



Health & Safety Policy and Program

TABLE OF CONTENTS

Health and Safety Policy Statement	2
Workplace Violence Policy Statement	3
Workplace Harassment Policy Statement	4
Environmental Policy	5
Assignment of Responsibilities	6
Management.....	6
Superintendent/Job Foreperson	6
Workers	7
Sub-Contractors	7
Joint Health and Safety Committees and/or Representatives.....	7
Workplace Violence and Harassment	8
Safe Driving Policy	10
Joint Health and Safety Committees and/or Representatives	12
Workplace Hazardous Material Information System	13
Safety Awareness	15
Cold Stress	15
Heat Stress	16
Back Care	17
Lockout and Tagging	18
Guardrails	18
Ladders	19
Scaffolds	19
Elevating Work Platforms	20
Hand and Power Tools	21
Explosive Actuated Fastening Tool	21
Housekeeping	21
Welding	22
Propane	22
Electricity	23
Asbestos	23
Silica	23
Fire Extinguishers	24
Rigging.....	24
Backing Up	25
Trenching.....	27
Confined Spaces	28
Musculoskeletal Disorders (MSDs)	29
Fall Protection.....	30
Fall Arrest Rescue Procedures.....	30
Worker Personal Protection Equipment	31
Basic First Aid	32
Breathing	32
Bleeding.....	33
Burns	33
Emergency Procedures	34
Demolition Procedures	35
Pre-Task Hazard Assessment	35
Work Near Overhead Electrical Procedures	36
Enforcement	37
Working Smoking/Vaping Policy	38
Substance Abuse Policy	40
Employee Agreement	43
Employee Agreement (office copy)	44



HEALTH & SAFETY POLICY STATEMENT

It is the policy of Dakon Construction Ltd. to perform our work in the safest possible manner. It is our belief that every employee is entitled to work in a safe and healthy environment. The directors of this company shall ensure every reasonable precaution will be taken to provide such an environment. Our goal is to eliminate or minimize the hazards that cause accidents and injury. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

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

Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act, and applicable regulations with safe work practices procedures established by this company, their clients and the sub-trades.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

James D. Kuepfer, Vice President

Ryan H. Turk, Vice President

Steven J. Bithell, Vice President

January 2020



WORKPLACE VIOLENCE POLICY STATEMENT

Dakon Construction Ltd. is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to everyone in the workplace. 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 measures 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.

Dakon Construction Ltd. 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.

James D. Kuepfer, Vice President

Ryan H. Turk, Vice President

Steven J. Bithell, Vice President

January 2020



WORKPLACE HARASSMENT POLICY STATEMENT

The management of Dakon Construction Ltd. 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 be held accountable by the employer.

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.

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.

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.

James D. Kuepfer, Vice President

Ryan H. Turk, Vice President

Steven J. Bithell, Vice President

January 2020



ENVIRONMENTAL POLICY

Dakon Construction Ltd. is committed to carrying out our work in the most environmentally responsible way possible. In order to be an environmentally responsible contractor, Dakon will abide by all local laws for the safe handling and disposal of any items that could pose a threat to our ecosystem.

If an employee or sub-contractor is unsure of the safe handling or disposal of any items, they are required to contact the designated project manager of the project they're working at for further guidance.

Whenever using a product for the first time, workers must familiarize themselves with the Safety Data Sheet and particularly section 6 in case of accidental release, section 12 for ecological information, and section 13 for disposal considerations.

All employees and sub-contractors of Dakon are encouraged to reduce their waste and recycle materials whenever possible. Whenever feasible, Dakon asks that employees and sub-contractors car pool to and from the jobsite to reduce the amount of emissions generated from vehicles.

Every worker must work in compliance with this policy and are encouraged to raise any environmental concerns with their supervisor or management. Management will investigate and address any environmental concerns brought up by workers, supervisors, sub-contractors, and/or clients.

James D. Kuepfer, Vice President

Ryan H. Turk, Vice President

Steven J. Bithell, Vice President

January 2020

ASSIGNMENT OF RESPONSIBILITIES

Management will:

- a) Provide means to accomplish the company policy as set forth in the "Health and Safety Policy Statement".
- b) Enforce the company safety policy and hold accountable any employee who willfully disregards it.
- c) Require that subcontractors and suppliers be aware of and abide by this policy.
- d) Ensure safety inspections are routinely completed.
- e) Investigate all accidents that occur on site, file reports, and report to the client.
- f) Ensure that workers receive training on investigation techniques.
- g) Establish procedures for treatment of injuries.
- h) Establish and provide safety training for personnel.
- i) Ensure that only competent persons utilize all equipment provided.
- j) Document violations and bring them to the attention of the responsible party.
- k) Facilitate training for workers & supervisors and keep records.
- l) Distribute this Health & Safety Policy and Program in its entirety and any client's policies (when made available) to all employees and sub-contractors.

Superintendent/Job Foreperson will:

- a) Be completely responsible for safety in the field.
- b) Make available all necessary personal protective equipment, job safety materials and first aid equipment.
- c) Instruct all workers that safe practices are to be followed and safe conditions maintained throughout the job.
- d) Require all contractors adhere to all safety regulations. Document violations for future reference; report violations to proper representative of contractors and clients
- e) Investigate and document all accidents; file full reports including identifying all contributing factors/root causes and ensure corrective action is taken immediately to prevent recurrence of the incident.
- f) See that all injuries are treated properly and reported promptly
- g) Have available copies of all Federal, Provincial and local safety regulations.
- h) Be familiar with the laws pertaining to safety, and their basic requirements.
- i) See that the entire company safety policy is followed at the project level.
- j) See that the workers commit no unsafe practice.
- k) See that no unsafe conditions exist at the place of work; ensure housekeeping is carried out as necessary.
- l) See that the necessary personal protective equipment is on hand and properly used.
- m) Instruct all workers in safe procedures and job safety requirements – follow up and insist on compliance.
- n) Ask management if unfamiliar or not knowledgeable about a situation before proceeding with the work.
- o) Ensure all subcontractors abide by this policy (document violations and bring them to their attention). If sub-contractors do not have a copy, email or provide a hard copy for them.
- p) Provide post-project reviews to management for any sub-contractors that are found to be unsatisfactory in regards to safety or performance.

- q) Complete the MOL's Supervisor Health and Safety Awareness workbook within one week of acting as a supervisor. Several topics that include;
 - a. The duties and rights of workers, employers, and supervisors under the Act
 - b. The roles of the JHSC, MOL & WSIB as they pertain to occupational health & safety
 - c. How to recognize, assess, and control & evaluate workplace hazards
 - d. Sources of information on occupational health and safety

Workers will;

- a) Work according to good safety practices as posted, instructed, and discussed by management, forepersons, and local construction regulations including the OHS Act (Occupational Health and Safety Act).
- b) Refrain from any unsafe act that might endanger themselves or their fellow workers.
- c) Use all personal protective equipment and safety devices provided for their protection.
- d) Report all accidents, injuries, near misses, or any unsafe condition or act to their supervisor.
- e) Cooperate fully with all personnel in the event of an incident investigation.
- f) Be held accountable for their share of responsibility for thoughtless or deliberate acts that cause injury to themselves or their fellow workers.
- g) Be a safe worker off the job as well as on.
- h) Wear clothing suitable to the hazards within the work environment.
- i) Ask foreperson/management if unfamiliar or not knowledgeable about a situation before proceeding with the work.
- j) Complete an orientation which includes the MOL's Worker Health and Safety Awareness workbook which includes several topics such as;
 - a. The duties and rights of workers, employers, and supervisors under the Act
 - b. The roles of the JHSC, MOL & WSIB as they pertain to occupational health & safety
 - c. Common hazards in the workplace including
 - d. The requirements of WHMIS training & instruction on hazardous products
 - e. Occupational illness

Subcontractors will;

- a) Be bound contractually to abide by Dakon's Health & Safety Policy and Program while working on our projects in addition to your own safety policies.
- b) Ensure that all hazardous products to be used on site will be accompanied by a SDS (Safety Data Sheet) of which a copy shall be forwarded to us.
- c) Only employ workers on site which have had adequate training as required by the OHS Act.
- d) Ensure that they have valid Workers Compensation coverage in place before starting the work.
- e) Submit their written Health, Safety, and Environmental programs, training documentation, and workplace incident/injury statistics so that they can be reviewed.
- f) Attend safety training/orientation of each work site as necessary.
- g) Abide by Dakon's Substance Abuse Policy and the owner's (if one is available)

Joint Health and Safety Committees and/or Representatives will;

- a) Conduct inspections of the workplace at least once per month.
- b) Identify situations that may be a source of danger.
- c) Make recommendations to the employer.
- d) Investigate and help deal with work refusals.
- e) Assist in accident investigations.

WORKPLACE VIOLENCE AND HARASSMENT

Dakon Construction Ltd. is committed to the prevention of workplace violence and harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. All employees are to assess the possibility of exposure to workplace violence and/or harassment prior to entering each new work environment.

Workplace Violence is defined as:

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

Some examples of workplace violence are:

- Verbally threatening to attack a worker
- Leaving threatening notes or sending threatening emails to a workplace
- Shaking a fist in a worker's face
- Wielding a weapon at work
- Hitting or trying to hit a worker
- Throwing an object at a worker
- Sexual violence against a worker
- Kicking an object the worker is standing on such as a ladder
- Trying to run down a worker using a vehicle or equipment such as a forklift

Workplace Harassment is defined as:

- Engaging in an unwanted comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Some examples of workplace harassment are:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
- Displaying or circulating offensive pictures or materials in print or electronic form
- Bullying
- Repeated offensive or intimidating phone calls or emails
- Inappropriate sexual touching, advances, suggestions or requests

Workers are encouraged to report any incidents of workplace violence or harassment that they have witnessed to someone in management. Management will then investigate and deal with all concerns, complaints, or incidents within a fair and timely manner while upholding the privacy of all parties concerned as much as possible.

Management shall document all reported incidents of workplace violence or harassment and keep such document on file indefinitely. Documentation must include as a minimum:

- Date and approximate time of incident
- Names of people involved (including any witnesses)
- A detailed description of the incident

If a worker is found to have committed a form of workplace violence or harassment, the “Enforcement” section of this manual shall be followed as a minimum. If further action is required, external parties shall be contacted such as the Police.

Violence

Step 1: Control the Risks of Workplace Violence

Step 2: Summoning Immediate Assistance

Step 3: Report Incidents of Workplace Violence

Harassment

Step 1: Report Incidents of Workplace Harassment

Workers are to report incidents of workplace harassment to the supervisor or project manager immediately. A form will be filled out by the worker and given to the project manager in order for the project manager to properly assess the situation.

Step 2: Investigate and Deal with Incidents and Complaints

Dakon Construction’s management will begin investigation to determine the severity of the situation and take appropriate action. The incident will be reported and kept for record purposes. Follow-up procedures between the management and supervisor will be completed within the week and/or month (depending on the situation) to ensure the worker(s) are complying.

SAFE DRIVING POLICY

Dakon Construction Ltd. is committed to providing and encouraging ***responsible driving***.

Motor vehicle collisions are one of the leading causes of employee injuries and fatalities. The four major factors leading to motor vehicle fatalities are drinking and driving, large truck crashes, speeding, and not wearing seatbelts. The top three driver conditions/actions that contribute to these collisions are impairment from alcohol/drugs, driving inattentively/driving tired, and driving with aggressive behavior/driving too fast.

In order for Dakon Construction Ltd. to protect our workers from any driving hazards, we ensure our workers practice responsible driving.

Common Driving Distractions:

- Talking on a cell phone while driving – Make sure to be hands free (use your Bluetooth) or pull over to talk on the phone
- Changing the radio station
- Drinking coffee/tea
- Reading a map
- Looking for an address

Ensuring Safe Driving At All Times:

- Check your air bags regularly
- Check your tires and your brakes frequently – Replace when worn
- Wear sunglasses when necessary
- Obey the rules of the road
- Drive within the speed limit
- Always wear your seat belt – Wearing one is the law
- Avoid aggressive driving / driving too fast
- Be attentive – Do not drive if you are too tired
- Do not drive under the influence of alcohol, drugs, and/or medications
- Refuse to drive with someone who is under the influence of drugs, alcohol, and/or medication
- Keep your vehicle clean
- Ensure that you have a valid driver's license and insurance
- Do a check around your vehicle before getting in to drive
- Ensure that any cargo/loads inside the vehicle or on a tow vehicle/trailer are adequately secured

Ensuring Safe Winter Driving:

- Have winter tires on your vehicle
- Make sure your wiper blades are working properly
- Check that you have windshield washer fluid
- Make sure your heater and defroster for your windshield are working properly
- Ensure that your windshield, windows, and mirrors are kept clear at all times while driving
- Make sure your brakes are working properly
- Ensure that your exterior lights are working so that other drivers can see you in all weather conditions
- Adjust your driving to accommodate the weather and road conditions

Always make sure that your vehicle is properly maintained and serviced on a regular basis. You should inspect your vehicle **daily**.

*** Always REPORT any defects of your vehicle to your supervisor / employer IMMEDIATELY. Do not wait to let them know.**

A message from the Ministry of Transportation:

“Remember, a police officer or Ministry of Transportation inspector can examine your vehicle, its equipment and any trailer attached to it, at any time. If the vehicle is found to be unsafe, it may be taken off the road until the problem is fixed. You can be fined if you refuse to allow your vehicle to be inspected, and if your vehicle is then found to be unsafe, your license plates can be taken away.”

JOINT HEALTH AND SAFETY COMMITTEES AND REPRESENTATIVES

Below is a table outlining the requirements for Joint Health and Safety Committees or Health and Safety Representatives as prescribed by the OHSA.

Size and duration of project	Representative or committee	Who creates the committee	Number of members required	Membership Requirements	Selection of Members	Powers and Rights
5 workers or less						
6-19 workers and more than 3 months Or 6+ workers and less than 3 months	One Health and Safety Representative				Representative selected by workers	<ul style="list-style-type: none"> - Inspect the workplace at least once per month. - Ask for and obtain information regarding existing or potential hazards in the workplace.
20-49 workers and more than 3 months	Joint Health and Safety Committee	Constructor	At least two	At least one non-management worker at the project and one management representative.	Workers representative selected from the site by workers being represented. Management representatives selected by the constructor of employer.	<ul style="list-style-type: none"> - Identify situations that may be a source of danger or hazard to workers. - Make recommendations regarding health and safety matters. - Recommend the establishment, maintenance, and monitoring of programs.
50+ workers and more than 3 months	Joint Health and Safety Committee	Constructor	At least four	<p>Half non-management workers from the workplace with at least one certified.</p> <p>Half management representatives with at least one certified.</p>	Workers representative selected from the site by workers being represented. Management representatives selected by the constructor of employer.	<ul style="list-style-type: none"> - Obtain information from constructors or employers regarding testing of equipment or environments and be present when testing is initiated.
	Worker Trades Committee	Health and Safety Committee	At least one worker rep. from each trade	One worker representative from each trade.	Members to be selected by trade workers at the site. Members do not have to be workers at the site.	Advise the joint health and safety committee of the health and safety concerns of the workers in the trades at the workplace.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

WHMIS is a Canada wide system that addresses every worker's "Right to Know" which is designed to provide information on hazardous products that are encountered at work. Every worker on site must have completed WHMIS 2015 training.

There are 3 essential components to WHMIS, they are:

- 1. Product Labels**
- 2. Safety Data Sheets (SDS)**
- 3. Worker education and Training**

Product Labels

Labels are the most visual component of the WHMIS and are usually the first indication of a hazardous product. Labels are used to alert the user about the major hazard(s) associated with the specific product enclosed and outlines the basic precautions or safety steps the should be taken.

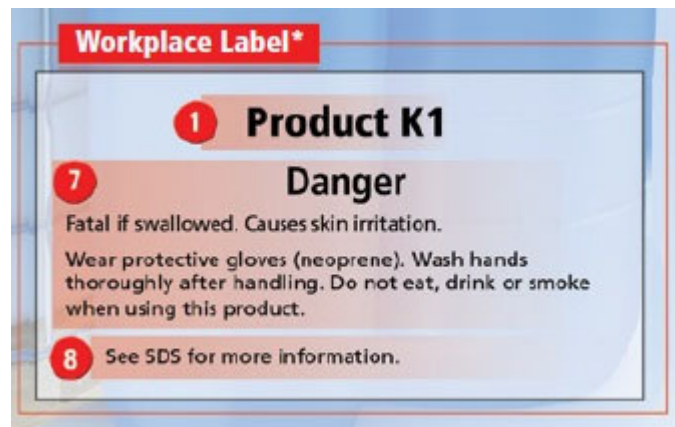
There are two types of labels used in the WHMIS; Supplier Labels and Workplace Labels.

1. Supplier Labels – are placed on products in their original containers by importers, manufacturers, or sellers of hazardous products. A supplier label is required to contain the following information:

1. Product identifier – name of product
2. Hazard Pictogram(s) – one or more of the 10 hazard symbols shown below
3. Signal Word – A word used to alert the reader of a potential hazard and its severity
4. Hazard Statement(s) – Standardized phrases which describe the nature of the hazard
5. Precautionary Statement(s) – Standardized phrases which describe what measures must be taken to minimize/prevent adverse exposure impacts.
6. Supplier Identifier – name of either the Canadian manufacturer or importer
7. Safe Handling Precautions – May include pictograms and other



2. Workplace Labels – are placed on products in the workplace when a hazardous product is transferred from one container to another or when a supplier label becomes illegible. A workplace label is required to contain the following information:
 1. Product identifier – name of product.
 7. Safe Handling Precautions – May include pictograms and other
 8. SDS statement– states that an SDS is available.



Safety Data Sheets (SDS)

SDS's are the second level of the WHMIS and must be readily available at the workplace for workers and their representatives. An up to date SDS must be obtained for all hazardous products used or received. SDS's can have up to 16 sections but they typically contain 9 categories of information which are the following:

1. Product identification and use
2. Hazardous ingredients
3. Physical data
4. Fire and explosion data
5. Reactivity data
6. Toxicological properties
7. Preventative measures
8. First aid measures
9. Preparation information

Worker Education and Training

Employers are responsible for developing and delivering a worker education program as per the requirements of the OHSAA. As a minimum requirement, workers are required to receive yearly reviews and updating.

All employees of Dakon Construction Ltd. are trained in the WHMIS through verbal instruction, written testing, and continuous learning.

SAFETY AWARENESS

Cold Stress

- Cold stress or hypothermia can affect construction workers who are not protected against cold caused by weather conditions or work environments.
- In order for the human body to function properly, the core temperature must be kept at approximately 37°C. When the body temperature begins falling blood vessels in the skin, arms, and legs constrict which decreases blood flow to the extremities which helps to maintain core body temperatures. However, this also results in a higher risk of frostbite.
- Frostbite is a common injury that is caused by exposure to severe cold but is more often caused by touching a cold metal object. Symptoms vary and are not always painful but often include sharp, prickling sensations.

Treatment:

- DO NOT RUB - Warm the frostbitten area gradually with body heat,
 - Don't thaw hands or feet unless medical aid is distant and there is no chance of refreezing,
 - Apply sterile dressings to blisters to prevent breaking, and
 - Get medical attention.
- When the body can no longer maintain core temperatures hypothermia begins to set in, which can be broken down into three stages;

Mild

- Shivering
- Blue lips and fingers
- Poor coordination

Moderate

- Mental impairment
- Confusion
- Poor decision-making
- Disorientation
- Inability to take precautions from the cold
- Heart slowdown
- Slow breathing

Severe

- Unconsciousness
- Heart slowdown to the point where pulse is irregular or hard to find
- No shivering
- No detectable breathing

Treatment:

- Carefully remove casualty to shelter (Sudden movement or rough handling can upset heart rhythm),
- Keep casualty awake,
- Remove wet clothing and wrap casualty in warm covers,
- Rewarm neck, chest, abdomen, and groin – but not extremities,
- Apply direct body heat or use safe heating devices,

- Give warm, sweet drinks, but only if casualty is conscious,
 - Monitor breathing and administer artificial respiration if necessary, and
 - Call for medical help or transport casualty carefully to the nearest medical facility
- The best protection against cold stress is to be aware and be prepared. Workers need to be able to recognize the sign and symptoms of over exposure.

Heat Stress

- Heavy physical work in hot, humid environments can put a considerable amount of stress on workers and can occur either indoors or outdoors.
- In order for the human body to function properly, the core temperature must be kept between 36°C & 38°C. In order to maintain this upper limit, the body utilizes two cooling mechanisms;
 1. The heart rate increases to move blood (and heat) from the heart, lungs, and other vital organs to the skin.
 2. Sweating increases to help cool blood and body. Evaporation of sweat is the most important way the body gets rid of excess heat.
- When too much sweat is lost by not ingesting enough water, the body cannot cool itself, the result can include;
 - ◇ Heat Rash – Usually the first symptom of heat stress, it is identified by;
 - Red blotches and extremely itchy skin in areas persistently damp with sweat.
 - Prickling sensation on the skin where sweating occurs

Treatment:

 - Move person to cool environment
 - Allow a thorough drying of the skin.
 - ◇ Heat Cramps – Under extreme conditions, the body may lose salt through excessive sweating, these can be identified by;
 - Spasms in larger muscles such as the back, leg, and arms.
 - Hard painful lumps within the muscles

Treatment:

 - Stretch and massage muscles
 - Replace salt by drinking a carbohydrate/electrolyte rich drink (Gatorade, Powerade, etc.)
 - ◇ Heat Exhaustion – This occurs when the body can no longer keep blood flowing to supply the vital organs and skin, this can be identified by;
 - Weakness
 - Difficulty continuing work
 - Headache
 - Shortness of breath
 - Nausea or vomiting
 - Feeling faint

Treatment:

 - Call 9-1-1,
 - Help the casualty cool off by having them rest in a cool place

- Drink cool water
- Remove unnecessary clothing and or loosen clothing
- Shower or sponge with cool water

Note: This treatment takes at least 30 minutes to cool the body down.

◇ Heat Exhaustion – This occurs when the body can no longer cool itself and body temperature rises to critical levels, this can be identified by;

- Confusion
- Irrational behaviour
- Loss of consciousness
- Convulsions
- Lack of sweating
- Hot, dry skin
- Abnormally high body temperature – for example, 41°C

Treatment:

- Call 9-1-1
- Provide immediate, aggressive general cooling such as immersing the casualty in a tub of cool water, placing in cool shower, spray with cool water from a hose, wrap in cool wet sheets and fan rapidly.
- Transport casualty to hospital as soon as possible
- Do not attempt to give anything by mouth to an unconscious person.

- In order to help reduce the risk of heat stress when work performed in hot and humid environments Dakon Construction Ltd. will provide one or more of the following;
 - Additional breaks
 - Modifications in the work
 - Cool water
 - Cool down area

Back Care

- Since nearly 25% of all lost time injuries in construction are related to the back, the following is required to reduce injuries;
 - Proper posture – Maintain the naturally occurring curves in your spine, not an erect, military pose. This may require elevating work to a more suitable height to avoid bending.
 - Regular exercise – a good exercise program strengthens muscles and reduces the chances of injury.
 - Correct lifting techniques – This is accomplished by the following steps;
 1. Plan your move:
 - Size up the load
 - Ensure your pathway is clear
 - Get help as needed
 - Use a dolly or other device if necessary
 2. Use a wide-balanced stance with one foot slightly ahead of the other.
 3. Get as close to the load as possible.
 4. Tighten your stomach muscles as you begin to lift.

5. When lifting, keep your lower back in its normal arched position and use your legs to lift.
6. Pick up your feet and pivot to turn – do not twist your back.
7. Lower the load slowly, maintaining the curve in your lower back

Lockout and Tagging

- Lockout and tagging is a form of ensuring that hazardous energy sources are under the control of each worker. Workers are only ever permitted to use their own lockout device – never share or lend out your lockout device.
- An energy source can come in many forms including:
 1. Electrical – panels, generators, lighting systems, etc.
 2. Mechanical – (energy of moving parts) flywheels, blades, fans, conveyour belts, etc.
 3. Potential – (stored energy) suspended loads, compressed air, coiled springs, chemical reactions, changes in state (solid – liquid – gas)
 4. Hydraulic – presses, rams, cylinders, cranes, forklifts, etc.
 5. Pneumatic – lines, compression tanks, tools, etc.
 6. Chemical – flammable materials, corrosive substances, vapours, etc.
- Dakon worker's will be trained on lockout and tagging by a competent person when necessary but below is an example of one procedure;
 1. Locate work area and identify all equipment, machinery, or other system components to be worked on.
 2. Identify all energy sources.
 3. Identify the parts to be locked out or isolated
 4. Determine appropriate lockout methods
 5. Notify all personnel affected
 6. Shutdown/disconnect/release equipment and/or machinery before performing any maintenance
 7. Install lockout devices from each worker that will be involved in the activity
 8. Tag the device by each worker that will be involved in the activity
 9. Verify a zero-energy state
 10. Perform required tasks
 11. Communicate that work is complete and that all personnel are clear
 12. Restore power
 13. Return control to operating personnel
 14. Record date/time lockout removed and system restored
- If it ever appears that a lock was inadvertently left on a device, determine who the lock belonged to and confirm with them that it can be removed. If the owner of the lock cannot be found, a supervisor will be responsible for determining if the lock is safe to be removed and shall be responsible for; clearing the area, ensuring any guards that were removed are restored, there aren't any tools or debris in the way, and that all personnel are out of harm's way.
- Dakon Construction Ltd. employees are never to work on or perform maintenance of equipment while it is in operation.

Guardrails

- A guardrail system meeting regulated requirements must be used if a worker has access to an unprotected edge and could fall 2.4m (8 feet) or more off any of the following work surfaces:
 1. A floor, including the floor of a mezzanine or balcony
 2. The surface of a bridge
 3. A roof while formwork is in place
 4. A scaffold platform or other work platform, runway, or ramp.
- Basic requirements for wood guardrails include;
 1. Top rail – between 910 mm (3') and 1.06 m (3'-6") high,
 2. Mid rail – half height of top rail and floor,
 3. Toeboard – at least 89mm (3 ½") high, and
 4. Posts – No more than 2.4 m (8') apart.

Ladders

- A ladder shall be designed, constructed, and maintained so as not to endanger a worker. Ladders shall be capable of withstanding all imposed loads to which it may be subjected and be secured against movement.
- A portable ladder must;
 1. Be free from defective or loose rungs,
 2. Have rungs spaced at 300mm (1') on centre,
 3. Have side rails at least 300mm (1') apart,
 4. Be set on firm, level footing or if ground is soft, be equipped with a mud sill.
 5. Be erected 1 metre out for every 3 or 4 metres up.
- When used as a regular means of access between level, a ladder must;
 1. Extend at the upper level at least 900 mm (3') above the landing or floor,
 2. Have a clear space at least 150 mm (6") behind every rung, and
 3. Be firmly secured at the top and bottom to prevent movement.
- When using a stepladder ensure the following;
 1. The legs are fully-spread
 2. The spreader bar is fully-extended and locked
 3. The top or pail shelf is never to be stood or stepped on

Scaffolds

- A scaffold work platform must;
 1. Be designed and erected to support/resist the loads listed OHS section 126
 2. Be at least 460 mm (18") wide,
 3. Consist of planks laid tightly side by side over the full width of the platform if the platform is more than 2.4 m (8') high,
 4. Be provided with guardrails if more than 2.4 m (8') high,
 5. Not have any unguarded or unprotected openings,
 6. Have each platform component secured to prevent slippage,
 7. Be equipped with a safe secure means of access such as a portable ladder, ramp, or stairway, and

8. Be secured to the structure at vertical intervals not greater than three times the least lateral dimension of the scaffold measured at the base. For example; a scaffold with a base of 5'x8' must be braced at no more than every 15'
- Scaffold planks used in a work platform must;
 1. Be at least 48mm x 248 mm (2"x10") Number 1 Grade SPF,
 2. Overhand their supports by no less than 150 mm (6") and no more than 300 mm (12"),
 3. Have cleats at one end to prevent planks from sliding, and
 4. Be inspected regularly and be discarded if damaged deteriorated.

Elevating Work Platforms & Powered Mobile Equipment

- There are two basic types of elevating work platforms; boom and scissor. Regardless of type, operators of elevating work platforms must be fully trained in the safe operation of the equipment and utilize the correct safety equipment, this includes both written and oral instruction along with a demonstration by a competent person.
- Equipment shall be inspected prior to each use and be maintained according to the manufacturers required intervals or at least once per year. If a defect is found that compromises safety, the equipment is to be tagged and removed from service.
- As a minimum for safety equipment, all persons on an elevating work platform must wear personal fall protection, head protection, and foot protection.
- If the equipment is outfitted with seat belts, they must be worn while operating.
- When not in use, equipment shall be secured against unintentional movement. If equipment must be left on sloped terrain, chock the wheels.
- Some factors to consider when selecting which equipment to is;
 1. Capacity
 2. Surface conditions
 3. Platform size and configuration
 4. Mobility
 5. Material to be lifted
 6. Access
 7. Operator skill or training
 8. Work environment
- The following are some of the basic hazards associated with powered equipment;
 1. Machine tipping or overturning
 2. Overriding built in safety features
 3. Contacting overhead powerlines
 4. Overloading the platform/machine
 5. Improper maintenance or modifications to equipment
 6. Moving with the platform raised
 7. Pinch points
 8. Failure to barricade off areas

Power/Hand Tools & Equipment

- Always carry out a visual inspection of tools and/or equipment prior to their use.
- Where a machine or equipment has exposed moving parts that could endanger the safety of a worker, those moving parts must be guarded to prevent contact.
- With power tools, if any of the following are found, tag and do not use until properly repaired;
 1. Damaged or ungrounded power cords
 2. Dull, damaged, or loose saw blades/chains
 3. Loose or missing guards
- With hand tools if any of the following are found, tag and do not use until properly repaired;
 1. Loose or damaged handles
 2. Mushroomed heads of chisels, axes, etc.

Explosive Actuated Fastening Tool

- Only workers who have received adequate training may use an explosive actuated fastening tool. Proof of training must be carried with the worker when in use.
- No worker shall use an explosive actuated fastening tool without adequate ear and eye protection.
- Workers must inspect the tool to ensure it is clean, has all moving parts operating freely, has the barrel free from obstruction, and is not defective.
- No worker shall operate the tool without all suitable protective guards in place.
- When not in use, the tool must be stored in a locked container.
- A misfired load removed from the tool must be placed in a water-filled container until removed from the project.
- NEVER point an explosive actuated fastening tool at a person regardless of whether they are loaded or not.

Housekeeping

- Many injuries are the result of poor housekeeping, improper storage of materials, and cluttered work areas. In order to maintain a clean, hazard-free workplace, cooperation is required from all members of the project.
- All workers must help to maintain good housekeeping, the following is required;
 1. A daily jobsite cleanup program
 2. Disposal of rubbish
 3. Individual cleanup duties for all workers
 4. Materials piled, stacked, or stored to prevent tipping or collapsing
 5. Materials stored in a safe place, i.e. Proper distance from powerlines.
 6. Work and travel areas kept tidy, well lit, and ventilated, and
 7. Signs posted to warn workers of hazardous areas.

Welding

- The most common type of welding used in construction is arc welding. Some harmful byproducts of arc welding are;
 1. Infrared Radiation – is hazardous due to its thermal effects; excessive exposure to the eye may cause damage.
 2. Visible light – is released at high intensity and can cause “arc flash” in which vision is affected by after-images and temporary blind spots. Repeated exposure can cause chronic conjunctivitis which is characterized by red, tearful eyes.
 3. Extreme temperatures – are created during the welding process, since metal melts at a range of 260°C to 2,760°C. The work environment and protective equipment required can lead to heat stress issues.
 4. Electrical energy – is used and can lead to electrical shock if the work is not properly grounded.
 5. Fumes – caused such as cadmium, beryllium, chromium, lead, nickel, and zinc can all be harmful if not adequately protected from.
- All workers using welding equipment must have it properly ventilated. This can be achieved through natural dilution, mechanical dilution, and local exhaust such as portable fume extractors, using a fume extraction gun, or using a bench with a portable hood.
- When compressed gas cylinders are utilized, the following is done:
 1. Have a valve connection that prevents an inadvertent connection
 2. Be secured in the upright position during transportation, storage, and use
 3. Have the valve protection cap in place when the cylinder is not in use
 4. When they contain acetylene, be in the upright position
 5. Be protected from physical damage

Propane

- Only workers trained with safe handling and operation of propane heaters can move, hook up or otherwise touch propane on a construction site.
- Propane is used mainly to fuel temporary heat on construction sites however, it does carry with it the following hazards if misused;
 1. High flammability and explosive potential
 2. Displacement of breathable air in confined spaces (due to its lower density in relation to air, propane can displace oxygen)
 3. Contact injury from accidental exposure to a substance under high pressure.
- Basic rules for safe handling of propane are;
 1. Don't store cylinders inside a building,
 2. Keep cylinders away from heat sources,
 3. Always secure cylinders in an upright position and prevent upset,
 4. Never transport cylinders in an enclosed vehicle or trunk,
 5. Always use proper gear for hoisting or moving cylinders,
 6. Keep heaters in good condition including regular maintenance,
 7. Always have a fire extinguisher near by,
 8. Don't tamper with controls or safety devices,
 9. Never enter an area where leaking gas is suspected,
 10. Don't use or store cylinders in low areas such as trenches.

Electricity

- Electricity is often taken for granted as a steady, reliable source of power for a wide variety of things on a construction site. However, electricity should always be viewed as a potential source of danger.
- In order to maintain a safe work environment always;
 - Consider that all electrical wires and equipment are live until tested and proven otherwise.
 - Maintain the proper distance from overhead conductors.
 - Be sure that temporary lighting is tied off at adequate intervals using non conductive ties and that all protective bulb cages are present.
 - Make sure that extension cords and plugs are in good condition.
 - Ensure that tools which cause a circuit to repeatedly trip are removed from service until an inspection can be carried out.
 - Use power tools that are grounded or double-insulated.
 - Use hand tools with insulated handles and grips.
- Only licensed persons are to perform any electrical work on Dakon Construction Ltd. jobsites. Such persons are required to follow proper lockout and safety procedures as per their governing bodies.

Asbestos

- Asbestos is a naturally occurring material which was once widely used in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications.
- Asbestos has since been defined as a designated substance due to air borne fibres ability to cause the following diseases;
 1. Asbestosis
 2. Lung cancer
 3. Mesothelioma (cancer of the lining of the chest and/or abdomen)
- It is Dakon Construction Ltd.'s policy that the suspected discovery of asbestos containing material must be followed by;
 1. Stop the work immediately
 2. Evacuate the work area if material has been disturbed,
 3. Find and notify the site supervisor and health and safety representative (if applicable),
 4. Block off the area to ensure no others workers enter the area,
 5. Do not continue work until the material has been tested or continue the work under the assumption that the material does contain asbestos along with the correct abatement operations.
 6. If the material does contain asbestos (or is treated as such), the Ministry of Labour must be notified both orally and in writing.

Silica

- Silica is a common hazard present at almost every construction site. Because silica is a basic component in sand and rock, it is found in numerous construction materials including concrete, masonry, asphalt, porcelain & ceramic tiles, etc.
- Silica becomes a hazard when its dust is breathed in to the lungs. Prolonged exposure to silica dust can cause silicosis which is a serious and irreversible lung disease. Due

to this hazard, workers are not to be exposed to an airborne concentration exceeding 0.05 mg/m³. Air samples are required to verify the level of silica exposure.

- When exposure cannot be eliminated, workers are to wear respiratory protective equipment to suit the exposure levels that they are being subjected to.
- Medical surveillance can be used as preventative and remedial measure when workers are exposed to silica dust on a regular basis. The necessity for medical surveillance will be based on specific projects when the hazard cannot be eliminated.

Fire Extinguishers

- Fire extinguishing equipment is to be readily available on all project sites and all workers are to be informed as to the whereabouts.
- All workers are to be trained on the proper operation and inspection of a fire extinguisher by a competent person.
- The method in which to use a fire extinguisher is easily remembered by the acronym P.A.S.S. which stands for:

Pull the pin
Aim at the base of the fire
Squeeze the lever slowly
Sweep from side to side.

- Fire Extinguishers are to be of adequate size and type to suit the hazard. Below are the types of fire extinguishers available:



– Class 'A' Extinguishers – are used for fires in ordinary combustible materials such as wood, paper, and textiles where a quenching, cooling effect is required.



– Class 'B' Extinguishers – are used for flammable liquid and gas fires, such as oil, gasoline, paint, and grease where oxygen exclusion or flame interruption is essential.



– Class 'C' Extinguishers – are used for fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.



– Class 'D' Extinguishers – are used for fires in combustible metals such as sodium, magnesium, and potassium.

- All fire extinguishers are required to be inspected and serviced. As a minimum, fire extinguishers must be visually inspected monthly by Dakon Construction Ltd. personnel and undergo yearly testing and servicing by a service agency fully trained and qualified to do so. Inspections and testing/service must be recorded on tag affixed to each fire extinguisher.

Rigging

- Rigging of loads prior to lifting shall only be carried out by a competent person.
- All cables/slings/chains used for rigging are to be visually inspected at least once a week and documented in the log book of the hoisting device being used.
- A safe rigging operation requires the following information;
 1. The weight of the load and rigging hardware,
 2. The capacity of the lifting device, and












3. The working load limit of the hoisting rope, slings, and hardware.

****Under no circumstances is the rated capacity of any rigging equipment to be exceeded****

- Prior to carrying out any lifting operation, the following must be met;
 1. The operator must be a competent worker and they shall complete a circle check of the lifting device and note such review in the device's log book. If maintenance records do not appear up to date, remove the device from service until confirmation can be obtained.
 2. An inspection of the slings and hardware to identify any fraying of rope, elongated, cracked or stretched chain links, hook(s) in good condition including working safety latches, or any other abnormalities,
 3. A planned and cleared route of travel – NEVER allow someone to walk under a load under any circumstance.
 4. Ensure that the load is balanced,
 5. Utilize a signaller that is familiar with correct hand signals to communicate with the lifting device operator when their view is obstructed. See figure on page 25

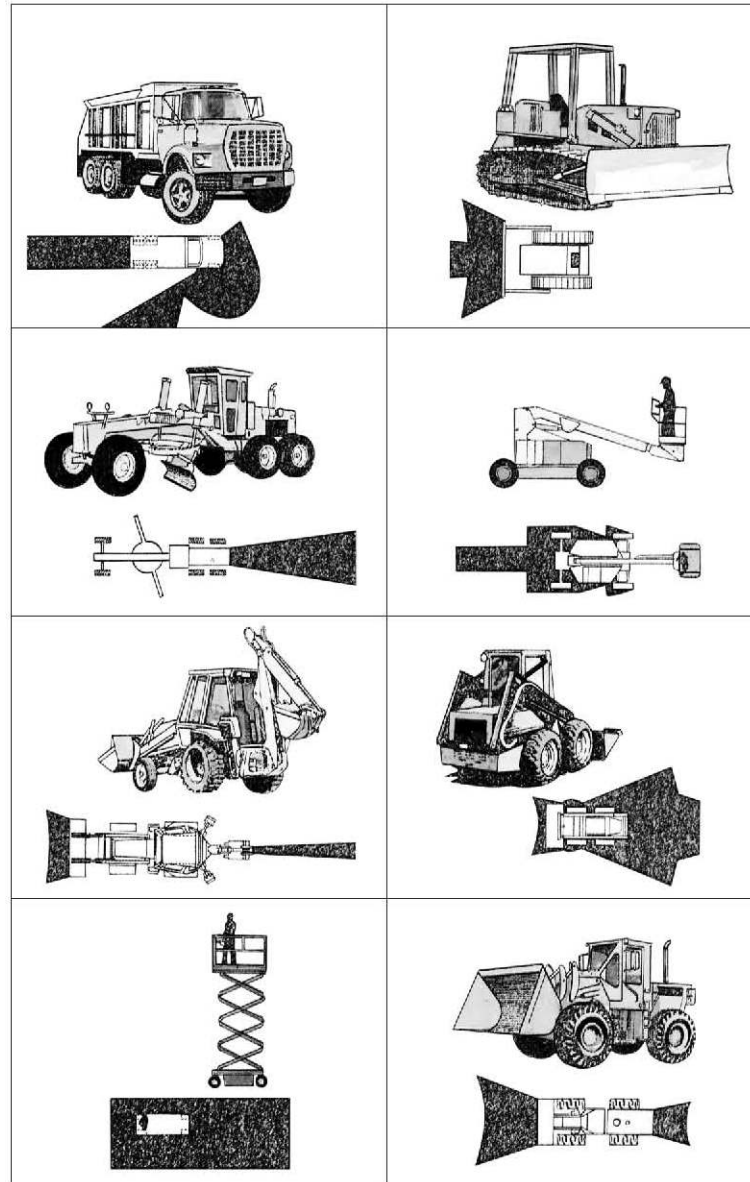
****Never assume the load rating of any rigging equipment or lifting device. All equipment/devices are to be clearly marked; if not, tag and remove from service****

HAND SIGNALS FOR HOISTING OPERATIONS

<p>Load Up</p>  <p>1</p>	<p>Load Down</p>  <p>2</p>	<p>Load Up Slowly</p>  <p>3</p>	<p>Load Down Slowly</p>  <p>4</p>	<p>Boom Up</p>  <p>5</p>
<p>Boom Down</p>  <p>6</p>	<p>Boom Up Slowly</p>  <p>7</p>	<p>Boom Down Slowly</p>  <p>8</p>	<p>Boom Up Load Down</p>  <p>9</p>	<p>Boom Down Load Up</p>  <p>10</p>
<p>Everything Slowly</p>  <p>11</p>	<p>Use Whip Line</p>  <p>12</p>	<p>Use Main Line</p>  <p>13</p>	<p>Travel Forward</p>  <p>14</p>	<p>Turn Right</p>  <p>15</p>
<p>Turn Left</p>  <p>16</p>	<p>Shorten Hydraulic Boom</p>  <p>17</p>	<p>Extend Hydraulic Boom</p>  <p>18</p>	<p>Swing Load</p>  <p>19</p>	<p>Stop</p>  <p>20</p>
<p>Close Clam</p>  <p>21</p>	<p>Open Clam</p>  <p>22</p>	<p>Dog Everything</p>  <p>23</p>	<p>No response should be made to unclear signals.</p>	

Backing Up

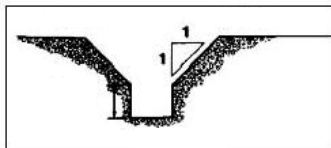
- The main problem with reversing vehicles and equipment is the operator's restricted views, also known as blind spots. The figure below shows the blind spots of some typical construction equipment.



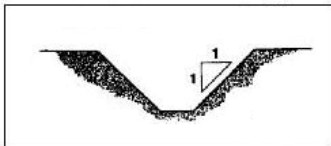
- When reversing equipment cannot be avoided; a designated signaller must be used. Signallers must;
 1. Be a competent worker,
 2. Not have any other duties to fulfill while acting as a signaller, and
 3. Wear a garment – usually a nylon vest – that is fluorescent blaze or international orange in colour, with 2 vertical 2” wide yellow stripes on the front and 2 similar stripes forming a diagonal ‘X’ pattern on the back. The stripes mentioned above must be retro-reflective and fluorescent.

Trenching

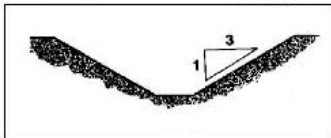
- While both a trench and an excavation can be described as a hole in the ground as the result of removing surface materials, a trench can be defined as an excavation in which the depth exceeds the width.
- The highest cause of fatalities in trenching is caused by cave-ins, in order to avoid a cave in, always;
 1. Be sure a trench is subjected to as little vibration as possible, i.e. Maintain a safe minimum clearance for vehicles/equipment,
 2. Stockpile surcharge a safe distance from the trench opening,
 3. Be aware of previous excavations in the area, backfilled material will not have the same strength and stability characteristics of native material,
 4. Be aware of weather conditions – rain, melting snow, thawing earth, and rising water tables are all factors that can change soils conditions,
 5. Follow proper sloping angles;



- ◆ In type 1 or 2 soils, cut back trench walls at an angle of 1 to 1, that is 1' back for every 1' up. Walls should be sloped to within 4' of the trench bottom.



- ◆ In type 3 soil, cut back trench walls at an angle of 1 to 1 from the trench bottom.



- ◆ In type 4 soil, cut back trench walls at an angle of 1 to 3, that is 3' back for every 1' up from the trench bottom.

- When it is not possible to slope a trench due to proximity of property lines, structures, etc. the use of trench boxes or shoring is required.
- Although cave-ins are the most common cause of lost time injuries in trenching, other dangers include; material falling into the trench, falls as workers climb in or out of an excavation, and being exposed to toxic, irritating, or flammable gases.
- When a trench exceeds 6m deep or 3.6m wide, the support system must be engineered for the specific location and project.
- The method chosen to provide a safe trench must meet the specific requirements for each job. Whichever method is utilized, inspect it regularly to ensure that it remains sound and reliable.

REMEMBER: NEVER ENTER A TRENCH MORE THAN 1.2m (4') DEEP UNLESS IT IS SLOPED, SHORED, OR PROTECTED BY A TRENCH BOX.

Confined Spaces

- Before any worker enters a confined space, they must first receive training which meets the requirements of the OSHA (Part II.1 Confined Spaces, sections 221.1 to 221.19)
- A confined space is defined as a place;
 1. **That is partially or fully enclosed** – Because air cannot move freely in and out, there is a potential for a hazardous atmosphere to develop. This is especially true for spaces such as vaults, tanks, pits, trenches, or manholes.
 2. **That is not both designed and constructed for continuous human occupancy** – Confined spaces are usually designed and constructed to store material, transport products, or enclose a process.
 3. **Where atmospheric hazards may occur because of its construction, location, or contents, or because of work that is done in it** – this is defined as a space which contains any of the following:
 - An accumulation of flammable, combustible, or explosive agent,
 - Less than 19.5% or more than 23% oxygen, or
 - An accumulation of atmospheric contaminants that could result in acute health effects which pose an immediate threat to life or interfere with a person's ability to escape unaided from a confined space.
- Before each time that a worker enters a confined space, a competent worker must first perform a written hazard assessment which must be signed, dated and given to the employer. The assessment must include the following:
 1. The hazards that may exist in the confined space,
 2. The hazards that may develop while work is performed inside the confined space, and
 3. General safety hazards in the confined space.
- ◇ Physical hazards which may be present in a confined space include:
 1. Noise and vibration
 2. Temperature extremes
 3. Cramped work spaces
 4. Poor access to exit
 5. Rotating or moving equipment
 6. Electrical hazards
 7. Slick or wet surfaces
 8. Lighting
 9. Engulfment due to uncontrolled movement of liquids and solids
- ◇ Atmospheric hazards which may be present in a confined space include:
 1. Flammable, combustible, or explosive atmosphere
 2. Oxygen-enriched or oxygen-deficient atmosphere
 3. Atmospheric contaminants

**WARNING: NEVER ATTEMPT TO RESCUE SOMEONE IN A CONFINED SPACE
UNLESS YOU HAVE ADEQUATE TRAINING AND EQUIPMENT.**

Hot Work

- A Dakon Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing, and Welding.
- The Dakon Hot Work Permit includes the following procedures:
 1. The entire area within 8 metres shall be swept clean and kept clean during the work
 2. The immediate area surrounding the hot work shall be hosed down with water before and after unless doing so could cause damage or create a hazard
 3. Protect adjacent glass surfaces that could be damaged by sparks
 4. A fire watch must be done during the hot work and 30 minutes after
 5. At least 1 multi-purpose fire extinguisher must be available within 8 metres

Musculoskeletal Disorders (MSDs)

The Dangers:

- MSDs are injuries that occur to the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal disks that are generally caused by one or more of the following;
 1. **Forceful Exertion** – This is caused when excessive effort is required to perform a task such as lifting, pushing, pulling, gripping, etc.
 2. **Repetitive Movements** – Which refers to a task that is repeated numerous times such as nailing shingles, screwing drywall, tying rebar, etc.
 3. **Awkward Postures** – This refers to unnatural positions in which someone places their body to perform a task such as bending over, kneeling, reaching, twisting, etc.
 4. **Secondary Risk Factors**
 - Contact Pressure – Can cause injury to soft tissues of the body when external pressure is applied such as kneeling on hard surfaces without the accompaniment of cushioned knee pads.
 - Vibration - Can cause injury to nerves, blood vessels, and other soft tissues.
- MSDs do not include injuries that are caused by direct impact such as cuts, falls, collisions, etc.

Preventing MSDs

1. **Engineering Controls**
 - Engineering controls are the preferred method of dealing with MSDs because they physically modify the manner in which a task is performed and reduce the forcefulness, repetitiveness, awkwardness, or vibration levels of a job.
2. **Administrative Controls**
 - Administrative controls are management directed work practices and/or policies designed to reduce or prevent exposure to risks by adding more rest breaks while performing a task, rotating individual workers between tasks and training additional workers to reduce the frequency in which tasks are performed.

Noise

- A noise survey must be conducted to identify high noise levels and ensure that no worker is exposed to sound levels exceeding 85dBA.
- Where practicable, a clear warning sign shall be posted to identify areas that regularly exceed 85dBA.
- Whenever practicable, engineering controls shall be utilized to reduce noise levels to below 85dBA, otherwise workers are to wear suitable personal protective equipment.

Fall Protection

- Fall protection is required when a worker is exposed to a potential fall of 10' or more.
- Fall protection is generally one (or more) of the following:
 - A guardrail system
 - A travel restraint system
 - A fall restricting system
 - Personal fall arrest protection
- Personal fall arrest equipment typically consists of:
 - A CSA-approved full body harness,
 - A lanyard equipped with a shock absorber, and
 - A lifeline attached to a suitable support.
- Prior to using personal fall protection equipment, training must be administered by a competent person.
- Always inspect your fall protection equipment before and after use. If any items are found to be defective, tag them and remove them from service.

FALL ARREST RESCUE PROCEDURE

In the event of a fall, it is important that a worker be rescued as safe and quickly as possible. The plan listed below is a generic one to be used as a guide for typical rescues. A review of site specific conditions is required for each place of work to identify potential hazards.

In the event of fall arrest deployment:

- If possible, the fallen worker should be rescued using a ladder or elevated work platform.
- If it is not possible to retrieve the fallen worker using a ladder or elevated work platform, workers should be pulled back up to the level from which they fell.

IF THE FALLEN WORKER CANNOT BE RESCUED SAFELY OR HAS SUSTAINED INJURY DURING THE FALL, EMERGENCY PROFESSIONALS MUST BE CONTACTED IMMEDIATELY BY CALLING 911

Note that any equipment involved in a fall must be taken out of service, this includes but is not limited to; harness, lanyard, and lifeline.

WORKER PERSONAL PROTECTION EQUIPMENT

Every worker is required to wear personal protection equipment as required to complete jobs safely. Training on the proper selection, use, and care will be provided by a competent person.

Body protection

- Wear suitable clothing for each job specific task. As a *minimum*, workers must wear long pants and a t-shirt.
- Clothing with an excessive number of rips/tears/holes are not to worn on site as they can do not offer protection of skin.
- Workers are not to wear loose fitting clothing and/or jewelry if there is a chance it could become entangled with moving parts.

Head protection

- All workers must wear suitable head protection. As a *minimum*, workers must be outfit with a Class B hard hat manufactured and tested in accordance with CSA Standard Z94.1-1977.
- Damaged hard hats are to be replaced immediately; this includes holes, cracks, missing insulation if originally equipped, etc.
- Long hair must be suitable confined to prevent entanglement with moving parts.

Foot protection

- All workers must wear suitable foot protection. As a *minimum*, workers must be outfit with CSA-certified Grade 1 work boots.

Hearing protection

- Although hearing protection is not mandatory at all times. Workers are responsible to carry with them provided hearing protection (ear muffs or disposable ear plugs) and utilize it when workplace conditions deem it necessary.

Eye/face protection

- Although eye/face protection is not mandatory at all times. Workers are responsible to carry with them provided eye/face protection (Spectacles, goggles, shield, etc.) and utilize it when workplace conditions deem it necessary.

Respiratory protection

- While adequate ventilation is the best way to control respiratory hazards, a wide variety of equipment can be used to protect workers from airborne contaminants. Devices range from a simple, inexpensive dust mask to a sophisticated, expensive self-containing breathing apparatus.

Fall protection

- Personal fall arrest equipment typically consists of:
 - A CSA-approved full body harness,
 - A lanyard equipped with a shock absorber, and
 - A lifeline attached to a suitable support.

BASIC FIRST AID

A adequately sized first aid station is required at all places of work and shall be in the charge of a worker that has received first aid training. Workers certified in first aid are to be readily available to assist injured workers when necessary.

Below are 3 treatment instructions dealing with basic first aid including breathing, bleeding, and burns. This does not dissolve the requirements for supervisors to obtain first aid training.

Breathing

If the casualty is unconscious, check for breathing. Listen at the mouth and nose. Watch and feel for chest movement.

If the casualty is not breathing, start artificial respiration immediately. The most efficient method of artificial respiration is mouth-to-mouth. Below are the procedures to follow upon finding a casualty that is not breathing.

CALL



CALL 911

BLOW



**TILT HEAD,
LIFT CHIN,
CHECK
BREATHING**



**GIVE TWO
BREATHS**

PUMP



**POSITION
HANDS IN THE
CENTER OF
THE CHEST**



**FIRMLY
PUSH DOWN
TWO INCHES
ON THE CHEST
15 TIMES**

**CONTINUE WITH TWO BREATHS
AND 15 PUMPS UNTIL HELP ARRIVES**

Bleeding

Control external bleeding immediately as follows;

1. Apply direct pressure to stop blood flow.
2. Place casualty in comfortable position and elevate affected body part.
3. Get the casualty to rest in order to slow blood circulation.
4. Apply direct pressure with hand over dressing.
 - Do not remove blood-soaked dressing. Add another dressing and continue to apply pressure.
 - When bleeding is controlled, secure bandage and maintain elevation.

The above procedure is easily remembered by the acronym R.E.D. which stands for:

Rest

Elevate

Direct pressure

A deep wound in the palm of the hand usually results in severe bleeding. This type of injury is treated in the opposite order of the procedure above (Direct pressure, Elevate, Rest) as follows;

1. Make a fist and apply even pressure to the wound; at the same time, elevate the hand.
2. Seat the casualty.
3. Place a wad of gauze dressings over the wound and close the fingers around the wad to maintain pressure.
4. Elevate the hand again to a higher position.

Bleeding caused by crushing requires different treatment. For a crushed hand;

1. Steady and support the injured hand
2. Place a wad of dressing in the palm of the hand to keep it in position of function.
3. Remove any jewelry before swelling begins.
4. Transfer the hand to a padded splint extending from mid-forearm to fingertips and elevate slightly.
5. Place non-stick gauze between the fingers.
6. Cover the injured hand with sterile dressings or a clean cloth.
7. Starting at the fingertips, apply a roller bandage to secure the hand to the splint.
8. Fit the casualty with an arm splint and transport to medical aid.

Burns

Immediately immerse the burned body part in ice water or immediately apply ice or clean cloths soaked in cold water. The cold will;

- Reduce the temperature of the burned area and prevent further damage.
- Reduce the severity of swelling and blistering.
- Relieve pain.

EMERGENCY PROCEDURES

Emergencies in the workplace are a traumatic time for all workers. In order to minimize the severity of an injury, it is the utmost of importance to act as efficiently as possible when an emergency occurs. The only way to maximize efficiency during an emergency is to be prepared.

Below is a guideline of procedures to be followed in the event of a workplace emergency. Since all workplaces present a varying number of potential hazards, each jobsite shall be carefully examined by the site supervisor to customize the guidelines below.

STEP 1	TAKE COMMAND Assign the duties below to specific personnel.
STEP 2	PROVIDE PROTECTION Protect the accident scene from the continuing or further hazards. For example, traffic, operating machinery, fire, or live wires.
STEP 3	GIVE FIRST AID Administer first aid to the injured person as soon as possible.
STEP 4	CALL 9-1-1 Call an ambulance and any other emergency services required.
STEP 5	GUIDE RESCUE PERSONNEL Meet ambulance, fire, etc. and direct rescue personnel to the accident scene.
STEP 6	GET NAME OF HOSPITAL For follow up, find out which hospital the injured is being taken to.
STEP 7	ADVISE MANAGEMENT Inform senior management of the accident. Management will contact relatives, notify authorities, and start procedures for reporting and investigating the accident.
STEP 8	ISOLATE THE ACCIDENT SCENE Barricade, rope off, or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed the investigation.

DEMOLITION PROCEDURES

Before commencing a demolition project, ensure that precautions are taken to prevent the injury of workers and adjacent people or damage to property by implementing adequate barricades, safety netting, guards and/or hoarding. Be mindful of the potential for falling or projecting materials.

Obtain the property owners designated substance survey to determine if any hazardous substances will be encountered during the demolition works. If any hazardous substances are present, they must be removed by a competent worker(s).

Review all site-specific conditions to identify any potential hazards before cutting any walls or floors especially if it is solid (masonry or concrete). Be particularly aware of any utilities that could be an issue during the demolition works and have them removed/disconnected.

The following is the procedure prior to carrying out concrete demolition.

- Complete a layout for any concrete that is required to be removed.
- Between the Site Superintendent and Project Manager, determine the best means of identifying any potential hazard; this could include x-raying or ground penetrating radar.
- Contact a company qualified to perform adequate means of locating the potential hazards (if required).
- The Site Superintendent and Project Manager must sign off on the decided course of action for locating prior to completing the concrete demolition. Decision shall be noted in Site Superintendent's logbook.

PRE-TASK HAZARD ASSESSMENT

Before beginning a task, stop and assess the potential hazards/risks to ensure that the job can be done safely. This is done by completing Dakon's Pre-Task Hazard Assessment checklist and should include all affected employees and sub-contractors involved in The Work. Ranking of the hazards that are present in the task are to be ranked on a scale of 1-3 (1 being a minor hazard and 3 being a major hazard).

The initial training on completing the Pre-Task Hazard Assessment checklist is done during every workers orientation upon being hired at Dakon. Training on identifying hazards present in the workplace shall be considered a continuous process and is the responsibility of every worker.

When a hazard has been identified, try to eliminate that hazard. If eliminating the hazard is not possible and/or practical, then attempt to modify the work using engineering or administrative controls. Whenever a hazard cannot be eliminated, ensure that all people impacted by the hazard are made aware of it and are given appropriate personal protective equipment and are trained on its correct use by a competent person.

- **Elimination (including substitution):** remove the hazard from the workplace, or substitute (replace) hazardous materials or machines with less hazardous ones.
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure.
- **Administrative Controls:** controls that alter the way the work is done, including timing of work, policies and other rules, and **work practices** such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- **Personal Protective Equipment:** equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

WORK NEAR OVERHEAD ELECTRICAL PROCEDURES

Note that work on electrical utilities may only be performed by persons licensed in Ontario to complete such work.

I. Preliminary Actions – Establish a Job Plan

- a) Identify all energized overhead electrical conductors on the jobsite.
- b) Determine the phase voltage of the conductor.
- c) Ensure no object is brought closer to an energized overhead electrical conductor with a nominal phase to phase voltage rating set in Column 1 of the table below than the distance specified opposite to it in Column 2.

Column 1	Column 2
Nominal Phase to Phase voltage rating	Minimum Distance
Up to 150,000 Volts	3 Metres
150,000 – 250,000 Volts	4.5 Metres
More than 250,000 Volts	6 Metres

II. Responsibilities of Site Superintendent and Operators

- a) Provide adequate warning devices that will be visible to the operator and warn of the electrical hazard, i.e.; flagging the hazard, posting signage directly beneath, and/or install a warning barrier.
- b) Provide written notification of the electrical hazard on site to the operator before beginning the work.
- c) Ensure a legible sign is posted at the operator's station warning of the potential electrical hazard.
- d) Provide a copy of these procedures to the operator and ensure they understand and abide by the guidelines.
- e) Provide a competent worker designated as a signaler and stationed so that he or she is in full view of the operator and has a clear view of the electrical conductor and of the vehicle or equipment. The signaler shall be responsible for warning the operator each time any part of the vehicle or equipment or its load may approach the minimum distance.
- f) Notify the controlling authority whenever work is done on or in close proximity to energized equipment above 750V. When work is being done by a licensed electrician ensure they have sufficient safety implements including hold-offs and safety interlocks in accordance with the Ontario Electrical Utility Safety Rules.
- g) Safety interlocks must not be removed except for troubleshooting and/or testing and this is only permitted after an approved work procedure is established to maintain safety of the workers and the public.

ENFORCEMENT

In order to ensure compliance with the Occupational Health and Safety Act and the Health and Safety Policies of Dakon Construction Ltd, the following disciplinary action will be enforced for violations;

First Infraction: Verbal warning

(Details to be documented in supervisor's daily log book)

Second Infraction: Written warning

(One copy to be given to the worker, one copy kept in the supervisor's health and safety file, one copy to be given to the Project Manager)

Third Infraction: Disciplinary Action

(This can range from workers dismissal from the jobsite to termination of employment depending on the severity of the infractions)

All notices shall be explained to the employee, supervisor or subcontractor regarding the violation and corrective action required to eliminate the violation immediately.

The senior site employee shall notify senior management:

Vice President: James Kuepfer - bus. 519-746-0920 cell 588-1736 or,

Vice President: Ryan Turk - bus. 519-746-0920 cell 519-571-4667 or,

Vice President: Steve Bithell – bus. 519-746-0920 cell 519-580-1380

Workplace Smoking/Vaping Policy

Intent

Dakon Construction Ltd. maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, has adopted this smoke-free workplace policy.

This policy covers the use of cannabis and cannabis-related products and is applicable to all employees, guests, contractors, and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.

Definitions

Electronic cigarette – A vaporizer or inhalant-type device, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled directly through the mouth by the user of the device, whether or not the vapour contains nicotine.

Indoor workplace – An enclosed place in which employees perform the duties of their employment and includes an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom, or other enclosed area frequented by employees during the course of their employment.

Second Hand Smoke - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

Smoking - Includes smoking, holding, or otherwise having control over an ignited tobacco product or cannabis product; inhaling or exhaling vapour from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

Guidelines

Permitted smoking is limited to tobacco-based products. The smoking of cannabis and cannabis-related products is strictly prohibited on company property.

Medical marijuana will be treated the same as all other medically approved medication. Where an employee requires the use of medical marijuana, it is expected they adhere to Dakon Construction's accommodation policy. Employees who smoke medical marijuana will be provided with an individualized accommodation plan to reduce any health and safety risks associated with smoking the substance.

Where Smoking is Prohibited

Smoking is prohibited in the following areas:

- Indoor workplaces on property;
- At any point on the perimeter of an outdoor eating or drinking area;
- Within 20 metres of any door, air intake, or window of an indoor workplace;
- In company vehicles when two or more employees are present; and
- Any other areas where smoking is prohibited by applicable acts or regulations.
- In accordance with the Health & Safety rules and regulations on clients

Where Smoking is Permitted

A list of designated outdoor smoking areas with any associated restrictions will be maintained and approved by **Dakon Construction Ltd.** and will be posted in visible locations such as entrances and exits.

When Smoking is Permitted

- Employees are permitted to smoke in designated smoking areas on regularly scheduled breaks.
- Employees who take unscheduled breaks for the purposes of smoking may be subject to disciplinary action.

Additional Guidelines

Dakon Construction Ltd.

- will ensure that, as required by legislation, signs indicating areas where smoking is permitted or prohibited are posted.
- No person other than a manager or a person acting under their instructions shall remove, alter, deface, conceal, or destroy a sign that is posted or displayed for the purposes of communicating where smoking is allowed or prohibited on premises.
- Ashtrays or similar receptacles are not permitted in any place or area where smoking is prohibited.
- shall take reasonable precautions to ensure that the exposure of employees to smoke in a place where smoking is permitted is minimized.
- has no intention to influence employee smoking habits, or the actions of employees, outside of the workplace, and will not pursue disciplinary action for those that smoke off of premises.
- will not discharge employees, or refuse to hire applicants, on the grounds that they are smokers.

Violations

In the event of a violation of this policy, Dakon Construction Ltd. may pursue disciplinary action up to, and including termination of employment. Employees that witness violations are required to report the infraction to their manager, or the Human Resources director.

Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the Workplace Smoking Policy of Dakon Construction Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Substance Abuse Policy (Drug and Alcohol)

Intent

Dakon Construction Ltd. is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace, Dakon Construction Ltd. reserves the right to prohibit certain items and substances from being brought on to or present on company and job site premises

Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs during working hours is strictly prohibited;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of policies and all applicable legislation;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication or medically approved substances must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities

Dakon Construction Ltd. will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy regularly.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or human resources; and
- Follow the after-care program, where established.

Suspicion of Impairment

The following procedure may be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status.
2. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behavior including but not limited to slurred speech, difficulty with balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work," this decision is made based on the best judgement of two members of management and DOES NOT require a breathalyzer or blood test. The employee may be advised that Dakon Construction Ltd. has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager or supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse organized transportation and make the decision to drive their personal vehicle, the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting may be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Substance Dependency

Dakon Construction Ltd. understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Dakon Construction Ltd. promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by Dakon Construction Ltd. unless otherwise authorized by law.

Agreement for the Continuation of Employment

Dakon Construction Ltd. reserves the right to invoke an agreement for the continuation of employment in accordance with an employee's commitment to become and remain alcohol- and drug-free. The agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on premises).

Acknowledgment & Agreement

I, _____, acknowledge that I have read and understand the Substance Abuse Policy (Drug and Alcohol) of Dakon Construction Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



Dakon Construction Ltd.
275 Frobisher Drive, Unit 1
Waterloo, ON. N2V 2G4

Employee Agreement

(please complete and leave in your copy of the Health and Safety Policy and Program)

This is to acknowledge that I have received my copy of the Dakon Construction Ltd. Health and Safety Policy and Program. I have read and understand all of its contents and have been made aware of Company practices. I am also aware that if I have any concerns regarding health and safety, that I will refer them to my immediate supervisor and/or the Dakon Construction Ltd. Health and Safety Representative.

Company:

Print Name:

Signature:

Date:



Dakon Construction Ltd.
275 Frobisher Drive, Unit 1
Waterloo, ON. N2V 2G4

(please complete and forward to Dakon Construction Ltd.)

Employee Agreement

This is to acknowledge that I have received my copy of the Dakon Construction Ltd. Health and Safety Policy and Program. I have read and understand all of its contents and have been made aware of Company practices. I am also aware that if I have any concerns regarding health and safety, that I will refer them to my immediate supervisor and/or the Dakon Construction Ltd. Health and Safety Representative.

Company: _____

Print Name: _____

Signature: _____

Date: _____

OFFICE COPY