

Health and Safety Policy Statement

Our Goal: “No One Gets Hurt”

The Management of ***GD Contracting Services Inc*** is committed to the health and safety of its employees and for all who are involved in our projects. Protection of employees from injury or occupational disease is a major continuing objective. We are committed to continuing improvement toward an accident-free workplace through effective administration, education and training. All supervisors and workers must be dedicated to the continuing objectives of eliminating the “near misses” which will greatly reduce the risk of injuries.

Our philosophy is that the well-being of our company and clients is dependent on the health and safety of our workforce. The Directors and Officers of this corporation promise that every precaution reasonable in all circumstances will be taken for the protection of all workers. No job is to be regarded so urgent that time cannot be taken to do it in a safe manner. The welfare of the individual is our greatest concern.

Supervisors will be responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment required for use by each worker are safe and that each worker works in compliance with established safe work practices and procedures for each piece of equipment. Workers must receive adequate training in their specific work tasks to protect their health and safety.

All supervisors, employees and subcontractors must protect their own and fellow workers' health and safety by working in compliance with the *Occupational Health and Safety Act* and all applicable regulations and safe work practices and procedures established by our company. We are a member of the WSIB program to improve safety in the workplace.

We recognize that a safe work environment can be established and sustained only through a united effort by all employees and subcontractors and that the assistance of each person is required. Your attitude and cooperation in promoting accident prevention will assist in achieving our goal: “no one gets hurt” and make our company the best place to work, one where employees share in corporate growth and success.

Everyone from the President to new workers has the responsibility to ensure a safe and healthy workplace. Let's all work together to prevent incidents from creating unwanted losses and personal injuries or illnesses.

Employers

What the law says

Ontario's Occupational Health & Safety Act (OHSA) gives employers responsibility to:

- Keep a safe and well-maintained workplace; to take all reasonable precautions to protect your workers from illness and/or injury

- Provide information about the hazards in your workplace, proper safety equipment, training, and competent supervision
- Post the WSIB's "[In Case of Injury at Work](#)" poster and to follow proper procedures in case of injury (see last page)
- Post the Occupational Health & Safety Act in your workplace
- Have worker representation for health and safety—if you have 20+ workers or you deal with a designated substance you must have a joint health and safety committee (JHSC). Construction projects last more than 3 months with 20+ workers must also have a JHSC. Workplaces with more than 5, but less than 20 are required to have a health and safety representative

Your **supervisors** also have responsibilities in the workplace. These include:

- Providing a safe workplace and to assign safe work; taking all reasonable precautions to protect your workers from illness and/or injury
- Informing your workers about job hazards and training them to do their jobs safely
- Providing supervision to ensure that they work safely and use equipment and protective devices properly where required

What is the business case

Failure to comply with the OHSA could result in fines of up to \$25,000 and/or up to a year's imprisonment. Corporations can be fined up to \$500,000. Employers are also subject to penalties for failing to report to the WSIB—within 3 days of learning of a workplace injury or illness.

Supervisors who fail to comply with the OHSA are also subject to fines of up to \$25,000.

What you can do

- Understand your legal obligations and comply with them
- Ensure that procedures and measures for workplace health and safety are established and are always followed
- Ensure equipment, materials and protective devices required by law or provided and used; this includes guards on machinery
- Ensure that all hazards, illnesses and injuries are reported immediately
- Keep your workplace health and safety policies, procedures and programs current
- Know what the hazards are in your workplace, inform supervisors about the hazards and how to handle them; encourage your workers to report unsafe conditions or hazards to you or your supervisors
- Respond promptly to all health and safety concerns
- Demonstrate your commitment to health and safety with your own consistent, safe work practices; lead by example by attending training sessions, and use and wear safety equipment when it's required
- Provide training to supervisors so that they maintain their competence

Workers

In Ontario, workplaces are governed by the [Occupational Health & Safety Act](#). Health and safety in Ontario is anchored on the principle of each of us doing our part to keep the workplace free of accidents and illness.

This means that we all have certain rights:

- the **right to know** about the hazards we may or do come into contact with and are given the knowledge about how to work with them safely
- the **right to refuse** work that we believe is unsafe and could cause harm to ourselves or others and
- the **right to participate** in workplace health and safety activities, like the joint health and safety committee.

Along with those rights, come some responsibilities. These include:

- **work safely**—don't take risks; you might injure yourself or another worker
- **report unsafe conditions**—if you see anything that looks unsafe, tell your supervisor or employer right away; don't wait until someone gets hurt
- **wear the right safety equipment for the job**—wear your protective gear and equipment; get trained on how to use it properly
- **ask your employer first**—your employer needs to know your concerns and questions about health and safety issues, and to take the necessary measures to avoid injuries

What to do if you're injured at work

1. If you require first aid, seek it immediately
2. Tell your employer or supervisor about your injury

Employers must:

- Arrange and pay for transportation so that the worker can get medical care if required
- Report the injury to the WSIB within three days if it involves:
 - Health care treatment
 - Time away from work or
 - Lost wages
- Pay an injured workers wages for the day of the injury

Health and Safety Responsibilities

Senior Management

1. Provide a safe and healthy workplace.

2. Establish and maintain a health and safety program.
3. Ensure that workers are properly trained.
4. Report accidents and injuries to authorities as required by law.
5. Provide medical/first aid facilities.
6. Provide workers with health and safety information.
7. Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.
8. Provide the motivation and resources necessary to make the program work.
9. Ensure that operations comply with both the law and the program.
10. Demonstrate commitment to accident prevention.
11. Consider accident prevention and safety performance when evaluating employees, especially supervisors.

Superintendent

1. Be responsible for on-site accident prevention.
2. Ensure that protective equipment, safety materials, and first aid supplies are provided.
3. Instruct forepersons in the work practices required by law and by the program, and ensure that they are followed.
4. Monitor the health and safety performance of subcontractors.
5. Report accidents and injuries to authorities/senior management as required by the program and regulations.
6. Investigate accidents (with foreperson) and take action to prevent recurrence.
7. Monitor safety behaviour and performance of forepersons, crews, and subcontractors.

Supervisors (Forepersons)

1. Make sure that the program is carried out at the work level.
2. Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
3. Instruct personnel in proper work practices and update instruction as needed.
4. Check work practices and work areas for hazards and take corrective action where required.
5. Consult with the health and safety representative.
6. Ensure that injuries are treated and reported.
7. Investigate and report all accidents and take corrective action.
8. Acquaint the new worker with hazards and safe work procedures.

Workers

1. Work in accordance with the safety program.
2. Work in a manner that will not endanger anyone.
3. Report unsafe situations.
4. Comply with the *Occupational Health and Safety Act* and all relevant regulations.
5. Report injury or illness immediately.
6. Help new employees recognize job hazards and follow proper procedures.
7. In some cases, participate in joint health and safety committees.

Subcontractors

1. Adhere to the general contractor's/constructor's program requirements.
2. Monitor site conditions in their area and take corrective action.
3. Report lost-time injuries immediately to the constructor.

4. Request help in dealing with hazards created by another employer's workforce.

Constructor

1. Monitor subcontractors for compliance with the *Occupational Health and Safety Act and Regulations for Construction Projects*.
2. Ensure that subcontractors are obliged by contract to comply with the constructor's safety program.
3. Monitor safety performance and take corrective action.

Health and Safety Representative

1. Inspect the workplace.
2. Identify situations that may be a source of danger.
3. Make recommendations to the employer.
4. Investigate and help deal with work refusals.
5. Assist in accident investigations.

Joint Health and Safety Committee

1. Inspect the workplace.
2. Review health and safety reports.
3. Make recommendations to the employer.
4. Assist in accident investigations.
5. Identify situations that may be a source of danger.
6. Assist in resolving work refusals and reports of "dangerous circumstances."

Worker Trades Committee

1. Report health and safety problems to the joint committee.
2. Assist in resolving disputes and problems in health and safety.

Certified Member of Joint Health and Safety Committee

The certified member has the same duties as the non-certified representative but with the additional right to initiate bilateral work stoppage or unilateral work stoppage where special permission has been granted by the Ministry of Labour.

Safety Coordinator/Health and Safety Support Personnel

1. Advise all employees on health and safety matters.
2. Coordinate health and safety activities throughout the project/company.
3. Collect and analyze health and safety statistics.
4. Provide health and safety training.
5. Conduct research on special problems.

All Employees

In addition to the responsibilities set out above, all employees must become familiar with the *Occupational Health and Safety Act* and all applicable regulations, and with the requirements of the safety program. They must know exactly what their responsibilities are and have the required ability and training to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.

**Health and safety is not something *added* to an employee's job.
It is an *inherent, central part* of that job – a full-time component
of each individual's responsibilities.**

Company Health and Safety Rules

It is the policy of [company name] to insist that all subcontractors, their employees, and our direct workforce, understand and strictly adhere to the provisions of the *Occupational Health and Safety Act* and all applicable regulations.

The duties and responsibilities of the supervisor, worker and employer, legislated in the *Occupational Health and Safety Act*, are of paramount importance. Below, are some of the most fundamental Safety Rules; know them and adhere to them. Your foreman or project superintendent will inform you of any additional safety rules and procedures as the need arises.

Personal Health and Safety Rules

Head Protection

C.S.A.-approved class “B” hardhats must be worn at all times while you are on the project.

Foot Protection

C.S.A.-approved footwear (“Green Patch”) with toe and sole protection must be worn at all times while you are on the project.

Skin Protection

Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin.

Eye Protection

Face shields, goggles or glasses must be worn by workers and must be of a design to afford suitable eye and face protection when:

1. Welding, burning or cutting with torches
2. Using abrasive wheels, portable grinders or files
3. Chipping concrete, stone or metal
4. Working with materials
5. Drilling or working under dusty conditions
6. Sand or water blasting
7. Waterproofing
8. Working on energized switchboards
9. Using explosive actuated fastenings or nailing tools
10. Working with compressed air or other gases
11. When working near any of the operations listed above

Clothing

For your protection on the job, DO NOT WEAR:

1. Loose clothing or cuffs
2. Greasy or oily clothing, gloves or boots
3. Torn or ragged clothing
4. Finger rings, bracelets or neck chains

Other Personal Protective Equipment

Other equipment, such as safety belts, full-body harnesses, respirators, reflective vests, floatation vests, ear protection devices, etc., must be worn when required by the Act or Regulations and your foreman.

Non-Prescription Drugs or Alcohol

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

Reporting Injuries and Accidents/Incidents

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your supervisor. The supervisor will conduct his/her investigation and report it to management.

Reporting Unsafe Practices and Conditions

If you should 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 that corrective action can be taken.

Placement of Tools and Materials

Never place 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.

Heavy Lifting

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.

Jumping

No person shall jump from one level to another and anyone discovered jumping will be reprimanded and subject to immediate termination from employment. Use proper means for access and egress.

Horseplay

Do not engage in any prank, contest, feat of strength, unnecessary running or boisterous conduct.

Guardrails or Coverings

Do not remove guardrails or coverings.

Discipline Policy

- Addressing disciplinary issues can be a very sensitive and stressful process for most managers, supervisors and employees. However, if disciplinary issues are avoided or handled poorly, it can lead to serious consequences such as injury, property damage or fatality.

- At [company name], we do not view discipline as a form of punishment but as a rule or system of rules governing conduct or activity in order to eliminate unsafe circumstances.
- [Company name] believes that education is the key to establishing proper disciplinary procedures and holding all employees accountable to our company's health and safety policy and program, as well as to applicable regulatory requirements.

Disciplinary Program

- The main objective of our disciplinary program is to ensure that [company name]'s rules and safe work practices are taken seriously by all employees and are followed.
- Where disciplinary action is deemed to be appropriate, it shall be conducted in timely manner.
- Trying to correct unsafe behaviour by waiting only allows the behaviour or habit to become more ingrained.
- Discipline shall be kept as positive as possible and not used in a punitive or negative way. Remember that the goal is to correct the problem, action, or behaviour of the person. The type of discipline shall fit the severity of the misconduct and shall be conducted in private.

Disciplinary Program Process

In order to ensure effectiveness and fairness of the program all of the following five steps must be addressed with equal importance:

- 1) Review of disciplinary policies and procedures (Managers & Supervisors)
- 2) Investigation of accusations and infractions (Supervisors and Health & Safety Reps)
- 3) Determining and reviewing disciplinary action (Supervisors, Health & Safety Reps, Professional Health & Safety Consultants)
- 4) Documenting Disciplinary action and program enforcement (Supervisors, Health & Safety Reps, Professional Health & Safety Consultants)
- 5) Conducting the disciplinary meetings and promoting safe work practices and compliance to regulatory requirements (Supervisors, Health & Safety Reps,

Professional Health & Safety Consultants)

Disciplinary Measures and Accountability

WARNING TO SUBCONTRACTORS:

[Company name] requires all personnel to comply with the *Occupational Health and Safety Act* and all applicable regulations. Subcontractors are also required as part of the [company name] sub-contractual agreement to comply with the [company name] Corporate Health and Safety Policy.

Any health and safety contravention observed at the work site is to be dealt with immediately through a documented verbal and/or written warning.

Such written warnings shall include:

- Project name and number
- Trade Subcontractor/Vendor Responsible
- Identity of Subcontractor's Superintendent/Foreman in charge of the work, and his signature of acknowledgement
- Names of individual violators if any
- An explanation of the Health and Safety Violation Observed
- Date and Time as to when the infraction is to be rectified
- The signature of the Project Superintendent and the Safety Inspector/Consultant

In the event that a subcontractor refuses or neglects to rectify a hazardous condition, practice or any violation, [company name] shall exercise the right to take immediate steps to correct the unsafe condition at the expense of the responsible parties. [company name] may also remove from the work site any individual who continues to cause the unsafe condition to remain or performs in a manner not consistent with the guidelines of the Act, its Regulations or our Safety Policy.

Employee Warning Report

Employee's Name _____

Date of Warning _____

Project _____

Issued by _____

Type of Violation

Safety

Other

Company Statement (Supervisor's Report)

Signature _____

Employee Statement (check the appropriate statement)

I agree with the Company's statement

I disagree with the Company's statement, for the following reasons (state below)

I have entered my statement of the above matter.

Employee Signature _____

Date _____

Witness Name _____

Signature _____

Substance Abuse Control

It is the policy of [ABC Construction] to recognize and assist any employee in dealing with substance abuse. [ABC Construction] recognizes the inherent dangers to other workers who have to work with a worker who is impaired through substance abuse, as well as the personal problems associated with the substance abuser.

Any worker suspected of being impaired will not be allowed to continue working. The site supervisor will discuss the situation with the worker safety representative and site foreman if a sub-contractors' worker is involved. If the employee is deemed unfit for work, the employee will be taken home.

The Substance Abuse Control Policy applies to all of [ABC Construction]'s employees including sub-contractors' employees. [ABC Construction] will not condone the following behavior by any worker.

- Use or consumption of any form of alcohol or any prohibited substance on a construction project at any time.
- Sale, purchase, transfer, offering, use or possession of alcohol on company property or at a site where [ABC Construction] is engaged.
- A worker will not arrive or be at work while under the influence of alcohol or prohibited substances.

These employees will be made to understand that [ABC Construction] management cannot allow them to continue working until they seek attention and treatment to eliminate their dependence or practice of substance abuse. The worker will be suspended from working until his/her treatment is completed and his/her reliance to the substance(s) is over.

[ABC Construction] management will assist in setting up such treatment necessary for any employee in:

- Addiction Research Foundation [phone number]
- Ont. Drug & Alcohol Registry of Treatment [phone number]
- Alcoholics Anonymous Hamilton [phone number]

All supervisors/foremen will be instructed to recognize the problems of substance abuse and the seriousness of its effects on the safety of the worker and his/her co-workers.

Enforcement Policy

This policy is applicable to all workers at sites. All workers are required to comply with the *Occupational Health and Safety Act* and all applicable regulations. Failure to comply with the OHSA and Regulations will result in the following action:

- 1) 1st Offence – Worker will be given a verbal warning. The details will be documented and may be forwarded to the applicable employer for corrective action.
- 2) 2nd Offence – Worker will be given a written warning. A copy of the warning will be forwarded to the applicable employer for corrective action.
- 3) 3rd Offence – Worker will be given a suspension or permanent dismissal from the site. The details will be documented and forwarded to the applicable employer for corrective action.
- 4) Violations that could result in a fatality or serious injury are grounds for immediate suspension or dismissal.

Note: Warnings are intended to give workers the opportunity to correct their actions. Serious offences or flagrant violations of the safety program or the Occupational Health and Safety Act and Regulations are grounds for immediate suspension or dismissal

First Aid Procedures

1. The supervisor shall ensure compliance with all applicable Health and Safety Legislation and Workers Compensation or Insurance Board requirements regarding first aid in all work places under their supervision.
2. Should an injury occur, it is essential that first aid be administered immediately followed by proper medical treatment if necessary.
3. A first aid kit with the required contents will be available at each workplace
4. There will be a certified first aider conveniently available at each workplace.
5. There will be a certified first aider conveniently available on each shift.
6. The first aider will ensure that an injury treatment record has been completed.
7. Transportation of an injured worker to a hospital, doctor's office or worker's home will be provided by a supervisor when necessary.

Injured Worker's Early and Safe Return to Work Policy

Return to work Definition: Return to work is the process or strategy of safely returning employees to the workplace on a timely basis.

Philosophy: The Management of [company name] is committed to cooperating with all of their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At [company name], we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.

Roles and Responsibilities:

Employer will:

- Contact injured worker ASAP and stay in regular contact. Cooperate in providing suitable work.
- Give WSIB information as required.
- Provide workers with Functional Abilities Form to take to the testing practitioner for completion.
- Educate workers about the return to work program.
- Set specific time frames for the return to work.
- Review worker's progress regularly.
- Pay full wages and benefits for the day or shift on which the injury occurred.
- Make certain that workers understand their obligations to co-operate.
- Set clear procedures to follow in reporting injuries. (Establish an Accident/Injury Reporting Policy.)

Employer:

Worker will:

- Contact supervisor immediately of any injury. If not available, phone office and contact employer.
- Stay in regular contact.
- Help identify and cooperate in suitable work arrangements.
- Give WSIB information as required.
- Return to work within 24 hours with the completed form to develop with the employer an early and safe return to work.
- Choose a doctor or qualified practitioner. Note: A change in doctor cannot be made without permission of WSIB.

Worker:

Goals:

[Company name] will:

- Assess each individual's situation according to any practitioner's report and recommendations and will provide some kind of modified work to suit the degree of injury.
- Assist in the employee's active recovery and encourage the worker to return to work to their pre-accident job, wherever possible.
- Identify jobs that are suitable for accommodating injured workers on a temporary basis in order to facilitate the early and safe return to work program and limit any loss of their earnings.

Accommodations: A change or modification to the job or workplace so that the work is within the injured or ill person's functional capabilities and the risk of injury is reduced.

Types of Accommodations:

- Reduce hours
- Graduate RTW hours
- Re-assign duties
- Restructure the job
- More frequent rest breaks
- Work platform vs. ladders
- Ladders for climbing scaffolds
- Mini stretch breaks (10-15 minutes)
- Chair with back support vs. Picnic table
- Anti-vibration tools (e.g. anti-vibration jackhammer)
- Make heavy tools available at waist height
- Light shop work, general clean-up
- Painting trailers, containers (light work with brush)
- Washing trucks
- Pickup or delivery of plans
- Training in their selected field, where possible
- Computer training in safety prevention, if available
- Increasing of awareness

First Aid:

First Aid Stations are available at all job sites. Employees with Valid First Aid Certificate will provide first aid assistance when required.

In Case of Injury at Work

1
Get first aid immediately, if needed

2
Worker:
Tell your employer about the injury

Employer:
Arrange and pay for transportation to get medical care, if needed

3
Employer:
Pay worker's wages for day of injury

4
Employer:
Report injury to WSIB within 3 days if it involves

- health care treatment, or
- time away from work, or
- lost wages

WSIB Workplace Safety & Insurance Board
ONTARIO
CSPAAT Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

Questions? Call 1-800-465-5606

www.wsib.on.ca