



A Division of 1422022 ONT. Inc.

2021

HEALTH AND SAFETY POLICY MANUAL

www.sierra-construction.ca



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HEALTH AND SAFETY POLICY

January 2021

Sierra Construction is committed to preventing occupational illness and injury in the workplace and will make it our top priority. It is our policy to perform work in the safest manner possible consistent with the Occupational Health and Safety Act and the regulations made under the act.

We will provide and maintain a safe and healthy work environment that is in accordance with these practices. We work to exceed legislative requirements and our goal is to protect our workers from any foreseeable hazard by implementing safe work procedures and training programs.

Supervisors will be held accountable for the health and safety of workers under their supervision. All employees will receive training on how to perform their jobs safely in accordance with legislative requirements and our Health and Safety Program. Supervisors will also be responsible to ensure machinery and equipment are in proper working order and that all employees required to use the equipment are trained to do so.

All employees and sub-contractors must work in compliance with health and safety legislation and with the practices and procedures spelled out in the health and safety program of Sierra Construction. We ask that all workers be safety ambassadors as safety is your job.

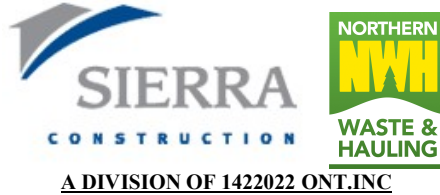
Every employee including sub-contractors must comply with Safe Work Procedures and are required to report any incidents immediately.

In the event you should sustain an injury, Sierra Construction will make every reasonable effort to provide a suitable return to work opportunity for every employee who is unable to perform his or her regular duties following a work-related injury or illness.

It is in the best interest of all parties to consider accident prevention in every activity. Commitment to health and safety is an integral part of this company. Compliance with the company health and safety policy and program will be regularly reviewed at all employee levels and violations will be recorded and addressed.

SIGNED: _____

DATE: _____



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HEALTH AND SAFETY PROGRAM FOR SIERRA CONSTRUCTION

DUTIES AND RESPONSIBILITIES OF MANAGEMENT

1. Be familiar with the Company Safety Policy, The Occupational Health and Safety Act and Regulations, and all relevant applicable legislation.
2. Make regular job site inspections, both planned and unplanned to ensure that the Company Safety Policy and all relevant applicable legislation is being complied with and take disciplinary action when necessary to ensure compliance.
3. Sierra Construction as the Contractor on a project shall ensure that regular job site and Safety Committee meetings are held at least once every month, or as the need arises with owners and sub-contractors and that a Health & Safety representative from each contractor participate on the committee.
4. Investigate, review and analyze all accidents involving fatalities, critical injuries, lost time injuries requiring professional treatment, acute or chronic illness, regardless of the nature or circumstance.
5. Investigate, review and analyze all occurrences involving property damage, near accidents with potential for serious injury or lost time, fire explosion.
6. Ensure that an injured workers' progress is monitored and that modified duties are provided during rehabilitation period, if possible. Correspond with and adjudicate the WSIB claim. Obtain written information of the injured workers' physical restrictions, if any, prior to creating modified work.
7. Support and promote any action taken by a Health and Safety representative, committee, or by anyone in the workplace in the interest of Health and Safety.

8. Ensure adequate training for Sierra Construction employees is provided, e.g.. GHS, proper use of equipment, materials, and protective devices.
9. Ensure that information, instruction, and supervision is provided for the protection of all Sierra Construction employees.
10. Hold company safety meetings at least once every six months. The Joint Health and Safety Committee to do jobsite visits monthly.
11. Periodically review the company Safety Policy and Procedures. Document and implement measures if improvement can be made to the current Safety Policy and Program.
12. In co-operation with the Sierra Construction supervisor, ensure that all relevant necessary documents, drawings, information, approvals are conspicuously posted or available for review on site, i.e.:

Notice of Project (where applicable)
Occupational Health & Safety Act & Regulations for Construction
WHMIS Act and Regulations (GHS)
WHMIS Symbol poster (posted) (GHS)
Ministry of Labour Construction Health and Safety Reports (Where applicable)
Relevant site engineering drawings relating to re-shoring tower or mobile crane and any other as deemed necessary.
Emergency service locations and phone numbers, e.g.: hospital, walk-in clinic, ambulance, police, fire and emergency and the nearest Ministry of Labour Construction Health and Safety Branch.

13. Ensure that the equipment, materials, tools and protective devices provided by Sierra Construction are maintained in good condition and in co-operation with the company site supervisor, ensure that they are used in the manner intended to protect the workers from the particular hazard to which they may be exposed or subjected while using said equipment, materials, etc.
14. Provide on a project a first-aid box with provisions as prescribed by Workers' Compensation Board Reg. 950.
15. Provide on a project general purpose fire extinguishing equipment and specifically rated equipment as the need arises.
16. All training for employees and supervisors along with safety meetings will be documented and kept on file.

RESPONSIBILITIES DUTIES OF SIERRA CONSTRUCTION SITE SUPERVISOR

The Site Supervisor shall:

1. Be responsible for Sierra Construction site operations in its entirety.
2. Be familiar with Sierra Constructions Safety Policy, The Occupational Health and Safety Act, and Regulations for Construction Projects and all other relevant applicable legislation.
3. All supervisors within their first week must complete the mandatory Ontario Health and Safety module for Supervisors that is available online or in a workbook format. Topics of importance are: (1) The rights and duties of workers under the act, (2) The duties of employers and supervisors under the Act, (3) the roles of health and safety representatives and joint health and safety committees under the Act, (4) the roles of Ministry, the Workplace Safety and Insurance Board, (5) how to recognize, assess and control workplace hazards, and evaluate those controls, (6) sources of information on occupational health and safety.
4. Implement and enforce Sierra Construction Safety Policy and legislation, take disciplinary action when necessary to ensure compliance.
5. When Sierra Construction are the contractors on a project, conduct job site meetings prior to start up and at least once every two months or as the need arises, thereafter with the owners and sub-trades and ensure that a Health and Safety representative is appointed that he attend the site Health & Safety Committee meetings.
6. Take immediate action to rectify any unsafe or hazardous conditions, any dangerous practice personally observed or reported to you in the area of your direct control and inform the person you believe to be responsible and the sub-trade supervisor.
7. Ensure that any orders left by a Ministry of Labour Construction Health & Safety Officer are complied with as soon as possible.
8. Assign specific responsibilities to company field engineers, company labour, or carpentry foreman/workers, sub-contractors and their foreman regarding safety.
9. Endeavour to provide safe and healthy work environment and by actions and example promote a sincere, positive safety attitude in all personnel.
10. Record daily in a daily journal observations of site activity relating to the site safety and accidental injuries and first aid treatment.
11. Ensure that all first aid requirements are provided on the project (see WSIB 950), i.e.:

first aid box, evacuation equipment, etc.

12. In co-operation with management, ensure that at least one company employee on site has a valid first aid certificate.
13. Ensure that the equipment, material, tools, and protective devices required to protect the worker are provided and maintained in good condition and that the worker uses same in the manner intended to protect the workers.
14. Ensure that housekeeping and clean-up is carried out as often as is necessary to prevent a hazardous condition and in a manner that permits the other contractors access to their work area (s).
15. Investigate all accidents and occurrences. Immediately inform the Ministry of Labour when requiring to do so. (see O H & S Act 51, 52, 53 and Ont. Reg. 10/11).
16. Where an injured person requires medical attention, provide transportation if required and ensure a responsible person accompanies the injured person.
17. Attend training programs as instructed by Sierra Construction.
18. Ensure that all relevant drawings, documents, and information approvals are available for review on the project.
19. Ensure that a Material Safety Data Sheet, i.e.: WHMIS are provided for any hazardous material that Sierra Construction employees use on a project or brings to a project for others to use.
20. Make knowledgeable to all employees and sub-trades that visitors should report to the site office and be properly equipped to enter the project, i.e.: hard hat and safety footwear.

RESPONSIBILITIES AND DUTIES OF SIERRA CONSTRUCTION FOREMAN AND SUB-CONTRACTORS

The above shall:

1. Be familiar with Sierra Construction Safety Policy and the Occupational Health and Safety Act and Regulations for construction and all relevant legislation.
2. Ensure that every worker under their control works safely and that required safety equipment, materials and all safety devices are provided and used as intended.
3. Conduct regular safety inspections in the area of their control and take immediate action to rectify any unsafe or hazardous conditions, any dangerous practice observed or reported, and inform the Sierra Construction site supervisor.
4. If a hazardous condition or unsafe practice is observed or reported in an area outside your direct control, inform the person you believe to be responsible and the Sierra Construction site supervisor.
5. Attend site safety committee meetings when instructed by their employer and Sierra Construction site supervisor.
6. Ensure that every worker under their control understands Sierra Construction's Safety Policy and sub-contractors' safety policy.
7. Investigate immediately any accident in their area under their direct control or occurrence with potential to cause an accident. Take immediate action to rectify or alleviate the situation. Inform their immediate supervisor or the Sierra Construction site supervisor.
8. Keep the area under their control clean and tidy.
9. All Sub Contractors must be current with WSIB and provide up to date records as required.
10. All Sub Contractors are to provide Sierra Construction with a copy of their Health and Safety Manual. If they do not have a current Health and Safety Manual, they are to adhere to Sierra's policies and procedures.
11. All Sub Contractors and Site Supervisors will receive a job site orientation and inspection of work area prior to beginning any work along with a pre-job meeting. Employee training records will be submitted to Sierra for review as well to insure all employees working are trained in fields applicable.
12. Sub-Contractors must report all incidents to the site supervisor or Sierra Management/Health and Safety Team. If a subcontractor is involved in an incident, the contractor is responsible for reporting the incident to the hiring client. The contractor must ensure the incident is investigated, and must participate in the

investigation.

13. Post job inspections will be performed for quality assurance.

RESPONSIBILITIES AND DUTIES OF A WORKER

1. Work in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects and all relevant applicable legislation. Effective July 1, 2014 all employees must complete Ontario Worker Health and Safety course available online or work book. Important topics pertaining to the Act include the rights and duties of the worker and the employers and supervisors the roles of the Ministry, WSIB, and entities pertaining to Health and Safety under the Act – section 22.5; common work place hazards; the requirements set out in Regulation 860 (WHMIS) with respect to Hazardous products; and Occupational illness including latency.
2. Be familiar with Health & Safety Policy and Drug and Alcohol Program and where applicable be familiar with the sub-contractors' Health and Safety Policy and Program. If no program is available by Sub Contractor, Sub Contracted worker must adhere to Sierra's policy and sign acknowledgement of reading policy.
3. Use or wear the equipment, protective device or clothing that your employer requires be using or wearing.
4. Do not use any equipment, protective device or clothing that is known to be defective.
5. Do not work in a manner that will endanger yourself or any other person.
6. Report all accident, hazardous conditions that you may observe or is known to you immediately to the supervisor and foreman.
7. Do not use or be under the influence of alcohol or drugs while on the work site. Medical prescriptions that may cause an impaired performance will not be permitted.
8. Keep your immediate work area clean and tidy and practice good housekeeping, i.e.: materials and storage.
9. Refuse to perform work that would create a hazard or endanger the health and safety of any person or yourself. Reporting procedures are required under the Occupational Health and Safety Act.
10. If required to go off site to receive medical attention due to an injury received at work be accompanied by a responsible person and if required or requested be given transportation. A copy of the medical and/or the Sierra Construction site supervisor report must be given to the Sierra Construction management.

11. Inform immediate supervisor and/or Sierra Construction site supervisor of any previous accident or illness so that suitable modified work may be offered.
12. Sign an acknowledgement of your receipt and understanding of their policy prior to commencing work.
13. Attend training programs when instructed by Sierra Construction or your foreman.
14. Understand and acknowledge by continuing to work for Sierra Construction that failure to comply with the Company Policy and Program instructions by the site supervisor or foreman shall result in disciplinary action against the offending person. This may include termination of employment or periodic lay off notice.
15. No worker shall remove or make in effect any protection device required by the regulations or by your employer without providing an adequate temporary protective device in its place.
16. Workers required to use a fall arrest system consisting of a life line securely fastened to the project and a safety belt or body harness as the case may be when working at a height of more than 6 feet or in the vicinity of hazardous objects when a guard railing cannot be provided. Please refer to Reg. 26 of the Act.
17. All workers are required to complete Ontario Health and Safety awareness training. Topics for all employees and supervisors include but are not limited to the following:
 1. the duties and rights of workers under the Act; 2. the duties of employers and supervisors under the Act; 3. the roles of health and safety representatives and joint health and safety committees under the Act; 4. the roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety; 5. common workplace hazards; 6. the requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS 2015 – newly referred to as GHS)) with respect to information and instruction on Hazardous products; and 7. Occupational illness, including latency.
18. All subcontractors and employees will adhere to all clients Drug and Alcohol policies and testing procedures – the greater will be strictly enforced. Sierra Construction will communicate this policy and procedure to all subcontractors/employees. All subcontractors will submit their Health and Safety Policy, Drug and Alcohol Policy, Work Place Violence and Harassment policy along with WSIB Clearance information.

SIERRA CONSTRUCTION SAFETY PROGRAM ALL EMPLOYEES

I. Chemical and Biological Hazards

- a. Sierra Construction employees and management shall take all measures reasonably necessary in the circumstances to protect workers from exposure to a hazardous biological or chemical agent because of the storage, handling, processing, or use of such agent in the workplace. The measures to be taken shall include the provision and use of, (a) engineering controls; (b) work practices; (c) hygiene facilities and practices; and (d) personal protective**
- b. A Sierra Construction employee who may be exposed to a biological, chemical, or physical agent that may endanger their safety or health shall be trained, (a) to use the precautions and procedures to be followed in the handling, use, and storage of the agent; (b) in the proper use and care of required personal protective equipment; and (c) in the proper use of emergency measures and procedures.**
- c. An employee exposed to the hazard of injury from contact of the worker's skin with a noxious liquid shall be protected by wearing apparel sufficient to protect the worker from injury.**
- d. An employee working near potential hazards that could cause injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided. If such exposure arises, the employee shall be removed and washed with a deluge shower to prevent further injury.**
- e. Asbestos: *is a set of six naturally occurring silicate minerals which all have in common their eponymous asbestiform habit: long (roughly 1:20 a/r), thin fibrous crystals, with each visible fiber composed of millions of microscopic "fibrils" that can be released by abrasion and other processes. They are commonly known by their colors, as blue asbestos, brown asbestos, white asbestos, and green asbestos.***
 - i. Sierra will provide employees with Asbestos Awareness Training (PACM) done online through WorksiteSafety.ca After the course completion the employees will be able to: Identify types of asbestos; dangers of asbestos, exposure hazards, worker contamination, contaminated clothing, work environment inspection, emergency spill clean-up, asbestos PPE, Air supplying respirators, air-purifying respirators, operation and fit, medical emergency procedures.**
 - ii. Asbestos is a hazardous material that causes fatal illnesses including cancer. Asbestos materials are NOT to be handled by Sierra Employees. To handle it you need training and proper PPE and Sierra subcontracts this out to a restoration professional.**
 - iii. Asbestos is widely used in roofing materials, mainly corrugated asbestos cement roof sheets and asbestos shingles sometimes called transite. Other sources of asbestos-containing materials include fireproofing and acoustic materials.**
 - iv. Asbestos was phased out in the 1970's – buildings renovated prior to this date should be tested before construction takes place.**

- v. ACM and PACM materials indicated on data sheets are to be avoided and must not be disturbed by Sierra Construction Employees. Only handled by restoration professionals.**

II. Cranes, Hoists and Lifting Devices

- a. No Sierra Construction worker shall operate a crane or similar hoisting device that is capable of raising, lowering or moving material that weighs more than 7.260 kilograms unless the worker is certified as a hoisting engineer under the Trades Qualification and Apprenticeship Act.**
- b. Every crane or similar hoisting device operated by a Sierra Construction employee shall have affixed to it a load rating plate, (a) that the operator can read while at the controls; and (b) that contains enough information for the operator to determine the load that can be lifted for each configuration of the crane. All Sierra Construction workers must provide and carry proof of training at all time when working with cranes and other lifting devices.**
- c. All lifting devices or similar hoisting device shall maintain a permanent record of all inspections of, tests of, repairs to, modifications to, and maintenance of the lifting or hoisting device. The Sierra Construction operator of the crane or similar hoisting device shall prepare a log book for it for use at a project covering the period that is the greater of, (a) the immediately preceding twelve months; and (b) the period the crane or similar hoisting device is on the project. The log book shall be kept with the crane or similar hoisting device. Sierra Construction will maintain all logs for all lifting and hoisting devices and keep them readily available to contractors upon request.**
- d. At Sierra Construction, a competent worker shall visually inspect the crane's structural elements and the rigging equipment for defects before each use of the crane or lifting device.**
- e. At Sierra Construction, operators of all types vehicles, machines, and equipment shall be assisted by a signal person if either of the following applies: 1. The operator's view of the intended path of travel is obstructed. 2. A person could be endangered by the vehicle, machine, or equipment or by its load.**

III. Fire Protection

- a. At Sierra Construction, fire extinguishing equipment shall be provided at readily accessible and adequately marked locations at a project. At least one fire extinguisher shall be provided, (a) where flammable liquids or combustible materials are stored, handled or used; (b) where oil-fired or gas-fired equipment, other than permanent furnace equipment in a building, is used; (c) where welding or open-flame operations are carried on; and (d) on each storey of an enclosed building being constructed or altered. At least one fire extinguisher shall be provided in a workshop for each 300 or fewer square meters of floor area.**
- b. All Sierra Construction employees who may be required to use fire extinguishing equipment shall be trained in its use.**
- c. Fire extinguishing equipment shall be of a suitable type and size to permit the evacuation of workers during a fire. Every fire extinguisher (a) shall be a type whose contents are discharged under pressure; and (b) shall have an Underwriters' Laboratories of Canada 4A40BC rating.**
- d. Once per month, every fire extinguisher shall be inspected for defects or deterioration at by a competent employee who shall record the date of the inspection on the tag attached to it.**

IV. First Aid

- a. All Sierra Construction job sites will have a first aid box that contain as a minimum the first aid items required by Regulation 1101. All items in the box shall be maintained in good condition at all times. The box shall be large enough so that each item is in plain view and easily accessible. All kits will be supplied by Sierra Construction at no cost to the employees.**
- b. A Sierra Construction, a record of all circumstances related to an accident as described by the injured worker, will be kept. It will show the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time, and nature of each first aid treatment given.**
- c. If Sierra Construction employs not more than five workers in any one shift at a place of employment at one time, shall ensure that the first aid station is at all times in the hands of a worker who is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent training. If Sierra Construction employs more than five workers and not more than fifteen workers in any one shift at a place of employment shall ensure that the first aid station is at all times in the hands of a holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall ensure that the first aid station is at all times in the hands of a worker who is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent. Currently, it is not mandatory that all employees are CPR Certified; however one per job site is required.**

V. Hot Work

- a. At Sierra Construction, all precautions to prevent a fire shall be taken when using a blow torch, welding or cutting equipment or a similar piece of device. All areas where electrical welding is performed will be kept free of electrode stubs, metal scrap and flammable debris. If an employee is working with flammable liquids or combustible materials, one fire extinguisher shall be stored on site in case of an emergency. All work performed in a building operating a sprinkler system, will be checked and tested to protect against freezing and exterior surface corrosion. It will be checked that all dry sprinkler pipes and fittings are installed so that the system may be totally drained and that approved sprinkler systems are used. If a sprinkler is changed, an engineering review of the altered system will be obtained. Emergency evacuation procedures will be posted and escape routes will be laid out at the start of employment at each job site.**
- b. At Sierra Construction, storage cylinder for compressed gas shall be secured in an upright position at all times. The control valve of a storage cylinder for compressed gas, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position. A spent storage cylinder shall not be stored inside a building. No storage cylinder for propane shall be placed closer than three meters to a source of ignition or fire. This means that all compressed gas cylinders will be free from being dropped, hoisted, transported or stored in a horizontal position. All valves on compressed gas cylinders will be closed when not being used or when spent.**

VI. Lockout Tagout

- a. When performing maintenance activities, every worker of Sierra Construction must ensure the machine has come to a complete stop and he/she must lock out the machine so it cannot be started by another individual. When the lockout procedure uses a lock and key, an employee or management must ensure that the lock used has a unique mark or identification tag on it that identifies the worker to whom the lock is assigned. All tags will not be removed and secured. All tags will be made of non-conductive materials, placed in a visible location, shall state the reason for disconnection/lockout, and will show the date of occurrence. All lockout tags will comply with XV-d and be visible and clearly written to avoid miscommunication.**
- b. The worker must not perform maintenance activities on a machine until the machine is tested to ensure that it is inoperative, and the worker is assured that it is inoperative. Before beginning work, the workers must confirm that the energy source has been properly locked out or without energy. All power supplies will be disconnected or locked out of service prior to work being done.**
- c. When more than one worker are performing maintenance activities on a machine, each worker must attach a personal lock and tag to the energy isolating device. Only one worker will be responsible for lockouts, there will be no group lockouts for miscommunication.**

VII. Machine Guarding

- a. At Sierra Construction, machines will be guarded when a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part. An in-running nip hazard or any part of a machine, device, or thing that may endanger the safety of any worker shall be equipped with and guarded by a guard or other device that prevents access to the pinch point.**
- b. All Sierra Construction employees that have long hair shall keep it suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt or other source of entanglement. Jewelry or clothing that is loose or dangling or rings shall not be worn near any rotating shaft, spindle, gear, belt or other source of entanglement.**

VIII. Noise

- a. All Sierra Construction employees will take all measures reasonably necessary in the circumstances to protect themselves from exposure to hazardous sound levels. The employer shall protect workers from exposure to a sound level greater than the limit without requiring them to use and wear personal protective equipment.**
- b. Any measurement of sound level in the workplace that is done in order to determine what protective measures are appropriate shall be done without regard to any use of personal protective equipment. Sierra Construction will clearly and visibly post warning signs at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.**
- c. Sierra Construction will ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA. All employees shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit. This applies if engineering controls, (a) are not in existence or are not obtainable; (b) are not reasonable or not practical to adopt, install, or provide because of the duration or frequency of the exposures or because of the nature of the process, operation, or work; (c) are rendered ineffective because of a temporary breakdown of such controls; or (d) are ineffective to prevent, control, or limit exposure because of an emergency.**

IX. Personal Protective Equipment (PPE)

- a. All Sierra Construction employees are required to wear protective clothing or use personal protective equipment or devices shall be adequately instructed and trained in the care and use of the clothing, equipment, or device before wearing or using it.**
- b. All Sierra Construction employees that are exposed to the hazard of head injury shall wear head protection appropriate in the circumstances. All employees exposed to debris that may fall must at all time wear protective head gear. The shell of the gear must withstand a dielectric strength test at 20000 v phase to ground. All protective hard hats will be supplied by Sierra Construction and inspected for proper use and wear and tear.**
- c. All Sierra Construction employees exposed to foot hazards must wear protective gear. Boots with steel toe are required, boots with sufficient sole to protect against puncture and heat are required and to be supplied by employee.**
- d. All Sierra Construction employees working in areas where there are eye hazards, i.e., flying debris, dust, shrapnel, etc. must at all time wear protective eye gear. Protective eye gear will be supplied by Sierra Construction.**

X. Traffic Control

- a. If a Sierra Construction employee is working on a highway that may be endangered by vehicular traffic unrelated to the project, the project shall make use of as many of the following measures as is necessary to adequately protect the worker with either: Barriers, Barricades, Delineators,, Lane control devices, Warning signs, Flashing lights, Flares, Traffic control devices, Blocker trucks, Crash trucks, Sign trucks, Speed control devices, and/or Longitudinal buffer areas.**

The following requirements apply with respect to a sign used by a worker to direct vehicular traffic:

- 1. It shall be octagonal in shape, measure 450 millimeters between opposite sides, and be mounted on a pole that is 1.2 meters long.**
- 2. It shall be made of material with at least the rigidity of plywood that is six millimeters thick.**
- 3. On one side it shall be high-intensity retro-reflective grade red in colour, with the word “STOP” written in legible high-intensity retro-reflective grade white letters 150 millimeters high in a central position on the sign.**
- 4. On the other side it shall be high retro-reflective micro-prismatic fluorescent chartreuse in colour, with a black diamond-shaped border that is at least 317 millimeters by 317 millimeters, and with the word**

“SLOW” written in legible black letters 120 millimeters high in a central position on the sign.

5. It shall be maintained in a clean and legible condition.

An employee who may be endangered by vehicular traffic shall wear a reflective garment that covers at least his or her upper body and has the following features:

- 1. The garment shall be fluorescent blaze or international orange in colour.**
- 2. On the front and the back, there shall be two yellow stripes that are 5 centimeters wide. The yellow area shall total at least 500 square centimeters on the front and at least 570 square centimeters on the back.**
- 3. On the front, the stripes shall be arranged vertically and centered and shall be approximately 225 millimeters apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal “X” pattern.**
- 4. The stripes shall be retro-reflective and fluorescent.**

All employees will take precautionary measures when traveling and use proper signaling when hauling heavy or large equipment. Vehicles needing will be supplied with lights, flashers, speed limiters, warning signs, fire extinguishers, flares, protective vests, cellular phones, roof top flashing lights and delineators.

- b. A worker who is required to set up or remove control measures on a roadway or a shoulder of a roadway, (a) shall be a competent worker; (b) shall not perform any other work while setting up or removing the measures; and (c) shall be given adequate written and oral instructions, in a language that he or she understands, with respect to setting up or removing the measures. If ever a time arises that employees are exposed to vehicular hazards while on the job site, a traffic protection plan will be created specific to the job and employees safety. Only skilled workers shall perform set-up and removal of traffic control measures. This will be their only job function and have formal training/instruction on the safety to do so.**

- XI. Transportation Commercial Vehicles and Powered Mobile Equipment**
- a. A load carried on a Sierra Construction commercial vehicle on a highway must be secured by means of, (a) sides, sideboards or stakes and rear stakes, endgate or endboard that are securely attached to the vehicle, are strong enough and high enough to ensure that the load will not shift on or fall from the vehicle, and have no opening large enough to permit any of the load to pass through; (b) at least one tie-down that meets the requirements for each 3.04 linear metres of lading or fraction thereof, and as many additional tie-downs that meet the requirements as are necessary to secure each part of the load, either by direct contact between the load and the tie-down or by contact between the load and dunnage; or (c) any other means that prevents a load from shifting or falling that is similar to and at least as effective as the means specified in clause (a) or (b). A tie-down or dunnage in contact with exterior, topmost items of a load and securely holding each interior and lower item shall be deemed to comply with the requirements for contact in clause (1) (b). If the load may shift in transit, the load must be blocked, restrained, or contained in such a manner that it will not shift in a forward direction when the vehicle decelerates at a rate of six metres per second per second or more and must be, (a) securely blocked or braced against the sides, sideboards, or stakes of the vehicle; or (b) secured by devices that conform to the requirements**
 - b. A daily inspection of a Sierra Construction motor vehicle or trailer must include an inspection of every system and component listed in the applicable Schedule found in Ontario Regulation 199 and/or NSC Standard 13. A daily inspection must be adequate to determine whether there is a major or minor defect as set out in the appropriate daily inspection schedule. A daily inspection is valid for 24 hours and is to be updated on the log book in the mentioned Sierra Vehicle.**
 - c. The above mentioned log/report completed when the daily inspection is completed must include any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.**
 - d. After a Sierra Construction truck driver has accumulated 13 hours of driving time in a day, the driver shall not drive again on the same day. After a driver has accumulated 14 hours of on-duty time in a day, the driver shall not drive again on the same day. A driver shall take at least 10 hours of off-duty time in a day. Off-duty time that is in addition to the mandatory eight consecutive hours of off-duty time may be distributed throughout the day in blocks of no less than 30 minutes each. The off-duty time shall be at least two hours and may be added to the mandatory eight consecutive hours of off-duty time but cannot form part of it.**

- e. All Sierra truck drivers shall keep a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day. An operator shall require every driver to keep a daily log. A driver is not required to keep a daily log for a day if the driver, (a) on the operator's instructions, drives a commercial motor vehicle solely within a radius of 160 kilometers of the location at which the driver starts the day; and (b) returns at the end of the day to the same location from which he or she started. All driver records, abstracts, licensing and logs will kept on file and updated as required by Ontario. Log books will confirm drivers are working under the maximum number of hours allotted by Ontario. All above records from employees and vehicles will be retained for a minimum of two years.**
- f. All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker**

 - i. No vehicle, machine or tool/equipment shall be used while it is defective or hazardous**
 - ii. If it is likely to cause endanger to a worker**
 - iii. While being repaired or serviced**
- g. All vehicles, machines, tools and equipment shall be used in accordance with any operating manuals issued by manufacturers.**
- h. No worker shall operate a vehicle or power machine, tool or equipment at a project unless he/she is competent to do so. However, a worker being trained in the operation of a vehicle or power machine, tool or equipment may operate it while being instructed by a supervisor or competent person.**
- i. All mechanically-powered vehicles, machines, tools and equipment rated at greater than 10 HP shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions.**
- j. Before using any mobile or powered equipment or tools, a pre-inspection must be performed and indicated in the PJSA that the equipment is in fully functioning working order.**
- k. The inspections shall be performed before the vehicles, machines, tools or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.**
- l. No modification to, extension to, repair to or replacement of a part of a vehicle, machine or tool shall result in a reduction of the safety factor of the vehicle, machine, tool or equipment.**
- m. Every vehicle other than a trailer shall be equipped with brakes and a seat or other place for the vehicle operator.**
- n. No other person other than the operator shall ride on a vehicle unless a seat is provided for the use of, and is used by, the person.**
- o. No person shall use or operate a machine unless it is equipped with a roll-over protective structure that meets the requirements and a restraining device that meets the requirements of section 6, RRO,**

1990, Reg 856. No person shall use or operate a machine without wearing the restraining device “seat belt” provided.

- p. All workers when working overhead shall be securely working in a cab or have a guard over-head to make sure nothing falls from above to cause harm.**
- q. No worker shall remain on or in a vehicle, machine or equipment while it is being loaded or unloaded if the worker might be endangered by remaining there.**
- r. An unattended vehicle, machine or equipment shall have its brakes applied and its wheels blocked to prevent movement when the vehicle, machine or equipment is on sloping ground or is adjacent to an excavation.**
- s. An unattended vehicle, not being used for work, shall have blocks placed behind wheels to make sure the vehicle is secure from movement on flat ground. All vehicles, machines, equipment used on a job site or near roadways or traffic shall have cones around the circumference to make sure it is in a safe position from being hit and causing harm to workers.**

XII. Transportation of Dangerous Goods

- a. All Sierra Construction employees before allowing a carrier to take possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods.**
- b. Before allowing the above mentioned carrier to take possession of dangerous goods for transport, the Sierra Construction employee must prepare and give to that carrier a shipping document or, if the carrier agrees, an electronic copy of the shipping document**
- c. All Sierra Construction employees must not offer for transport, transport, or import a means of containment that contains dangerous goods unless each dangerous goods safety mark is displayed on it**
- d. All Sierra Construction employees must not handle, offer for transport or transport dangerous goods in a means of containment unless the means of containment is designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods that could endanger public safety.**
- e. All Sierra Construction employees must load and secure dangerous goods in a means of containment and must load and secure the means of containment on a means of transport in such a way as to prevent, under normal conditions of transport, damage to the means of containment or to the means of transport that could lead to an accidental release of the dangerous goods**
- f. All Sierra Construction employees who handle, offer for transport, or transports dangerous goods must be adequately trained and hold a training certificate or perform those activities in the presence and under the direct supervision of a person who is adequately trained**

and who holds a training certificate. An employer must not direct or allow an employee to handle, offer for transport, or transport dangerous goods unless the employee is adequately trained and holds a training certificate or performs those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate.

- g. In the event of an accidental release of dangerous goods from a means of containment, the Sierra Construction employee who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release if the accidental release consists of a reportable quantity of dangerous goods or a reportable emission of radiation as described in the Table in Section 8.1 of the TDG Regulations. The report must be made to: (a) the appropriate provincial authority; (b) Sierra Construction Management; (c) the consignor of the dangerous goods; (e) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666. In the event of accidental spill or release of dangerous goods, the employee must notify the Province of Ontario MTO immediately of the incident. Sierra Construction will document and keep record of any spills as well for a two year period.**

XIII. Environmental Spills

- a. All liquids shall be properly stored and stowed to prevent spills. When transporting, all containers will be secured in the vehicle with straps, slips and tie-downs.**
- b. All liquids stored on site at the office shall be properly marked and sealed. They are to be kept in the cabinets, locked outside the back of the office for safe keeping.**
- c. All vehicles that transport liquids but carry spill kits in their vehicles. Any liquid/material that is transported must have proper documentation of the material for proper clean up and safe disposal.**
- d. All spill kits will be annual inspected for proper supply and up to date materials. Check for expiration dates. If the spill kit is used, it must be documented and handed in to the office for proper reordering and restocking.**
- e. All employees that are working with liquids or materials shall be training in safe clean up and handling of the subject material.**

 - i. Training to include prevention as well as handling**
- f. All spills shall be reported to the MOE with the following details. All reporting shall be kept for five years**

 - i. The date and time the spill occurred**
 - ii. The quantity and type of pollutant spilled**
 - iii. Location of the spill, including GPS coordinates**
 - iv. The cause of the spill**
 - v. Summary of changes to me made to prevent similar spill from occurring**

XIV. WHMIS GHS - 2015

- a. At Sierra Construction, we will ensure that every worker who works with or in proximity to a hazardous products is trained with GHS Training and instructed in, (a) the contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels; (b) the contents required on a safety data sheets (SDS) and the purpose and significance of the information contained on a safety data sheet (SDS); (c) procedures for the safe use, storage, handling, and disposal of a hazardous product; d) procedures for the safe use, storage, handling, and disposal of a hazardous product when it is contained or transferred in, (i) a pipe, (ii) a piping system including valves, (iii) a process vessel, (iv) a reaction vessel, or (v) a tank car, a tank truck, an ore car, a conveyor belt or a similar conveyance; (e) procedures to be followed when fugitive emissions are present; and (f) procedures to be followed in case of an emergency involving a hazardous product.**
- b. All training will be completed online by IHSA standards and a printed certificate will be handed in and added to each employee file. Sierra will provide all workers a wallet card to carry on their possession during work in the event of a safety on-site job audit.**
- c. At Sierra Construction we shall ensure that every hazardous product not in a container and every container of a hazardous product, received at a workplace from a supplier is labeled with a supplier label. If a label applied to a hazardous product or a container of a hazardous product becomes illegible or is removed, an employer shall replace the label with either a supplier label or a workplace label.**
- d. If a hazardous product that Sierra Construction receives is in a container from a supplier that is transferred to another container, we shall ensure that the other container has a workplace label.**
- e. A Sierra Construction employee who receives a hazardous product from a supplier for use at a workplace shall obtain a supplier safety data sheet (SDS) for the hazardous product.**
- f. An employer shall update a safety data sheet referred to in subsection (1) as soon as practicable but not later than 90 days after significant new data about the hazardous product becomes available to the employer. Sierra Construction will make SDS available to employees at all times.**
- g. All Sierra Construction employees are annually updated on GHS Training and must:**
 - i. Participate in WHMIS and chemical safety training programs**
 - ii. Take necessary steps to protect themselves and coworkers**
 - iii. Participate in identifying and controlling hazards**

XV. Electrical Safety

- a. All electrical work performed by Sierra Construction or their sub contractors shall permit only competent, qualified electrical workers to construct, install, alter, repair, or maintain electrical equipment. Only qualified electrical workers may enter electrical rooms and enclosures containing live parts.**
- b. All Sierra Construction employees shall be provided basic electrical safety training. Employees will be provided training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels**
- c. Sierra Construction will ensure that electrical equipment shall be of a type and rating approved for the specific purpose for which it is to be used or intended.**
- d. Sierra Construction shall ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment: (a) is approved for the intended use and location of the electrical extension or power supply cord; (b) is fitted with approved cord end attachment devices that are installed in an approved manner; (c) is provided with a grounding conductor; (d) is maintained and protected from physical or mechanical damage; and (e) is plugged into an approved GFCI plug adapter or GFCI receptacle (if used in a damp location).**
- e. Sierra Construction shall mark/tag as unsafe and remove from service any equipment with damaged or defective electrical components that may render it unsafe for use.**
- f. When used outdoors or in a wet or damp location, portable electrical equipment shall be protected by an approved, CSA Certified, ground fault circuit interrupter.**
- g. It is Sierra Construction company standard that flammable material must not be stored or placed close to electrical equipment**
- h. Before any work begins on an electrical conductor or electrical equipment and during the progress of that work, Sierra Construction shall ensure that the electrical conductor or electrical equipment is isolated, locked out, and connected to ground. If it is not reasonably practicable to de-energize electrical equipment before performing electrical work, alternative hazard controls must be implemented and approved before electrical work begins.**

- i. **At Sierra Construction, Personal Protective Equipment requirements within the arc flash boundary shall be determined by completing an arc flash hazard analysis. PPE must cover the entire body when working within the arc flash boundary. This may include arc flash suit with face shield, safety glasses, non-conductive head protection, and leather gloves and footwear. Rubber insulating gloves shall be worn for protection from electric shock due to inadvertent contact with an energized electrical conductor or circuit parts. For more information, please refer to CSA Standard Z462.**

XV. Fall Protection

- a. **When working above heights of 1.2 metres where you can fall into machinery, water or another liquid, a hazardous substance, or falling through an opening on a work surface you must be adequately protected by any of the following:**
 - a. **Guardrail system or protective covering**
 - b. **Full body harness with adequate attachment points and lanyard equipped with a shock absorber or similar device**
 - c. **Permanent Anchor system**
 - d. **A vertical Lifeline**
 - e. **(See subsection k)**
- b. **Sierra Construction offers training for Fundamentals of Fall Protection from IHSA and employees working in such conditions will participate in training.**
- c. **All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.**

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.
- d. **A Rescue Plan must be in place and coordinated with all employees and supervisors at the job location. If working near or around water, appropriate life vessels must be onsite and in proper working order; as well as proper floatation devices.**
- e. **All Fall Protection must be inspected prior to use and any failing to meet guidelines under the Ontario Occupational Health and Safety Act and Regulations must be removed from the job site.**
- f. **A travel restraint system shall consist of a full body harness with adequate attachment points or a safety belt. O. Reg. 145/00, s. 14.**
- g. **The full body harness or safety belt shall be attached by a lifeline or lanyard to a fixed support that meets the requirements of section 26.7. O. Reg. 145/00, s. 14. When guardrail system is not effective.**

- h. The travel restraint system shall be inspected by a competent worker before each use. O. Reg. 145/00, s. 14.**
- i. If a component of any fall protection equipment is found to be defective on inspection, the defective component shall immediately be taken out of service. O. Reg. 145/00, s. 14**
- j. An employer shall ensure that a worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a competent person. O. Reg. 145/00, s. 13.**
- k. Employees must use fall protection on a walking or working surface with an unprotected side/edge which is 6 ft (1.8 m) or more above a lower level (OSHA 1926.501b). All employees must adhere to client fall protection requirements if they exceed the legislated standard. If a guardrail system is not available, a fall arrest or travel restraint system must be used. Please see supervisor for clarification.**
- l. The employer shall ensure that the person who provides the training and instruction referred to in subsection (1) prepares a written training and instruction record for each worker and signs the record. O. Reg. 145/00, s. 13.**
- m. The training and instruction record shall include the worker's name and the dates on which training and instruction took place. O. Reg. 145/00, s. 13.**
- n. The employer shall make the training and instruction record for each worker available to an inspector on request. O. Reg. 145/00, s.**

XVI. Ladder Safety

- a. A portable ladder shall be placed on a firm footing and be securely fastened or held by another employee. The ladder must be erected in a location that does not cause other hazardous for pedestrians.**
- b. A ladder shall be situated so that its base is not less than one-quarter, and not more than one-third, of the length of the ladder from a point directly below the top of the ladder and at the same level as the base of the ladder, if the ladder is not securely fastened.**
- c. A ladder used as a regular means of access between levels of a structure shall extend at the upper level at least 900 millimeters above the landing or floor.**
- d. The maximum length of a ladder measured along its side rail shall not be more than six meters for a step-ladder. When a step-ladder is being used as a self-supporting unit, its legs shall be fully-spread and its spreader shall be locked. No worker shall stand on the top of or the pail shelf of a step-ladder.**
- e. A ladder shall be designed and constructed to not endanger a worker and shall be capable of withstanding all loads it may be subject to.**
- f. No employee shall stand on the top shelf of a ladder.**
- g. All ladders must be free from defective or loose rungs.**

XVII. Temporary Work Platforms

- a. Every scaffold shall be designed and constructed to support or resist, (a) two times the maximum load or force to which it is likely to be subjected, without exceeding the allowable unit stresses for the materials of which it is made; and (b) four times the maximum load or force to which it is likely to be subjected without overturning. A scaffold with structural components whose capacity can only be determined by testing shall be designed and constructed to support or resist three times the maximum load or force to which it is likely to be subjected without causing the failure of any component. No scaffold shall be loaded in excess of the load that it is designed and constructed to bear.**
- b. All scaffolding will be erected with appropriate clamps and not be connected with wire or other unsecure mechanisms.**
- c. A professional engineer or a competent worker designated by the supervisor of the project shall inspect the scaffold before it is used to ensure that it is erected in accordance with the design drawings. The person carrying out an inspection shall state in writing whether the scaffold is erected in accordance with the design drawings. An elevating work platform shall be inspected each day before use, in accordance with the manufacturer's instructions by a trained worker. An elevating work platform shall not be loaded in excess of its rated working load.**
- d. A worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation and be trained to operate that class of elevating work platform. The instruction and training shall include, (a) the manufacturer's instruction; (b) instruction in the load limitations; (c) instruction in and a hands-on demonstration of the proper use of all controls; and (d) instruction in the limitations on the kinds of surfaces on which it is designed to be used. Training may be performed by another company when offered.**
- e. All work platforms will be inspected before each use/shift and after any modifications and any condition that may endanger workers must be remedied before the equipment is used.**

XVIII. Job Competency – Vehicle Safety

- a. Sierra Construction shall determine the minimum qualifications required to perform each role or job function. If further training is required to perform or work in certain areas, training will be provided for the employee.**
- b. Training completed by members of the Sierra team will provide the trainee with a certificate acknowledging their completed training. This training is updated and kept on file indicating who has been training in various fields.**
- c. A site supervisor or member of management must verify that the roles and responsibilities have been clearly outlined and the employee is capable of performing work in an independent fashion before working on projects solely.**

- d. Sierra wants to help all employees grow in their positions and if an employee feels they need training or education to better their job functions, we encourage employees to bring this to their direct supervisor.**
- e. To move to an advanced role or position within the company, a documented interview will be conducted to insure all areas of management approve and agree with employees capabilities.**
- f. All competent employees must have valid driver's Licence and apply with abstract.**
- g. Yearly abstracts are pulled for insurance purposes to verify safety of drivers during and outside of work hours.**
- h. Seatbelts must be worn at all times during working hours and while operating a company vehicle.**
- i. As per MTO guidelines, all loads must be secured before engaging vehicle into drive. This includes tarping, strapping, or whatever is necessary to secure the items.**
- j. All laws must be abided when behind the vehicle; not limited to speeding, talking/texting, reckless driving, inattentive driving, etc. All tickets obtained are at the risk of the employee and will not be covered by Sierra Construction.**
- k. All employees must arrive to work without the influence of drugs or alcohol.**
- l. As per MTO guidelines, all circle checks must be documents DAILY and copies kept in the vehicle in case of inspection. All defects must be reported at time of check.**
- m. Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available, or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. When backing, it is recommended that a spotter be stationed outside the vehicle to ensure the driver backs safely, whenever practicable.**
- n. In the event of any ticket, accident or incident on the road; the employee must report on the day of the above to management.**

XIX. Incident Reporting and Investigation

- a. When an employee is involved in a work-related incident or is aware of a condition that may cause one, the employee must report the incident as soon as possible to the Health and Safety Team. Incidents include near misses, injuries, illnesses, property damage, etc. In the event of a Near Miss, a completed Near Miss form must be handed in to your supervisor and discussed with all members on the job.**
- b. When management has been notified of a work-related incident, the Health and Safety Team will appoint qualified personnel to complete an investigation of the incident. The investigation should take place as soon as possible after the incident occurs and all outcomes be shared with everyone on the job site.**

- c. After the investigation of the incident, the Health and Safety Team shall prepare a written report including the description of the incident, any evidence collected during the investigation, an explanation of the causes of the incident, and corrective actions.
- d. The written incident investigation report shall include an explanation of the contributing factors or root causes of the incident that were identified during the investigation to help in preventing the incident from happening in the future.
- e. The written incident investigation report shall include any immediate corrective actions that were taken as well as any long-term actions that are required to prevent the recurrence of the incident.
- f. Members of the incident investigation team shall be qualified and competent individuals. The employer shall provide training on the investigation techniques used during an incident investigation. Training may be performed in-house or by a 3rd Party. Sierra wants to remind all employees that inspections can be completed by all employees and if any issue/hazard is ever encountered, to take it upon themselves to report to Management so nothing is overlooked.
- g. Sierra will follow all legal compliance with the OSHA and regulations for all incidents occurred.

XX. Asbestos

- a. When there a chance of asbestos being present on a job site, please contact your Site Supervisor to contact Strone or Pinchin Environmental for further action.

XXI. Safe Handling of Sharps (meaning needles, syringes, blades, ect.)

- a. Bending, re-capping, or removing needles from syringes is to be avoided
- b. Do not handle more than one sharp at a time. If there are multiple sharps, carefully separate them.
- c. Always wear pre-approved gloves when handling sharps that have been supplied by Sierra Construction.

XXII. Emergency Response Plan – Fire and Medical Emergencies

- a. Prior to every job all potential emergencies need to be identified and discussed. With the nature of our jobs, fire and medical emergencies are potential. These potential emergencies should be documented in your PJSA at the start of your shift.
- b. All fire hazards must be identified before starting a project. This includes electrical concerns and spark hazards.
- c. In the event of a fire, fire extinguishers are located in every vehicle as well as trailer.
- d. Call 911 immediately.
- e. Please notify fire department of any work that is a potential for a fire hazard to be present.
- f. In the event of a burn, fire related injury or medical emergency, the job JHST member shall assist with medical/first aide while waiting for

medical professional to arrive. Again, call 911 for all emergencies and notify your supervisor of any injury.

- g. Training will be provided for first aide to all supervisors through St Johns.**
- h. All vehicles and trailers along with fire extinguishers are equipped with first aide kits to help with caring for any injury.**
- i. This emergency response plan shall be monitored and updated as projects change and scope of our work grows.**
- j. In the event of an emergency, media may arrive. If so please have your supervisor be contact for all relations with the public.**
- k. In the event of an emergency, this program will be updated with the help of those involved to make sure we are adequately looking after our employees and prepared for all situations that can arise.**

DRUG AND ALCOHOL POLICY for Sierra Construction

Sierra Construction is committed to the safety and productivity of all operations on behalf of employees, customers, and the communities in which we operate. We recognize that the use of illicit drugs and the inappropriate use of alcohol, medications, or other substances can have serious adverse effects on performance, and on the safety and well-being of contractor's employees, Sierra Construction employees, customers and other contractors, visitors and on the public and environment.

This policy outlines the standards and guidelines regarding alcohol and drug use which Sierra expects of its employees.

POLICY STANDARDS

All employees and sub-contractors, agents and representatives must be free from any adverse effects of alcohol or other drugs and conduct themselves in an appropriate and safe manner while working.

Illicit Drugs: The following are prohibited while on Sierra Construction premises or worksites:

- The use, possession, distribution, offering or sale or purchase of illicit drugs or drug paraphernalia
- The possession of prescribed medications without a legally obtained prescription or use of such medication contrary to the prescription for their use, and distribution, offering or sale or purchase of prescription medications without a legally obtained prescription.
- Being under the influence of illicit drugs, and
- Presence in the body of illicit drugs as determined through a drug testing program or other accepted method of confirming use of an illicit drug.

Alcohol:

- The use, possession, distribution, offering or sale or purchase of alcohol beverage is prohibited when on Sierra Construction properties and worksites; with the exception of possession of sealed containers locked in the trunk (or otherwise appropriately secured) of a personal vehicle consistent with any applicable motor vehicle or highway transportation legislation.
- Individuals covered by this policy cannot report for duty under the influence of alcohol or use alcohol when on duty including during meals and other breaks.

Medications:

- All employees and sub-contractors must use prescribed and over-the-counter medications responsibly and must strictly comply with any applicable prescription. The intentional misuse of medications while on Sierra Construction property or work sites is prohibited unless the use is in strict compliance with an applicable prescription. If such use render's an employee, sub-contractor unfit to work or work safely, it is a violation of this policy.

Employees and sub-contractors must consult with their physician whether medication can affect safe operation, and take appropriate steps to ensure use of the medication does not impair their ability to perform their duties safely and efficiently, which would include notifying their supervisor for the need for modified work under these circumstances.

Possession of Alcohol or Drugs:

- Sierra Construction reserves the right to conduct investigations when there are reasonable grounds to believe that alcohol or illicit drugs or both are present on premises owned, contracted or otherwise controlled by Sierra Construction or by its customers. Any of the employees who refuse to submit to a search requested by Sierra Construction representative will be removed from the premises or worksite.

Investigations:

- Any employee or sub-contractor who is involved in an accident or near miss while on Sierra Construction property or worksites, or who is believed to be unfit for duty due to the use of alcohol or other drugs may be subject to “post incident” or “reasonable cause” alcohol and drug testing. Testing may be conducted as part of a complete investigation into the situation and the cost of the testing will be set-upon by the Employee or Sub-contractor.

Violations of Policy Provisions

If there is any reason to believe any Employee or Sub-contractor is on duty in an unfit or unsafe condition, or otherwise in contravention of the basic intent and provisions of this policy:

- The employee or sub-contractor will be removed to a safe place.
- The employee or sub-contractor will be referred for an alcohol or drug test if there is reasonable cause to believe these may be a factor.

Key Definitions**Drug:**

Means any substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels, or acts. For purposes of this policy, drugs of concern are those that inhibit a worker’s ability to perform his or her job safely or productively or both.

- Alcohol: refers to beer, wine and distilled spirits, and includes the intoxication agent found in medicines or other products.
- Illicit: drug means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. marijuana and cocaine.)
- Medication: refers to a drug obtained legally, either over-the-counter or through a doctor’s prescription
- Fitness for Work/Duty: in the context of this policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs or medications.

SIERRA CONSTRUCTION ALCOHOL and DRUG POLICY
ACKNOWLEDGEMENT FORM

Employee Name: _____

By signing below, I hereby confirm receipt of Sierra Construction's Drug and Alcohol Policy. I understand that I am responsible to fully meet these expectations when on Sierra Construction property or worksites and that I understand I may be subject to alcohol and drug testing in a reasonable cause or post incident situation.

I also understand that failure to abide by this contract may result in my permanent removal from Sierra Construction work, property or both. Such an occurrence will be considered a breach of contract and could result in termination or an obligation to pay damages to Sierra Construction.

Signature

Witness

Position

Date

Sierra Construction Violence & Domestic Violence Policy
January 2021

The management of Sierra Construction is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. Sierra Construction will assess the risks of workplace violence that can arise from the type of job being completed and the work conditions that are applicable. We will take whatever steps are reasonable to protect our workers.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all Sierra Construction Employees, Sub-Contractors, Clients and any visitors that are on a Sierra Construction job-site. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes warning signs and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. Sierra Construction as the employer will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Signed: _____ President/CEO Date: _____

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

Domestic Violence

(32.0.4) If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker.

Sierra Construction Violence in the Work Place Program

No one can predict human behaviour, and there is no specific profile of a potentially violent person. Nevertheless, a potentially violent person may exhibit any or all of the following characteristics:

1. Physical Signs

Use caution if someone exhibits one or more of the following non-verbal signs or body language:

2. History of Violence

- ☐ Fascination with weapons, acts of violence, or both
- ☐ Demonstrates violence towards inanimate objects
- ☐ Evidence of prior violent behaviour

3. Threatening Behaviour

- ☐ States intention to hurt someone (verbal or written)
- ☐ Hold grudges
- ☐ Excessive behaviour (phone calls, gift-giving)
- ☐ Escalating threats that appears well planned
- ☐ A preoccupation with violence

4. Intimidating Behaviour

- ☐ Argumentative
- ☐ Displays unwarranted anger
- ☐ Easily frustrated
- ☐ Uncooperative
- ☐ Impulsive
- ☐ Challenges co-worker and management
- ☐ Exaggerated or violent gestures
- ☐ Change in voice
- ☐ Loud talking or chanting
- ☐ Shallow, rapid breathing
- ☐ Scowling sneering or use of abusive language
- ☐ Glaring or avoiding eye contact
- ☐ Violating your personal space
- ☐ Red-faced or white-faced
- ☐ Sweating

- ☐ Pacing
- ☐ Restless or repetitive movements
- ☐ Trembling or shaking
- ☐ Clenched jaws or fists
- ☐ Facial grimacing

5. Increase in Personal Stress

- ☐ An unreciprocated, romantic obsession
- ☐ Serious family or financial problems
- ☐ Recently job loss

6. Negative Personality Characteristics

- ☐ Suspicious of others
- ☐ Believes he or she is entitled to something
- ☐ Cannot take criticism
- ☐ Feels victimized
- ☐ Shows a lack of concern for the safety and well-being of others
- ☐ Has low self esteem
- ☐ Blames others or his or her problems or mistakes

7. Marked Changes in Mood Or Behaviour

- ☐ Extreme or bizarre behaviour
- ☐ Irrational beliefs and ideas
- ☐ Appears depressed
- ☐ Expresses hopelessness or heightened anxiety
- ☐ Demonstrates a drastic change in belief systems
- ☐ Marked decline in work performance

8. Socially Isolated

- ☐ History of negative interpersonal relationships
- ☐ Few friends or family
- ☐ Sees the workplace as a “family”
- ☐ Has on obsessive involvement with his or her job

9. Abuses Drugs or Alcohol

Response and Actions

Management and Supervisors that receive complaints of workplace violence are in a position to manage the issue appropriately. Regardless of the outcome of a complaint, it is important that all complaints be taken seriously and acted on. This helps to establish due diligence on the part of Sierra Construction. It is also equally important that the complainant feels the matter is taken seriously and they are aware of the efforts taken to address their concerns.

Sierra Construction Harassment in the Work Place Program
January 2021

The management of Sierra Construction is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law, which includes an individual's race, color, gender, ethnic or national origin, age, religion, disability, marital status, sexual orientation, gender identity, or other personal characteristic protected by law. A conduct is unwelcome if the employee did not solicit, instigate or provoke it, and the employee regarded the conduct as undesirable or offensive.

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment to Management where immediate investigation can be made. We encourage you to report all incidents; there are no negative consequences for reporting harassment in the work place as we wish to work together with you to keep our workplace safe and professional.

Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible. Management and Supervisors that receive complaints of workplace harassment are in a position to manage the issue appropriately. Regardless of the outcome of a complaint, it is important that all complaints be taken seriously and acted on.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: _____ President / CEO Date: _____

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

References

Algonquin College Work Place Violence Program, August 2002

http://www.algonquincollege.com/physical_resources/Document%20Inserts/Occupational%20Health%20and%20Safety%20Programs/workplace%20violence%20prevention%20program.pdf

Ontario Ministry of Labour, Appendix C: Harassment in the Workplace:

http://www.labour.gov.on.ca/english/hs/pubs/wpvh/appendix_c.php

Ontario Ministry of Labour, Work Place Violence

<http://www.labour.gov.on.ca/english/hs/pubs/wpvh/violence.php>

Work Place Harassment: Strategic Human Resources:

http://www.strategichr.com/shrsweb2/harassment_01.shtml

Workplace Return to Work Procedure

(Date)

Sierra Construction will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness.

Title: Health and Safety Manager	Date:
Approved By:	Review Date:

PURPOSE

Sierra Construction will make every effort to help an injured employee to stay at work (SAW) or return to work (RTW). The RTW program will ensure that as a company we are committed and able to supply modified/accommodated duties to all employees, where possible, without undue hardship.

This procedure applies to all employees with an injury, illness or disability regardless of its cause, type or nature which results from absence from work.

ROLES AND RESPONSIBILITIES

Employer

- Get first aid immediately if needed – use judgment on severity. Seek first aid kit.
- The employer arranges and pays for transportation for medical care, if needed
- The employer pays wages for day of injury
- The employer reports the injury/illness to the WSIB within three days if it involves: health care treatment, time off work or lost wages using form 7
- Investigate the accident
- Contact your worker as soon as possible after injury
- Maintain communication throughout their recovery and return to work
- Attempt to provide suitable work. Work that:
 - Is safe and within your workers physical capabilities
 - Your worker has the skills to do or can acquire the skills to do so
 - Restores your worker's pre-injury earnings as closely as possible
- Provide a Return to Work package (doctor letter, Functional Abilities Form, date for meetings on return to work if needed). Package can be obtained from Sarah.
- Document the RTW plan and provide a copy to the worker and WSIB
- With your worker, develop a RTW plan and explain modified duties.
- Review the RTW plan to ensure it is current and reflects the injured workers functional abilities. If changes are needed – revise the RTW plan, copy the worker and WSIB

- Monitor the progress of the employees modified duties through bi-weekly meetings with the employee and supervisor. Ensure medical follow-up is obtained at a pre-arranged schedule.

Supervisor

- Advise the employee of the availability of transitional work and provide the required forms
- Assist in the creation of, and support the employees RTW plan
- Maintain communication with the employee on modified duties and monitor their progress and effectiveness of the plan.
- Inform other employees on the job site as required
- Communicate and assist in the evaluation of the plan's effectiveness through regular meetings scheduled with the employee
- Communicate with the injured worker regularly and document communication
- Schedule bi-weekly sit-down meetings with the employee (injured worker), as appropriate

Employee

- Report the injury to the employer or supervisor, seek first aid kit
- Get proper medical treatment immediately following a work-related injury or illness and follow the recommendations of the health professional
- Take RTW package provided by the employer to their health professional and return the FAF as soon as possible. Have Doctor complete Form 8 and return to Sarah.
- Complete a form 6 workers report of the injury and return to WSIB
- Participate and be in regular contact with the supervisor
- Take an active role in developing their RTW plan
- Communicate any concerns to their employer or supervisor
- Obtain the necessary forms from the treating health care professional, as may be required, by the employer
- Ensure that appointments with health care professionals are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- Co-operate with all requests for documentation as required by the WSIB and Sierra Construction.
- Attend all scheduled RTW meetings
- To communicate any change/modifications needed to the RTW plan as soon as they are known to their supervisor

Health Professionals

- Provide up to date functional abilities information, as scheduled or requested, Form 8
- Fill in the forms as requested
- Act as a resource

WSIB

- Process information on a timely basis to provide service and support to employer and employee
- Act as a resource

Reporting Requirements to the WSIB

- Wage changes
- Changes in duties/duration of program
- Failure to cooperate; failure to provide required/requested information
- End of program

PROCEDURE: Return to Work Process

- All employees are required to report any injury/illness to their supervisor immediately, or as soon as is reasonable – as per the “injury/illness reporting” procedure
- Upon learning of a work-related injury/illness the employee’s supervisor will follow the “Injury/Illness Reporting” procedure.

COMMUNICATION

- Revisions or modifications of this procedure will be communicated to the supervisor. The supervisor will then communicate any revisions to their employees immediately, if required, or at the next scheduled team meeting.
- A quarterly summary of injuries/illness will be prepared by the supervisor and submitted to the employer for review and corrective action, as needed.
- This procedure will be reviewed annually.

The method of communication referred to in the RTW plan includes phone, fax, text or written. Any phone or text contact must be documented. Supervisor and employer/injured worker, are responsible for maintaining documentation on the RTW plan.

TRAINING

- Employer will ensure that any employee knows and understands the RTW Policy and procedure during employee orientation.
- This policy and the return to work process will be reviewed by all employees on an annual basis, or as required.

EVALUATION

- Review RTW effectiveness using the quarterly reports, workplace inspections, accident investigation on a quarterly basis.

FORMS

- Form 7 (WSIB)
- Letter to Health Care Professional, pg 237 SKIP
- Functional Abilities Form (WSIB)
- RTW Program Plan
- Letter of offer, SCIP

RESOURCES

- 5-Steps to Managing Health and Safety Manual Participants Notes (May 2013)
- Occupational Health and Safety Act – Sections 8 & 9
- WSIB

Workplace Inspection Procedure – Hazard Identifier Program

January 2021

Title: Health and Safety Manager	Date:
Approved By:	Review Date:

This procedure provides a format for ensuring that workplace inspections are conducted and consistent. This standard applies to all areas of the workplace.

Sierra Construction is responsible for ensuring the proper application of this procedure. All employees will follow the standard and participate in workplace inspections. All employees have roles and responsibilities in the Workplace Inspection Procedure.

PROCEDURE - Inspections by Employer:

The employer will accompany the Worker Health and Safety Representative (Doug Gan/Gina Larson) while completing the monthly workplace inspection.

- Ensure that all items to be inspected include: **health and safety hazards**, equipment maintenance issues, completion of previous issues noted on past inspection forms, hazard control effectiveness, training needs and housekeeping issues.

PROCEDURE – Inspections by Supervisor:

The supervisor will complete a daily visual inspection and a monthly inspection.

Daily Visual:

1. Identify **health and safety hazards**, equipment maintenance issues, hazard control effectiveness and housekeeping problems.
2. Record any issues found and remedial action taken in Supervisor's notebook/clipboard.

Weekly:

1. Identify **health and safety hazards**, equipment maintenance issues; hazards control effectiveness and housekeeping problems.
2. Document the weekly inspection including deficiencies and corrective action taken on the Workplace Inspection Recording form.

Inspection by Employees

Sierra Construction Employees have been given Pre-Job Safety Analysis (PJSA) booklets to complete daily before beginning any work. These forms are to be handed in weekly to our Health and Safety Representatives. The purpose of this inspection is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness and housekeeping problems.

Inspection by Worker Health and Safety Representative:

The worker health and safety representative will schedule monthly workplace inspections. The purpose of this inspection is to identify health and safety hazards, equipment maintenance issues, completion of previous issues noted on past inspection forms, hazard control effectiveness, training needs and housekeeping issues. The inspection schedule shall be completed in December for the following year and must be completed on a monthly basis.

1. Prepare for inspection by review previous reports
2. Be familiar with the work processes and work areas
3. Review workplace requirements as necessary
4. Wear the required Personal Protective Equipment
5. Use Monthly Workplace Inspection Recording Form as a guide to ensure a thorough inspection
6. All substandard or unsatisfactory conditions are to be documented using the Workplace Inspection Recording Form.
7. Check to see if previous actions are complete
8. Recognition of good practices and adherence to procedures should also be noted.
9. Suggestions for resolving items noted on the inspection to be documented on the Workplace Inspection Recording Form.
10. Take corrective action immediately when possibly/necessary
11. Submit the Workplace Inspection Recording Form to the Employer once the inspection is complete.
12. Employer will review the Workplace Inspection Recording Form and initiate/plan appropriate corrective action where necessary within one week – or immediate if needed.
13. Employer will post a copy of the completed Workplace Inspection Recording Form identifying action taken to resolve hazards noted during the inspection.
14. Copies of the completed Workplace Inspection Recording Form will be:
 - a. Posted on the Health and Safety Board
 - b. Maintained on file by the Employer
 - c. Maintained on file by the Worker Health and Safety Representative

Communication

- This inspection procedure will be communicated to all employees at new worker orientation, staff training sessions and/or meetings.
- Any changes to the inspection procedure will be communicated to employees at staff training sessions and/or staff meetings.
- Procedure is located in Health and Safety Manual

Training

- Supervisor will ensure that employees are provided with appropriate training regarding how to conduct an inspection prior to their first inspection.
- If an employee feels that they require further training, the employee will notify their supervisor
- Employees will sign training record, acknowledging that they understand the information. Training records will be completed at the end of the training sessions and kept on file by Sarah Minor.
- Supervisors will ensure that employees are aware and trained to identify Hazards in the workplace.
 - When a hazard is identified, first attempt to eliminate the hazard. If elimination is not practicable, use engineering controls. If engineering controls are not practicable, implement administrative controls. If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment.

Evaluation

- Employer will review compliance and effectiveness of inspection procedure at least annually by examining inspection records to look for trends, asking employees for feedback and walking around to see that inspection procedure is being followed.
- All workers will be evaluated on their understanding of the Workplace Inspection Procedure.

Reference

- 5-Steps to Managing Health and Safety Manual Participants Notes (May 2013)
- Occupational Health and Safety Act – Sections 8 & 9

Inspection Recording Form

Inspection Location: _____

Time and Date: _____

Hazard Observed	First Time Noted	Hazard Class	Recommended Action	By Whom	Followed up by:	Action Taken	Signature

Classification of Hazardous Practices or Conditions

A: Likely to cause permanent disability or loss of body part and/or extensive loss of structure, equipment or material

B: Likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class A

C: Likely to cause minor (non-disabling) injury or illness or non-disruptive damage

Inspection Completed By: _____

NEAR MISS REPORT

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. It is everyone's responsibility to report and /or correct these potential accidents/incidents immediately.

Please complete this form as a means to report these near-miss situations and discuss your supervisor – this is a proactive approach to preventing injury and accidents.

Location _____ Date: _____

Time _____ am pm

Please check all appropriate conditions:

1. Unsafe Act
2. Unsafe equipment
3. Unsafe Condition
4. Unsafe use of equipment
5. Other (explain) _____

Description of incident or potential hazard :

Employee Signature _____ Date _____

(Optional)

NEAR MISS INVESTIGATION

Description of the near-miss condition:

Causes (primary & contributing)

Corrective action taken (Remove the hazard, replace, repair, or retrain in the proper procedures for the task)

Management Signed: _____

Date Completed _____