABOUR, in addition to the safety committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall within forty-eight hours after the occurrence, send to the director (MINISTRY OF LABOUR), a written report of the circumstances of the occurrence containing such information and particulars as the Act and Regulations may prescribe.

THE REPORT SHALL INCLUDE THE FOLLOWING:

1. NAME AND ADDRESS OF THE EMPLOYER AND CONSTRUCTOR.
2. NATURE AND CIRCUMSTANCES OF THE OCCURRENCE AND DESCRIPTION OF THE BODILY INJURY SUSTAINED.
3. A DESCRIPTION OF THE EQUIPMENT INVOLVED.
4. THE TIME AND PLACE OF THE OCCURRENCE.
5. THE NAME AND ADDRESS OF ALL WITNESSES.
6. THE NAME AND ADDRESS OF THE INJURED OR KILLED.
7. THE NAME AND ADDRESS OF THE PHYSICIAN OR SURGEON, IF ANY, BY WHOM THE PERSON WAS OR IS BEING ATTENDED TO, FOR THE INJURY.
8. THE STEPS TAKEN TO PREVENT A RECURRENCE.

IMPORTANT: NOTIFY THE MINISTRY OF LABOUR

- a) IMMEDIATELY BY TELEPHONE, FACSIMILE, ETC. and;
- b) PROVIDE A REPORT OF OCCURRENCE WITHIN (48) HOURS.

ANFIELD
EMERGENCY PROCEDURES
CRITICAL INJURY/ACCIDENT REPORTING

1. ASSESS THE SITUATION CALMLY AND TAKE COMMAND.
2. PROTECT THE ACCIDENT SCENE FROM FURTHER HAZARDS, SUCH AS FIRE, LIVE WIRES, TRAFFIC, MACHINERY, ETC.
3. PROVIDE FIRST AID TO THE INJURED AS SOON AS POSSIBLE.
4. ARRANGE FOR IMMEDIATE MEDICAL HELP:

 Call the Ambulance at 911 or NEAREST HOSPITAL.

 Call the Police at 911 or NEAREST POLICE PRECINCT.
5. CALL THE CORPORATE HEAD OFFICE AT (905) 569-7877 AND ADVISE SENIOR MANAGEMENT TO CONTACT THE MINISTRY OF LABOUR IMMEDIATELY.
6. NOTIFY THE SAFETY REPRESENTATIVE OR SAFETY COMMITTEE AND LOCAL UNION OFFICE (IF APPLICABLE).
7. HAVE SOMEONE MEET AND DIRECT THE AMBULANCE TO THE ACCIDENT SCENE.
8. FIND OUT WHICH HOSPITAL THE INJURED WILL BE TAKEN TO AND HAVE SOMEONE THERE.
9. ISOLATE THE ACCIDENT SCENE TO ENSURE NOTHING IS DISTURBED UNTIL THE AUTHORITIES ARRIVE ON THE SCENE
10. CO-OPERATE FULLY WITH ALL EMERGENCY CREWS AND MINISTRY OF LABOUR PERSONNEL.

NOTE: THE SITE SUPERINTENDENT SHOULD CONDUCT HIS OWN INVESTIGATION AS SOON AS POSSIBLE FOR REPORTING PURPOSES.

SUBCONTRACTOR AND WORKER SAFETY ORIENTATION SHEET

CONTRACTOR / WORKER _____

ADDRESS: _____

PHONE: _____ SIN# _____

PROJECT: _____ START _____

TRADE: _____

DISCUSSION OF FOLLOWING:

A) REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

- HARD HAT AND FOOTWEAR _____
- EYE PROTECTION _____
- HEARING PROTECTION _____
- SKIN/BARRIER PROTECTION _____
- OTHER _____

B) FALL PROTECTION:

- GUARDRAIL REQUIREMENTS _____
- SAFETY HARNESS REQUIREMENTS _____
- LADDER/COVERINGS (OPENINGS) _____

C) MATERIAL HANDLING AND STORAGE _____

D) HAZARD REPORTING PROCEDURES _____

E) FIRST AID, TELEPHONE, WASHROOMS FIRE
EXTINGUISHERS, AND PARKING _____

- F) SPECIFIC HAZARDS - EG. (OVERHEAD POWERLINES) _____
- G) VERIFICATION OF WHMIS TRAINING _____
- H) INTRODUCTION TO:
 - PROJECT LABOUR SAFETY REPRESENTATIVE _____
- I) SITE FAMILIARITY TOUR _____
- J) TRAFFIC CONTROL PROCEDURES _____
- K) PROPANE CERTIFICATION REQUIREMENTS _____
- L) OTHER _____

I _____ HAVE READ MY COPY OF THE ***ANFIELD SAFETY POLICY BOOKLET*** IN THE LANGUAGE I UNDERSTAND, AND RECOGNIZE THAT IN ACCEPTING EMPLOYMENT, I MUST ABIDE BY THE RULES AND PROCEDURES SET OUT IN THIS POLICY AND THE ONTARIO HEALTH AND SAFETY ACT AND IT'S REGULATIONS AND I ACKNOWLEDGE THAT ANY REPEATED VIOLATION TO THIS POLICY WILL BE CAUSE FOR DISCIPLINARY ACTION OR EVEN TERMINATION OF MY EMPLOYMENT.

DATE: _____

PRINT: _____
EMPLOYEE

SIGNATURE: _____
EMPLOYEE

PRINT: _____
EMPLOYEE REPRESENTATIVE

SIGNATURE: _____
EMPLOYEE REPRESENTATIVE