

TOMLINSON

FOUNDED ON **STRENGTH** GUIDED BY **VISION**

HEALTH AND SAFETY MANUAL

CORE VALUES

WORK ETHIC

SAFETY

QUALITY

PEOPLE

ENVIRONMENTALLY
CONSCIOUS

INTEGRITY

INNOVATION

EXCELLENCE

TEAMWORK

CUSTOMER
FOCUS



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Section 1 HEALTH AND SAFETY POLICY

1.1 HEALTH & SAFETY POLICY STATEMENT

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Feb 2017	Subsection 1.1: changed application of the manual to Tomlinson, included responsibilities of the workers for implementation of Health and Safety policy.	1.0		
Mar 2019	Section Reviewed changes below (if any)		AB	C.F. kg
Aug 2019	Subsection 1.1 revised: included a commitment for provision of a safe workplace environment	2.0	C.F. kg	C.F. kg

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1.1 HEALTH & SAFETY POLICY STATEMENT

Creation Date: Dec 2001

Revision Date: Aug 2019

Revision Number: 2.0

Senior management for the Tomlinson Group and management in all groups within the company including R.W. Tomlinson Limited, Ontario Trap Rock, Tomlinson Environmental Services, Lystek, Tomlinson Organics, Tomlinson Ready mix and Tomlinson Piling and Shoring are committed to providing a safe work environment and one that promotes occupational health. It is our goal to have no injuries in the workplace. The protection of employees from injury or occupational diseases is a major continuing objective. Tomlinson Group will make every effort to provide a safe, healthy work environment which is a right of all workers. All managers, supervisors and workers must be dedicated to the continuing objectives of reducing injury and risk to health.

Tomlinson Group, including CEO, President, all management and supervisors recognize that all workers have the right to a safe and healthy workplace. All workplace parties are required to follow and comply with all of the requirements set out in the Occupational Health and Safety Act, and all applicable regulations/legislation as well as abiding by and enforcing the Company's Health and Safety Program.

Managers and supervisors will be held accountable for the health and safety of workers and (sub)contractors under their supervision. Supervisors are responsible to ensure machinery and equipment are safe and that workers and (sub)contractors work in compliance with company policies and legislative requirements. Workers must receive adequate training in their specific work tasks to protect their health and safety while performing their job.

It is the best interest of all workplace parties to work jointly to consider health and safety in every activity as well as in the development and implementation of the Health and Safety Program. All individuals in the company, at all levels and functions have the responsibility to report incidents and close calls, follow legislative requirements and maintain a safe work environment. Commitment to health and safety forms an integral part of this company, from the CEO through to the newly hired employee.

In signing the foregoing, the company commits itself to fair, prompt and diligent investigation of any matters brought to its attention by its employees and asks all employees to assist in implementing the above policies. This will assist in the yearly review of this program.


Ron Tomlinson
CEO
Tomlinson Group of Companies

Kevin Cinq-Mars
President
Tomlinson Group of Companies

Section 2 HAZARD ASSESSMENT

2.1 HAZARD ASSESSMENT, ANALYSIS AND CONTROL

2.2 PRE-JOB SAFETY INSTRUCTION

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Feb 2017	Subsection 2.1: changed application of the manual to Tomlinson, revision to JHA to include HAT, added JHA steps	1.0		
Feb 2017	Subsection 2.2: changed application of the manual to Tomlinson, renaming to Pre-Job Safety Inspections, revision of purpose, added clauses on responsibilities and completion, removed clauses and sub-clauses that were not part of PSI	1.0		
Mar 2019	Section Reviewed changes below (if any)			C.F. kg
Mar 2019	Subsection 2.1.5.1. added content	1.1		

2.1 HAZARD ASSESSMENT, ANALYSIS AND CONTROL

*Creation Date: Dec 2004
Revision Date: March 2019
Revision Number: 1.1*

2.1.1 Purpose:

The purpose of this section is to ensure that all tasks will be assessed and analyzed for hazards, and controls put in place for the development of safe work practices and safe work procedures.

All tasks that may expose workers to any degree of personal risk are subject to special planning. For these tasks, Management, the Joint Health & Safety Committee, Health & Safety Representative, and affected workers, as applicable, must complete a workplace hazard assessment. The analysis and precautions to control or reduce the hazard must be communicated to workers prior to performing the tasks, and during safety meetings and worker orientation sessions. These hazard assessments must be reviewed annually or prior to introduction of new activities, materials, equipment, emergency operations, etc.

2.1.2 Standard:

Safe work practices cover typical daily activities in the workplace, such as use of tools, equipment, vehicles and work methodology. A safe work procedure includes activities that have been shown in the industry to have potentially serious consequences when performed improperly. These activities require stringent safe work procedures and can be determined through job hazard assessment.

2.1.3 Job Hazard Assessment (JHA) Critical Tasks:

The purpose of a Job Hazard Assessment (JHA) is to identify existing or potential hazards in each step of the operation, and to develop solutions to eliminate or control these hazards. Using the Hazard Assessment Tool (HAT) a JHA must be conducted on any project for the following critical tasks:

- a. Confined space entry;
- b. Initial plant or equipment start-up;
- c. Systems that require lock-out/tag-out;
- d. Work on high pressure liquids or gas systems;
- e. Hydro-testing at high pressures;
- f. Toxic or hazardous substances;
- g. Cutting into existing lines and tanks;
- h. Major traffic patterns;
- i. Excavations where sloping is impractical or insufficient to mitigate the hazard;
- j. Working at heights;
- k. Operating sewer work;
- l. Work with gases present;
- m. Demolition;
- n. Use of explosives;
- o. Work around overhead wires or any above or below ground utilities;
- p. Rigging and hoisting; or
- q. Annual plant and related equipment start-up.

This list is not exclusive and may be supplemented according to site-specific requirements.

2.1.4 Steps in Conducting a JHA:

NOTE: Example of the HAT can be found in Appendix A of this manual

- a. Define the job to be assessed;
- b. Break the job into steps;
- c. Identify potential or existing hazards;
- d. Using the HAT determine risk rating of all hazards identified;
- e. Develop controls;
- f. Create an action plan and implement safe work practices and safe job procedures as necessary;
- g. Communicate action plan to all parties concerned; and
- h. Ensure that all necessary tools, equipment and required training is provided to all affected workers.

Suggested sources of information on potential hazards are:

- a. Reported industry accidents;
- b. Incident and accident reports;
- c. Workplace inspection reports;
- d. Compliance & legislative requirements;
- e. Observing general work process;
- f. Suggestions from workers, Joint Health & Safety Committee/Health & Safety representatives and worker trade committees;
- g. Health And Safety team; and
- h. Provincial Health and Safety organizations, such as IHSA, Workplace North, MOL, etc.

This list is not exclusive and may be supplemented according to site-specific requirements.

2.1.5 Key Questions to Ask:

The following lists are not exclusive and may be supplemented according to site-specific requirements.

2.1.5.1 Materials:

- a. Can a less hazardous material be used?
- b. Are all hazardous materials labeled correctly?
- c. Will materials be subjected to corrosion, wear, shock, abrasion, heat, etc.?
- d. Is all material stored in a safe and stable fashion (e.g. excavated fill, stacked lumber etc.)?
- e. Is material transported and handled safely? and
- f. Is there excess material at the work site? Can it be better controlled? Is the excess unsafe?

2.1.5.2 Tools and Equipment:

- a. Can other tools or equipment be used that will do the job more safely?
- b. Will tools be subjected to corrosion, wear, shock, abrasion, heat, etc.?
- c. Do tools or equipment require specialized training?
- d. Is the instruction/operations manual available for the tool/equipment? and
- e. Is additional lighting or similar support equipment required?

2.1.5.3 Personnel:

- a. Is access to the work site adequate and safe?
- b. Are all supervisors/workers competent to perform their work safely?
- c. Are workers trained or is further training required to perform their job safely?
- d. Is the worker required to work in an awkward position, confined spaces etc.? and
- e. Do physical limitations prevent the worker from performing their work safely?

2.1.5.4 Job Methods:

- a. Can a job method be changed or broken down into additional steps to eliminate the hazard?
- b. Can the job step be done safer by use of machines?
- c. Can engineering controls be implemented to reduce workplace hazard?
- d. What is the most effective and safest way to layout cords, lights, or tools?
- e. Can these be scheduled for shutdown removal or controlled?
- f. Will environmental conditions be a factor? (i.e. heat, cold, wind, rain etc.) and
- g. Would performing a task create a hazard? (i.e. atmospheric from welding, sandblasting etc.)

2.1.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

2.2 PRE-JOB SAFETY INSPECTION (PSI) POLICY

Creation Date: Dec 2005

Revision Date: Feb 2017

Revision Number: 1.0

2.2.1 Purpose:

A supervisor or foreman along with a worker(s) must perform a PSI prior to any work beginning on their job site. The work area must be inspected in order to identify any hazards, to ensure the work performed does not endanger any workers, the public, equipment, structures and the environment.

For every hazard identified on the job site, there must be a control in place. As the job site progresses and new hazards are identified, there must be a revised report filled out with new controls in place. An emergency plan must also be considered for all hazards.

The PSI must be reviewed with the workers prior to commencing work. This will be accomplished by means of a tailgate meeting or, if a new hazard has been identified during the day, immediately, if it will have a serious impact on the workers.

2.2.2 Responsibilities:

In order to ensure all hazards are accounted for, the supervisor or foreman, along with worker, including any sub-contractor on site, shall complete a PSI.

2.2.3 Completion of PSI:

All PSI's shall be conducted in the same manner using a standard template. An example of this completed template along with instructions can be found APPENDIX B.

2.2.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 3 GENERAL SAFE WORK PRACTICES

3.1 SUMMARY STATEMENT

3.2 HOUSEKEEPING

3.3 FIRE PREVENTION & PROTECTION

3.4 MACHINE GUARDING

3.5 PROPER LIGHTING POLICY

3.6 PROPANE HANDLING

3.7 MOBILE EQUIPMENT OPERATION

3.8 COMMUNICATION DEVICES

3.9 RIGGING POLICY

3.10 ELECTRICAL SAFETY




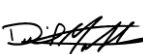
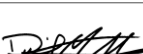
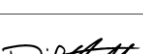
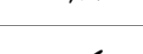


3.11 POWERED ELEVATING WORK PLATFORM

3.12 COMMUNICATING WITH EQUIPMENT OPERATORS

3.13 DAMAGED AND DEFECTIVE TOOLS AND EQUIPMENT

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Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jul 2017	Subsection 3.13: new subsection created, revised an approved	4.0		C.F. kg
Mar 2019	Section Reviewed changes below (if any)			C.F. kg
Mar. 2019	Subsection 3.2.2- Revised content - added content	1.1		C.F. kg
Mar. 2019	Subsection 3.4.4 – Revised formatting	1.1		C.F. kg
Mar. 2019	Subsection 3.8.2 – revised spell check	1.1		C.F. kg
Mar. 2019	Subsection 3.9.4.1 – revised spell check	1.1		C.F. kg
Mar 2019	Subsection 3.13.2.5 – Added content	1.1		C.F. kg
Mar 2019	Subsection 3.3.3 -created heading	1.0	C.F. kg	C.F. kg
Mar 2019	Subsection 3.3.4- created heading	1.0	C.F. kg	C.F. kg
Mar 2019	Subsection 3.1- added content	2.0		C.F. kg
Sep 2019	Subsection 3.8 – renamed section, revised discipline, redefined CVOR to include vehicle and equipment, revised standard	2.0		C.F. kg

3.1 SUMMARY STATEMENT

*Creation Date: Dec 2016
Revision Date: March 2019
Revision Number: 2.0*

These common safe work practices are consistent amongst all divisions within Tomlinson of Companies and are not all-inclusive.

Division specific safe work practices can be found at all of the individual locations and are not included as part of this manual.

Safe work practices (SWP) have been developed through the combined efforts of workers, Health & Safety reps, supervisors, senior management and the Health & Safety Department. SWP's address hazards that may be present in performing work tasks, project activity and operations.

They are intended to allow the process of operations and specific job functions to be performed in a safe manner. SWP's give formal instruction to allow the specific functions to be performed safely.

SWP's are a written description of how to perform tasks that do not necessarily need step by step instructions to do safely and efficiently from start to finish. It is a means of minimizing hazards once they have been identified. SWP's should be developed using the Job Hazard Analysis process with implementation and training provided to the workers.

Each worker should know, understand and follow all of the SWP's that pertain to their specific work tasks. Training should be performed in any area that the supervisor and/or workers deems appropriate to ensure competency.

A formal review of all SWP's related to the workers work tasks should be performed on an annual basis at a minimum.

SWP's are available on SharePoint under the Health & Safety section or in designated binders etc.

3.2 HOUSEKEEPING

Creation Date: Dec 2007
Revision Date: March 2019
Revision Number: 1.1

3.2.1 Purpose:

The purpose of this section is to ensure that all workers are protected against existing or potential hazards that may be a direct result of poor housekeeping practices.

3.2.2 Standard:

As Tomlinson has a variety of operations, the chance of workers being exposed to hazards from poor housekeeping are high. All Tomlinson workers and sub-contractors employed at any of our facilities, quarries or construction sites shall adhere to all applicable sections under the appropriate regulations and the Tomlinson Health & Safety Program.

Failure to address the build up of debris and improper storage practices can lead to increased occurrences of injuries and incidents. Every effort must be made to maintain a clean and orderly worksite or facility. Special attention must be given to the storage of hazardous materials such as compressed gas cylinders and fuels.

The following shall be adhered to regarding housekeeping:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Waste shall be removed as often as necessary to prevent a hazardous condition arising and, in any event, at least once daily;
- b. Adequate waste containers shall be available and not allowed to over flow with debris;
- c. Hazardous materials shall be stored in accordance with the designated Safety Data Sheets. Materials shall be stored in such a way as not to endanger any worker;
- d. Protruding objects shall be removed, cut off at the surface or otherwise clearly protected and identified to warn workers of the danger;
- e. There shall be no storing of materials within 1.8 meters of an opening in a surface, open edge of a floor, roof, mezzanine etc.;
- f. All cylinders shall be secured in an upright position, as to prevent tipping, and shall be stored in accordance with their prescribed Safety Data Sheets;
- g. Empty cylinders shall be stored separate from full cylinders and marked or labeled as such;
- h. Safety equipment shall be stored in such a manner, as to prevent damage;
- i. Lifting accessories shall be stored in a manner that prevents damage and does not pose a hazard to workers;
- j. Spills shall be cleaned up immediately and, if not practicable, the area shall be identified in accordance with the Spill Response Procedures
- k. Filing cabinets and shelving:
 - i. Close cabinet drawers when not in use,
 - ii. Do not open more than one drawer at a time,
 - iii. Load cabinets from the bottom up,
 - iv. Secure cabinets and shelving to the wall,
 - v. Use handles to close drawers to avoid catching fingers,
 - vi. Avoid over filling cabinets and shelving, and

- vii. Do not keep heavy object on top of tall filing cabinets and shelving;
- I. Stairs and floors:
 - i. Clean up spills and wet surfaces,
 - ii. Place signs as needed, i.e. wet floor signs,
 - iii. Pickup objects off the floor to prevent trips,
 - iv. Ensure electrical extension cords are out of the way and do not cross a walkway, and
 - v. Do not block doorways, exits or corridors with boxes or other items;
- m. Ensure lighting is effective and have damaged bulbs replaced as soon as practicable.

3.2.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.3 FIRE PROTECTION & PREVENTION

*Creation Date: Dec 2007
Revision Date: March 2019
Revision Number: 1.1*

3.3.1 Purpose:

The purpose of this section is to ensure that all workers are protected against fire hazards and to ensure they are aware of procedures to report a fire.

3.3.2 Standard:

As Tomlinson has numerous operations, all fire protection and prevention procedures are covered by Ontario Regulations for Construction Projects, Industrial Establishments, and Mines and Mining Plants. Under the Industrial Regulations fire, protection is controlled by Regulation 454 of the Revised Regulations for Ontario, 1990, made under the *Fire Marshals Act*.

3.3.3 Fire Causes:

In order for a fire to occur, four main components must be present:

- a. Fuel (something that will burn);
- b. Heat (ignition source);
- c. Oxygen; and
- d. Chemical Chain Reaction.

If one of these components is removed, no fire will occur. Because of this, it is important that all work sites, maintenance facilities, office buildings etc. must be kept clean and all combustible materials and sources of ignition separated. All stairways, aisles and emergency exits must be kept clear of materials and debris.

3.3.4 Fire Extinguishers:

Proper fire extinguishers must be made available and inspected on a monthly basis by a competent worker, as prescribed by the Regulations. These inspections must be recorded and displayed on the unit. All fire extinguishers must be inspected on a yearly basis by a certified professional. Tomlinson policy dictates that all vehicles must carry a fire extinguisher and that it is maintained in an operational state and in a location that is easily accessible.

Where operations occur in which a worker may be exposed to a fire hazard, a job hazard assessment must be completed to ensure all preventative measures are in place to protect the workers. A serviceable fire extinguisher of a suitable type must be present to combat the type of fire that may occur as a result of the work being completed. In the Construction Regulations, this must be a minimum ULC 4A40BC rating, while in the Mines and Mining Plant Regulations it must have a minimum ULC rating of 1A10B and be suitable for class A and B fires when welding or cutting with a torch.

For industrial establishments fire extinguishers must meet the requirements of the Fire Code.

3.3.5 Worker Safety:

In case of a fire, the first priority is the safety of the workers. The main purpose of a fire extinguisher is to assist in the evacuation of the hazardous area. Workers shall evacuate the area and report to a predetermined rally point for a head count. Any attempt to fight the fire should only be done if there is no chance of injury to the workers. As is the case with any fire, the local fire department must be notified and a completed incident report submitted to Health and Safety.

As required by the Regulations, any worker who may have to use a fire extinguisher must be trained in its use.

If at any time a foreman or supervisor is not sure of what should be done regarding fire prevention or protection, the Health & Safety team shall be notified for assistance.

3.3.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.4 MACHINE GUARDING

Creation Date: Dec 2004
Revision Date: March 2019
Revision Number: 1.1

3.4.1 Purpose:

This SWP will establish practices that protect workers, public safety and ensure legislative compliance when working with machines and power tools. This SWP will apply to stationery equipment, mobile equipment and power tools

3.4.2 Standard:

The techniques used to assess machine hazards are similar to those used for other workplace hazards. The first step is the visual inspection of the machine before it is started and every time it is operated.

The following are safe work practices when dealing with machine guarding:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Ensure the supervisor responsible is qualified and competent;
- b. No worker shall operate or instruct on a machine unless they are qualified and competent to do so;
- c. No worker shall modify or disable guards;
- d. All guards shall be kept in working order and used as prescribed;
- e. Any unguarded machine shall be reported to the appropriate supervisor immediately;
- f. No worker shall use an unguarded machine or tool;
- g. The supervisor is responsible to ensure all guards are operational and to repair or replace guards as necessary;
- h. Unguarded machines or tools shall be lockout out until the guards are made serviceable;
- i. Proper PPE must be worn at all times when using machines or tools;
- j. Safe work practices or Safe Job Procedures;
- k. Ensure all warning signs are visible and legible; and
- l. Applicable legislation, standards and other relevant guidelines are used to determine the appropriate guarding requirements.

Machine guarding should be treated as a separate inspection item. Each machine should be observed and its hazards analyzed. The focus of the inspection should be on identifying unguarded areas as well as assessing the effectiveness of existing guards and safety devices.

Each guard should be examined to make sure that it is adequately secured, properly adjusted and constructed from appropriate materials. Any machine that has a defective or missing guard shall not be operated until the guard has been replaced or repaired. If a machine cannot be operated because the guard cannot be replaced or repaired then the machine must be locked and tagged out of service to prevent accidental operation.

3.4.3 Entanglement hazards:

The most dangerous hazard associated with machines is entanglement. Entanglement is when a piece of clothing, jewelry or a part of the human body becomes entangled in the moving parts of the machine. This type of hazard can lead to injuries ranging from minor to broken bones, amputations etc. and death. As such all workers operating or working near equipment that has moving parts need to take great care in knowing where they are in relation to the moving parts of the machine. In order to prevent entanglement the following steps shall need to be

taken:

- a. Keep long hair either secured in a bun or secured by other means;
- b. Jewelry on fingers and low hanging necklaces shall not be worn. If a ring cannot be removed gloves need to be worn at all times when operating the machine;
- c. Loose clothing must be avoided. If clothing such as pant legs, sleeves etc. are loose fitting then the worker must ensure they are secure to prevent the chance of becoming entangled;
- d. Ensure all other equipment, tools, cords material etc. are stored in such a way as not to become or present a hazard should they become entangled during operation.

3.4.4 Inspections:

Machines and tools that require guarding shall be regularly inspected by the supervisor or competent worker. The following are recommended inspection points:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Is the guard in proper working condition;
- b. Is the guard securely installed;
- c. Does the guard prevent contact (worker, objects) with all the moving parts of the machine;
- d. Is the guard sufficient to contain the impact of any broken pieces of moving machinery;
- e. Is the guard free of sharp edges or other hazards;
- f. Can the guard be safely handled during maintenance;
- g. Can the machinery/tool be inspected/maintained without removing the guard; and
- h. Any defective or missing guard shall be reported to the supervisor for repair.
- i. The inspection shall focus on:
 - i. Unguarded areas,
 - ii. Adequately secured,
 - iii. Properly adjusted,
 - iv. Constructed of appropriate materials.

3.4.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.5 PROPER LIGHTING POLICY

Creation Date: Dec 2005
Revision Date: Feb 2017
Revision Number: 1.0

3.5.1 Purpose:

The purpose of this section is to ensure that all employee's work in an area that is properly illuminated to ensure a safe work environment.

3.5.2 Standard:

Occupational Health & Safety Act and Regulations have various requirements that must be met in order to ensure all work areas are safe for working, from the amount of lights, protection of and safe disposal of bulbs etc.

If an area cannot be properly illuminated, no work shall commence until a solution has been developed to ensure a safe working environment.

The appropriate Regulation shall be consulted to ensure all lighting requirements are met.

Working at night on any project will bring with it a variety of problems while trying to ensure there is sufficient lighting to enable workers to work safely. Any timework must be conducted at night the Supervisor and/or Foreman must evaluate the site and develop a plan for work lighting. They must ensure that:

- a. Lighting used to illuminate the site is not directed towards any road way;
- b. Any type of lighting tower must be at least five meters above the road surface, except balloon or dome style lights with soft white lights that do not produce a glare;
- c. Lighting shall be set up in an arch, 90 degrees from the flow of traffic, up to 45 degrees away from the traffic;
- d. At no time shall lights be aimed at, or spill over onto oncoming traffic;
- e. Any equipment mounted task lighting shall not be aimed at any traffic;
- f. Vehicle lighting shall not be used as general work lighting, as this could interfere with oncoming traffic;
- g. If lighting for a construction site cannot be prevented from spilling onto oncoming traffic, illumination of the roadway through the construction zone may be required to reduce the impact of the construction lighting; and
- h. If required anti-glare screening may be required.

This list is not exclusive and may be supplemented according to site-specific requirements.

Construction crews working on structures that require additional lighting for nighttime work must take into account any impact this lighting may have on any nearby roadway. They must also ensure proper lighting for any worker assigned to work inside a building etc.

Workers shall wear a reflective tear away vest, in good condition, and a reflective, high visible band on each leg and arm. Each band shall have a minimum area of 50 centimeters. Workers who do not have this equipment shall not be allowed onto the site until such time they have been provided with the appropriate PPE.

If Tomlinson is performing work as a sub-contractor, the most stringent policy on work place lighting shall take precedent.

For those workers who work in an office or other industrial establishment there are different requirements. The proper Regulation shall be consulted when determining proper task lighting. Some requirements are, but not limited:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Light bulbs shall be protected by a mechanical means;
- b. Areas where a worker is present and the means off access and egress shall be properly lit;
- c. Fluorescent tubes and bulbs shall be disposed of in a safe manner with proper PPE for the worker;
- d. Burned out bulbs shall be replaced immediately; and
- e. Where natural light is not adequate to ensure the safety of any worker, artificial lighting shall be used to in such a manner as to reduce shadows and glare to a minimum.

3.5.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.6 PROPANE HANDLING

Creation Date: Dec 2004
Revision Date: Feb 2017
Revision Number: 1.0

3.6.1 Purpose:

The purpose of this section is to ensure that any employee who handles propane or propane-fueled equipment is aware of regulatory requirements, associated hazards and relevant training.

3.6.2 Standard:

Tomlinson requires that anyone who handles propane or propane-fueled equipment must be deemed competent. Safe work practices for the storage and handling of propane are as follows:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Cylinders shall be transported, stored and secured upright, as not to damage the cylinder and prevent tipping. Protective valve collar shall not be used as a lifting point when moving by a mechanical means;
- b. Separate empty cylinders from full cylinders;
- c. Cylinders should be stored in assigned places away from stairs or walkways;
- d. Avoid placing cylinders in an area where stray electricity or accidental arcing could occur;
- e. Check for and eliminate any gas leaks at cylinder valves, regulators and connections. Use a suitable solution of soap and water to check for leaks;
- f. The cylinder valve shall be opened slowly;
- g. Cylinder valves shall remain closed at all times except when in use;
- h. Leaking cylinders should be taken outdoors and clearly tagged. Return the cylinder to the supplier when completely empty; it is illegal to ship a leaking cylinder;
- i. Refer to (M)SDS for further information;
- j. Store cylinders outdoors, in a well ventilated area away from sparks or any source of ignition;
- k. Secure cylinders in an upright position (if they were designed in the vertical orientation) to ensure the pressure relief valve is in direct contact with the vapor space of the container;
- l. Store cylinders off the ground, on a non-combustible base;
- m. Do not store propane with oxidizers such as oxygen or nitrous oxide;
- n. Propane can be stored with inert gases, such as nitrogen or carbon dioxide;
- o. Store empty and full containers separately;
- p. Ensure no smoking sign is clearly visible;
- q. Do not store propane cylinders near exits and aisle ways; and
- r. Always have a fire extinguisher nearby (4A40BC minimum rating).

3.6.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.7 MOBILE EQUIPMENT OPERATION

Creation Date: Dec 2008
Revision Date: Feb 2017
Revision Number: 1.0

3.7.1 Purpose:

The purpose of this section is to ensure the proper and safe operation of all types of mobile equipment operated by Tomlinson and its sub-contractors.

3.7.2 Standard:

All applicable legislative requirements and regulations shall be adhered to when operating mobile equipment. ***Persons shall only operate equipment for which they are qualified to operate.*** Any equipment greater than 10 horsepower shall have the operator's manual available on site.

Any mobile equipment can become a hazard if not properly used and maintained. All equipment shall be operated in a professional manner at all times. Workers shall report all defects that are identified on a piece of equipment to their foreman/supervisor.

All workers in the vicinity of mobile equipment must ensure the operator is aware of their presence either by means of eye contact, hand signals or any other suitable form of communication.

Basic safety precautions when operating mobile equipment:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Operators shall perform a walk around inspection of their vehicle prior to use and as required throughout the work shift;
- b. Where an operator does not have a clear line of sight in the work area, a spotter shall be used;
- c. If the operator exits the cab of the vehicle, all attachments shall be lowered to ground and the park brake shall be applied;
- d. If the operator exits the cab for an extended period of time, the vehicle shall be shut down and the keys removed;
- e. No worker(s) shall ride in or on equipment unless proper seating and seat belt accommodations are available;
- f. At any time an area becomes congested by mobile equipment and workers, work shall cease until the situation is clarified;
- g. All workers accessing or exiting equipment shall maintain three point contact;
- h. All lights, mirrors and windows shall be kept clean and operational at all times;
- i. No load shall pass over a worker(s); and
- j. The operator and/or passengers of vehicles equipped with a seatbelt or any other restraint system must wear it.

3.7.3 Maintenance:

All mobile equipment shall be maintained in accordance with the Tomlinson's maintenance guidelines. Maintenance of mobile equipment shall be done only by competent and qualified workers. All maintenance shall be recorded and made available when required.

3.7.4 Load security:

No load shall be moved before it has been inspected to ensure it is secure and does not present a hazard to others. No operator shall move their vehicle if they have doubts about the security of the load.

Load security training will be provided to all those that require it.

3.7.5 Hours of service:

All operators of CVOR vehicles must adhere to the hours of service as indicated by Ontario Regulation 555/06. All drivers that are governed by these rules will receive training on hours of service when first hired and as required.

Hours of service time requirements:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Maximum hours driving in a day, 13 hours, after that no more driving;
- b. After 14 hours combined driving and on-duty not driving time, no more driving;
- c. Must have 10 hours off-duty time in a day;
- d. Must have 8 consecutive hours off-duty to reset their day; and
- e. Driver shall not exceed 70 hours combined of on-duty driving and on-duty not driving in any 7-day period.

3.7.6 Records:

Operators shall record their on-duty and off-duty hours of service. These records must be submitted regularly and made available upon request.

3.7.7 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.8 COMMUNICATION DEVICES

Creation Date: Dec 2009

Revision Date: Sep 2019

Revision Number: 2.0

3.8.1 Purpose:

The purpose of this section is to ensure that workers use communication devices in a manner that will not endanger them or any other worker or member of the public and also adhere to the law.

Communication devices include but are not limited to: Cell Phones, Smart Phones, Two-Way Radios, CB Radios, GPS devices, Laptop Computers, Tablets, etc.

3.8.2 Standard:

This standard will apply to all workers who have access to or are provided with a communication device to conduct company or personal business.

It is our intent to ensure that if it is necessary to use a communication device that it is done in a manner that is safe to the worker, co-worker and the public. With this intent in mind, the following guidelines shall be adhered to at all times.

- a. With the exception of a two-way radio, never use a communication device in the center of activity, go someplace safe like a vehicle, office or an area where there is no activity.
- b. With the exception of a two-way radio, never use a communication device while guiding a vehicle or lifting equipment.
- c. Keep your conversation short.
- d. The use of company issued communication devices will be used for business purposes only, unless in the case of an emergency.
- e. When using communication devices, employees will act accordingly and be aware of the people around them and refrain from shouting, using vulgar language, etc.
- f. Company communication devices will not be used to make illegal transactions, threats or harassing phone calls, texts or emails.
- g. The communication device policy shall be read, understood and signed by all employees prior to performing job functions.

3.8.3 Communication Devices in Vehicles and Equipment:

Further to the standard above additional rules must be adhered to with respects operating vehicles and equipment with Communication Devices present.

- a. Employees shall not drive a vehicle or operate a piece of equipment while holding or using a communication device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages, except for in hands-free mode (ie: Bluetooth).
- b. Employees are only permitted to handle communication devices when the vehicle or piece of equipment is lawfully parked in the case of a roadway/highway, the vehicle is not in motion, the vehicle is not impeding traffic; and parked in a safe location and not in motion in the case of a quarry or job site.
- c. An employee may drive a vehicle while pressing a button on a bluetooth device connected to a wireless communication device to make, answer or end a cell phone call or to transmit or receive voice communication on a two-way radio or CB if the device is securely mounted to the vehicle so that it does

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not move while the vehicle is in motion and the driver can see it at a quick glance and easily reach it without adjusting his or her driving position.

- d. An employee may drive a vehicle while pressing a button on a device that is worn on his or her head or hung over (headset) or placed inside his or her ear or is attached to his or her clothing (speaker mic) and is linked to a hand-held wireless communication device to make, answer or end a cell phone call or to transmit or receive voice communication on a two-way radio, CB radio or a hand microphone or portable radio.
- e. An employee may drive a vehicle with a mobile data terminal display screen, computer or other device (ie: Trux/Tread/GeoTab Drive) in the vehicle visible to the driver, only if the display screen of the computer, mobile data terminal or other device is securely mounted in the vehicle so that it does not move while the vehicle is in motion. The driver shall not operate or touch the device unless they abide by section “b” above.
- f. An employee can have a GPS screen visible to them as long as it’s built into the vehicle or is securely mounted on the dashboard. An employee cannot program or touch a GPS device while the vehicle is in motion except via voice commands.

3.8.4 Sub-contractors:

This policy will apply to all sub-contractor’s workers on any Tomlinson facility or site. Failure to adhere to this policy can result in the sub-contractor being disciplined up to and including removal from the site.

3.8.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Event	Description		Discipline
Driving3	Distracted Driving (cell phone, etc)	1 st Offence	Written Warning + 3 day suspension
		2 nd Offence	Final Warning + 7 day suspension
		3 rd Offence	Termination

**Note: CVOR drivers, in addition to the discipline outlined above, will also be subject to the CVOR disciplinary schedule if charged by Enforcement (Police/MTO).*

3.9 RIGGING POLICY

*Creation Date: Aug 2013
Revision Date: March 2019
Revision Number: 1.1*

3.9.1 Purpose:

The purpose of this section is to ensure that all rigging being used by workers is the correct rigging needed and that it is inspected on a regular basis. The legislated requirements for rigging can be located in the Construction Regulations from section 150 to section 180, Mining Regulations section 184.1 and 192, and in the Industrial Regulations section 51.

3.9.2 Standard:

Due to the hazards that are present when performing lifting operations it is imperative that the proper rigging is used and that the rigging has been inspected prior to its use. By using the information provided here and the information available in the different Regulations, no worker shall perform a lifting operation without the proper rigging and conducting a proper inspection.

3.9.3 Training:

The ability of a worker to perform a safe lift is dependent on the worker receiving the proper training. All workers and operators that are performing lifting operations shall attend a rigging course.

Any instructor, who may deliver this training must provide a passing grade and proof of competency on the subject matter.

3.9.4 Inspections:

All rigging shall be inspected:

- a. Prior to its use;
- b. As instructed by the manufacturer;
- c. During regular site inspections; or
- d. A minimum of once per year.

Some of the inspection items are:

The following lists are not exclusive and may be supplemented according to site-specific requirements.

3.9.4.1 Alloy steel chains:

Alloy steel chains used to lift shall be specifically designed for such use. If any of the following are discovered during an inspection, the chain shall be removed from service and tagged as unserviceable:

- a. Master links, coupling links or other components are cracked or deformed;
- b. Sing hooks are opened or twisted. (Check with the manufacturer for the allowable opening and twisting in hooks before they are deemed safe to use);
- c. Chain has stretched. (Check with the manufacturer for the allowable stretch before it is deemed safe to use);
- d. Gouges, chips or scores; or

- e. Safety latches are missing or in poor operating conditions.

3.9.4.2 Wire ropes and slings:

Wire rope slings used to lift shall be specifically designed for such use. If any of the following are discovered during an inspection, the sling shall be removed from service and tagged as unserviceable:

- a. Up to six broken wires in one rope lay or three in one strand in one rope lay with no more than one at an attached fitting;
- b. Bird caging, kinks;
- c. Bulges in the rope;
- d. Rusty, lack of lubrication;
- e. Excessive outside wear;
- f. Broken wires, same as wire rope slings;
- g. Crushed, jammed or flattened strands;
- h. Gaps between strands;
- i. Heat damage; or
- j. Frozen.

3.9.4.3 Polypropylene or nylon ropes and slings:

Poly and nylon ropes used to lift shall be specifically designed for such use. If any of the following are discovered during an inspection, the rope shall be removed from service and tagged as unserviceable:

- a. Chalky exterior appearance;
- b. Frayed exterior;
- c. Broken strands;
- d. Size reduction; or
- e. Oil contamination or chemical damage.

3.9.4.4 Hardware:

When inspecting rigging not only must the slings be inspected but also all the other hardware required to complete a safe lift. If the hardware has any of the following signs it must be removed from service and tagged as unsafe:

- a. Wear;
- b. Cracks;
- c. Severe corrosion;
- d. Deformations/bends;
- e. Mismatched parts;
- f. Obvious damage; or
- g. Safety latch is missing on a hook.

3.9.4.5 Rated capacity:

An important inspection item is to ensure that all rigging has the safe working load indicated on it. This could be either stamped on or a tag is attached to the rigging. If there is no indication or it cannot be read then the rigging shall not be used until it has been determined what the safe working load is.

At no time shall the rigging be used for a lift that exceeds the indicated rated capacity.

3.9.5 Safe work practices:

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The following practices shall be used to prevent damage to rigging and to ensure a safe lift:

- a. Do not shorten slings by using knots, bolts or other make shift devices;
- b. Protect rigging from sharp corners and edges;
- c. Never wrap a wire rope sling around a hook as the tight radius will damage the sling;
- d. Unless otherwise indicated, any sling subject to a shock loading shall be removed from service and destroyed;
- e. Slings used in a basket hitch shall have the load balanced to prevent slippage;
- f. Wire rope cable clips shall be applied in accordance with the manufacturer's instructions;
- g. When U-bolt wire rope clips are used the manufacturer's instructions will indicate the number and spacing of clips;
- h. Rig the load with its center of gravity directly above the load;
- i. The cranes hook should be brought over the load before lifting;
- j. Store rigging in a dry location and off the ground;
- k. Never allow workers to stack, store or walk on rigging; and
- l. When in use, ensure the rigging is protected from flames, sparks and chemicals.

When in doubt about the lift, stop, step back and seek advice.

3.9.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.10 ELECTRICAL SAFETY

*Creation Date: Jan 2015
Revision Date: Feb 2017
Revision Number: 1.0*

3.10.1 Purpose:

The purpose of this policy is to ensure that all workers who are required to work with or near electrical equipment do so in a safe manner. Failure to follow this policy can have fatal consequences.

3.10.2 Standard:

No worker shall perform any electrical work unless the requirements set out in the applicable codes and regulations are met. Only qualified electricians, as defined by the Trades Qualification and Apprenticeship Act, shall perform this work..

3.10.3 Lockout tag out:

Before any work on electrical equipment is performed, lockout and tag out guidelines must be used. Please refer to Section 4.3 Equipment Guarding and Lockout.

3.10.4 Arc flash:

Arc flash is one of the greatest dangers to any worker working on electrical equipment. Specialized equipment must be worn to protect workers from an arc flash. The type of equipment required will be determined by an arc flash study. All PPE that is used by the worker to protect against an arc flash must be certified to a recognized standard such as CSA.

3.10.5 Equipment:

A variety of electrical equipment is used to complete tasks on a daily bases. These tools and equipment can also become a hazard to workers. Therefore, precautions must be taken when using electrical tools and equipment:

- a. Tools and equipment capable of conducting electricity and creating a hazard for the workers shall not be used in close proximity to energized electrical installation or equipment if that tool may make contact with the energized equipment;
- b. Portable electrical equipment that is used in a wet environment indoors or out must be protected by a ground fault circuit interrupter;
- c. All electrical portable tools must have a casing that is adequately grounded and cord connections need to be polarized unless the tool is double insulated. You can determine if the tool is double insulated by checking on the information plate on the tool. If a symbol of a square within a square is present, the tool is double insulated; and
- d. Inspect all electrical tools and equipment before use. If defective, remove from service, tag it with an explanation of what is wrong and either have it repaired by a competent worker or properly dispose of it.

This is not an exhaustive list of precautions. If at any time a worker is unsure of what is needed or what precautions must be taken, the worker shall stop and take the time to get the proper advice from their supervisor or a qualified electrician.

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3.10.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.11 POWERED ELEVATING WORK PLATFORMS (PEWP)

*Creation Date: Jan 2015
Revision Date: Feb 2017
Revision Number: 1.0*

3.11.1 Purpose:

The purpose of this policy is to reduce the risk of injury through the safe operation of PEWP. Failure to follow this policy can have fatal consequences.

3.11.2 Standard:

No worker shall operate a PEWP unless they are adequately trained to do so. Ontario Regulations indicate the legal requirements for operating and maintaining a PEWP.

3.11.3 PEWP types:

PEWP's are usually classified as either an "on slab" or "rough terrain". Each type has their own characteristics when it comes to operating them.

3.11.3.1 On slab:

- a. Not designed for uneven or sloping ground;
- b. Normally have solid rubber tires;
- c. Generally powered by a battery; and
- d. Must have "pothole protection", a metal plate lowered close to the ground to afford some protection against inadvertent movement into depressions or debris.

3.11.3.2 Rough terrain:

- a. Similar in design to on slab types;
- b. Built to handle rigorous off slab challenges;
- c. Normally have wider wheel bases, larger wheels and pneumatic tires;
- d. Can be fitted with outriggers for better stabilization;
- e. Usually powered by gas, diesel or propane engines; and
- f. Lifting mechanism is hydraulic.

3.11.4 PEWP controls:

All PEWP's regardless of the type must have an operating control panel to control the movement of the PEWP. The controls must:

- a. Be correctly orientated so the operator does not inadvertently move the machine in the wrong direction: and
- b. Have all labels indicating the function of each control must be in place and legible. Labels must be replaced when they are no longer legible.

3.11.5 Safe Load Capacity:

At no time shall a PEWP be subjected to loads exceeding the safe load capacity for that machine which includes the combined weight of personnel, materials and equipment. Safe Load Capacity must be indicated on the basket of the machine.

3.11.6 Selection:

Some factors to consider when choosing the right machine are:

- a. Safe Load Capacity;
- b. Surface conditions;
- c. Platform size and configuration;
- d. Mobility;
- e. Material to be lifted;
- f. Access;
- g. Operator skill or training; and
- h. Work environment.

3.11.7 Basic hazards;

All machines, regardless of the type or size, have inherent hazards associated with them. Being able to recognize and take steps to reduce or eliminate the hazards is essential. The following hazards shall be considered prior to use:

This list is not exclusive and may be supplemented according to site-specific requirements

- a. Machine tipping or overturning;
- b. Overriding safety features;
- c. Overhead power lines;
- d. Ejection from the machine;
- e. Makeshift extensions;
- f. Uneven ground;
- g. Overloading the platform;
- h. Failure to cordon off;
- i. Accidental contact;
- j. Improper inspections or modifications;
- k. Improper access on and off the machine; and
- l. Improper access of the work area. The forces that can affect the center of gravity and stability.

3.11.8 Inspections:

Prior to beginning work, the operator shall conduct and document an inspection of the machine and work area to ensure that hazards are identified and corrected. The following is suggestive list to consider when inspecting the surrounding work area:

This list is not exclusive and may be supplemented according to site-specific requirements

- a. Check for drop-offs or holes;
- b. Slopes;
- c. Bumps or floor obstructions;
- d. Debris;
- e. Overhead obstructions;
- f. Adequate operating area;
- g. Sufficient ground or floor support to withstand all forces imposed by the platform; and
- h. Wind and weather conditions.

See appendix C for the inspection sheet.

3.11.9 Training:

Before any worker operates a PEWP they require to be trained in:

- a. Working at Heights; and
- b. PEWP training.

All workers entering a PEWP shall have Working at Heights certification.

At this time this company does not use suspended access equipment.

3.11.10 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.12 COMMUNICATING WITH EQUIPMENT OPERATORS

*Creation Date: Jan 2015
Revision Date: Feb 2017
Revision Number: 1.0*

3.12.1 Purpose:

The purpose of this safe work practice is to ensure safe communication between an equipment operator and other workers wishing to communicate with them while the operator is still in the machine.

3.12.2 Standard:

Any worker who must communicate with an operator while the operator is still inside their machine shall adhere to these safe work practices.

3.12.3 Safe Steps:

The following steps when done correctly shall reduce the possibility of injury to a worker:

- a. Before approaching operating equipment ensure it is safe to do so;
- b. Make contact with the operator before moving to the equipment;
- c. Ensure the operator has seen you and that they have acknowledged your presence, by waving to you, nodding their head etc.;
- d. With the operator's consent, it is safe to approach once the equipment has completely stopped, any attachments have been lowered and controls disengaged;
- e. Stand to the side of the equipment that ensures that both the operator and worker can safely communicate with each other; and
- f. The operator shall not resume work or move the equipment until the worker is at a safe distance from the equipment.

NO WORKER SHALL STEP ON ANY ATTACHMENT OF RUNNING EQUIPMENT UNLESS THERE IS A NEED FOR MAINTENANCE AND A PROPER WRITTEN PROCEDURE HAS BEEN FOLLOWED.

3.12.4 Communication:

This safe work practice must be communicated to all equipment operators and workers.

3.12.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

3.13 DAMAGED AND DEFECTIVE TOOLS AND EQUIPMENT

Creation Date: Jul 2017
Revision Date: March 2019
Revision Number: 1.1

3.13.1 Purpose:

This Policy is to ensure that workers involved in the process of inspecting tools and equipment follow these guidelines. All tools, equipment and vehicles must be properly maintained so that workers are not endangered. Ontario regulations require inspections of vehicles, tools, machines and equipment before use.

3.13.2 Standard:

3.13.2.1 *Required training:*

Awareness and operational training on specific tool or piece of equipment.

3.13.2.2 *Required Equipment:*

Out of service tag and writing utensil.

3.13.2.3 *Required PPE:*

As required by location and equipment.

NO WORKER SHALL OPERATE OR ATTEMPT TO OPERATE A TOOL OR PIECE OF EQUIPMENT THAT HAS BEEN TAGGED OUT OF SERVICE.

3.13.3 Inspection and tagging procedure:

- a. Before any tool or piece of equipment is to be operated, it must first be inspected by a competent person to ensure that it is safe to use.
- b. The inspection and testing shall be performed according to prescribed legislation, company policy and manufacturer's instructions.
- c. Any tool or equipment found to be damaged, defective or in need of repair must be immediately tagged; this will ensure that no other worker will operate the tool or piece of equipment while in need of service.
- d. The worker will complete the section below "OUT OF SERVICE" on the tag to indicate what damage or defect was found on the tool or piece of equipment.
- e. The tag will be placed in a visible location on the tool or piece of equipment.
- f. The worker will immediately notify their direct supervisor of his/her findings.
- g. The supervisor will then determine if the tool can be sent for repair and then placed in a designated area.
- h. If the tool or piece of equipment cannot be repaired it must be removed from service and made inoperable to subsequent workers.

3.13.4 Application:

This Policy shall apply to all workers who work with a tool or piece of equipment.

3.13.5 Communication:

This Policy shall be communicated to all workers being exposed to the use of tools or equipment.

3.13.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 4 SAFE JOB PROCEDURES

4.1 SUMMARY STATEMENT

4.2 EQUIPMENT GUARDING AND LOCKOUT








4.3 SAFETY PULL CORD INSPECTION



4.4 SAFE VEHICLE AND EQUIPMENT REVERSING

4.5 FORKLIFT PROCEDURES

4.6 OVERHEAD POWER LINES

4.7 CONFINED SPACE

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Nov 2017	Subsection 4.1: Created	1.0		
Jan 2016	Subsection 4.2: Moved from 4.3, removed references to legislation & revised tag requirements	1.0		
Jul 2017	Subsection 4.3: Moved from 4.7, reviewed and updated procedure, definitions, responsibilities	1.0		
Dec 2016	Subsection 4.4: Moved from 4.8, created Safe Vehicle and Equipment Reversing	4.0		
Oct 2017	Subsection 4.5: Reviewed and updated procedures	1.0		
Nov 2017	Subsection 4.6: Reviewed and adjusted procedures, added 4.5.6	1.0		
Nov 2017	Subsection 4.7: Reviewed	1.0		
Mar 2019	Section Reviewed changes below (if any)			
Mar 2019	Subsection 4.1- added content	2.0		
Mar 2019	Subsection 4.6.2.1.1 Reformatting	1.1		
Mar 2019	Subsection 4.7.4 – added and revised content	1.1		

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Mar 2019	Subsection 4.6.3- revised content	1.2		

4.1 SUMMARY STATEMENT

*Creation Date: Nov 2017
Revision Date: March 2019
Revision Number: 2.0*

These procedures are consistent amongst all divisions within Tomlinson, are not all-inclusive and shall be reviewed as necessary or at least once a year.

Safe Job Procedures (SJPs) have been developed through the combined efforts of workers, Health and Safety Reps, supervisors, senior management and the Health and Safety Department. SJPs address hazards that may be presented in performing work tasks, project activity and operations.

They are intended to allow the process of operations and specific job functions to be performed in a safe manner. SJPs give formal instruction to allow the specific functions to be performed safely.

A SJP is a written, specific step-by-step description of how to complete a job safely and efficiently from start to finish. It is a means of minimizing hazards once they have been identified. SJPs should be developed using the Job Hazard Analysis process with implementation and training being provided for critical task hazards that have been identified.

Each worker should know, understand and follow all of the SJPs that pertain to their specific work tasks. Training should be performed in any area that the supervisor and/or worker deems appropriate to ensure competency.

A formal review of all SJPs related to the workers work tasks should be performed on an annual basis at a minimum.

SJP's are available on SharePoint under the Health and Safety section, or in designated binders; etc. Some examples of SJP's that can be found are:

- a. Confined Space
- b. Lock Out Tag Out

4.2 EQUIPMENT GUARDING AND LOCKOUT

*Creation Date: Dec 2001
Revision Date: Jan 2016
Revision Number: 1.0*

4.2.1 Purpose:

The purpose of this policy is to establish procedures for equipment guarding and lockout so that the chance of an incident or accident from happening is minimized.

4.2.2 Management Responsibilities:

To develop and implement a written Workplace Equipment Guarding and Lockout Policy that will ensure that the workplace is a safe environment for all workers and that all workers are properly trained.

To conduct an annual review of the policy to ensure it's continued effectiveness.

4.2.3 Supervisor's Responsibilities:

Instruct and train all workers on their responsibilities regarding the policy and ensure that the following guidelines are followed:

- a. That all employees follow the equipment guarding and lockout policy. Everyone, including supervisors, shall be trained in the proper lockout procedures for their workplace. That includes knowing that there are several types of energy that may create hazards if not dealt with in the lockout procedure.
- b. Understand how to conduct and plan and follow the proper steps in equipment guarding and lockout,
- c. Understand the objectives of equipment guarding and lockout,
- d. Supervisors shall test and examine anyone who has to lockout, to make sure that they follow the proper procedures,
- e. Supervisors shall arrange for regular refresher training for all workers and special training for anyone who needs it.

4.2.4 Worker's Responsibilities:

A worker shall report to his Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or another worker.

The worker will report any contravention of the Act or Regulations or of the existence of any hazard of which he knows.

4.2.5 Lockout Procedure:

- a. Turn off the power to the machine with the operator's controls and deal with all energy sources. Identify all energy sources - electrical, kinetic, pneumatic, hydraulic, potential and stored.
- b. Wait for the motor and all free-wheeling machine parts to come to a complete stop.
- c. Pull the main disconnect switch or control to the open or off position.
- d. Install your own personal lock on the disconnect switch.
- e. Deal with all other energy sources.
- f. Apply a tag with information about time and reason for the lockout. This is a requirement for all workers who will work on the locked out piece(s) of equipment;
- g. Double check to ensure that the machinery is out-of-service by pressing the start control;
- h. Perform work; and
- i. Remove locks and tags; ensure all personnel are clear before start-up.

Note:

Any 3rd party maintenance technicians shall apply their own lock and the Tomlinson representative shall place own lock on as well. No lock shall be removed without other party's consent.

4.2.6 Left-On Locks:

There may be times when a lock and tag have been left on the locked out device and the worker who installed the lock and tag is not present when the equipment is ready to be restarted. In the event this occurs the following steps must be adhered to:

- a. Do not remove the lock by cutting it or using a spare key;
- b. Do not attempt to restart the device;
- c. Attempts must be made to locate the worker;
- d. Once contact has been made, direct the worker to return to the lockout station and remove their lock and tag if safe to do so. If the worker has left the premises, the worker must return to remove their lock and tag; and
- e. If the worker cannot be contacted, the supervisor must determine it is safe to restart the device by:
 - i. ensuring all guards and protective devices are in place,
 - ii. ensure all tools and equipment is removed from the area,
 - iii. ensure all workers are clear of the device, and
 - iv. once all is clear the supervisor can remove the lock and restart the machine.

4.2.7 Maintenance on Moving Equipment:

It is the company's policy that work performed on equipment requires that equipment to be locked out. There however may be times when it is necessary for the equipment to be operating for proper maintenance to be performed on the equipment. Every effort must be made to perform the maintenance with the equipment locked out. If this is not possible special precautions must be employed to protect the workers such as:

- a. Openings in guards to allow tools to be inserted to adjust belts etc;
- b. Grease nipples extensions;
- c. Barricading the area off to prevent unnecessary workers in the area; and
- d. Shields.

The company has a large variety of equipment that needs maintenance and each has its own unique requirements. The company lockout working group will develop written procedures for equipment; ensure the proper training is provided and that the written instructions are posted where the workers can review them.

4.2.8 Conveyor Guard Checklist:

- a. Is it well secured when the conveyor is moving?
- b. Does it extend 0.9 meters (3 ft) beyond the pinch point?
- c. Does it prevent workers from reaching over, around, through or under them?
- d. Is it visibly marked with bright coloured paint or signs?
- e. Does the guard underneath the belt prevent materials from falling on workers below?
- f. Are all guards made of expanded metal material or wire screen or other suitable material?
- g. Are all guards well maintained and free of holes or damage?
- h. Does the guard allow visual inspection of moving parts while the conveyor is moving?
- i. Can extended grease fittings pass through the guard in order to provide a safe means of lubrication?
- j. Is the guard non-interfering so that workers will not be tempted to remove or alter them?

4.2.9 Zero Energy State:

There are many forms of energy that can be stored in a machine (or in the power distribution system) even after the power source is shut off and locked out. The machine is only safe to work on if it is in a "**Zero Energy State**". This means that there is no energy stored in the machine that could cause all or part of it to move. It also means that there is no live energy sources still connected to the machine.

Kinetic Energy - In some cases, flywheels, conveyors and other large and heavy machinery parts can "free wheel" or continue to move after the power is shut off. To deal with this type of energy either wait for the moving part to come to a full stop or apply a brake if so equipped.

Pneumatic Energy - Pneumatic or air-powered systems store energy in the form of compressed air usually in a tank and in distribution lines. You should block the compressed air between the tank or line and the machine you want to work on by closing and locking a valve and releasing any pressure that remains by opening a pressure relief valve.

Hydraulic Energy - Hydraulic energy is very similar to pneumatic energy in its ability to store pressure in lines or other distribution systems (in this case a fluid is used instead of compressed air). To ensure a zero energy state in a hydraulic system you should insert blocks to immobilize moving parts and shut off and lock out valves to isolate the machine. It may even be necessary to bleed off any remaining pressure in the lines.

Potential Energy - Potential energy is the energy contained in raised weights that can be released if the weight falls or is lowered. Objects and devices that have this potential hazard should be blocked or otherwise supported to

ensure that they stay in the raised position. For example, a suspended conveyor will have blocks or bars that prevent it from falling.

4.2.10 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

4.3 SAFETY PULL CORD INSPECTION

Creation Date: 12 Dec 2010

Revision Date: 21 Jul 2017

Revision Number: 1.0

4.3.1 Purpose:

Many of our operations require the use of conveyor belts and a requirement is to have an accessible safety pull cord to stop the conveyor belt should a worker get entangled or for any other type of emergency. In order to ensure the safety pull cords work properly they need to be inspected for damage and serviceability. This is done by conducting a test of the safety pull cords on a regular basis

4.3.2 Procedure:

All safety pull cords must be inspected and tested on a monthly basis. These do not need to be tested all at once but can be tested throughout the month but they all must be inspected and tested. These inspections need to be completed by two workers, one at the conveyor and another at the control panel for the conveyor. The following procedure shall be followed:

4.3.2.1 Recording of inspection:

It is important to record these inspections and tests. The company has developed a Safety Pull Cord Serviceability Record (Record) book. These shall be used to record all inspections and testing.

A Record shall be completed by either of the workers. Each conveyor shall be indicated on the record and the status of each safety pull cord marked, serviceable yes or no once the safety pull cord has been activated. The worker with the record shall indicate any maintenance that may be required and shall sign on each line. Both workers shall record their name and signature and date of inspection on the Record. A copy of the inspection shall be kept at the location of the conveyors should they be asked for by an MOL inspector, and one copy forwarded to the Health & Safety Department

4.3.2.2 Inspection Procedure:

- a. When an inspection has been scheduled the two workers conducting the inspection shall perform no other duties;
- b. Prior to performing the inspection both workers shall discuss how they intend to proceed, how they will deal with any conveyors that are interlocked etc.;
- c. The two workers shall be in radio contact with each other if they cannot communicate verbally in a clear and understanding way;
- d. No material shall be on the conveyor when the inspection is being performed;
- e. The worker at the conveyor shall indicate to the worker at the conveyor control panel that he is going to pull the safety cord of a specific conveyor, once pulled the worker at the conveyor shall indicate to the other worker if the conveyor stopped or not and this shall be indicated on the Record;
- f. The worker at the conveyor shall also inspect the safety pull cord for such things as, which will be recorded on the Record;
- g. Damage to the cable,
- h. Damage to the safety pull cord switch, and
- i. Any other concerns.
- j. If the conveyor stopped the worker at the conveyor shall reset the safety pull cord switch and move to the next conveyor following the same procedure until all the safety pull cord switches have been checked;

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- k. Once the inspection has been completed both workers shall review the Record to ensure accuracy of the information; and
- l. Once both workers are satisfied with the Record, the respective foreman/supervisor shall be notified of the results and of any maintenance or areas of concern with the safety pull cords.

4.3.2.3 Maintenance:

Should any maintenance be required it shall be completed by a competent worker and electrician. The date of the repair shall be indicated on the Record.

All defective safety pull cords shall be repaired within 24 hours of identifying it is not working.

4.3.2.4 Defective switch:

In the event a safety pull cord switch is deemed defective the following steps shall be taken to prevent workers from accessing the conveyor:

- a. Notify the foreman/supervisor that a switch is defective;
- b. All workers shall be notified of a defective switch and no access will be allowed to the conveyor until it has been fixed;
- c. All access to the conveyor shall be identified with danger tape and signage warning workers to stay out;
- d. Warning devices will remain in place until the switch has been repaired and is working properly;
- e. If the conveyor belt can continue to operate if all the above safety requirements are met, the conveyor belt shall only be stopped by from the tower; and
- f. Once the repair is completed all workers shall be notified.

4.3.3 Communication:

This procedure shall be communicated to all workers responsible for conducting the inspection.

4.3.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

4.4 SAFE VEHICLE AND EQUIPMENT REVERSING

Creation Date: Oct 2016
Revision Date: Dec 2016
Revision Number: 4.0

4.4.1 Purpose:

The purpose of this procedure is to establish guidelines to follow that may prevent an accident or injury when reversing any Tomlinson vehicle or equipment on Tomlinson property or projects.

All drivers must be particularly careful when reversing vehicles or equipment. If the driver has to reverse, he/she must follow the safety guidelines, listed below. Whenever there is a risk of damage to equipment or injury to workers; use a spotter to assist the driver in reversing. The driver is ultimately responsible for the safe operation of his vehicle.

This policy extends to all Tomlinson divisions and to all classes of vehicles and equipment, including cars, pick-up trucks, roll-off trucks, heavy equipment, etc. The safety guidelines outlined below include backing up on a construction project, industrial location, client site and/or any other location where Tomlinson vehicles and equipment operate.

This policy is also to be enforced with all sub-contractors, inspectors, visitors etc. by all Tomlinson employees.

The Construction and Industrial Regulations have specific Sections that deal with the reversing of vehicles.

Construction Regulation, Section 104.

(1) Every project shall be planned and organized so that vehicles, machines and equipment are not operated in reverse or are operated in reverse as little as possible.

(2) Vehicles, machines and equipment at a project shall not be operated in reverse unless there is no practical alternative to doing so.

Industrial Regulations, Section 56.

Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaler who is a competent person and who is stationed;

- a. In full view of the operator;
- b. With full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and
- c. Clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling device and its load.

4.4.2 Safety Guidelines:

4.4.2.1 Driver Responsibilities:

Drivers are ultimately responsible for care and control of the vehicle at all times. The driver has the final say if he/she believes the direction given will or may cause an accident, injury or damage to the truck or property.

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4.4.2.2 Avoid Reversing:

Whenever possible, position your vehicle so you can drive forward rather than reverse. If a vehicle cannot be positioned so it can drive forward into and out of a parked position, construction site or facility, it shall be reversed in using the “Get Out and Look” guidelines on the second page of this policy.

4.4.2.3 Site/building Planning:

In the project planning stage, the site plan should be designed to reduce the need to reverse vehicles and equipment. Additionally, distinct zones should be setup to separate vehicular traffic and foot traffic.

4.4.2.4 Training:

All Tomlinson employees shall receive training to verify that they are aware of this reversing policy. Training shall be conducted on a yearly basis and when an employee is involved in a reversing accident, at the discretion of the supervisor.

4.4.2.5 Parking:

Parking of vehicles at Tomlinson facilities and projects shall be in such a manner as to afford the vehicle to drive forward to exit the parking spot without having to reverse. This will include:

- a. employees,
- b. sub-contractors,
- c. inspectors and
- d. visitors.

Same applies, all times, to Tomlinson employees in care and control of Company vehicles.

4.4.2.6 No Spotter Available – Get Out and Look (GOAL):

- a. The driver will exit the vehicle and walk around the vehicle.
- b. While circling the rear of the vehicle the driver will note any potential hazards to the rear and sides of his/her vehicle.
- c. The driver will take note of overhead obstructions.
- d. Once the driver has circled the exterior of the vehicle, he/she will immediately return to the cab of the vehicle.
- e. Select reverse and with assistance of the mirrors confirm desired path is clear.
- f. Be aware of movement and recent appearing obstructions.
- g. Sound the street horn; look in all mirrors.
- h. If all is clear, begin reversing slowly, checking all mirrors frequently.
- i. Regularly stop all movement and check the front corners of the vehicle for swing angle obstructions if turning during the procedure is required.
- j. Observe any cross traffic that may interfere with your maneuver.

***A VEHICLE SHOULD AVOID BACKING UP FOR LONG DISTANCES
(operational constraints will determine what a long distance is)***

4.4.3 Communication:

This policy shall be communicated on a yearly basis or more frequently as necessary to all workers who drive or operate any Tomlinson vehicle or equipment. This policy shall be provided to every employer on site.

4.4.4 Discipline:

Failure to adhere to this policy will result in progressive disciplinary action up to and including dismissal. Sub-contractors, visitors etc. can be removed from site for a specific period of time or permanently.

4.5 FORKLIFT PROCEDURES

Creation Date: Oct 2016

Revision Date: Oct 2017

Revision Number: 1.0

4.5.1 Purpose:

The purpose of this section is to provide employees with guidelines on the proper knowledge and training required to safely operate a forklift according to safety legislation, company standards and manufacturer specifications.

4.5.2 Introduction:

The development and implementation of a program to address forklift safety is the first step towards improving powered-lift-truck safety.

While it may be tempting to find lift truck operators responsible when incidents occur and site training site sufficient training as the likely cause, it is important to recognize that training is essential but is not the only means of eliminating incidents.. Operator training is part of a larger comprehensive powered-lift-truck safety program. This program includes the following elements:

- a. Hazard identification (pre operational inspection and site inspection);
- b. Training (of both truck operators and those working near lift trucks);
- c. Supervision;
- d. Operating procedures;
- e. Maintenance and repair procedures;
- f. Facility design; and
- g. Lift truck selection criteria.

The employer is responsible for implementation of the program; however, it will likely be more effective if all workplace parties are involved in it's development. The joint health and safety committee or health and safety representative, where there is one, along with supervisors and workers will be involved not only in the development of rules and procedures to prevent injuries, but in identifying the causes of accidents and "near misses" and implementing corrective action.

4.5.3 Hazard Identification:

Clause 25(2) (d) of the Occupational Health and Safety Act (OHSA) requires an employer to "acquaint a worker or a person in authority over a worker with any hazard in the work" This means that the employer at a workplace where there is a powered lift truck must identify all hazards associated with the truck as it used in the workplace. In practical terms, the following measures and procedures should be carried out:

- a. Conduct a hazard assessment to identify the ways in which a worker who operates or works around a powered lift truck could be harmed or injured. Consideration must be given to the equipment that will be used, the material being handled and the workplace environment.
- b. Periodically review the hazard assessment, in case there is a significant change in how the work is carried out, and make appropriate changes to the written report if necessary.

Both workers and supervisors will be involved in the hazard identification process. It will include a review of information provided by the lift truck's manufacturer, an analysis of work processes and a consideration of accident and injury data.

4.5.4 Training:

Clause 25(2) (a) of the OHSA places an obligation on an employer to "provide information, instruction and supervision to a worker to protect the health or safety of the worker". Regulation 851 is more specific and states that a lifting device is only to be operated by a competent person. "Competent person" is defined by the OHSA as someone who:

- a. is qualified because of his knowledge, training, and experience to organize the work and its performance,
- b. is familiar with the provisions of this Act and the regulations that apply to the work, and
- c. Has knowledge of any potential or actual danger to health or safety in the workplace.

An employer has a clear duty to establish the competence of the worker who is to operate a powered lift truck, either through training or in an equivalent manner. Through training, an operator should learn the fundamentals of powered lift trucks, how environmental conditions can affect lift-truck performance, basic lift-truck operating skills, and the rules and practices for safe lift-truck operation. The training should include practice sessions, under the supervision of a qualified trainer, on load handling, manoeuvring, travelling, stopping, and starting.

In addition to ensuring that the operator of a powered lift truck is appropriately trained, an employer has a responsibility to those whose work in the vicinity of a lift truck and must familiarize them with the associated risks. The following measures are suggested:

- a. For each potential source of harm or injury noted in the hazard identification (above), prepare written rules and procedures for preventing accidents and injuries.
- b. Ensure that all supervisors and workers who work around lift trucks have been informed of the hazards, instructed in the rules and procedures to avoid harm, and know where the written rules and procedures are located.
- c. Inform supervisors and workers of any revisions to the rules and procedures arising from changes in the work.
- d. New regulations require every operator of a forklift to have 8 hours of training and a review session every 36 months.

4.5.5 Supervision

Clause 25(2) (c) of the OHSA states that an employer must appoint a competent person as a supervisor. For powered lift truck operations, this means someone who, through training and experience, knows the hazards associated with: the type of lift truck being used, the loads being handled and the environment in which the truck will be operated. A competent supervisor must also be able to identify unsafe acts and conditions and implement corrective measures.

Employers, for their part, should encourage supervisors to be vigilant in identifying hazardous situations and correcting them immediately when they are detected.

4.5.6 Operating Procedures

As a minimum, the following existing regulatory requirements will be complied with:

- a. no part of a load must pass over any worker;
- b. a lift truck left unattended must be immobilized and secured against accidental movement and forks, buckets or other attachments must be in the lowered position or firmly supported;
- c. no load may exceed the maximum rated load and loads must be handled in accordance with the height and weight restrictions on the vehicle's load chart;
- d. when a load is in the raised position, the controls must be attended by an operator;

- e. if an operator does not have a clear view, a signaller who has been instructed in a code of signals for managing traffic in the workplace must be used;
- f. loads must be carried as close to the ground or floor as the situation permits;
- g. loads that may tip or fall and endanger a worker must be secured;
- h. where a lift truck is required to enter or exit a vehicle to load or unload, that vehicle must be immobilized and secured against accidental movement;
- i. a lift truck must not be used to support, raise or lower a worker on a construction site unless the proper equipment is used and all workers properly trained.
- j. Barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision.

In addition to the safe operating procedures above, which apply to all workplaces, additional measures may need to be developed and implemented to address hazards that are specific to the workplace where the lift truck is to be used and the tasks being performed.

The measures shall include an equipment inspection at the beginning of the truck operator's shift, taking into account the operating area and specific hazards associated with it. An equipment inspection shall be made available to all personnel performing work with a lift truck to provide them guidance on what needs to be inspected prior to operation. Some of these items would include; fork condition and wear; tire condition and pressure; fluid and fuel levels; battery condition, steering, brake, and limit switch operation and cleanliness. The operator will also examine the chains and mast, check for damage or leaks; and inspect the condition of the lift mechanism. Any defects shall be reported to the operator's supervisor and repaired prior to use.

4.5.7 Maintenance and Repair Procedures:

The OHS Act places a general duty on employers to ensure that equipment is maintained in good condition. Regulations state that when the equipment is a lifting device, it must be constructed and equipped in a way to adequately ensure the safety of all workers, the necessity to ensure that the lifting capacity is clearly identified and is inspected by a competent person at least annually. A representative of the company, who would be considered competent or a third party that would meet the qualifications, may perform the inspection. The repair and maintenance must be performed, by a competent person, who is familiar with the specific piece of equipment that requires work to be performed on it.

All forklifts must have a maintenance log, which must indicate all repairs and testing completed on the forklift. Maintenance logs shall be made available, when requested by a person of authority.

4.5.8 Facility Design:

Poor workplace design can contribute to accidents and injuries. Employers should ensure that the following measures are taken as a minimum:

- a. Overhead and side clearances (at loading docks, through doorways and in rooms) are adequate to permit the safe operation of the lift truck.
- b. Floors, aisles and passageways are kept clear and free of hazards.
- c. The workplace is adequately ventilated to prevent the accumulation of vapours from the refuelling and operation of lift trucks.
- d. Lift truck and personnel interaction are taken into consideration and proper controls put in place to minimize hazards.

4.5.9 Truck Selection Criteria:

It is important to develop criteria for the selection of trucks for use in a particular workplace. Some lift trucks are designed and manufactured to operate in specific work environments. The hazards associated with the use of a specific powered lift truck will depend on its type, make, and model. Steps must be taken to ensure that the carrying capacity, reach capabilities, fire hazard designation and the features of the lift truck selected to do a job, are suitable for the types of loads to be handled, the terrain over which loads will be carried, the atmospheric conditions in the workplace and the design of the workplace. Internal combustion lift trucks should not be used where explosive concentrations of combustible dusts, flammable gases or flammable vapours may be present or in areas where exhaust gases may accumulate creating a hazard of carbon monoxide poisoning.

To protect operators and other workers, every lift truck should have clearly displayed information showing the maximum rated load and the variation of the rated safe load capacity with the reach of the equipment. If a truck has been modified or attachments added, the information displayed must be revised to reflect new load ratings. Every truck should also be equipped with the following:

- a. A suitable screen, guard, grill or other structure to protect the operator from being struck by falling or intruding materials,
- b. Warning devices and lights that are appropriate for the work environment; and
- c. A seat belt or other restraining device that will protect the worker from being ejected from the machine.

4.5.10 Competence of Maintenance Technicians:

The knowledge and skills listed below should be considered as the minimum qualifications for a maintenance technician to be competent to service a lift truck. When hiring someone to service a lift truck, the owner/employer must ensure that the person has experience with the truck to be serviced.

The Ontario Ministry of Labour considers the following qualifications necessary, for a person to be competent, to service a powered lift truck in accordance with the legal requirements.

- a. knowledge of personal safety practices necessary to perform routine and periodic inspections of powered lift trucks in current use;
- b. familiarity with industry terminology and the terms used in this Guideline and any documents referenced by this Guideline;
- c. ability to read and understand powered-lift-truck manuals, manufacturer's specifications, drawings and parts lists;
- d. knowledge of the purpose and function of all components, devices and accessories commonly employed on powered lift trucks, and how to carry out an inspection to determine if they are functioning properly;
- e. working knowledge of electrical and electronic control circuit principles, as applied to the operation of pumps, motors, valves and switches. Hydraulic principles as applied to the operation of valves, pumps, cylinders and piping;
- f. working knowledge of mechanical principles as applied to structures, machines, mechanisms and the effects on chains and sheaves; and
- g. Where applicable, working knowledge of pneumatic principles as applied to the operation of valves, compressors, cylinders, pressure vessels and piping.

4.5.11 Competence of Operators:

Competent lift truck operators must know how to operate the particular class of truck to which they have been assigned and be aware of hazards associated with the work they have been asked to perform. They must be able to operate the truck in a manner that protects both their own safety and the safety of others in their workplace. It is the responsibility of the employer to establish a worker's competence to operate a powered lift truck.

A "competent" operator must be adequately trained and understand:

- a. the sections of the OSHA and regulations applicable to the work;
- b. the hazards associated with the work, including the principles of operation and features of the lift truck, workplace conditions and environment, and activities that pose actual or potential danger to health and safety in the workplace;
- c. the manufacturer's specifications as they relate to the safe operation and load handling for the class or type of truck that is to be operated; and
- d. The workplace-specific procedures and practices that have been established for ensuring worker safety.

A "competent" operator should be able to perform the following procedures in a manner consistent with established competence standards:

- a. Pre-operational check;
- b. Start-up and shut-down;
- c. General operation: stopping, starting, turning, driving forward and in reverse, parking, operating around personnel;
- d. Load handling: selection and security of loads, pick-up and placement, personnel lifting, stacking and restocking;
- e. Loading and unloading: transport vehicles, structures, elevators; and
- f. Operational maintenance: refuelling, recharging (where appropriate).

The employer should be satisfied that the lift truck operator has demonstrated these skills to a person with expert knowledge on the safe operation of powered lift trucks.

Employers should maintain, in the workplace, a record of competent workers able to operate powered lift trucks. For each worker, the record should indicate the skills and knowledge successfully demonstrated, the class or classes of truck on which he or she was assessed, the name and affiliation of the assessor and the date the assessment was done. Employers may issue certificates to facilitate identification of competent operators.

4.5.12 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

4.6 OVERHEAD POWER LINES

Creation Date: Dec 2008
Revision Date: March 2019
Revision Number: 1.2

4.6.1 Purpose:

The purpose of this section is to deal with work being conducted in close proximity to overhead power lines and the measures required to safely conduct any operations.

4.6.2 Legislation:

Contact with an overhead electrical power line can result in serious property damage and injuries resulting in death. All three Regulations identify that contact with an overhead power line is a serious issue. Most of the requirements are similar between the three Regulations and any differences are identified.

4.6.2.1 *Minimum Distances from Power line:*

4.6.2.1.1 *Construction & Industrial Regulations:*

<i>Normal phase-to-phase voltage rating</i>	<i>Min distance</i>
750 – 150,000 volts	3 meters
150,001- 250,000 volts	4.5 meters
More than 250,001 volts	6 meters

4.6.2.1.2 *Mining Regulations:*

<i>Normal phase-to-phase voltage rating</i>	<i>Min distance</i>
300 – 150,000 volts	3 meters
150,001- 250,000 volts	4.5 meters
More than 250,001 volts	6 meters

4.6.3 Warning devices:

The Overhead Protection Procedure (i.e. SJP-City-005) must be reviewed prior to starting any work that could involved overhead wires.

In order to warn the operators and workers of the danger of overhead wires, the following warning devices shall be used:

- Signs shall be posted at each location of overhead wires, where this is not practical signs shall be spaced in such a way that at no time will an operator not be able to see a sign warning of the overhead wires;

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- b. All equipment working in the vicinity of the overhead wires shall have a sticker/tag in the window of the operators cab warning them off overhead wires;
- c. During night operations the signs shall be illuminated with a flashing light and the lettering on the signs shall be reflective; and
- d. A sign warning the operators of overhead wires shall be mounted on the paver in such a way as to be visible by the operator in his side view mirrors.

4.6.4 Communication:

In order for complete compliance with this policy, communication of the above stated requirements must be ensured by Foremen/Supervisors. Communication of the policy must also include:

- a. All workers will be made aware of the hazard posed by the overhead wires prior to commencement of any work;
- b. A guide shall be designated to ensure that no part of any equipment makes contact with an overhead wire. The signaller shall be in full view of the operator and a clear view of both operator and overhead wire;
- c. The operator and signaller shall ensure they have established a set of hand signals that they shall be used to control the activity;
- d. Each operator must be given written notification warning them of the danger of overhead wires.
- e. The minimum distances as stated above will be adhered to, if it is not possible to conduct the work without coming closer than the distances stated above the work will not be completed;
- f. Specific procedures shall be written for any unique situation; and
- g. This policy will be communicated to all sub contractors on our sites.

4.6.5 Paving Operations:

Due to the constant presence of overhead wires within the City limits, there is a continuously inherent danger of paving operations, additional procedures have been developed. When hauling asphalt onto any construction project the following procedure will be adhered to:

- a. The dump box will remain on the frame of the vehicle while backing into the paver and will not be raised without supervision of either the paver operator or spotter;
- b. Once the load has been discharged the vehicle will not move forward with the box in the raised position; and
- c. Once clear of the paver the box will not be raised on the construction site unless provided with a pre-designated dumping area. This area will be signed prior to any asphalt paving operation.

4.6.6 Slow Moving or Stationary Tasks Near Overhead Wires:

This covers Cranes, shovel and HydroVac operations.

- a. Before starting any work around overhead wires a JHA must be reviewed and signed by all parties;
- b. If the voltage is unknown stay away a minimum of 6m/ 20 ft;
- c. Mark out you work limitation areas;
- d. Assign a spotter who will direct the operator of their movements; and
- e. Remember electricity can and will arch if the weather conditions are right.

4.6.7 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

4.7 CONFINED SPACE

*Creation Date: Dec 2002
Revision Date: March 2019
Revision Number: 1.1*

4.7.1 Purpose:

The purpose of this section is to provide employees with the knowledge and training required to identify and safely enter a confined space. Confined space entry shall meet all legislative requirements, company standards and manufacturer specifications.

4.7.2 Introduction:

Confined space entry requires extensive training, written policies, procedures and specialized equipment. The dangers of a confined space are not easily identified therefore only trained and qualified individuals may enter a confined space.

A confined space is a fully or partially enclosed space;

- a. That is not both designed and constructed for continuous human occupancy; and
- b. In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

4.7.3 Legislation:

Confined space regulations require a plan be in place and provide for the following:

- a. A method for recognizing each confined space to which the program applies;
- b. A method for assessing the hazards to which workers may be exposed
- c. A method for the development of one or more plans;
- d. A method for training workers; and
- e. An entry permit system that sets out the measures and procedures to be followed when work is to be performed in a confined space to which the program applies

Legislated requirements for Confined Space are covered in Ontario Regulation 632/05 for the Industrial, Construction and Mining operations. Refer to Appendix C of the Occupational Health and Safety Act and applicable regulation.

4.7.4 Assessment:

No worker shall enter a confined space until the employer ensures that an adequate assessment of the hazards has been carried out. The assessment shall be recorded on the appropriate document, which shall include the following:

- a. Identification of any hazards that may exist;
- b. Identification of any hazards that may develop due to the work being done inside the confined space;
- c. The written assessment can also be incorporated in an entry permit
- d. In the event a location has more than one confined space but are of similar construction the assessment can be recorded in a single document but each confined space shall be identified on the document;
- e. Records shall be maintained detailing the knowledge, training and experience of the person who the

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- employer appointed to carry out the assessment;
- f. The name of the person who conducted the assessment shall be recorded on the assessment;
- g. The person who carried out the assessment shall sign and date the assessment; and provide it to the employer; and
- h. The assessments shall be reviewed as required.

Prior to entering any confined space Health and Safety shall be notified via email (healthsafety@tomlinsongroup.com). Assessments shall be reviewed and approved by the appropriate manager. An approved copy of the assessment along with a copy of the entry permit shall remain on site during the operation. Upon the completion of entry copies of the documents shall be provided to the Health and Safety team.

4.7.5 Plan:

No worker shall enter a confined space unless a written plan is completed, that contains the following:

- a. The duties of workers;
- b. On site rescue procedures;
- c. Rescue equipment and methods of communications;
- d. Protective clothing and personal equipment and devices;
- e. Isolation of energy and control of materials movement incorporating the companies Lock out and Tag out procedures;
- f. Duties of attendants;
- g. There shall be an adequate means of access and egress;
- h. Atmospheric testing shall be conducted by a worker trained in the use testing equipment;
- i. When working in the presence of explosive or flammable substances adequate procedures shall be in place;
- j. Confined spaces shall be ventilated and purged as required;
- k. One plan can be used for multiple confined spaces of similar construction and similar hazards; and
- l. The plans shall be reviewed as required.

Each plan shall be present at the confined space and shall be available for each worker to review before they enter the confined space the plan applies to. A copy of all plans shall be held with the director of Health & Safety.

4.7.6 Multi-Employer Entrance:

In the event a confined space shall be entered by workers from more than one employer it is the duty of the constructor to prepare a coordination document that ensures the duties of the employer are respected and that the safety of all the employees are protected before any worker is allowed to enter the confined space.

A copy of this document shall be provided to:

- a. Each employer whose workers must enter the confined space; and
- b. The JHSC or safety representative of the project.

It is still the responsibility of the employer to write a plan and provide a copy of this plan to the constructor, who shall distribute it in accordance with each particular regulation.

4.7.7 Training:

No worker shall enter a confined space unless they have received adequate training to perform the work safely in accordance to the relevant plan.

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4.7.8 Entry Permit:

No worker shall be permitted to enter a confined space unless an entry permit has been completed. An entry permit shall include the following:

- a. Location of confined space;
- b. Details of work to be completed;
- c. Details of hazards and controls in place;
- d. Time period for which the entry permit applies;
- e. Attendants name;
- f. A record of each workers entry and exit into the confined space
- g. A list of all entry and rescue equipment and verification that it is in good working order;
- h. All atmospheric testing results;
- i. If hot work to be conducted in confined space details of the hot work and control measures;
- j. The entry permit shall be verified by a competent worker before each shift; and
- k. Entry permits shall be available to all workers who enters the confined space.

A copy of all completed entry permits shall be forwarded to the Director Health & Safety.

4.7.9 On Site Rescue:

No worker shall enter a confined space unless adequately trained rescue workers are present. Any worker designated as a rescue worker shall be trained in:

- a. In the written rescue procedures that apply to the confined space;
- b. First aid and CPR; and
- c. The rescue equipment required in accordance with the written rescue plan.

Before any worker enters a confined space rescue equipment shall be in place that is relevant to the rescue plan:

- a. Rescue equipment will be stationed next to the confined space being entered;
- b. Be appropriate for entry into the confined space;
- c. Inspected before its use and as required there after, this shall be recorded in writing by the worker inspecting the equipment; and
- d. A means of communicating with the workers in the confined space and the attendant, this will take into account the type of PPE being worn and the hazards in the confined space.

4.7.10 Confined Space Attendant:

No worker shall enter a confined space unless an adequately trained attendant is posted at the entrance of a confined space. An attendant must:

- a. Be assigned;
- b. Is stationed at the entrance to the confined space and if there is more than one entrance one will be posted at each entrance;
- c. Shall be in constant communication with the workers inside;
- d. Shall be provided with a means of summoning adequate rescue response.
- e. Shall never enter the confined space at any time;
- f. Shall monitor the safety of the workers inside using testing equipment provided;
- g. Shall offer assistance as required; and
- h. Shall summons rescue personnel as required.

4.7.11 Unoccupied Confined Space:

If a confined space is to be unoccupied it shall be secured to prevent any worker, not trained or protected by a confined space plan, from entering such an area. If a confined space has been vacated for a period of time and workers are to re-enter the confined space shall be tested before any worker enters.

4.7.12 Atmospheric Hazards:

An atmospheric hazard is defined as:

- a. An accumulation of flammable, combustible or explosive agents;
- b. An oxygen content of less than 19.5% and more than 23% by volume; or
- c. The accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists that could;
- d. result in acute health effects that pose an immediate threat to life, or
- e. interfere with a person's ability to escape unaided from a confined space.

No worker shall be allowed to enter a confined space that contains an airborne combustible dust or mist whose concentration may create an explosive hazard

No worker shall be allowed in a confined space that contains or is likely to contain an explosive or flammable gas or vapour unless:

- a. The worker is performing only inspection work that does not produce a source of ignition if the concentration of flammable gas or vapour is less than 25% of its lower explosive limit (LEL) as determined by a combustible gas instrument;
- b. Cold work is being performed in a environment where the LEL of a flammable gas or vapour is less than 10% of its LEL as determined by a combustible gas instrument;
- c. If hot work is to be performed the following must be applied;
- d. Explosive or flammable gas or vapour is less than 5%LEL as determined by a combustible gas instrument,
- e. The oxygen content is not greater than 23%,
- f. Atmosphere in the confined space is monitored continuously;
- g. The entry permit provides adequate provisions for hot work and control measures,
- h. An adequate alarm system and exit procedures are provided to ensure the workers are able to safely exit in case,
- i. The explosive or flammable gas or vapour exceeds the 5% LEL, or
- j. The oxygen content exceeds 23%.

The above requirements do not apply if the atmosphere in the confined space has been:

- a. Rendered inert by adding an inert gas;
- b. Is monitored continuously to ensure that it remains inert; and
- c. A worker entering the confined space uses;
- d. Adequate respiratory protective equipment,
- e. Adequate equipment to allow persons outside the confined space to locate and rescue the worker inside, or
- f. Such other equipment as necessary to ensure the workers safety.

4.7.13 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 5 COMPANY RULES

5.1 DISCIPLINARY POLICY








5.2 DRUG AND ALCOHOL POLICY

5.3 RESPONSIBILITIES

5.4 REPORTING TO THE MINISTRY OF LABOUR

5.5 WORK REFUSAL

5.6 CANNABIS POLICY

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 5.1: Revised enhanced disciplinary section	1.0		
Oct 2017	Subsection 5.2: Removed medical marijuana policy	1.0		
Oct 2017	Subsection 5.3: Reviewed	1.0		
Oct 2017	Subsection 5.4: Reviewed	1.0		
Oct 2017	Subsection 5.5: Added "dangerous circumstances" sections	1.0		
May 2017	Subsection 5.6: Added medical marijuana from subsection 5.2, revised and got approved by senior management	1.0		
Oct 2018	Subsection 5.6: Revised and renamed medical marijuana policy to cannabis policy, added subsection for recreational use of cannabis, added recreation cannabis definition.	2.0		
Mar 2019	Section Reviewed changes below (if any)			
Mar 2019	Subsection 5.1.6 – added subsection	1.1		
Mar 2019	Subsection 5.5.3 – added subsection	1.1		

5.1 DISCIPLINARY POLICY

Creation Date: 15 Dec 2007

Revision Date: March 2019

Revision Number: 1.1

5.1.1 Purpose:

The purpose of this section is to set and maintain standards of conduct within Tomlinson, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to encourage all employees to achieve and maintain satisfactory standards of conduct.

5.1.2 Introduction:

All employees are required to comply with all statutory requirements concerning the health and safety of workers in the workplace, as well as the Safe Work Practices, Procedures and any other requirements of the Company's Health and Safety Program. The Company will not condone any breach of any statutory requirements or our health and safety program. The Company has implemented the following disciplinary actions for violations:

All employees are required to comply with all statutory requirements concerning the health and safety of workers in the workplace, as well as the Safe Work Procedures and any other requirements of the Company's Health and Safety Program. The Company will not condone any breach of any statutory requirements or our health and safety program. The Company has implemented the following disciplinary actions for violations:

5.1.2.1 Verbal Warning:

- a. Given where in the opinion of the supervisor, the violation is of a minor nature and which does not directly endanger the well-being of any person at the workplace.
- b. Disciplinary action will consist of a mandatory safety talk regarding the violation.
- c. All verbal warnings shall be issued by the worker's Forman and reported to his Supervisor. All verbal warnings shall be recorded with a copy placed in the workers file.

5.1.2.2 Yellow Warning:

- a. A written Notice of Infraction will be issued where in the opinion of the supervisor; the violation is of a major nature which will directly endanger the health and well-being of any person at the workplace or cause serious property damage.
- b. A written warning will also be issued when a worker has failed to correct their performance that initially resulted in a verbal warning.
- c. Disciplinary action will consist of a mandatory safety talk regarding the violation and possible suspension.
- d. Repetitive violations of this nature will lead to suspension and possible termination.
- e. All written warnings shall be issued by the appropriate Supervisor. A copy of the warning letter shall be given to the worker and a copy will be maintained in the workers personnel file.

5.1.2.3 Red Warning:

- a. A written Notice of Infraction will be issued where, in the opinion of the supervisor the violation is life threatening to one or more individuals on site or serious property damage will occur.
- b. A written notice may also be issued when a worker has failed to correct their performance for which they have received a verbal and written warning.
- c. Disciplinary action will consist of a mandatory safety talk regarding the violation and mandatory

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suspension or termination.

- d. Any written warning of this nature shall be issued by the workers Manager. A copy of the warning letter shall be given to the worker and a copy will be maintained in the workers personnel file.

A worker receiving a verbal warning will have the verbal warning remain on their record for one (1) year from date of issue. A written warning will remain on a workers record for two (2) years from date of issue.

5.1.3 Enforcement:

Tomlinson reserves the right to issue any level of discipline that the Company feels is appropriate for any infraction of any legislated requirement or the Companies Health & Safety program.

5.1.4 MOL Fine:

Any worker who is issued a ticket for a violation as prescribed in the schedule of fines by the Ontario Court of Justice shall be issued a written warning and possibly suspended for one (1) full work day without pay.

5.1.5 Vehicle Accidents:

As vehicle accidents have the highest potential for both personal injury and property damage, the following actions will be taken against any worker who in operating equipment owned by RWT is involved in a “at fault accident”(AFA). An AFA is considered an accident in which there is overwhelming evidence that indicates the accident was the result of driver error, negligence or not qualified to operate the equipment.

5.1.5.1 AFA will include but not be limited to:

- a. Any backing accidents;
- b. Speeding which results in an accident;
- c. Running into another vehicle;
- d. Hitting stationary object;
- e. Driver is charged by police; or
- f. Failure to maintain a vehicle that results in an accident.

5.1.5.2 Disciplinary Actions:

1st AFA = verbal warning

2nd AFA = written warning

3rd AFA = written warning and remedial driver training; and

4th AFA = termination of employment

The company reserve's the right to enforce any level of discipline it deems necessary based on the severity and circumstances of the AFA.

If a worker has an AFA it will remain on their record for the following time frame:

- a. AFA and no more for the year from date of AFA, record will be cleared;
- b. AFA's within a year both remain for two years from date of second AFA. If no more AFA's during the next two year period, the record will be cleared;
- c. AFA's within a year all three remain for three years from date of third AFA. If no more FA's during the next three year period, the record will be cleared.

5.1.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

5.2 DRUG AND ALCOHOL POLICY

*Creation Date: 15 Dec 2007
Revision Date: October 2017
Revision Number: 1.0*

5.2.1 Purpose:

The use of drugs and alcohol may seriously affect an employee's performance and endanger the health, safety and security of all employees of Tomlinson and the general public.

5.2.2 Standard:

Tomlinson prohibits the use, possession, and/or sale of illegal drugs and alcohol in all its workplaces. Any use or possession of illegal drugs or any abuse of alcohol during work hours, including the operation of a corporate vehicle/equipment outside of work hours, will result in disciplinary action in accordance to Disciplinary Policy, Section 5.1.

Any worker using prescription drugs that have been prescribed by a health care professional that impairs a worker to do their normal work must inform their Supervisor so that suitable work can be provided that protects all workers at that location.

5.2.3 Discipline:

Tomlinson has a **ZERO (0)** tolerance for any infraction to this policy.

5.3 RESPONSIBILITIES

Creation Date: 05 Dec 2002

Revision Date: Jan 2016

Revision Number: 1.0

5.3.1 Purpose:

Health and Safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act and Regulations. Ontario legislative requirements are referenced in this document. Please refer to applicable legislation in other jurisdictions. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

5.3.2 Responsibilities are assigned to the Following Parties:

- a. Owner
- b. Employer
- c. Supervisors
- d. Workers
- e. Contractors
- f. Health and Safety Representative
- g. Joint Health and Safety Committee
- h. Certified Member of Joint Health and Safety Committee

5.3.2.1 Owner:

Owner includes a trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate.

5.3.2.2 Duties of owners:

Ensure that

- a. Such facilities are prescribed are provided and maintained;
- b. The workplace complies with the regulations;
- c. No workplace is constructed, developed, reconstructed, altered or added to except in compliance with the Act and Regulations; and
- d. Drawings, plans or specifications are maintained -- showing such matters in things as may be prescribed.

5.3.2.3 Duties of Directors and Officers of a Corporation:

Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with:

- a. OHS Act & Regulations;
- b. Orders and requirements of government inspectors and directors; and
- c. Order of the Minister.

5.3.2.4 Employer:

Employer means a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

- a. Ensure that the Health and Safety Policy has been communicated to all staff.
- b. Take every reasonable precaution in the circumstances for the protection of a worker.
- c. Provide a safe and healthy workplace.
- d. Establish, maintain, and review at least annually a health and safety program.
- e. Ensure that workers are properly trained.
- f. Report accidents and injuries to authorities as required by law.
- g. Provide first aid and medical care.
- h. Provide workers with health and safety information.
- i. Inspect projects and meet regularly with supervisors to monitor the program and take corrective action where required.
- j. Conduct Company safety meetings at regular intervals.
- k. Consider accident prevention and safety performance when evaluating Supervisors and Workers.

5.3.2.5 Supervisor:

Supervisor means a person who has charge of a work place or authority over a worker;

A Supervisor must also be a competent person:

5.3.2.6 Competent person:

Competent person means a person who:

- a. Is qualified because of his knowledge, training and experience to organize the work and its performance;
- b. Is familiar with the provisions of the Act and the Regulations that apply to the work;
- c. Has knowledge of any potential or actual danger to health or safety in the work place;
- d. Be responsible for on-site accident prevention;
- e. Review safe work procedures for the site;
- f. Monitor the health and safety performance of subcontractors;
- g. Report accidents and injuries to management as required by the program and regulations;
- h. Investigate accidents and take actions to prevent reoccurrence;
- i. Ensure that the Company's Health and Safety Program is followed at the work level;
- j. Enforce disciplinary actions for violations of the Company's Health and Safety Program;
- k. Ensure that protective equipment required by law and by the program is provided, accessible, used and maintained properly by workers and that workers understand the reasons for its use;
- l. Instruct personnel in proper work practices and update instructions as needed;
- m. Check work practices and work areas for hazards and take corrective action where required;
- n. Consult and co-operate with the Health and Safety Representative/Committee where appropriate; and
- o. Acquaint the new worker with hazards and safe work procedures.

5.3.2.7 Worker:

Worker means a person who performs work or supplies services for monetary compensation:

- a. Comply with the Occupational Health and Safety Act and all relevant regulations;
- b. Take every reasonable precaution necessary to prevent accidents;
- c. Work in accordance with the health and safety program;
- d. Work in a manner that will not endanger anyone;
- e. Report unsafe situations immediately to your supervisor;
- f. Report injury or illness immediately to your supervisor;
- g. Help new employees recognize job hazards and follow proper procedures;
- h. Participate in joint health and safety committees where applicable; and
- i. Must be aware that workers are subject to disciplinary action where either Company Safety rules or government regulations are violated.

5.3.2.8 Contractor:

- a. Maintain a health and safety program as required under the Act;
- b. Adhere to the Company's Health and Safety program;
- c. Monitor site conditions in their work area and take corrective action;
- d. Report and investigate all accidents, incidents, lost-time injuries and any hazards immediately to the Company;
- e. Ensure all their sub-contractors adhere to the Company's Health & Safety Program;
- f. Provide competent Supervision and a qualified first aid worker on site;
- g. Ensure all workers are trained and are competent to perform their work and operate their equipment; and
- h. Will deal with and correct any infractions as identified by the MOL or other Government agency and report this to the Company.

5.3.2.9 Health and Safety Representative (6-19 workers):

- a. Inspect the workplace once per month;
- b. Identify situations that may be a source of danger;
- c. Relay concerns from workers and make recommendations to the Supervisor;
- d. Assist in accident investigations; and
- e. Assist in resolving work refusals and reports of dangerous circumstances.

5.3.2.10 Joint Health and Safety Committee (20+ workers):

- a. At least half of the members on a committee must represent workers and are selected by other workers;
- b. Term of membership should be for at least one year;
- c. Inspect the workplace once per month if not done by H&S representative;
- d. Attend Joint Health and Safety Committee meetings. Meetings are held every 3 months;
- e. Review health and safety reports;
- f. Identify situations that may be a source of danger;
- g. Relay concerns from workers and make recommendations to the Employer;
- h. Assist in accident investigations; and
- i. Assist in resolving work refusals and reports of dangerous circumstances.

5.3.2.11 Certified Member of Joint Health and Safety Committee:

- a. Same duties as Joint Health and Safety Committee Health and Safety Representative but with additional rights to initiate bilateral and unilateral work stoppage.
- b. At least two committee members - one representing the employer and one representing the workers - must be certified.

It is emphasized that all employees must read and become familiar with the Occupational Health and Safety Act and all applicable regulations, along with the requirements of the Company's Health and Safety Program. They must know what their responsibilities are and have the required ability and training to fulfill them.

Health and safety is not an addition to an employee's job. It is an integral part of that job-a full-time component of each individual's responsibilities.

5.3.3 General Procedures:

5.3.3.1 Worker Complaints:

A worker must report any hazard or contravention of the Act to the employer or supervisor (Section 28(1) (c) and 28(1) (d)). If the matter is not resolved, a worker should then refer it to a member of the committee or to a representative.

When a complaint is referred to a committee member, the member should:

- a. ask a first-line supervisor, plant safety officer or person with a designated responsibility in the area to take part in resolving the problem;
- b. have this request noted at the next committee meeting and recorded in the minutes; and
- c. notify the worker who reported the concern of a decision or recommendation made by the committee.

If a worker complaint cannot be resolved, either of the co-chairpersons should inform the employer. If the employer is unable to resolve the issue, either the employer or the worker should contact a Ministry of Labour inspector, who will review the situation and render a decision.

When such matters are referred to a representative, they should:

- a. ask a first-line supervisor, plant safety officer or person with a designated responsibility in the area to take part in resolving the problem; and
- b. notify the worker who reported the concern once a decision or recommendation has been made.

If a worker complaint cannot be resolved, the representative should inform the employer. If the employer is unable to resolve the issue, either the employer or the worker should contact a Ministry of Labour inspector, who will review the situation and render a decision.

5.3.3.2 Work Refusal:

The representative or a committee member who represents employees must be present during the investigation of a work refusal (Sect 43(4)). The investigation is conducted by the worker's supervisor.

If the issue is not resolved, the employer, the worker or a committee member/representative must notify a Ministry of Labour inspector (Sect 43(6)). The worker member/representative, the employer or employer member, and the worker must be present while the inspector conducts his investigation (Sect 43(7)).

5.3.3.3 Injury or Death:

Worker members of the committee must designate one or more worker members to investigate any accident in which a person is killed or critically injured (Sect 9(31)). The committee members (Sect 9(31)) or representative (Sect 8(14)) should inspect the place where the accident occurred as well as any relevant machine, device or thing.

Following the investigation, all findings must be reported to the committee and to the Ministry of Labour (Sect 9(31)). It is the responsibility of the committee (Sect 9(18) (b)) to evaluate the situation and recommend actions to prevent a similar accident in the future.

5.3.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

5.4 REPORTING TO MINISTRY OF LABOUR

Creation Date: 10 Dec 2008

Revision Date: Aug 2017

Revision Number: 1.0

5.4.1 Purpose:

This section shall be read in conjunction with Section 8 of this manual and applicable Regulation.

5.4.2 Purpose:

This policy is intended to ensure that when required, the Ministry of Labour (MOL) is notified as necessary, due to an accident or incident. In order to ensure timely and standard reporting to the MOL, this responsibility shall be that of the Director Health & Safety.

5.4.3 MOL Notification:

The following Section's shall be adhered to in the event of accident or incident that requires the notification of the MOL:

- a. Occupational Health & Safety Act, Section's 51 (1), 52 (1), 52 (2), 53;
- b. Regulations for Construction Projects, Section's 11 (1) 1.-11., 12 (1) (a), (b), (c), (d);
- c. Regulations for Industrial Establishments, Section 5; and
- d. Regulations for Mines and Mining Plants, Section 21.

When an accident or incident occurs that requires the notification of the MOL, all pertinent information must be communicated to the Director of Health & Safety to prevent any undue delays in reporting.

The information will be called in immediately and then in a written format within the time frame as indicated:

- a. OHS Act Section 51, written report in 48 hours;
- b. OHS Act Section 52, written report in 4 days; and
- c. OHS Act Section 53, written report in 48 hours.

Failure to report in a timely manner, can possible result in a charge by the MOL for failing to report an accident or incident as required by the above stated Regulations.

5.4.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

5.5 WORK REFUSAL PROCEDURE

Creation Date: 10 Dec 2008

Revision Date: March 2019

Revision Number: 1.1

5.5.1 Purpose:

One of the legislated rights a worker has is the right to refuse dangerous work. A worker may refuse work when one of the following situations is present:

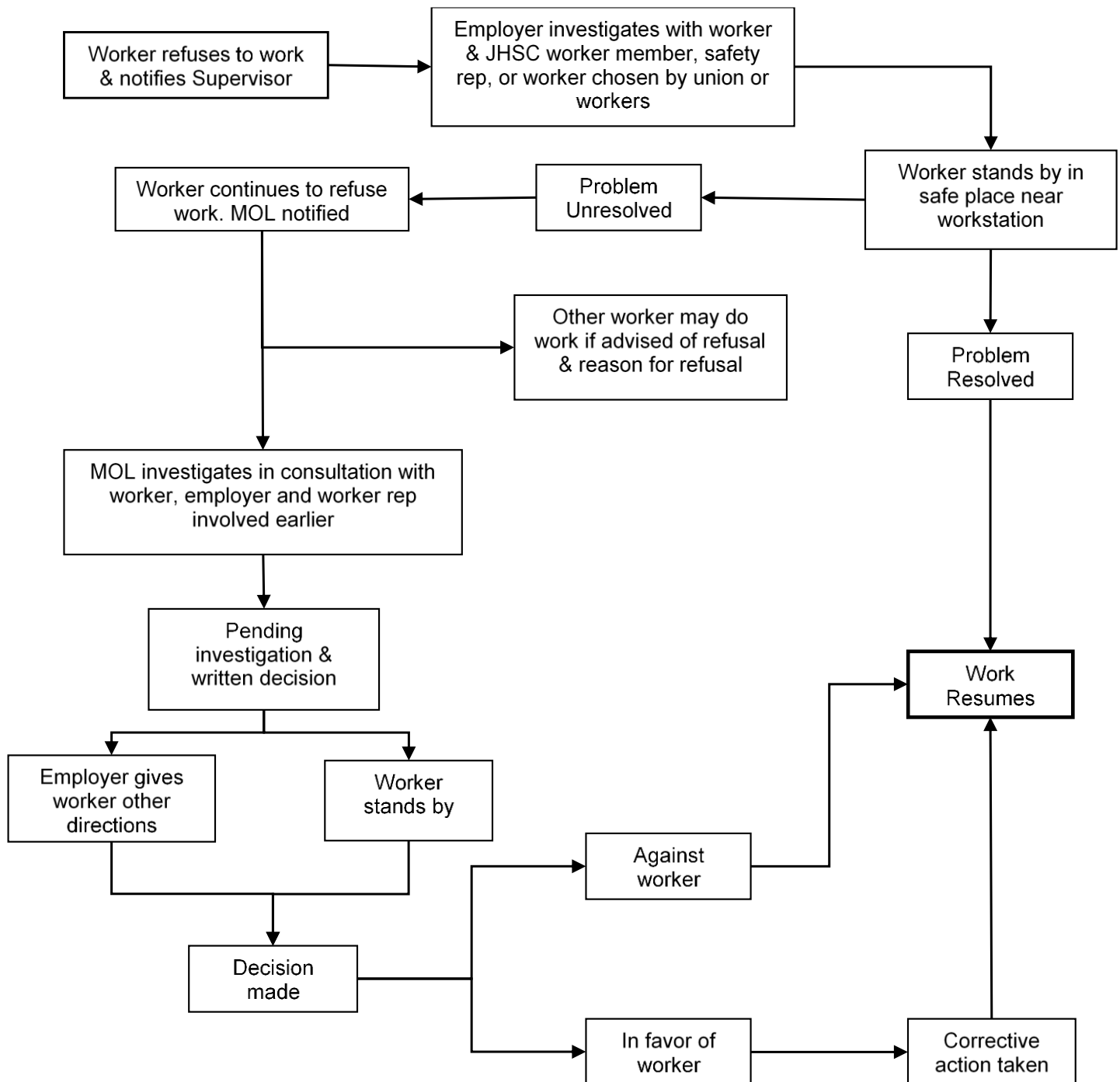
5.5.2 Standard:

- a. Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- b. The physical condition of the workplace or part thereof in which he or she works or is to work is likely to endanger himself or herself;
- c. Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or part thereof in which he or she works or is to work is in contravention of the Act or Regulation and such contravention is likely to endanger himself or herself or another worker; or
- d. Falls under the definition of “dangerous circumstances” under s.44(1) of the Occupational Health and Safety Act

If such a situation should arise the following procedure shall be followed to ensure that the situation is rectified in a proper manner.

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5.5.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

5.6 CANNABIS POLICY

Creation Date: 15 Dec 2007

Revision Date: 15 Oct 2018

Revision Number: 2.0

5.6.1 Purpose:

Tomlinson recognizes the importance of providing its workers with a safe, healthy and productive work environment. It acknowledges that it has a statutory obligation to take every precaution reasonable to protect its workers in accordance with the Occupational Health and Safety Act, and an obligation to accommodate employees in accordance with the requirements of applicable human rights legislation.

5.6.2 Definitions:

5.6.2.1 In this Policy:

Impaired:

“impaired” means affected by alcohol or drugs to the extent of losing control over faculties or behaviour.

Under the influence:

“under the influence” means affected by alcoholic drinks or drugs.

Medical marijuana:

“Medical marijuana” is a legally prescribed medication that is used to combat pain for certain types of injuries or diseases.

Recreational cannabis:

“Recreational cannabis” is legal to use within the restrictions outlined under the legislation. Consuming recreational cannabis in the workplace is *illegal*.

If a worker’s use of medical marijuana or recreational cannabis affects their ability to perform their assigned duties safely and productively, they will be considered impaired and/or under the influence within the meaning of this Policy.

5.6.3 Reporting of medical marijuana use:

If a worker is legally prescribed medical marijuana by a medical professional, the worker will be required to notify their supervisor and manager of this prescription if:

- a. there is a risk that their ability to perform their work will be affected by their use of medical marijuana ; or
- b. they occupy a safety-sensitive workplace position.

Where a worker is required to notify their supervisor and manager of their prescription, they will also be required to provide their supervisor and manager with all medical documentation from the prescribing physician outlining any medical restrictions or functional limitations that will affect the employee’s ability to perform their duties in a safe and productive manner.

After reviewing this medical information, if the worker’s supervisor and manager consider that the worker will be impaired and/or under the influence as a result of their use of medical marijuana, management will initiate and organize a meeting as soon as reasonably possible involving:

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- a. the worker;
- b. the workers manager;
- c. a representative of Tomlinson's Health and Safety, or Human Resources department; and

During the meeting, the parties will discuss the worker's ability to perform their work in a safe and productive manner and discuss a plan to accommodate the worker's use of medical marijuana, if necessary.

The employee may be prevented from performing his or her duties until a plan can be devised which allows the worker to carry out their work safely. The worker will not be permitted to resume their duties until management is satisfied that the worker will be able to do so safely in accordance with an accommodation plan.

The inappropriate use of such medication can adversely affect an employee's health, safety and job performance, as well as that of other employees. Accordingly, even if a worker has been legally prescribed medical marijuana, they do not have the right to be impaired or under the influence while at work.

5.6.4 Accepted Use:

A worker who is legally prescribed medical marijuana does not have the right to use medical marijuana anywhere they wish. The use of medical marijuana will not be permitted on any job site, or in any company vehicle or facility, unless the worker in question has received written permission to do so from their manager. Otherwise, a worker who requires the use medical marijuana while at work must remove himself or herself from the job site, company vehicle or facility, and will only be permitted to return to work when he or she is capable of working safely and effectively.

5.6.5 Guidelines for recreational cannabis:

It is against the law for a worker to be impaired at work from the use of recreational cannabis. Tomlinson has a legal responsibility to provide a safe work environment for its workers, sub-contractors, visitors and the public. When a worker reports to work impaired from personal use of recreational cannabis, they endanger not only themselves, but also every other worker at their workplace.

To ensure this Tomlinson has developed some simple guidelines to ensure a safe and productive work place.

As such recreational cannabis will not be:

- a. consumed,
- b. stored, or
- c. distributed

at any Tomlinson work site (including office, construction site, quarry, pit, facility or in any Tomlinson vehicle or equipment).

The legislation states, you will not be allowed to have any cannabis in your system (as detected by a federally approved oral fluid screening device) if you are driving a motor vehicle and the vehicle you are driving requires an A-F driver's licence or Commercial Vehicle Operator's Registration (CVOR) or if you are driving a road-building machine. If you are suspected of having cannabis in your system, under these circumstances you will be suspended pending investigation, if you are found in violation you may be terminated for cause.

Recreational cannabis shall not be consumed at any Tomlinson sanctioned event. In the event a worker does consume recreational cannabis at a Tomlinson event, the worker will be removed from the event.

Should a supervisor/foreman believe a worker appears to be impaired that supervisor/foreman shall contact their respective Manger for direction, which could include having the worker safely removed from the workplace.

5.6.6 Communication:

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This Policy shall be communicated to all workers by e-mail, as well as through health and safety seminars and/or annual orientation programs. It must also be incorporated into any projects site-specific Health and Safety plan. All sub-contractors must also be made aware of this Policy upon entering a contact with Tomlinson.

5.6.7 Discipline:







Any worker found to be in violation of this Policy will be subject to the Company Disciplinary Policy. Accordingly, failure to comply with this Policy may result in disciplinary action, up to and including termination for cause.

Section 6 PERSONAL PROTECTIVE EQUIPMENT

6.1 PERSONAL PROTECTIVE EQUIPMENT

6.2 VISION LOSS PREVENTION

6.3 FALL PROTECTION SYSTEM

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 6.1: removed references to legislation & revised tag requirements	1.0		
Sep 2017	Subsection 6.2: moved original from 6.2 to 6.3, created new subsection	1.0		
Sep 2017	Subsection 6.3: moved from subsection 6.2 and revised	1.0		
Mar 2019	Section Reviewed changes below (if any)			C.F. kg
Mar 2019	Subsection 6.3.8 – added subsection	1.1	C.F. kg	C.F. kg
Mar 2019	Subsection 6.2.2 – added content	1.1		C.F. kg
Mar 2019	Subsection 6.3.4.4- revised content	1.2		C.F. kg
Mar 2019	Subsection 6.3.6- revised content	1.3		C.F. kg
Aug 2019	Subsection 6.1: revised content, added clause 6.1.7 PPE Inspection	2.0		C.F. kg

6.1 PERSONNEL PROTECTIVE EQUIPMENT

Creation Date: Dec 2005

Revision Date: Aug 2019

Revision Number: 2.0

6.1.1 Purpose:

The purpose of this section is to ensure that any employee, who is required to wear Personnel Protective Equipment (PPE), and wears the required PPE according to the work to be completed.

6.1.2 Standard:

Ontario Regulations under the Occupational Health & Safety Act requires that anyone who is required to wear PPE must be trained in the proper use and maintenance by the employer. This standard will apply to all persons including, but not limited to, all workers, supervisors, managers, sub-contractors, owners and visitors, who enter a site where the requirement to wear PPE is legislated by Provincial laws or by the Company Health & Safety Policy.

6.1.3 Standardized PPE:

- a. The minimum PPE required will be:
- b. CSA certified Class E safety hat;
- c. CSA certified Grade 1 safety boots that provide ankle protection (minimum 6");
- d. Outer clothing appropriate to the task with minimal loose clothing and **no shorts**. T-shirts will have a minimum 4" sleeve; and
- e. Where required to wear a reflective safety vest, it must be tear away.

6.1.4 Specialized PPE:

Where the task requires additional PPE other than that stated above the supervisor must:

This list is not exclusive and may be supplemented according to site-specific requirements

- a. Ensure the equipment is in good working order;
- b. Ensure workers are trained in the wear, use, and maintenance of any specialized PPE and maintain a record of training;
- c. During night work ensure workers have reflective bands on each leg and arm, and reflective tape on each side of the safety hat;
- d. Ensure the wearing of face shields and safety goggles for flying debris;
- e. Ensure use of hearing protection where the noise level exceeds the recommended levels (85dBA);
- f. Ensure workers wear coveralls and face shields in dusty areas;
- g. Ensure fall arrest equipment is used where a worker is exposed to a fall hazard (10ft/3m +);
- h. Ensure respiratory equipment is used where a breathing hazards exist or has the potential to exist; and
- i. Ensure PPE is properly stored when not in use.

The following sections deal with the specific hazards that require specialized PPE and should be consulted to determine what PPE is required:

- a. Fall Protection Equipment;
- b. Sound Protection;

- c. Confined Space; and
- d. Atmospheric (Asbestos/Lead/Etc.).

6.1.5 Respirators:

At times the presence of airborne contaminants may cause a health hazard to the exposed worker. In the event that a worker is required to wear a respirator because the airborne contaminants cannot be reduced to a safe level by way of ventilation or providing fresh air, a worker must take the steps to ensure proper protection:

- a. Determine the hazard to select the proper mask (must be CSA certified);
- b. Select the appropriate filter/cartridge; and
- c. Attend training to ensure the worker is competent to perform:
- d. Fit test, (to be re-tested every 2 years)
- e. Negative pressure test,
- f. Positive pressure test,
- g. Care and maintenance of mask.

Any worker provided with the appropriate training shall be provided with proof of training.

6.1.6 Unauthorized PPE:

The following will not be allowed to be worn or used on any project or facility:

- a. CSA approved running shoes or safety shoes;
- b. Rubber boots that are not CSA approved and not providing grade 1 protection
- c. Any PPE that is not CSA approved; and
- d. Any PPE that in the opinion of the Supervisor/Foremen is in poor condition or does not offer the worker any protection or is in contravention of the OHSA and applicable Regulation.

6.1.7 PPE Inspection:

All personal protective equipment shall be inspected as follows:

- a. Daily PSI Sign Off by the worker.
- b. Weekly inspection by site foreman/supervisor where applicable.
- c. Monthly inspection by JHSC/Safety Rep and or supervisor.
- d. Specialty PPE Such as Fall Protection equipment, Full and Half Mask respirators shall be inspected prior to each use.

6.1.8 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

6.2 VISION LOSS PREVENTION

*Creation Date: Sep 2017
Revision Date: March 2019
Revision Number: 1.1*

6.2.1 Purpose:

Protecting our vision is a vital component of our Safety Program. An eye injury can happen in a second and can result in severe injuries such as partial or total loss of sight.

6.2.2 Standard:

In our continuing effort to provide a safe and healthy workplace for all Tomlinson employees, the following will apply:

- a. CSA Z94.3 approved protective eyewear is mandatory for all workers, not performing duties in an office environment or in a vehicle. This will include one or more of the following: Safety glasses; Safety goggles; Prescription safety glasses with side shields; Face shield; Face shield + safety glasses; or Safety glasses/goggles for over non-safety prescription glasses. Proof must be provided, from the optometrist, stating that the workers prescription glasses meet the CSA standard for safety eyewear. A JHA or other type of assessment must be completed to identify what type of eye protection is required.

6.2.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

6.3 FALL PROTECTION SYSTEMS

*Creation Date: Sep 2017
Revision Date: March 2019
Revision Number: 1.3*

6.3.1 Purpose:

The purpose of this section is to provide employees with guidelines on required knowledge and training to wear, adjust and maintain fall protection systems in order to provide optimum protection in compliance to safety legislation, company standards and manufacturer specifications.

6.3.2 Standard:

The purpose of a fall protection system is to explore the most effective way of protecting a worker who may be exposed to a fall. Fall protection systems may include guardrail systems, protective covers, warning barriers, bump lines, safety nets, travel restraint systems, fall restricting devices and fall arrest systems.

Fall protection systems can be used in combination with several components depending upon the work conditions and locations. The selection of the components is a complex process and shall only be undertaken by trained and experienced personnel. If in doubt about which system to use, refer to company procedures, appropriate legislation, experienced personnel and/or the Health and Safety department.

The following are specific areas of a Fall Protection Systems:

- a. Anchorage Points
- b. Full Body Harnesses
- c. Vertical Lifelines
- d. Horizontal Lifelines
- e. Lanyards
- f. Shock Absorbers
- g. Fall Arrestors
- h. Rope Grabs
- i. Retracting Lifeline
- j. Safety nets
- k. Guardrails
- l. Protective Covers

6.3.3 Legislation:

In all instances, wherever a worker is exposed to the hazard of falling, a fall protection system must be used to protect the worker. The height requirements and specific conditions are laid out in specific industry regulations.

6.3.4 Components of Fall Protection Systems:

6.3.4.1 Anchorage Points:

An anchorage point is a secure point of attachment for lifelines, lanyards or deceleration devices. Where possible, permanent anchorage points that are properly designed to withstand the maximum loading that could occur in a fall, must be used.

The following items must be considered before using an anchorage point:

- a. Is it strong enough?
- b. Is it free from corrosion?
- c. Is it compatible with the attachment method?
- d. Does its location minimize the length of the fall?
- e. Does its location eliminate any possible collision with an object below?
- f. Does it have any sharp edges that may cut or damage the attachment?

6.3.4.2 Full Body Harnesses:

A full body harness is a design of multiple straps that can be secured around the body, to which a lanyard or fall protection device can be attached. A full body harness is designed to distribute the arresting forces over the buttocks, thighs, chest and shoulders and keep the force away from vulnerable areas such as the abdomen.

As with any type of fall protection system, you must be trained in their specific use, care and maintenance by a competent person and may require additional training depending on the industry and application.

6.3.4.3 Vertical Lifelines, Horizontal Lifelines, and Lanyards:

Vertical lifelines must consist of a minimum of a 16 mm (5/8") diameter nylon or polypropylene rope as which is attached to a fixed anchorage point.

Horizontal lifelines must consist of a 16 mm (5/8") diameter nylon or polypropylene rope that is attached to fixed anchorage points or between two horizontal anchorage points, independent of walking or working surfaces, to which a connecting device is secured. The worker is secured to the device in such a way as to prevent the worker walking off or falling from an elevated work surfaces.

6.3.4.4 Shock Absorbers:

The shock absorber is a component of a fall protection system that dissipates the energy created by a fall in order to reduce the amount of energy transferred to the worker's body. There are many different CSA approved systems that may achieve this and a proper assessment must be conducted to ensure that the proper system is used for the specific application.

6.3.4.5 Fall Arrestors:

These are devices that lock onto a lifeline during a fall. Some examples would be:

6.3.4.6 Rope grabs:

Rope grabs are designed to move up and down a lifeline suspended from a fixed anchorage point to which the body harness is attached. In the case of a fall, the rope grab locks onto the compatible rope of the lifeline through compression, to arrest the fall.

6.3.4.7 Retracting lifelines:

Retracting lifelines are fall protection systems whose integral line extends and retracts as a worker moves, eliminating the slack that may occur in a static lifeline. Retracting lifelines must have a locking mechanism, or a centrifugal braking mechanism for controlled descent.

6.3.4.8 Cable grabs:

Cable grabs are a device attached directly to a body harness or via a lanyard that slides up and down a fixed

cable or vertical lifeline and locks by either inertia or a cam lock when a free fall occurs.

6.3.5 Inspection & Maintenance

It is imperative that all workers are trained in the proper use, inspection and maintenance of all components of fall arrest system prior to their use.

Regular maintenance, in accordance with manufacturer's instructions, should be performed on all items making up a fall protection system. Proper maintenance includes inspection, repair, cleaning and storage.

Improper storage can negate all the benefits of the other activities involved in maintenance, if not properly performed.

Inspection is an organized method of checking for visible deterioration of all the components in the fall protection system. It should be done by the worker before each use and by a competent representative of the employer on a regular basis and in most cases this would be performed annually. Permanent anchorage points must be inspected periodically by a qualified engineer. If defective conditions are found, items must be tagged and removed from service immediately.

When performing repairs, use only those replacement parts that are approved and supplied by the manufacturer. Only competent personnel shall make repairs to equipment or devices comprising a fall protection system.

6.3.6 Portable Ladders

Ladders are one of the most commonly used means of access and a means for performing work. If a ladder is not properly setup and in good working condition it can have fatal consequences. Listed below are some basic requirements, this list is not exhaustive:

- a. All ladders shall be inspected before each use;
- b. Ladders not deemed to be serviceable should be tagged as not safe and removed from service or disposed of in such a manner that no one can use it;
- c. Ensure ladder is placed at either a 4:1 or 3:1 incline;
- d. Must be secured against moving by securing the top and bottom of the ladder;
- e. Ladder must extend a minimum of 900mm above the elevated surface if the ladder is used as a regular means of access;
- f. Ladder shall be placed on firm, level ground;
- g. Step ladders shall also be:
- h. Be inspected before each use,
- i. Ensure spreader bars are fully opened and locked, and
- j. Never step on the top step or pail shelf or the top three rungs of an extension ladder.
- k. All ladders shall be CSA certified and must have the CSA logo affixed on it indicating that it is at a minimum of Grade 1, Grade 1A, Grade 1AA construction.
- l. When climbing up or down any type of ladder, always maintain three points of contact. If this cannot be done a fall protection system must be used;
- m. Ladders used in the vicinity of energized electrical equipment must be nonconductive and a minimum approach distance must be maintained.

For further requirements in regards to ladder use, consult the appropriate Regulation for the industry and application that will be used.

6.3.7 Rescue Plans and Procedures

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It is imperative that a hazard assessment is conducted prior to the use of any fall protection system to ensure that the proper fall protection measures are being taken in the situation and that a means of rescue is readily available including a rescue plan and procedure, required rescue equipment and properly trained rescue personnel. Refer to the Working at Heights Rescues section (section 11) of this manual to ensure that the required measures are addressed and taken into consideration.

6.3.7.1 Potential Emergency Situations:

- a. Falls from ladders
- b. Falls from equipment
- c. Falls from conveyors/stackers while wearing fall protection equipment
- d. Falls from elevated work areas while wearing fall protection equipment
- e. Falls into equipment or conveyors
- f. Falls into or over water or another liquid
- g. Falls into or onto dangerous materials or equipment

6.3.7.2 Self-Rescue and Rescue Equipment

In the event that a fall has occurred and the worker has been arrested by his equipment, it is imperative that prompt action must be taken to rescue the worker. There are some situations where workers may be able to rescue themselves, but more likely that external rescue methods will be needed. The equipment and devices used to accomplish a successful rescue must be part of the fall rescue plan and must be readily available should a rescue situation be necessary.

6.3.7.3 Practice Sessions and Rescue Preparedness:

In order for an employer to be prepared to rescue a fallen worker, practice sessions must be incorporated into the rescue plan and procedure. These practice sessions must be assessed by a competent person to identify areas for concern and improvement. The following are key areas to assess during these practice sessions but not all inclusive:

- a. Where hazards assessed to ensure that it was safe to perform a rescue?
- b. Was the rescue equipment readily available?
- c. Did rescue personnel arrive at the fall location in an acceptable amount of time and follow guidelines laid out in the plan?
- d. Was the rescue equipment used properly?
- e. Was the rescue completed as quickly and safely as possible?
- f. Were all communications handled properly in regards to rescuers and emergency services?





If any deficiencies were encountered, these items must be rectified immediately to ensure a timely rescue in the event of an actual emergency situation.

6.3.8 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 7 PREVENTATIVE MAINTENANCE

7.1 PREVENTATIVE MAINTENANCE

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 7.1: created preventative maintenance	2.0		
Mar 2019	Section Reviewed changes below (if any)			
Aug 2019	Subsection 7.1: added reference to the regulation, and procedure	2.1		

7.1 PREVENTATIVE MAINTENANCE

Creation Date: Sep 2017

Revision Date: Aug 2019

Revision Number: 2.1

7.1.1 Purpose:

The purpose of this section is to ensure equipment, tools and vehicles are maintained on a predetermined maintenance schedule. The goal is to achieve safe operation, reduce failures, wear and tear and increase reliability.

7.1.2 Standard:

All equipment, tools and vehicles used, shall be inspected and maintained as per manufacturer's instructions and or company's maintenance plan. In order to ensure that preventative maintenance does occur, an inventory of all equipment, tools and vehicles must be documented and maintenance schedules followed.

Ontario Regulation 213/91 Construction Projects Section 93 States:

(1) All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker;

(2) No vehicle, machine, tool or equipment shall be used;

(a) while it is defective or hazardous;

(b) when the weather or other conditions are such that its use is likely to endanger a worker; or

(c) While it is being repaired or serviced, unless the repair or servicing requires that it is operated.

A work order shall be created in paper and electronic form recording what maintenance was performed, when and by whom. Only competent personnel may perform maintenance on company equipment, tools and vehicles.

7.1.3 Overdue For Service & Defective Tools:

Any tool, equipment, vehicle, or PPE found damaged, defective, overdue for service, or in need of repair must:

- a. be immediately tagged or placed out of service.
- b. All out of service items shall be reported to your supervisor immediately.
- c. The supervisor will ensure that no other worker will operate the tool, piece of equipment, or vehicle while in need of service.
- d. If the tool or piece of equipment cannot be repaired it must be removed from service and made inoperable to subsequent workers.
- e. For further details regarding defective tools please refer Appendix D.

7.1.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 8 TRAINING AND COMMUNICATIONS

8.1 HEALTH AND SAFETY TRAINING



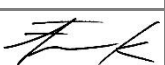
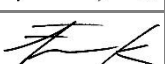
8.2 WORKER ORIENTATION

8.3 SAFETY TALK POLICY

8.4 CONTRACTOR

8.5 TRANSPORTATION OF DANGEROUS GOODS

8.6 W.H.M.I.S.

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jan 2016	Subsection 8.1: Reviewed standard, added external training	1.0		
Jan 2016	Subsection 8.2: Added instructor's responsibilities and Orientation requirements	1.0		
Sep 2017	Subsection 8.3: Revised safety talk requirements	1.0		
Nov 2017	Subsection 8.4: Reviewed	1.0		
Sep 2017	Subsection 8.5: Revised terminology	1.0		
Oct 2017	Subsection 8.6: Moved from 14.3, revised terminology and application	1.0		
Mar 2019	Section Reviewed changes below (if any)			C.F. kg
Mar 2019	Subsection 8.1.2- added content	1.1		
Mar 2019	Subsection 8.2.4 – added subsection	1.1	C.F. kg	C.F. kg
Mar 2019	Subsection 8.3.3 – added subsection	1.1	C.F. kg	C.F. kg
Mar 2019	Subsection 8.6.5 – added subsection	1.1	C.F. kg	C.F. kg
May 2019	Section 8.6 – changed controledto hazardous	1.2	C.F. kg	C.F. kg
Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Aug 2019	Section 8.1 – added training requirements for supervisors	1.2		C.F. kg
Aug 2019	Section 8.2 – added training review requirements	2.1		C.F. kg

8.1 HEALTH & SAFETY TRAINING

*Creation Date: 15 Dec 2001
Review Date: Aug 2019
Revision Number: 1.2*

8.1.1 Purpose:

The purpose of this section is to ensure that all workers will receive proper training to perform their jobs in a safe manner.

8.1.2 Standard:

Tomlinson believes that training is crucial to establishing and maintaining the high standards we expect for performing job functions. We are committed to ensure that all employees are adequately trained to perform their job functions safely.

Tomlinson requires every employee of the company to complete the following training in the beginning of their employment with Tomlinson:

- a. Tomlinson Worker Orientation (MOL Worker Health and Safety Awareness in 4 Steps equivalency);
- b. WHMIS 2015;

In addition to above mentioned training, all supervisors at Tomlinson shall have proof of MOL Supervisor Health and Safety Awareness in 5 Steps online training prior to the beginning of their duties as a supervisor. Where applicable present a certificate of successful completion of the IHSA Basics of Supervising (BOS) certificate course or similar course approved by Health and Safety.

Depending on the job requirements, additional training may become mandatory. Managers or supervisors will have a better understanding of what additional training is required for their workers based on their positions, duties, tasks and legislative requirements. This training may be, but not limited to:

- a. Common Core;
- b. Surface Miner Specific Modules;
- c. Specific Supervisor Training;
- d. Confined Space Entry Awareness;
- e. Working at Heights;
- f. First Aid and CPR;
- g. Propane in construction;
- h. Lockout Tag out;
- i. Transportation of Dangerous Goods;
- j. Traffic Control Person;
- k. Power elevated work platform;
- l. Forklift;
- m. Defensive Driving;
- n. Hours of Service;
- o. Cargo Securement.

8.1.3 Training Records:

All safety training should be coordinated through Health & Safety to ensure the worker is receiving the appropriate training for their employment and that the trainer is qualified to conduct the training. When a worker receives training at an outside organization proof of training shall be provided to Health & Safety.

It is the responsibility of Health & Safety to maintain a record of all safety training, provide proof of training to the worker. Responsibility of the respective foremen, supervisors and managers is to notify Health and Safety when a worker requires additional training. If re-certification is required Health and Safety will notify appropriate Manager to determine if the worker still requires the certification.

It is imperative that after the training has been completed each worker who has received new training shall be monitored by the worker's supervisor to ensure that they are able to competently perform duties associated with their new training. If it is determined that the worker is not performing at an acceptable level, re-training must be provided.

8.1.4 External Training:

In the event where Health and Safety cannot provide training a competent external training provider will be used to provide training to the employees. Competency of the training providers shall be reviewed as needed. A review of an external trainer shall occur if there are:

- a. Complaints about course content;
- b. Complaints about training facilities;
- c. Complaints about the action of the instructor.

In the event that there is a question of competency of the training provider, Director of Health and Safety shall determine whether or not to use the provider. All external training shall be organized by Health and Safety or any other person that maybe authorized by Health and Safety to organize the training.

Workers from another company or out of province, shall provide proof of training, if taken elsewhere, that they are qualified to perform the duties for which they have been hired to do. If there is any question about the validity of the certification of a worker, the supervisor shall investigate with the past employer or the company that has provided the proof of certification.

If a supervisor is unsure of what the duties or job title of the worker is, they should consult with their Manager. Job descriptions for each position will indicate what the minimum qualifications needed to perform the assigned duties are.

8.1.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

8.2 WORKER ORIENTATION

Creation Date: 15 Dec 2006

Review Date: Aug 2019

Revision Number: 2.1

8.2.1 Purpose:

The purpose of worker orientation is to ensure all workers are familiar with the Health and Safety requirements of Tomlinson.

8.2.2 Standard:

All employees of the company will attend a worker orientation on a yearly basis. Workers who are new to the company must attend a session prior to starting work.

8.2.3 Worker Orientation Instructor's Responsibilities:

- a. Provide each worker with a copy of the employee health & safety handbook.
- b. Brief all workers on their responsibilities concerning:
 - c. WSIB;
 - d. Accident/incident reporting;
 - e. Drug and Alcohol Policy;
 - f. Disciplinary Policy;
 - g. Workers rights;
 - h. PPE Policy;
 - i. Workplace Harassment and Violence Policy;
 - j. Workers responsibilities;
 - k. Company Health & Safety Policy; and
 - l. Any other information that may be deemed essential for the workers.
- m. Worker Orientation content shall be reviewed on the annual bases by Health and Safety to ensure information presented is:
 - i. relevant;
 - ii. in compliance; and
 - iii. up to date.
- n. Results of the Worker Orientation training shall be recorded with the names and the signatures of the employees participating in the training;
- o. Instructors that conduct worker orientation shall:
 - i. be the employees of the company;
 - ii. be trained by the competent employee of the company;
 - iii. have completed Worker Orientation training themselves within a year or have been involved in the annual review of the worker orientation training; and
 - iv. must conduct at minimum of 5 Worker Orientation training in the last 2 years.

8.2.4 Annual Review:

Worker Health and Safety Awareness in 4 Steps is intended to introduce workers to the Occupational Health and Safety Act (OHSA). This training program is focused on the health and safety rights and responsibilities of workers, supervisors and employers and is a general introduction to workplace health and safety. On the annual bases Tomlinson's Worker Orientation training program will be reviewed to ensure that information is relevant and current. Compliance with the legislative requirement of the Ministry Of Labour will be assessed at the end of the final review by using a ***Training Program Assessment for Workers*** tool and ***Knowledge Check for Workers*** tool as it can be found at <https://www.labour.gov.on.ca/english/hs/training/index.php>. Copies of the completed tools shall be kept on file.

8.2.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

8.3 SAFETY TALK POLICY

Creation Date: 15 Dec 2002

Review Date: March 2019

Revision Number: 1.1

8.3.1 Purpose:

Tomlinson has a legislated requirement to ensure the safety of all its employees while at work and it is important to make them aware of the hazards associated with their work. One of the simplest ways is using safety talks.

Routine discussions about safety related subjects have proven to keep everyone aware and alert of possible hazards that maybe encountered at the workplace.

8.3.2 Procedure:

This policy requires that, at a minimum once a week, one subject be selected and discussed on site amongst employees. Joint Health and Safety Representatives or Member of Joint Health and Safety Committee, if required and present, will make themselves available to help and assist in the of such talks.

There may be times when more than one safety talk must be given. This could be for, but not limited to:

- a. Serious accident or close call on site;
- b. When a safety alert has been issued;
- c. As directed by the Company etc.

Records of the discussions will be kept and recorded. Example of the form can be found in Appendix F. This form must be returned to the office for review by management and filing by Health and Safety with one copy remaining on site in case of an inspection by MOL Inspectors.

8.3.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

8.4 CONTRACTOR

*Creation Date: 15 Dec 2002
Review Date: Nov 2017
Revision Number: 1.0*

8.4.1 Purpose:

The purpose of the contractor policy is to ensure that Subcontractors comply with our Health & Safety Program when working on our premises. This is to be specified in contracts.

8.4.2 Responsibilities:

Health and Safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act and Regulations. Ontario legislative requirements are referenced in this document. Please refer to applicable legislation in other jurisdictions. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

8.4.3 Subcontractor Standards:

- a. Maintain a health and safety program as required under the Act;
- b. Adhere to the Company's Health and Safety program;
- c. Monitor site conditions in their work area and take corrective action;
- d. Report accidents, incidents, lost-time injuries and any hazards immediately to R.W. Tomlinson Limited;
- e. Provide a Clearance Certificate from the WSIB before starting contract and every 90 days thereafter while the contract is in effect; and
- f. Self-employed contractors must provide proof of Independent Operator designation by WSIB and proof of insurance.

8.4.4 Tomlinson Health & Safety Program:

At the beginning of each year a copy of Tomlinson Health & Safety program shall be mailed to all Subcontractors that have done business with Tomlinson. Each Subcontractor will be required to complete a form indicating that they have received and understand the requirements of Tomlinson Health & Safety program.

In the event a Subcontractor does not have a health & safety manual, they shall be provided with a copy of the Tomlinson manual with instructions that they will be required to adhere to our Company manual.

8.4.5 Subcontractor Evaluation:

All Subcontractors will be required to complete evaluation. This will be done on a yearly basis if a regular Subcontractor and for new contractors, prior to start of work. This evaluation will consist of the following:

8.4.5.1 WSIB performance:

This information will be required

- a. Sub-contractor commitment statement;
- b. WSIB performance, which will require the following information for the previous four years;
- c. Fatalities,
- d. Lost Time injuries,
- e. Non-lost time injuries,
- f. Hours worked for each year,
- g. Total recordable injury frequency, and
- h. Lost time injury frequency.
- i. WSIB rating information; and
- j. Provide the following documents;
- k. Current health & safety policy, signed,
- l. Copy of health & safety program, and
- m. Current WSIB clearance certificate.

8.4.5.2 Training requirements:

The following information will be required upon request depending on the answers to the specific questions:

- a. Have all your workers received the mandatory MOL Worker Awareness training?
- b. Have all your Supervisors received the mandatory MOL Supervisor Awareness training? and
- c. Have all your workers received all legislated training to enable them to perform their work safely?

8.4.5.3 Charges convictions:

The following information will be needed related to charges, convictions and stop work orders;

- a. Has your company ever been convicted for any violation under the OHSA or applicable regulation; and
- b. Has your company been issued any stop work orders in the last three years by an MOL inspector for a safety violation?

8.4.5.4 Project safety evaluation:

Each Subcontractor shall be evaluated on their overall safety performance of their work with the Tomlinson Group. Each Subcontractor will be evaluated on the following items:

- a. Did the workers wear the appropriate PPE as required?
- b. Was the work site kept clean?
- c. Did they conduct site inspections?
- d. Did they complete weekly safety talks? and
- e. Did they report all incidents that occurred on the project?

The evaluation will be conducted by the Person in Charge who will debrief the contractor at the end of their work.

8.4.5.5 Drug and Alcohol Policy:

Tomlinson has a Drug and Alcohol policy that is communicated to all Subcontractors. In the event the owner of the project stipulates their policy must be followed, this will be communicated to the Subcontractor prior to commencement of work.

8.4.5.6 Pre-job and/or hazard assessments:

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All Subcontractors working for Tomlinson shall attend all necessary pre-start up meetings as well as provide hazard analysis for their work prior to the work being performed. This will also include the requirement to attend a site orientation prior to commencement of work.

8.4.5.7 Incident/injury reporting:

All contractors will be required to report all incidents/injuries to Tomlinson within 2 days of the incident occurring, 1 day for a critical injury and immediately for any fatalities. Should a contractor receive an MOL stop work order this must be communicated to Tomlinson by the end of the work day.

Tomlinson then will notify the owner of the project of each incident and what was done to prevent a re-occurrence. Where necessary, Tomlinson shall assist in the investigation of any incident/injury that involves a Subcontractor.

8.4.6 Discipline:

Any Subcontractor found to be in violation of this policy will receive fair warnings and if they continue to not adhere to the requirements could be disciplined up to and including permanent removal from the site and not able to bid on any Tomlinson work.

8.5 TRANSPORTATION OF DANGEROUS GOODS (TDG)

Creation Date: Sep 2013

Revision Date: Sep 2017

Revision Number: 1.0

8.5.1 Purpose:

The purpose of the TDG policy is to ensure that when dealing with dangerous goods and the need to transport them, it is done in a safe manner that abides by the TDG Act, 1992(1992, c. 34) and TDG Regulation SOR/2012-245 (amendment 11).

8.5.2 Responsibilities:

All parties dealing with TDG have responsibilities that are legislated by the TDG act and Regulation. No party should accept or transport any controlled/dangerous products if the required responsibility by one or more of the parties has not been properly done. The consequences for failing to perform your required responsibilities could be substantial in fines, clean-up costs and potential law suits.

The consignor, the company producing the controlled/dangerous products must ensure that;

- a. Product is properly classified in accordance with the TDG Act;
- b. The proper labels, markings etc are provided and placed on the container; and
- c. The proper paperwork has been prepared and is available for the carrier.

The carrier, the company transporting the controlled/dangerous products must ensure;

- a. Product has the proper labels, markings etc on the container;
- b. The paperwork is properly completed and provided to the carrier;
- c. The container is properly loaded and secured on the vehicle;
- d. Proper labels, markings etc are placed on the vehicle carrying the dangerous good;
- e. During transportation, check to ensure the container is not damaged, missing or leaking its contents; and
- f. Upon delivery provide required copies of the paperwork to the receiver of the product.

The receiver, the company accepting the controlled/dangerous product must ensure;

- a. The product is the right product;
- b. The paperwork is properly completed;
- c. Inspect the container for any signs of damage, tampering or leaking of the product. If any of these signs are present, refuse to accept delivery of the product;
- d. If all is in good order remove the container and store in accordance with the MSDS; and
- e. Provide the necessary paperwork ensuring it is completed properly to the driver.

8.5.3 Training:

Before any driver is tasked with delivering a controlled/dangerous product they must be trained. No Supervisor shall direct a worker who has not been trained in TDG, to perform any duty related to TDG without first having been trained by a recognized instructor. Within the Company the CVOR Compliance Officer is responsible for this training, as a qualified instructor.

As required a record of this training shall be available on request and that proof of training must be provided to the worker. Any worker who completes a TDG course outside of the Company shall provide the company with a copy of any certificates or proof of training provided to the worker.

8.5.4 Accidental Spill/Release:

Any accidental spill or release of a controlled/dangerous product, regardless of the amount, can have serious negative effects on humans, animals, and the environment. All precautions must be taken to prevent this from happening.

In the event of an accidental spill or release of a controlled/dangerous product, quick reporting and action must be taken to reduce the harmful impact of the accidental release. Any company producing, transporting or accepting a controlled/dangerous product must be prepared to deal with any accidental spill. This will include emergency response plan, reporting procedure, clean-up equipment and properly trained workers. Company spill response is found in Section 11 of the Company Health & Safety Manual.

It is important to know that the person who is in possession of the controlled/dangerous product during an accidental release or spill of a reportable quantity, see the table in section 8.1 of the TDG Regulations for the reportable amount, is responsible for the following actions;

- a. Contacting the appropriate Provincial authority;
- b. The persons employer;
- c. The consignor of the dangerous goods; and
- d. The owner, lessee or charter of the road vehicle.

8.5.5 Security:

Any product that must be transported and is regulated by the TDG Act must ensure that the containers used for the transportation is authorized for the particular type of product and that it is secured on whatever means of transportation used to prevent damaging the container and causing an accidental release of the product.

Any container used to contain a controlled/dangerous product must meet the requirements set out in the TDG Act. It must be:

- a. Designed to safely contain the controlled/dangerous product;
- b. Properly filled to the safe capacity of the container;
- c. Any lids, caps, bags, etc must be securely closed to prevent accidental release;
- d. Properly secured on the means of transportation to prevent any damage to the container; and
- e. Properly maintained in accordance with the containers manufacturer.

8.5.6 Markings:

All containers or vehicles used to transport a controlled/dangerous product must be clearly marked with the proper markings. These markings must:

- a. Meet the requirements of the TDG Act;
- b. Be placed in the proper locations;
- c. Be maintained and when required replaced;
- d. Be properly placed on the specified locations for vehicles transporting dangerous goods by the TDG Act;
- e. Be of the proper dimensions as dictated by the TDG Act.

8.5.7 Communication:

This policy shall be communicated to all workers who transport or handle controlled/dangerous products. This policy shall also be reviewed each year or more often as necessary.

8.5.8 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

8.6 W.H.M.I.S.

Creation Date: Sep 2013

Revision Date: May 2019

Revision Number: 1.2

8.6.1 Purpose:

Workplace Hazardous Materials Information Systems (WHMIS) is a Canada-wide system designed to protect the health and safety of working Canadians through the provisions of information about the hazardous materials they work with on the job.

The Ontario Health and Safety Act require that every worker receives WHMIS training. It will be the responsibility of the company to ensure that each worker has job specific WHMIS training.

The company will be responsible for providing all hazard information on hazardous products received from suppliers concerning the use, storage and handling of the controlled products.

8.6.2 Definitions:

8.6.2.1 Hazardous product:

“Hazardous product” means any product, mixture, material or substance that is classified in accordance with the Hazardous Products Regulations (Canada) in a category or subcategory of a hazard class listed in Schedule 2 to the Hazardous Products Act (Canada).

8.6.2.2 Safety Data Sheet (SDS):

“safety data sheet” means,

(a) a supplier safety data sheet, or

(b) a safety data sheet prepared by an employer under subsection 18 (1) of R.R.O. 1990, Reg. 860: Workplace Hazardous Materials Information System (WHMIS)

8.6.2.3 Label:

“Label” means a group of written, printed or graphic information elements that relate to a hazardous product, which is designed to be affixed to, printed on or attached to the hazardous product or the container in which the hazardous product is packaged.

8.6.3 Training:

8.6.3.1 General:

The company will ensure that the worker has received WHMIS training which includes:

- a. Education in the content, purpose and significance of information on labels and SDS;
- b. Education in the use of and types of identification;
- c. Training in the procedures for the safe storage, handling, use and disposal of hazardous products;
- d. Training in emergency procedures involving hazardous products;

The company will ensure, as far as reasonably practical, that this WHMIS training program results in the worker

being able to apply the information as needed to protect health and safety.

8.6.3.2 Site Specific:

Supervisors shall ensure that all workers are trained in:

- a. Location of SDS's;
- b. Details of all hazardous products used on site;
- c. Reporting procedures; and
- d. Training in procedures to follow when fugitive emissions are present.

8.6.4 Responsibilities:

The Company shall be responsible to ensure that:

- a. All materials have supplier labels, if a product arrives without one, the supplier shall be contacted to obtain one and if this is not possible then a workplace label must be affixed to the container;
- b. Workplace labels will be provided for decanting purposes, when a product is removed from its original container and placed in another container when it is not possible to use the product directly from its original container and when a supplier label becomes unreadable or it has been removed;
- c. SDS's are readily available in the workplace.
- d. A current SDS is obtained on or before the date of the first shipment of every controlled product; and
- e. The SDS's are kept updated.
- f. An inventory of all WHMIS controlled products shall be maintained, reviewed and updated as necessary, at a minimum yearly;
- g. The joint health and safety committee or the health and safety representative will be consulted during the development, implementation and review of the job specific WHMIS training program.

The worker shall be responsible to:

- a. Learn the information on hazardous products which the employer is required to provide; and
- b. Inform the employer when information about a hazardous product is not adequate to ensure the worker's health and safety.

Both the Company and workers are responsible to ensure that no product that requires a SDS is permitted on the site unless an SDS accompanies it.



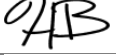



8.6.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 9 WORKPLACE INSPECTIONS

9.1 WORKPLACE INSPECTIONS

9.2 HAZARD REPORTING

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 9.1: added responsibilities of supervisors and management	1.0		
Oct 2017	Subsection 9.2: revised responsibilities	1.0		
Mar 2019	Section Reviewed changes below (if any)			
Mar 2019	Subsection 9.1.4- added subsection	1.1		

9.1 WORKPLACE INSPECTIONS

*Creation Date: 15 Dec 2001
Revision Date: March 2019
Revision Number: 1.0*

9.1.1 Purpose:

The purpose of this policy is to establish procedures for workplace inspections in order to reduce or eliminate hazards to minimizing the chance of an incident or accident occurring.

9.1.2 Management Responsibilities:

The management team at Tomlinson has a responsibility to develop and implement a written Workplace Inspection Policy that will ensure that the workplace is a safe environment for all workers.

9.1.3 Supervisor's Responsibilities:

Instruction and training of all workers on their responsibilities regarding this policy will ensure that the following guidelines are followed:

- a. Must ensure that a workplace inspection is conducted by a Health & Safety Representative on a monthly basis as a minimum and should follow the Company's Safety Inspection guidelines;
- b. In the Construction Sector, Supervisors shall conduct weekly inspections of the workplace;
- c. Understand how to conduct and plan and follow the proper steps in an inspection;
- d. Understand the objectives of inspections;
- e. Must record, retain and remit all Inspection Reports;
- f. Must post all inspection reports in a common area so that all workers may review; and
- g. Ensure corrective action is taken in a timely fashion where a hazard has been identified during the inspection.

9.1.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

9.2 HAZARD REPORTING

*Creation Date: 15 Dec 2001
Revision Date: March 2019
Revision Number: 1.1*

9.2.1 Purpose:

The purpose of this policy is to establish procedures to enable all workers to report work place hazards to eliminate the chance of an incident or accident from happening.

9.2.2 Responsibilities:

Every worker has the legal responsibility and duty to report any defect or hazard they observe, to their immediate Supervisor.

Every Supervisor has the legal responsibility to take action to correct any defect or hazard that is reported to them.

9.2.3 Procedure:

In the event a defect or hazard has been reported the following procedure shall be followed:

- a. Once a defect or hazard has been observed it shall be reported immediately to a Supervisor;
- b. The worker observing the defect or hazard shall warn all the workers nearby and shall remain at the scene until the Supervisor has arrived;
- c. The supervisor shall take corrective action to eliminate the hazard or repair the defect;
- d. If the defect cannot be repaired or the hazard corrected immediately warning devices shall be installed to prevent access and to warn workers that there is a safety issue that has not been corrected;
- e. All warning devices shall remain in place until the defect or hazard has been eliminated;
- f. The supervisor shall warn all the workers in the area of the hazard and that they are not to enter the area; and
- g. At no time shall a reported defect or hazard be ignored.

9.2.4 Communication:

This procedure shall be communicated to all workers at annually or more often as needed.

9.2.5 Discipline:












Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 10 INVESTIGATIONS AND REPORTING

10.1 INCIDENT INVESTIGATION

10.2 ACCIDENT REPORTING & INVESTIGATION

10.3 REPORTING GUIDELINES

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 10.1: Reviewed and corrected to reflect new procedures	1.0		
Oct 2017	Subsection 10.2: Reviewed and corrected to reflect new procedures	1.0		
Oct 2017	Subsection 10.3: Reviewed and corrected to reflect new procedures and regulations	1.0		
Mar 2019	Section Reviewed changes below (if any)			
Mar 2019	Subsection 10.1.3- added content	1.1		
Mar 2019	Subsection 10.2.3 added content	1.1		
Mar 2019	Subsection 10.2.5- added content and revised grammar	1.2		
Mar 2019	Subsection 10.3.1 added content and revised grammar	1.1		
Aug 2019	Subsection 10.1: Renamed subsection, added Policy sub-clause	2.0		

10.1 INCIDENT INVESTIGATION

Creation Date: 15 Dec 2017

Revision Date: Aug 2019

Revision Number: 2.0

10.1.1 Purpose:

An incident is an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illness, damage to health, property or fatalities. All incidents shall be reported immediately to your supervisor and investigated thoroughly.

10.1.2 Policy:

An investigation usually refers to seeking out the facts about an injury, illness, or fatality after it has occurred. It can also refer to investigating incidents that could have caused injury, illness or death (e.g., structural collapse). The purpose is to determine the causes and to prevent injuries and illnesses in the future.

There is a legal requirement (Construction Regulations 213/91 section 51, 52 & 53, Industrial Regulations 851 and Mining Regulations, WHIMS Regulations 860, including reporting of all prescribed incidents) to not only report what happened, but also the steps taken to prevent a recurrence. Tomlinson group of companies uses Systematic Causation Analysis Technique (SCAT) to investigate all legally required and prescribed incidents. Only trained investigators in SCAT can take a lead role in an investigation. The following appropriate personnel maybe involved in an investigation; Management, Supervisor(s), JHSC member(s), Worker Representative and worker(s).

See 10.3.1 for reporting requirements to MOL, Police, Directors, JHSC or any authority having jurisdiction.

Corrective/ Preventative actions resulting from an investigation shall be implemented in a timely manner and followed up for effectiveness using the Corrective/ Preventative Action Efficiency Form (CPAEF). Our goal is to investigate and prevent reoccurrence of incidents in the workplace.

10.1.3 Procedure:

Every Incident Including Close Calls shall be reported immediately to your Supervisor. The supervisor shall fill out the Tomlinson Incident Investigation Report. Depending on the seriousness of the incident. An investigation team maybe involved or a competent incident investigator will be involved to assist in the investigation.

10.1.4 Training:

Only trained personnel can perform an incident investigation. Systematic Cause Analysis Training (SCAT) shall be conducted in advance and provided by a qualified SCAT trainer. JHSC workers will attend JHSC Certification Training. Workers selected to investigate incidents will be provided internal training as required. Incident Investigation training 1 day course.

Specialty investigation training may be provided as necessary, .e.g. motor vehicle accident investigation will be provided by a third party.

10.1.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

10.2 ACCIDENT REPORTING & INVESTIGATION

*Creation Date: 15 Dec 2001
Review Date: March 2019
Revision Number: 1.2*

10.2.1 Purpose:

The purpose of this policy is to establish procedures for the investigation of all workplace incidents and accidents so that the cause may be found and eliminated reducing the reoccurrence.

10.2.2 Management Responsibilities:

- a. To develop and implement a written workplace Accident Investigation Policy that will ensure that whenever an Incident or Accident occurs in the workplace, an investigation is conducted.
- b. Ensure that all required personnel who conduct an Incident Investigation conducting incident investigations properly trained.
- c. To conduct an annual review of the policy.

10.2.3 Supervisor's Responsibilities:

Instruction and training of the appropriate workers on their responsibilities regarding the policy. Communicate responsibilities to workers regarding the policy.

Ensure guidelines are followed:

- a. Understand how to conduct, plan, and follow the proper steps in an investigation,
- b. Understand the objectives Incident Investigation & report findings,
- c. Any Critical or Fatal accident must be reported to the Ministry of Labour immediately,
- d. Ensure that trained personnel are available to conduct a SCAT investigation.
- e. Report CVOR / company owned vehicle incidents to CVOR Compliance immediately (613) 690-3058.

10.2.4 Accident And Close Call Investigations:

A major requirement of programs, which prevent recurring or future accidents in the workplace, is an effective accident investigation technique. It is essential therefore, to develop and put into place sound accident prevention procedures that ensure proper corrective action is implemented to prevent recurrence of similar accidents.

Sound investigation techniques help prevent future reoccurrence's in the work place. Through root cause analysis and corrective actions, recurrence's will be prevented.

10.2.5 Incidents Requiring Investigation:

Only trained personnel in SCAT Incident Investigation shall take a lead role in an Incident Investigation. Supervisors should take an active role in the investigation of all incidents. Their participation in the following types of incidents is required:

- a. Fatal or critical injuries;
- b. Lost time injuries or illness;
- c. Where medical treatment is required;
- d. Where first aid may be required or the incident could have resulted in serious injury;
- e. Every close call where the potential for serious injury exists;
- f. Toxic or hazardous material spill or release;
- g. Any occurrence of fire or the discharge of a fire extinguisher; and
- h. Incidents, which results in property, equipment, machinery or materials damage exceeding \$500.00.

The purpose of all investigations is to determine the underlying causes of accidents and to recommend corrective actions to eliminate or minimize future events.

There are often several contributing causes to an incident. These causes may include unsafe procedures, conditions or actions etc. Identify Root causes and recommend appropriate corrective action to prevent reoccurrences.

10.2.6 Accident Investigation Reports:

Accident reports are used to record the details of the incident and notify workplace parties of an occurrence in the workplace. The report should be clearly written, detailed and provide basic roots causes and corrective actions required.

The following should include:

- a. The name and occupation of the injured person or individual reporting the close call or property damage incident;
- b. Date, time and location of accident or incident;
- c. The circumstances and sequence of events, which led to the accident or close call;
- d. A detailed account of any unsafe procedure, conditions or actions which may have contributed to the accident or incident;
- e. Names of persons witnessing the accident/incident and any other information sources;
- f. Corrective action recommended to prevent recurrence of the accident/incident; and
- g. The names and occupations of those who participated in the investigation.

10.2.7 Conducting The Investigation:

As the person who is assigned the task and who knows about all aspects of the situation, the supervisor must investigate all hazardous occurrences immediately, provided they have the training. If not then they must reach out to a trained SCAT Incident Investigator to perform the investigation.

Because accidents vary in severity, it may sometimes be necessary to involve others in the investigation process. For example, if the hazardous occurrence caused a fatality, a permanent disability or some equally serious result, it would be advisable to have a superintendent or senior supervisor, who is trained in Incident Investigation, direct the investigation.

Depending on the severity of the injury, outside agencies may also be involved in the investigation.

Those participating in the investigation must carefully gather information relating to the accident and proper investigation procedures must be followed to ensure the accuracy of the information gathering process.

10.2.8 Recording Evidence From The Accident Scene:

It is essential that the investigator(s) visit the accident scene immediately so that evidence can be obtained and an accurate report of the scene recorded. To do this efficiently, the investigation team may need to be equipped with such items as investigation forms, flashlight, measuring tape, barrier tape, pens, paper camera etc.

If a serious injury occurred, take immediate measures to secure the accident scene to prevent any further injury and to ensure that those injured receive the proper medical attention.

The investigation team must take a step-by-step, methodical approach. There should be no preconceived notions as to why the accident happened. The report must be aimed at fact-finding rather than faultfinding. If it is to be useful, the report must be objective and free of any biases.

The accident investigation report must provide meaningful insight into a broad range of contributing factors, which may reveal the underlying causes for the accident. Take careful note of the following:

- a. Details of the scene (these may include the use of photographs, diagrams with appropriate measurements, sketches);
- b. The position of the injured person(s);
- c. The process, equipment and materials involved;
- d. The time and location of the accident;
- e. The use of safeguards on equipment and machines;
- f. Personal protective equipment and devices in use;
- g. Equipment design and ergonomic considerations;
- h. The effectiveness of training and education programs;
- i. Personal factors which may have contributed to the accident; and
- j. Pertinent environmental conditions such as lighting, noise levels, ventilation and housekeeping.

Any available witnesses should be interviewed promptly because they can serve as excellent sources of information about an accident. Don't restrict your search for witnesses to only those who saw the accident; anyone who heard or knows something about the occurrence can provide useful input. Ask witnesses to identify others who were in the area of the accident so that everyone can be approached for meaningful details.

Placing the witness at ease will facilitate the interview process: a reluctant or hostile witness may have an adverse effect on both the investigation and the other people involved.

Some other useful suggestions, which serve to make the interview more effective, are:

- a. Witnesses should be interviewed one at a time, as soon as possible after the accident, to ensure their recollections are accurate;
- b. Pay close attention as the witness recounts the events and if you must take notes, be sure the individual can see them — don't take them furtively;
- c. Be sure the witness understands that the purpose of the investigation is to prevent the recurrence of the accident;
- d. Avoid interruptions;
- e. The use of electronic recording equipment can be both disruptive and intimidating and is generally not recommended; and
- f. Upon completion of the interview, review the statement with the witness and complete any missing details.

10.2.9 Preparing Incident Investigation Reports:

The investigation process should always conclude with the proper preparation of an incident report. Because its main purpose is to alert and inform, a good report is specific and thorough in providing details, information and recommendations.

10.2.9.1 Identifying Information:

This section of the form deals with such items as date, time and location and nature of the injury, property damage or close call. It is largely self-explanatory.

10.2.9.2 Description:

Included here are the details of how the incident occurred and what task procedures were used. Also included are the names of witnesses and a chronological account of the events leading up to the incident. Everything that might have contributed to the incident should be noted.

10.2.9.3 Analysis:

The analysis and evaluation is essential to an effective report and this section must be completed with care and accuracy. It is here that the obvious causes are identified, along with their reasons for existing – the underlying causes.

The information provided in this section will ultimately determine the adequacy of the recommended corrective actions.

10.2.9.4 Control Measures:

These measures represent a plan of action with regard to establishing what specific steps will be taken to prevent recurrence of similar incidents.

Typically, specific recommendations are made and designated individuals with an agreed time frame take the appropriate actions.

10.2.10 Joint Health & Safety Committee:

When conducting an investigation of an accident, the Investigator is there to get the **FACTS** and not to find **FAULT**.

IMPORTANT:

The investigation must be conducted in a manner that does not interfere with, disturb, alter, or carry away, any wreckage, article, or thing at the scene of or connected with the occurrence (unless permission is first received from an Inspector from the Ministry).

10.2.11 Steps To Be Carried Out Within The First Two Hours:

10.2.11.1 *Render Emergency Assistance:*

- a. Provide First Aid
- b. Evacuate non-essential persons
- c. Call emergency service personal
- d. Activate Emergency Response Plan

CAUTION: Do not attempt to rescue where life of the rescuer may be at risk.

10.2.11.2 *Who To Notify:*

- a. Ministry of Labour;
- b. Joint Health & Safety Committee; and
- c. Union if one involved.

10.2.11.3 *Preserve Evidence:*

- a. Secure scene;
- b. Identify key physical evidence; and
- c. Identify eyewitnesses.

10.2.12 Investigation of an Accident:

10.2.12.1 *Collect Evidence:*

- a. Physical e.g. Materials, equipment, debris, chemical documentation and equipment monitoring data;
- b. Visual Take several photos of the scene from all different angles;
- c. Witness Statements;
- d. Participants: Interview ASAP;
- e. Eyewitnesses: To be interviewed next ASAP; and
- f. Indirect Witnesses: Interviewed last.

NOTE: When interviewing:

- a. Be calm;
- b. Ask open-end questions;
- c. Be courteous and friendly;
- d. Ask specific questions; and
- e. Let witnesses tell story in their own words.

10.2.13 Steps To Be Carried Out Within Two Days:

10.2.13.1 Analysis:

Always start out by asking the Question “Why did this accident happen?”

Analyze by creating an inventory of contributing factors:

- a. Workplace conditions;
- b. Failure and deficiencies in equipment;
- c. Procedural deficiencies;
- d. Materials;
- e. Knowledge deficiencies; and
- f. Unsafe behavior.

10.2.13.2 Create a sequence of events:

- a. Before accident;
- b. During accident; and
- c. After accident.

10.2.13.3 Accident Must Be Reported To:

- a. WSIB on a Form 7;
- b. MOL;
- c. JHSC; and
- d. Union if required.

10.2.14 Steps To Be Carried Out Within Five Days:

10.2.14.1 Action To Be Taken:

- a. Identify specific steps to be taken to correct problems and prevent recurrence of same type of incident;
- b. Assign responsibilities to specific persons; and
- c. Set dead lines.

Note: When making recommendations the standard of Due Diligence is to be applied.

The investigation report of the accident is to be handed in to the Ministry of Labour (to the Inspector).

10.2.14.2 The Follow Up:

- a. Be sure that the Recommendations and Deadlines are complied with; and
- b. Take appropriate actions for non-compliance

10.2.15 When Must An Accident Be Reported:

An Accident Or Incident Must Be Reported To Your Immediate Supervisor And Your Joint Health And Safety Committee In The Following Circumstances:

10.2.16 Circumstances - How Soon:

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10.2.16.1 When it involves a fatality or critical injury:

When it involves a fatality or critical injury: Immediately notify the MOL (as per section 51 of the Act) by either telephone, telegram, fax, or any direct means, followed by written report within 48 hours of the occurrence detailing information. Refer to section 8,9 and 10 of the Construction Regulation, section 21 (1) of the Mining Regulation and section 5 (1) of the Industrial Regulation for further details and requirements.

10.2.16.2 When a person requires medical aid, misses the next shift, or is disabled:

When a person requires medical aid, misses the next shift, or is disabled from doing his or her usual work shall notify the MOL as per section 52 of the Act. Also see section 9 of the Construction Regulation, section 5 (2) (3) of the Industrial Regulation and section 21 (2) of the Mining Regulation for further details and requirements. In writing, within three days. (W.S.I.B. form 7 accepted in these cases.)

10.2.16.3 Accident etc. at a project site or mine:

There is a requirement under section 53 of the Act to notify the MOL and JHSC or Health and Safety Representative with the details of the occurrence within 2 days. Refer to section 53 of the Act for specific details. Also refer to section 21(5) of the Mining Regulation and section 8 and 11 of the Construction Regulation for further details and requirements.

10.2.16.4 Other:

Report shall be presented in writing, within two days, when an accident or incident involves:

- a. a worker falling a vertical distance of 3 meters or more;
- b. a worker whose fall is arrested by a fall-arrest system;
- c. overturning or structural failure of crane or similar hoisting device;
- d. structural failure of falsework designed by, or legally required to be designed by, a professional engineer;
- e. structural failure of scaffold supports;
- f. structural failure of supporting member such as column, beam, wall, or truss;
- g. failure of an earth-or water-retaining structure such as trench, shaft, tunnel, caisson, or cofferdam;
- h. failure of excavation wall cut and trimmed to a slope which a professional engineer has specified in writing will not endanger workers;
- i. worker becoming unconscious for any reason; or
- j. contact by backhoe, shovel, crane, similar device, or its load with a live power line of more than 750 volts;

Sample of Investigation Report Form is to be filled out by your site safety representative and or a Joint Health and Safety Representative can be found in Appendix E.

10.2.17 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

10.3 REPORTING GUIDELINES

Creation Date: 15 Dec 2001
Review Date: March 2019
Revision Number: 1.1

10.3.1 When Must An Accident Be Reported:

An accident or incident must be reported to your immediate supervisor and your joint health and safety committee in the following circumstances:

CIRCUMSTANCES	HOW SOON?
When it involves a fatality or critical injury.	Immediately by either telephone, telegram, fax, or any direct means, followed by written report <u>within 48 hours of the occurrence</u> detailing information outlined in the construction regulations.
When a person requires medical aid, misses the next shift, or is disabled from doing his or her usual work. See section 52 of the Act for further details.	In writing, within three days. (W.S.I.B. form 7 accepted in these cases.)
When an accident or incident involves: <ol style="list-style-type: none"> a worker falling a vertical distance of 3 meters or more. a worker whose fall is arrested by a fall-arrest system. overturning or structural failure of crane or similar hoisting device. structural failure of falsework designed by, or legally required to be designed by, a professional engineer. structural failure of scaffold supports. structural failure of supporting member such as column, beam, wall, or truss. failure of an earth-or water-retaining structure such as trench, shaft, tunnel, caisson, or cofferdam. failure of excavation wall cut and trimmed to a slope which a professional engineer has specified in writing will not endanger workers. worker becoming unconscious for any reason. contact by backhoe, shovel, crane, similar device, or its load with a live powerline of more than 750 volts. 	<u>In writing, within two days.</u>

Sample of Investigation Report Form is to be filled out by your site safety representative and or a Joint Health and Safety Representative can be found in Appendix E.

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Event	Result	Act/Regulations *	Requirement	In What Form	When	To Whom
Any Accident	Death while on the job, on company business or non-employee on company property.	Coroner's Act R.S.O. 1990, CH C.37, Section 10	Report facts and circumstances relating to death. Inquest will be held.	Most direct means available	Immediately	Police or Coroner
Any Accident	Medical treatment required (includes death).	Workers' Compensation Act CH 539 RSO 1980 Section 121	Report extent of injuries and cause of accident.	Written Form 7	Within 72 hours	Workers' Compensation Board
Any Accident	Employee Death or Critical Injury, i.e., a. life threatening b. unconsciousness c. severe bleeding d. fractures of leg, arm, hand, foot, multiple fingers or multiple toes e. amputation of leg, arm, hand, foot, multiple fingers or multiple toes f. burns to major portion of body g. loss of sight See O. Reg. 714/82	Occupational Health and Safety Act R.S.O. 1990 CH 0.1 Section 25 Section 8(9) Ontario Regulations 714/82 694/87 Section 20(1)	Report occurrence and available details.	Verbal	Immediately	MOL Inspector Joint Health and Safety Committee Representative or Health and Safety Representative, Trade Union
			Report details of accident, name and address of: employer; injured; and physician. MOL will investigate.	Written	Within 48 hours	Director of Occupational Health and Safety Division of the MOL

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Event	Result	Act/Regulations *	Requirement	In What Form	When	To Whom
Any Accident	Medical attention required and the worker is disabled from performing normal work or occupational illness is reported.	Occupational Health and Safety Act CH 321 RSO R.S.O. 1990 CH 0.1 Section 26 Ontario Regulations Regulation 694 Section 20(2)	Report details of event and investigation. Investigation to find conditions contributing to the accident. Take steps to prevent a recurrence if possible.	Written	Within four days	MOL Inspector Joint Health and Safety Committee Representative or Health and Safety Representative, Trade Union Director of Occupational Health and Safety Division of the MOL
Any Accident	Medical attention required but worker not disabled.	Occupational Health and Safety Act R.S.O. 1990 CH 0.1 Regulation 694 Section 20(3)	Record details of event.	Written	Immediately	Retain records for review by Inspector
Any Accident	First Aid only.	First Aid Regulation (950)	Record name, date, treatment or advice given to worker.	Written	Immediately	Records on file

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Worker Reports Industrial Disease	Employee may be eligible for compensation.	WSIB ACT R.S.O. 1997, c. 16 Schedule A Section 122	Report history of employee pertaining to causation of the industrial disease.	Written Form 7	Within 72 hours	WSIB
Event	Result	Act/Regulations *	Requirement	In What Form	When	To Whom
Recurrence of Prior Injury	Employee disabled from doing usual work.	WSIB ACT R.S.O. 1997, c. 16 Schedule A Section 121	Report details of recurrent injury.	Written Form 7 Form 156 Use original claim number	Within 72 hours	WSIB Physician
Worker on Compensation returns to Work	Employee no longer eligible for same level of compensation, if any.	WSIB ACT R.S.O. 1997, c. 16 Schedule A Section 121	Report employee's return to work and details of pay and absence.	Use original claim number. Written Form 9	As soon as possible	WSIB

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Unusual Occurrence Involving	<ul style="list-style-type: none">a. failure to hoist, sheave, hoisting rope, shaft conveyance, shaft timberb. flammable gas present in underground minec. spontaneous heating with evolution of gasd. major failure or damage to equipmente. rock burst >5 tonnesf. uncontrolled fall of ground >50 tonnesg. defective explosivesh. structural failurei. dam or bulkhead failurej. unexpected explosionk. floodl. fire	Occupational Health and Safety Act Section 27 Mining Regulation Section 20(5)	Report details of incident: <ul style="list-style-type: none">- what- when- damage- injuries MOL may investigate.	Written	Within two days	MOL District Office
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Event	Result	Act/Regulations *	Requirement	In What Form	When	To Whom
Explosion or Rupture of Boiler, Pressure Vessel or Plant.	Death, injury or property damage	Boiler and Pressure Vessels Act CH46 RSO 1980 CH33 RSO 1983 Section 37	Report full details of incident.	Most direct means available	Immediately	Chief Inspector of the Ministry of Consumer and Commercial Relations
Motor Vehicle Accident	Collision estimate to cost in excess of two thousand (\$2000) dollars damage to the vehicle	Highway Traffic Act R.S.O. 1990.H.8, s. 199(1)	Report occurrence to Supervisor when safe to do so, if non-company vehicles involved or off company property. Take pictures	Verbally	Immediately	Police or Collision centre
Motor Vehicle Accident	Collision estimate to cost less than two thousand (\$2000) dollars damage to the vehicle. No property damage or personal injuries	Highway Traffic Act 1990, 199(1) Chapter H.8	Exchange Information, insurance and driver's information. Report accident to supervisor. Take pictures	Written	Immediately	Other driver
Motor Vehicle Accident	Property damage or personal injuries	Highway Traffic Act 1990, 199(1) Chapter H.8	Report occurrence to Supervisor when safe to do so, police. Take pictures	Verbally	Immediately	Police or Collision centre

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Event	Result	Act/Regulations *	Requirement	In What Form	When	To Whom
Gasoline, Fire or Explosion	Due to Spills or Leaks When Handling Gasoline.	Gasoline Handling Act CH 185 RSO 1983 Ontario Regulation 439/83	Report occurrence and available details of event.	Verbally or Written	Within 24 hours	Director of the Ministry of Consumer and Commercial Relations
Contaminants (see Act) Released to Environment in Excess of Legal Limits. Spills of Contaminants	Environmental discharge, Contaminate in any amount, concentration or level in excess of that prescribed by regulations shall forthwith notify the Ministry of the discharge	Environmental Protection Act (EPA) R.S.O. 1990, Chapter E.19 Section 13	Report occurrence and available details of event.	Most direct means available.	Immediately	Ministry of the Environment
		Environmental Protection Act 92 (1)	Report occurrence and available details of event.	Most direct means available	Immediately	Ministry of the Environment plus local municipality, Owner of the pollutant, Person having control of the pollutant
Discharge Emission or Escape of Dangerous Goods (see Act) or An Emission of Ionizing Radiation in Excess of AEC Limits During Transport.		Transportation of Dangerous Goods Act CH 36 RSC 1980 Section 17	Report occurrence and available details of the events.	Most direct means available	Immediately	Police

10.3.2 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 11 EMERGENCY PREPARENDNESS

11.1 EMERGENCY RESPONSE PLAN

11.2 EMERGENCY PLAN FOR OIL OR FUEL SPILLS

11.3 FALL RESCUE PLAN

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 11.1: Reviewed	1.0		
Oct 2017	Subsection 11.2: Reviewed	1.0		
Oct 2017	Subsection 11.3: Created in response to requirements by legislation	1.0		
Mar 2019	Section Reviewed changes below (if any)		<i>AB</i>	<i>C.F. kg</i>
Mar 2019	Subsecton 11.1.4- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>
Mar 2019	Subsection 11.2.5 – added content and reformatting	1.1		
Mar 2019	Subsection 11.3.5- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>

11.1 EMERGENCY RESPONSE PLAN

Creation Date: 18 Nov 2003

Revision Date: March 2019

Revision Number: 1.1

11.1.1 Purpose:

The purpose of the emergency response plan is to ensure that an emergency plan is in place for each workplace to assist employees to respond to an emergency situation.

11.1.2 Emergency Response Plan Standard:

11.1.2.1 *Emergency Plan:*

All workplaces require:

- a. A method for reporting the emergency;
- b. A list of workers responsible in emergency situations and how to contact them;
- c. A plan for incident investigation and correction of hazard;
- d. A list of phone numbers for emergency and support services (should be posted at telephones).

Workplaces may also require:

- a. A method for sounding the alarm;
- b. A description of potential emergencies;
- c. A map of the work place that shows evacuation routes and head-count location, as well as the location of emergency equipment, first aid station, fire sprinklers, alarm pulls, and extinguishers;
- d. Manager's routine for shutdown of the job;
- e. An evacuation, head-count and rescue plan.

11.1.2.2 *Plan Testing:*

At the discretion of the supervisor, emergency plan rehearsals may be held. A rehearsal shall require:

- a. Notification of emergency services, all supervisory personnel and possibly prior notification of all workers;
- b. A predetermined all-clear signal to allow rapid return to work;
- c. An evaluation system to determine the effectiveness of the emergency plan. (This is usually only a stopwatch timing to determine evacuation time.)

11.1.2.3 *Planning the Emergency Program:*

If the project is located within a plant that has an existing emergency and evacuation plan, the supervisors must learn it and establish only those procedures necessary to complement the plant system and ensure a complete Emergency Plan for the project site.

11.1.3 Guidelines for Preparing an Emergency Plan:

All projects require an Emergency plan. The magnitude and complexity of the plan depends on the size of the project/workplace. Required elements are:

- a. A method for reporting the emergency. Generally telephoning is the most effective. However, an alternative should exist (perhaps notification with the plant, or police notification from the nearest available

phone if the emergency disables the site's office phone lines.

- b. A list of workers responsible in emergency situations and how to contact them. This should be plainly posted and available.
- c. A plan for incident investigation and correction of hazard.
- d. A list of phone numbers for emergency and support services. This should be posted at all telephones.
- e. A method for sounding the alarm. In a major project a siren may be required but a small project may only require an air horn or warning bell.
- f. A description of potential emergencies. This is extremely important from an educational standpoint. Emergency preparedness is essentially based on anticipating all possible crises.
- g. This should be designed at the start of the job and posted in the offices, lunchrooms, tool cribs, and first aid stations.
- h. Manager's routine for shutdown of the job. This should be established to ensure that if a shutdown occurs no potential hazard can be left (for example, an orderly shutdown ensures that tank valves and electrical supplies to welders are closed and disconnected).
- i. A system for communication, both internal and external. In most workplaces/projects, portable 2-way radios are used. Emergency alarms are also considered communications and must be established. In the event of an emergency, only designated spokespeople shall communicate with plant authorities, media, and legislative authorities.
- j. An evacuation, head-count and rescue plan:
- k. Rescues should only be attempted by trained persons and only if they do not risk injury to themselves.
- l. Roll-call systems may vary, but generally each foreperson should count his/her workers and report to the supervisor.

11.1.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

11.2 EMERGENCY PLAN FOR OIL OR FUEL SPILLS

*Creation Date: Nov 2003
Revision Date: March 2019
Revision Number: 1.1*

11.2.1 Purpose:

In the event of a fuel or oil spill there is a requirement to report and a requirement to clean up the spill. Under certain circumstances there is also a requirement to notify the Ministry of the Environment (MOE) and the spill center for the municipality that you are working in.

11.2.1 Definitions:

11.2.1.1 Spill:

Spill is defined as an escape of product into the environment or inside a building where the escape is not caused by a defect in a vessel or other equipment (Liquid Fuels Handling Code)

11.2.1.2 Discharge:

Discharge when used as a verb, includes add, deposit, leak or emit and when used as a noun includes addition, deposit, emission or leak (Environmental Protection Act)

11.2.1.3 Adverse:

Adverse is defined as:

- a. Impairment of the quality of the natural environment for any use that can be made of it;
- b. Injury or damage to property or to plant or animal life;
- c. Harm or material discomfort to any person;
- d. Adverse effect on the health of any person;
- e. Impairment of the safety of any person;
- f. Rendering any property or plant or animal life unfit for human use;
- g. Loss of employment of normal use of property; and
- h. Interference with the normal conduct of business (Environmental Protection Act)

11.2.2 Reporting Requirements:

A spill must be reported whenever there is an unusual discharge into the natural environment that cause or are likely to cause an adverse effect and all pollutants regardless of the effect on environment.

In the event you are required to report a spill to the MOE, the following information should be provided:

- a. Date, time and location of spill;
- b. Type of contaminant spilled and quantity;
- c. Cause of spill;
- d. Area affected by spill;
- e. Whether spill is continuing or has stopped;
- f. Action taken to clean up and dispose of contaminant; and
- g. Name of person in charge of contaminant at time of spill.

All spills regardless of size must be reported to the Company using the appropriate spill reporting document. A

sample of the report can be found in the Annex at the back of the manual.

All spills shall be reported to TES – Industrial Waste Division and they shall notify the MOE as necessary.

11.2.3 Exemptions:

Under Ontario Regulation 675/98, classification and exemptions of spills, there are a number of exemptions to reporting spills to the MOE. The exemption that would mostly effect our operations is a Class VI – Motor Vehicles.

Under this exemption a report does not have to be made if:

- a. The spill is of not more than 100 liters of fluid, other than fluid transported as cargo, from the fuel system or other operating system of a motor vehicle;
- b. The spill does not enter and is not likely to enter any waters, as defined in the Ontario Water Resources Act, directly or through drainage structures;
- c. The spill does not cause and is not likely to cause any adverse effects, other than those that are readily remediated through cleanup and restoration of surfaces that are prepared for vehicular traffic or paved, graveled, sodded areas adjacent to those surfaces; and
- d. Arrangements for the remediation referred to in clause (b) are made and carried out immediately.

If the spilled liquid enters a water way, regardless of the amount of liquid spilled, either into a storm sewer, ditch etc it must be reported.

11.2.4 Action after a spill:

In the event of a spill, the following steps will be taken to minimize the effect of a spill:

Report: Spill immediately to your supervisor

Contain: Spill with absorbent materials

Control: Spillage

Clean-Up: Spillage area with approved method i.e. loading contaminated material in a plastic lined box or container.

Dispose: Of the contaminated material at an approved site with the use of a licensed operator.

11.2.5 Emergency Phone Numbers:

Name:	Phone Number:
MOEE Spill Action Center	1-800-268-6060 (24 hrs)
MOEE –Ottawa	613-521-3450
TES – Industrial Waste Division	613-822-2700

11.2.6 Spill kits:

The first line of defense to prevent a spill from entering any water course is an appropriate spill kit. The size of the spill kit will determine the amount of supplies to be stored in it. These spill kits shall be inspected as part of the regular facility or site inspection. Any deficiencies found in the kits shall be addressed immediately. After each use of the spill kit, it shall be inspected and all used supplies replenished immediately.

An assessment of each facility or site should be made to determine the size and number of kits that should be stocked at that particular site. Some sites will not need spill kits, such as the quarries, as any spill occurring at these sites can be controlled using the granular material on site.

11.2.7 Prevention:

Every effort must be made to prevent an accidental release of any liquid. This can be achieved through proper training and proper handling and storage of all liquids.

11.2.7.1 Handling/storage:

Properly stored liquids will reduce the risk of an accidental release from the container being punctured, crushed or struck by equipment etc. The containers should be stored in accordance with the requirements found on the MSDS for each particular liquid with special attention given to the compatibility of the other liquids to be stored together to ensure they in fact can be stored together.

Generally all liquids need to be stored in a dry area and liquids that could freeze, causing the container to rupture, shall be stored in a warm location. They should be stored away from any open flame or areas where sparks could be present.

11.2.7.2 Training

In the event of an accidental spill, quick action must be taken to reduce the harmful effect the spill may have. In conjunction with proper storage and handling, training is another prevention tool that can achieve this. Training will consist of but not be limited to:

- a. WHMIS;
- b. Transportation of Dangerous Goods;
- c. Spill response;
- d. Spill reporting; and
- e. Spill prevention.

All training shall be recorded and a record of this training maintained and a proof of training provided to those who attend.

11.2.8 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

11.3 FALL RESCUE PLAN

Creation Date: Oct 2017
Revision Date: March 2019
Revision Number: 1.1

11.3.1 Purpose:

The implementation and maintenance of a safe work environment is the collective responsibility of all employees, contractors, and visitors to the jobsite. It is Tomlinson's policy to provide prompt medical treatment when a worker is injured on the jobsite. To do this, workers may have to perform a working at heights rescue to bring down a worker who has fallen and is suspended in a safety harness.

This procedure applies to all managers, supervisors, forepersons, employees, subcontractors, and visitors of Tomlinson sites, facilities, and mines who may be exposed to a fall hazard.

11.3.2 Purpose of Working at Heights Rescues:

When a worker falls and is suspended in a harness, it's important to rescue him or her as quickly as possible because of the following reasons:

- a. The worker may have suffered injuries during the fall and may need medical attention;
- b. When workers are suspended in their safety harnesses for long periods, they may encounter blood pooling in the lower body. This can lead to suspension trauma which can result in death;
- c. Suspended workers may panic if they are not rescued quickly; and
- d. The event that led to the fall may create additional risks that need to be addressed.

11.3.3 Working Alone at Heights:

No worker shall work alone at heights without another worker present acting as a rescuer.

11.3.4 Emergency Planning:

The three main parts of emergency planning are:

- a. Training;
- b. Creating an emergency plan; and
- c. Outlining rescue procedures.

11.3.4.1 Training

All site personnel must attend a site-specific safety training session where they will review emergency response procedures and receive instruction on alarms and assembly areas.

Train a designated crew to perform the rescue. This crew must know how to use the equipment that is available to them at the jobsite and where they can find it. The rescue procedure shall be reviewed by management at least annually, and reviewed with crews in the field as part of the safety talks at least annually.

11.3.4.2 Emergency Response Plan:

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

Note: It's important to know your role.

- a. The first worker to see the fall will sound the emergency alarm, two long blasts from a horn. All workers in the immediate vicinity of the incident stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
- b. The site supervisor (or alternate foreperson) then takes control of the situation.
- c. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
- d. The site supervisor or designated worker calls 911 to notify local police, fire, and ambulance if required.
- e. The designated Elevated Work Platform operator remains on standby. The operator waits for further direction in case the designated rescue team must perform a rescue.
- f. The site supervisor (or a worker(s) assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
- g. The site supervisor (or a worker(s) assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.
- h. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene if emergency services were required.
- i. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

11.3.4.3 Rescue Procedures:

The following rescue procedures are ordered (A) through (C), with (A) being the preferred method and other methods used when there is no other means of rescue.

Always keep the following emergency rescue items readily available should a fall rescue be necessary.

- a. First-aid kit
- b. Three lanyards equipped with shock absorbers
- c. Two full-body harnesses

11.3.4.3.1 (A) Elevating Work Platform Rescue:

If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

- a. Bring the EWP to the accident site and use it to reach the suspended worker.
- b. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
- c. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
- d. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
- e. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
- f. Arrange transportation to hospital.

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11.3.4.3.2 (B) Ladder Rescue:

If an elevating work platform is not available or practical, use ladders to rescue the fallen worker with the procedure outlined below.

- a. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
- b. Set up the appropriate ladder(s) to reach the fallen worker.
- c. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
- d. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
- e. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
- f. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
- g. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
- h. Arrange transportation to hospital.

ANY WORKER WHO HAS FALLEN AND IS RESTRAINED BY A FALL AREEST SYSTEM SHALL BE TAKEN TO A HOSPITAL FOR FURTHER MEDICAL ATTENTION

11.3.4.3.3 (C) Rescue from Work Area or Floor Below:

If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

- a. Ensure that rescuers are protected against falling.
- b. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
- c. Take up any slack in the retrieving line to avoid slippage.
- d. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
- e. Arrange transportation to hospital.

ANY WORKER WHO HAS FALLEN AND IS RESTRAINED BY A FALL AREEST SYSTEM SHALL BE TAKEN TO A HOSPITAL FOR FURTHER MEDICAL ATTENTION

11.3.4.4 Post-Rescue Procedure:

- a. All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.
- b. The site supervisor and health and safety representative should
- c. Begin the accident investigation;
- d. Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation. Any fall arrest equipment that has been used in a fall shall be removed from service until certified by the manufacturer;
- e. Secure the area (the OSHA requires that an accident scene not be disturbed where a fatal or critical injury has occurred if safe to do so);

- f. Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed;
- g. Record modifications or additions to the plans that the rescue team deems necessary;
- h. Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify the MOL in writing.);
- i. Record all documented statements from employees, witnesses, and others;
- j. Save all photographs of the incident; and
- k. Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

In accordance with the OSHA and Construction Regulation the MOL must be notified in accordance with Section 53 of the Act when:

- a. A worker falling a vertical distance of three meters or more; and
- b. A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.

11.3.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 12 STATISTICS AND RECORDS

12.1 RECORDS REVIEW & ANALYSIS

12.2 HEALTH & SAFETY REPORTS

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Aug 2017	Subsection 12.1: review of procedures and process	1.0		
Aug 2017	Subsection 12.2:review of process	1.0		
Mar 2019	Section Reviewed changes below (if any)		<i>AB</i>	<i>C.F. kg</i>
Mar 2019	Subsection 12.1.3 – added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>
Mar 2019	Subsection 12.2.5- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>

12.1 STATISTICS AND RECORDS

*Creation Date: Dec 2004
Revision Date: March 2019
Revision Number: 1.1*

12.1.1 Purpose:

The purpose of this section is to ensure that Management has reviewed all health and safety records to evaluate performance of the Health & Safety program and to develop strategies to improve safety and health in the workplace.

12.1.2 Standard:

The Safety Director and Management will regularly review and take appropriate actions on the following items:

- a. Compare records;
- b. Identify issues;
- c. Develop action plan;
- d. Implement action plan; and
- e. Review performance.

Statistical records will be developed which show accident frequency and severity.

The following records should be considered during analysis:

- a. Incident reports
- b. Ministry of Labour Reports
- c. Total Recordable injury rate

The results of the review have to be recorded by minutes, indicating all parties that were present during the review. Necessary communications that are the results of the review must be delivered in the form of a Health and Safety report.

This will also assist Senior Management when conducting their yearly review as required by Section 19 Management Review.

12.1.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

12.2 HEALTH & SAFETY REPORTS

*Creation Date: Dec 2004
Revision Date: March 2019
Revision Number: 1.1*

12.2.1 Purpose:

The purpose of the section is to ensure the timely communication of health & safety information to senior management. By communicating important health & safety information on a regular basis senior management will be aware of any health & safety problems and to take the corrective action.

12.2.2 Standard:

Health & safety reports will be communicated on a monthly and yearly basis. Each report will be structured to ensure that the information is consistent month to month and in the yearly report.

There are a number of indicators that are used to create the Health and Safety reports, including:

- a. Lagging indicators; and
- b. Leading indicators;

The key lagging metric for Tomlinson will be the Total Recordable Injury Rate (TRIR). This will be tracked as a Corporation and by specified divisions and companies. It shall always be a 12 month rolling score.

12.2.3 Monthly Report:

A report shall be produced and communicated to senior management and other designated workers on a monthly basis. This report will provide information on what has happened during the month. The monthly report shall include information and the lagging and leading indicators:

Safety information will consist of:

- a. General health & safety points,
- b. Health & safety training,
- c. WSIB issues that include a list of form 7 that are submitted each month, and
- d. Any new information from the prior month that was not available when the monthly report was sent out.

Lagging indicators:

- a. Total Recordable Injury Rate (TRIR) for the Corporate and by divisions/companies,
- b. Lost Time Injury Frequency Rate (LTIFR) for the Corporation compared to the Ontario average,
- c. MOL orders per visit for the Corporation and comparing it to specified Corporate metric,
- d. The Total Recordable Vehicle Incident Rate (TRVIR) for the Corporation compared to the Corporate specified metric, and
- e. The number of incidents per month compared to the Corporate specified metric.

Leading indicators:

- a. Percentage of workers attending the yearly worker orientation, with the metric being 100%,
- b. The number of Pre-job Safety Inspections (PSI) completed compared to the number expected. This will be determined at the start of each year and adjusted as necessary,
- c. The number of work place inspections completed compared to the number expected. This will be determined at the start of each year and adjusted as necessary, and

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- d. The number of safety talks given compared to the number expected. This will be determined at the start of each year and adjusted as necessary.

The monthly report will also include recommendations from Health & Safety on any appropriate corrective action.

A copy of this report shall be maintained in the health & safety files with the original signed by the Director Health & Safety.

12.2.4 Yearly Report:

The yearly report will be communicated to the senior management and other designated workers. The report will be an in-depth view of health & safety issues for the year. The yearly report will have an emphasis on comparing our performance against external organizations. The report will first be reviewed by the company President before distributed to the remainder of the senior management and designated workers.

As with the monthly report the yearly will be structured to ensure the information is communicated year to year. This will not preclude additional information from being included.

The yearly report shall be split into two separate parts. Part 1 will mainly show graphs and charts with Part 2 being the backup information to substantiate the charts and graphs.




A copy of this report shall be maintained in the health & safety files with the original signed by the Director Health & Safety.

12.2.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 13 LEGISLATION

13.1 LEGISLATION

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 13.1: Created 13.1	1.0		
Mar 2019	Section Reviewed changes below (if any)			
Mar 2019	Subjection 13.1.5 Added content and revised grammar	1.1		

13.1 LEGISLATION

*Creation Date: Sep 2017
Revision Date: March 2019
Revision Number: 1.1*

13.1.1 Purpose:

Health and Safety activities are based on specific legislated requirements which are outlined in the Act and the 3 main Regulations. These are Occupational Health and Safety Act, Regulation for Construction Projects, Industrial Establishments and Mines and Mining Plants. Their purpose is to ensure all workplaces are safe for all workers regardless of whom they may work for. Besides the Act and 3 main Regulations there are a number of other regulations etc. that must also be considered.

13.1.2 Standard:

Whenever work is planned it is essential that the Act, the appropriate regulation and all other applicable regulations be considered before the work is executed. There must be proof that has occurred and a sign off documentation must be completed from the time the estimators are bidding the work and during the life of the work.

13.1.3 Regulations:

As indicated in section 13.1 there are a number of regulations that must be considered besides the four main ones. These would include, but not limited to:

- a. Book 7, Ontario Traffic Manual for Temporary Conditions;
- b. Regulation 1101, First Aid Requirements;
- c. R.S.O 1990, Highway Traffic Act;
- d. Reg 278/05, Asbestos on Construction Projects and Building Repair;
- e. Reg 490/09, Designated Substances;
- f. Reg 623/05, Confined Spaces;
- g. Reg 381/15, Noise;
- h. Reg 211/01, Propane Storage & Handling;
- i. Reg 332/12, Building Code; and
- j. Various Environmental regulations etc.

Where required by law, certain regulations must be posted or available to the workers. These must be placed in a location where workers can see them or have access to.

13.1.4 Legislated Posting Requirements:

In addition to the posting of Regulations there are other postings also required by law. These would include but not be limited to:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Company H & S Policy;
- b. Workplace Violence Harassment & Sexual Harassment Policy;
- c. WSIB Form 82, 1,2,3,4 poster for an injured worker;
- d. Notice of Project, on construction projects;

- e. MOL Prevention Poster;
- f. JHSC members;
- g. First aid certificates;
- h. Emergency plan, 911 poster etc.

13.1.5 Training Requirements:

In order for supervisors and workers to understand their legal obligations under the applicable Act and Regulations they must be trained. All new supervisors within the first (6) six months shall attend the IHSA Basics of Supervising (BOS) certificate course or similar course approved by Health and Safety. They must also be trained on their rights and responsibilities and how to exercise them. This can be done either in a single training session or over several classes. Some training where they can obtain this knowledge is:

- a. Tomlinson worker orientation;
- b. JHSC member training;
- c. Specific course such as the IHSA Basics of Supervising;
- d. MOL Supervisor Health and Safety Awareness (5 Steps); or
- e. MOL Worker Health and Safety Awareness (4 Steps).

13.1.6 Discipline:


Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 14 OCCUPATIONAL HEALTH

14.1 PHYSICAL AGENTS

14.2 CHEMICALS

14.3 BIOLOGICAL AGENTS

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 14.1: Policy reviewed, no changes required	1.0		
Nov 2017	Subsection 14.2: Reviewed	1.0		
Nov 2013	Subsection 14.3: Moved from 14.4, reviewed.	1.0		
Mar 2019	Section Reviewed changes below (if any)		QAB	C.F. kg
Mar 2019	Subsection 14.1.4- revsed formatting	1.1	QAB	C.F. kg
Mar 2019	Subsection 14.1.5- revised formatting	1.1	QAB	C.F. kg
Mar 2019	Subsection 14.2.7 added subsection	1.1	C.F. kg	C.F. kg
Aug 2019	Section 14 revised: added subsections for chemicals, physical and biological agents and corresponding clauses to the subsections.	2.0		C.F. kg

14.1 PHYSICAL AGENTS

*Creation Date: Dec 2007
Revision Date: Aug 2019
Revision Number: 2.0*

14.1.1 Purpose:

The purpose of this section is to identify and establish controls of sources of energy that may cause injury or disease.

14.1.2 Sound Exposure and Testing:

The purpose of this section is to identify the source of workplace noise, its possible health effects and measures to reduce noise.

14.1.2.1 *Standard:*

Noise is any unwanted or unpleasant sound. Workplace noise can affect the health of the people working there. Problems include stress and hearing damage ranging from temporary loss to permanent hearing loss. Workplace noise is not a natural occurrence and is a physical hazard that can be controlled. Changes to the Industrial regulation came into effect in July 2007 and for Construction and Mining 1 Jul 2016.

Assessment of noise hazards is the first step towards effective control measures. An assessment is done to determine if hazards are present, if workers are exposed to the hazard, if they have suffered or are likely to suffer health effects, and if controls are working. Hearing tests shall be conducted on workers requesting such testing when they feel the controls in place are not providing the desired protection.

Machines, processes and other sources will be monitored for the noise that they emit. This will establish which machines or operations produce harmful noise. Once the testing is done, appropriate measures can then be considered to control hazardous noise and prevent hearing injuries and ill health.

Reducing noise exposure through engineering controls is the preferred method. Examples are reducing noise at the source by installing mufflers, interrupting the noise path by installing acoustical enclosures and barriers, reducing reverberations by installing sound-absorbing material, and reducing structural-borne vibrations mounts and providing proper lubrication. However if engineering controls are not practicable, hearing protection is a must for any noise levels above 85dBA.

Engineering controls also include specifying low noise levels when purchasing new equipment.

Selecting the proper Hearing Protection Device (HPD) required being aware of such factors as measured noise exposure, comfort, real world attenuation, human engineering, compatibility with other equipment, durability and comfort.

14.1.2.2 *Hearing Protection:*

Hearing protection devices are classified by the Canadian Standards Association in Standard Z94.2-14. In this standard, all HPD's fall into one of three classes A, B, or C. The class rating

given to a protector is dependent upon the amount of noise reduction (attenuation) the HPD achieved in a laboratory setting. Many HPD's have a Noise Reduction Rating (NRR) label on the package. NRR's should be de-rated by about 50% to provide a rough estimate of actual worker protection because, in practice, protection is much less because of poor training, low motivation, and inadequate maintenance of the device.

14.1.2.3 Types of Hearing Protection:

Types of Hearing Protection	Class	Noise Reduction Rating
Foam Ear Plugs	C	20-30 dB
Pre-molded Ear Plugs	B	20-30 dB
Semi-Insert Device	A	20-25 dB
Earmuffs	A	25-30 dB

14.1.2.4 Canadian Standards Association in Standard Z94.2-02:

Maximum equivalent noise level, dBA	Recommended Class of Hearing Protection
Less than 85 dBA	No protection required
Up to 90 dBA	Grade 1, Class C
Up to 95 dBA	Grade 2, Class B
Up to 100 dBA	Grade 3, Class A
Up to 110 dBA	Grade 2 or Class B earmuff & Grade 3 or Class A earplug
More than 110 dBA	Grade 2 or Class B earmuff & Grade 3 or Class A earplug

Sound Levels in dB	Duration – Hours per 24-Hour Day*
85	8
88	4
91	2
94	1
97	.50
100	.25
Over 110	No exposure

* No hearing protection

Where hearing protection is required by this section, the protection shall be sufficient to reduce the sound level below the sound level in Column 1 of the Table for the exposure corresponding to that sound level in column 2.

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14.1.2.5 Noise Surveys:

Under the three Regulations there is a requirement for an employer to conduct noise surveys where the decibel level in the work place is expected to be above 85dBA. A sound level meter will be used to assess the noise levels. It measures sound in decibels (dB) within the frequency and amplitude that are recognizable by the human ear.

Anywhere the noise level is above 85 dBA, signs must be posted to warn the workers of the noise hazard that is present. When working for another company that has posted noise warnings, our employees must observe these and implement controls as necessary.

All noise surveys shall be recorded on a standard noise recording log. Any noise surveys shall be done in consultation with the JHSC member, H & S representative or worker where no JHSC or H & S representative is required. A copy of the final report shall be provided to the site supervisor/foreman and communicated to all workers at that work site.

When conducting a noise survey, the worker performing the survey shall wear hearing protection that provided the protection required by the expected dB level. Each test shall be for a minimum of 5 minutes. This will give a better representation of the noise produced by the machine, tools

14.1.3 Environmental:

An environmental hazard is a state or an event, which has the potential to adversely affect person's health. A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a Physical Agent hazard is identified then a SWP or SJP shall be implemented prior to working

14.1.3.1 Heat:

Exposure to extreme heat can result in occupational illnesses caused by heat stress, including heat stroke, heat exhaustion, heat cramps, dehydration, or death. Workers who are exposed to extreme heat or who work in hot environments indoors or outdoors, or even those engaged in strenuous physical activities, may be at risk for heat stress.

14.1.3.2 Cold:

The two main health hazards of overexposure to cold weather are frostbite and hypothermia.

Frostbite occurs when body tissues freeze. Most often, frostbite affects fingers, toes, nose, cheeks, and ears. Frostbite can cause permanent tissue damage and loss of movement in affected parts.

Hypothermia occurs as a result of exposure to cold, which can send body temperatures down to dangerously low levels. Hypothermia can even occur in above-freezing temperatures when it's windy, or when a person is exhausted or wearing wet clothes. Untreated, hypothermia can lead to unconsciousness and death.

14.1.4 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

14.2 CHEMICALS

Creation Date: Dec 2007

Revision Date: Aug 2019

Revision Number: 2.0

14.2.1 Purpose:

This section will deal with chemicals and the requirement to effectively and safely deal with any chemicals on a work site.

14.2.2 Standard:

Chemicals in the work place vary from facility to facility and jobsite to jobsite. Chemicals in use or chemicals a worker maybe expose too must be identified and addressed prior to commencing work. A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a chemical hazard is identified then a SWP or SJP shall be implemented prior to working.

14.2.3 Designated Substances:

This section will deal with designated substances and the requirement to effectively and safely deal with any designated substances on a work site.

14.2.3.1 Standard:

Recently the Ontario Government combined 11 of the 12 Designated Substance Regulations into one regulation O. Reg 490/09 under the Health & Safety Act. This change enables employers to look at two regulations instead of 12. If a designated substance is found to be on a work site, the supervisor must ensure the substance is properly identified and the proper regulation is consulted when dealing with the substance.

Prior to work commencing it is the responsibility of the owner of the property to inform the Contractor of the presence of any of the listed designated substances.

The Designated Substance regulations are:

- a. Regulation 278/05;
- b. Asbestos on Constructions Projects and in Buildings and Repair Operations.
- c. Regulation 490/09;
- d. Acrylonitrile,
- e. Benzene,
- f. Coke Oven Emissions,
- g. Ethylene Oxide,
- h. Isocyanates,
- i. Lead,
- j. Mercury,
- k. Silica,
- l. Vinyl Chloride,
- m. Arsenic, and
- n. Asbestos

14.2.3.2 Training:

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The ability to reduce the hazard created by the various chemicals and biohazards used in the workplace is dependent on the training the workers receive to deal effectively with them. It is company policy that when a designated substance or unknown chemical or biohazard is discovered we employ the services of a professional company that deals with these substances on a daily basis. Workers shall be trained to be able to:

- a. Identify the different chemicals and designated substances;
- b. Know the hazards associated with these chemicals;
- c. Steps to take to control the hazard through such things as isolation, covering etc; and
- d. Who to call.

Note: When in doubt about an unknown discovered chemical or biohazard to secure the area and call for assistance.

14.2.3.3 PPE:

If workers are going to be exposed to chemicals or biohazards or use them, they must be protected by either the use of:

- a. Administrative controls;
- b. Engineered controls; or
- c. PPE.

If PPE is required it needs to be in good condition, effective and the right PPE for the hazard. Each hazard has its own unique hazards and the use of a generic piece of PPE, such as one type of glove for all chemicals, is not effective.

Workers need to read the MSDS if available to ensure they are provided with the correct PPE. If the wrong type of glove is used it may be effective against one type of chemical but disintegrate when contacting another type of chemical.

Some types of PPE that could be used are:

- a. Rubber gloves;
- b. Aprons;
- c. Goggles;
- d. Face shields;
- e. Rubber boots; or
- f. Respirator.

No worker shall attempt to dispose of any designated substance without the proper PPE and instructions, which shall include procedures before, during and after the removal of the substance. If in doubt the area shall be cordoned off and signed indicating what is the danger, until the proper PPE and/or procedures have been developed.

Note: all exposed skin must be protected by some sort of PPE when dealing with any chemical or biohazard.

14.2.3.4 Emergency washing equipment:

Even with all the precautions and PPE used there is always a chance some chemical may enter the eye or contact bare skin. Although most of the chemicals used within the company are not lethal when used in the correct application there still needs to be washing facilities to enable workers to wash off the chemical.

Most of the larger facilities are equipped with showers and all facilities have eye wash stations either hand held or plumbed in. These devices need to be kept in working condition and accessible to the workers and in accordance with ANSI Standard for Emergency Eyewash & Shower Equipment ANSI Z385.1-2004, be accessible to a worker

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within 10 seconds of a chemical contacting the eye or skin of the worker. All showers and eye wash stations need to be maintained and inspected in accordance with the manufactures recommendations or at least once a year.

14.2.3.5 Exposure:

The goal for any hazard is to limit the length of time a worker is exposed to the hazards of chemicals and biohazards. There will be times when a worker must be exposed and even with the proper PPE there is a time limit that workers can be exposed. If a worker must be exposed then the limit of that exposure must be obtained.

There are a couple of ways to determine the exposure limit, the MSDS for the particular chemical and the ACGIH book on Threshold Limit Values. If the exposure limit is not found in either locations and the manufacturer cannot provide the information, then no worker is to be exposed to the chemical or biohazard until the limit threshold can be determined.

NO WORKER SHALL BE EXPOSED THE CONCENTRATIONS THAT EXCEED THE CHEMICLAS OR BIOHAZARDS OCCUPATIONAL EXPOSURE LIMIT

14.2.3.6 Silica:

14.2.3.6.1 Purpose:

Silica is a naturally occurring material that is created when crushing aggregates, chipping, grinding etc. concrete or other material containing aggregate. Prolonged exposure to silica that is not controlled can cause numerous types of cancers. This policy will establish the steps necessary to protect worker from this product.

14.2.3.6.2 Standard:

This policy shall apply to all workers who are exposed to potentially high levels of silica dust, regardless of occupation and industry. Silica is deemed a designated substance and is covered by the Designated Substance Regulation, 490/09. Although this Regulation does not apply to employers who are engaged in construction, we shall use the same precautions to meet our duty to protect our workers.

A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a Silica hazard is identified then a SWP or SJP shall be implemented prior to working.

14.2.3.6.3 Exposure limits:

Exposure levels for silica are set by the Ontario Government. This can change as deemed necessary by the Government. The current Time Weighted Average (TWA) exposure level for Silica is: (according to Regulation 490/09)

- a. Quartz/Tripoli, 0.10 mg/m³ (R); or
- b. Cristobalite, 0.05 mg/m³ (R).

At no time should workers be exposed to levels of silica that exceed the TWA for silica.

14.2.3.6.4 Exposure testing:

In order to determine what type of exposure control to implement the level of silica in the air must first be determined. Only qualified personnel shall perform tests to determine this. Once the testing has been completed the results shall be communicated to all those workers exposed to the hazard and posted in a location that the worker will more than likely see it.

Exposure testing shall be completed for the following reasons, but not limited to:

- a. MOL ordered;

- b. MOE ordered;
- c. Complaint from workers; and
- d. Dramatic change in a process causing excessive silica containing dust

14.2.3.6.5 Exposure control:

Controlling the exposure of workers to Silica dust is the most important protection of workers. Due to the nature of the Companies business it is impossible to provide a silica dust free environment. What can be done is to reduce the amount of silica dust that they are exposed to. This can be achieved in several ways depending on the activity. The following list of ways to protect workers used in the Company is, but not limited to:

- a. Water the aggregate during the crushing process;
- b. Provide enclosed cabs on the tractors and skid steers used;
- c. Quarry equipment provided with enclosed cab equipment;
- d. When chipping, grinding or sand blasting concrete, respiratory equipment is provided; and
- e. During concrete cutting use water to reduce the dust levels.

14.2.3.6.6 PPE:

PPE is the last resort when it comes to protecting the workers from silica dust. Every effort needs to be made to reduce the exposure level through engineering or administrative actions. If PPE is required respiratory protection must be used. For sand blasting operations a supplied air respirator system should be used.

For most operations, a half-face mask with a P100 filter can be used if the concentration of silica dust is above allowed levels. In some cases, as with sand blasting, a supplied air respirator may be needed. A risk assessment will determine this.

All workers required to use a respirator must be trained in its use, care and maintenance. A fit test must also be conducted for workers required to wear a respirator. This fit test will be redone every 2 years in accordance with the CSA standard. A record of this training will be maintained and workers will be provided with a proof of training card.

14.2.3.6.7 Medical testing:

Currently medical testing is not conducted.

14.2.3.6.8 Communication:

This policy shall be communicated to all workers who may be exposed to silica dust. This policy shall be reviewed once a year or as needed to ensure any changes are identified and implemented.

14.2.3.7 Asbestos:

Sources of Asbestos may include construction and demolition material. These sources can cause a variety of health effects and must be tested for Asbestos prior to demolition. Should you test positive for Asbestos then the removal of asbestos should follow Type 1, Type 2 or Type 3 removal process and procedure once identified.

Asbestos handling at transfer station shall follow the handling process set out in the facility ECA.

A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a chemical hazard is identified then a SWP or SJP shall be implemented prior to working.

Ontario OH&S Regulation (O.Reg.) 278.5 respecting Asbestos in construction projects and in building and repair operations.

Ontario OH&S Regulation (O.Reg.) 490/09 respecting Asbestos in industrial and mining establishments

14.2.3.8 Lead:

Ontario OH&S Regulation 490 Section 16 (1), Ontario OH&S Regulation 490 Section 20 (4)

Ontario H&S Guidelines Lead on Construction Projects.

Sources of Lead may include construction and demolition material. These sources can cause a variety of health effects and should be tested for Lead prior to demolition. Should you test positive for lead prior to demolition work. A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a Lead hazard is identified then a SWP or SJP shall be implemented prior to working.

14.2.4 Proper handling and storage of hazardous materials:

Hazardous material may include Gasoline, Diesel or Propane used in construction equipment or at facilities and mining operations. These sources can cause a variety of health effects see SDS.

All hazardous material shall be handled and stored per SDS and or ECA requirements as applicable. For additional information see section 14.4 of the Tomlinson Safety Manual.

A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a hazardous material hazard is identified then a SWP or SJP shall be implemented prior to working

14.2.5 Chemical Spill Cleanup:

Follow spill clean-up reporting and clean up procedures per SDS or facility onsite clean up procedures and ensure regulatory reporting requirements are met.

A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a chemical spill hazard is identified then a SWP or SJP shall be implemented prior to working

14.2.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy up to and including suspension and/or termination.

14.3 BIOLOGICAL AGENTS

Creation Date: Aug 2019

Revision Date: Aug 2019

Revision Number: 2.0

14.3.1 Purpose:

This section will deal with biological hazards and the requirement to effectively and safely deal with any biological agents on a work site.

14.3.2 Standard:

Sources of biological hazards may include bacteria, viruses, insects, plants, birds, animals, and humans. These sources can cause a variety of health effects ranging from skin irritation and allergies to infections (e.g., tuberculosis, AIDS), cancer etc. A Job Hazard Assessment (JHA) must be conducted for exposure prior to commencing work and if a Biological Agent is identified then a SWP or SJP shall be implemented prior to working.

14.3.3 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy up to and including suspension and/or termination.

Section 15 FIRST AID

15.1 FIRST AID PROCEDURES

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
				

15.1 FIRST AID PROCEDURES

Creation Date: 18 Nov 2013

Revision Date: Aug 2019

Revision Number: 4.0

15.1.1 Purpose:

Prompt and correct treatment of illnesses and injuries can often save lives and should always aim to reduce pain and suffering. The Workplace Safety Insurance Act and Regulation 1101 dictates the requirements in regards to the materials and qualifications to be maintained in Ontario workplaces.

15.1.2 Objectives:

- a. To preserve life.
- b. To prevent injury from worsening.
- c. To promote recovery.

15.1.3 Certification:

- a. At least one worker with a valid Standard Level First Aid and Adult CPR certificate must be present, at all times, on every work site (for every shift) and at every facility and their certificates posted or present on site. Supervisors/foremen shall ensure that the worker whose certificate is posted is working at the site. If not the correct certificate of the first aider on site must be posted/present.
- b. All Supervisors and Foremen shall be trained in Standard Level First Aid and Adult CPR and maintain valid certification, as required. and
- c. Certification is a corporate responsibility. Health & Safety shall maintain a training matrix. This training matrix shall have name and the certification date of each worker and will flag when a first aiders certificate is about to expire.

15.1.4 First Aid Kits:

15.1.4.1 *Placement and Postings:*

- a. An adequate first aid kit shall be present at all facilities, projects and in each Foreman's vehicle. The requirements are dependent on the size of the workforce and hazards present. Regulation 1101 dictates the required material and personnel training for all work locations. Regulation 1101 must be posted next to the first aid kit or inside the first aid kit if posting of it is not an option. A copy of the current first aid manual must be in the first aid kit.
- b. A qualified first aider on a monthly basis, recording each inspection on a workplace inspection report, shall inspect every first aid kit.
- c. A copy of the certificate of the first aider responsible for a first aid kit must be posted next to
- d. A copy of WSIB Form 82 (1, 2, 3, 4) will be posted, where practical, on or next to all first aid kits.
- e. When first aid items are used from the first aid kit, the supervisor shall be notified, a record of first aid supplies used and treatment given must be recorded on the First Aid Log Record, included in all first aid kits. Completed copies of the first aid record Log will be forwarded to Health & Safety.

15.1.4.2 First Aid Log:

A log detailing all circumstances respecting an accident as described by the injured worker, including:

- a. the date and time of its occurrence,
- b. name of the injured worker,
- c. the names of witnesses,
- d. the nature and exact location of the injuries,
- e. date and time of the first aid, and
- f. name of the first aider administering services.

15.1.4.3 Restocking of the First Aid Kits:

Any first aid kit that is used must be replaced or replenished to meet Regulation 1101 for that work area. A qualified first aider on a monthly basis or sooner, if required, shall inspect every first aid kit, recording each inspection on a workplace inspection report and on the first aid kit inspection log.

15.1.5 AED:

Any Automated External Defibrillator (AED) units that are on a site or facility shall follow the same inspection schedule as the first aid kits. A record of this inspection will be recorded in the AED inspection logbook.

15.1.6 Basics:

- a. Basic First Aid concentrates on airway, breathing and circulation.
- b. Every worker must know the location of the closest First Aid Kit in the facility or project and the names of qualified First Aider assigned to that kit. The names of the qualified first aiders on site must be posted.
- c. Every worker is required to report all injuries to their supervisor/foreman immediately who will report this injury to Health & Safety.
- d. A qualified First Aider shall administer First Aid, on site.
- e. Provide immediate transportation by emergency vehicle if required or Foremen's vehicle, to a medical facility if medical treatment above first aid is required.

15.1.7 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 16 HEALTH & SAFETY REPRESENTATIVE AND JOINT HEALTH AND SAFETY COMMITTEE

16.1 HEALTH & SAFETY COMMITTEE

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 16.1: revised terms to reflect correct terminology	1.0		
Mar 2019	Section Reviewed changes below (if any)		<i>AB</i>	<i>C.F. kg</i>
Mar 2019	Subsection 16.1.6 – added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>

16.1 HEALTH & SAFETY COMMITTEE

*Creation Date: Dec 2001
Revision Date: March 2019
Revision Number: 1.1*

16.1.1 Purpose:

Health and Safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act and Regulations. Ontario legislative requirements are referenced in this document. Please refer to applicable legislation in other jurisdictions. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

16.1.2 Joint Health and Safety Committee (20+ workers Terms of Reference):

- a. At least half of the members on a committee must represent workers and are selected by other workers.
- b. Term of membership should be for at least one year
- c. Inspect the workplace once per month if not done by H&S representative.
- d. Attend Joint Health and Safety Committee meetings. Meetings are held every 2 months.
- e. Review health and safety reports.
- f. Identify situations that may be a source of danger.
- g. Relay concerns from workers and make recommendations to the Employer.
- h. Assist in accident investigations.
- i. Assist in resolving work refusals and reports of dangerous circumstances.
- j. Names of all JHSC members shall be posted in a location where they are likely to be seen by the workers (i.e. Safety Boards, Foreman's Truck).

16.1.3 Health & Safety Representative (< 19 workers Terms of Reference):

Where there are less than 19 workers the facility or project site must have a health & safety representative. The representative shall be elected by the workers at the facility or project and shall assume the following duties:

- a. Conduct monthly inspections of the facility or project.
- b. Identify situations that may be a source of danger and take the steps to correct the situation.
- c. Relay concerns from workers and make recommendations to the Employer.
- d. Assist in accident investigations.
- e. Assist in resolving work refusals and reports of dangerous circumstances.
- f. Keep the Company Director of Health & Safety informed of any concerns from the workers.
- g. Names of the health & safety representative shall be posted in a location where they are likely to be seen by the workers. (i.e. Safety Boards, Foreman's Truck).

16.1.4 Certified Member of Joint Health and Safety Committee:

- a. Same duties as a Joint Health and Safety Committee Member or Health and Safety Representative but with additional rights to initiate bilateral and unilateral work stoppage.
- b. At least two committee members - one representing the employer and one representing the workers - must be certified.

16.1.5 General Procedures:

16.1.5.1 Member Selection Process:

When a JHSC is first convened or there is a need to replace an existing member, there must be a process for selecting both the worker and management representative. The process, for both worker and management shall be:

- a. A notification shall be either posted, where all workers are likely to see it, sent by e-mail or announced during safety meetings, management meeting etc;
- b. The notification shall remain in effect for 14 days from the date of posting, once the time has expired the names of the volunteers shall be compiled and reviewed by both management for the management rep and by the workers for the worker rep;
- c. Workers shall conduct a vote either secret or open to select their representatives for the JHSC if there is more than one worker seeking the position;
- d. The management rep shall be selected by the management group; and
- e. Those who volunteered but were not selected can be nominated as alternate members should the primary rep not be available;

In the event there are no volunteers or not enough the following process shall be followed:

- a. The notification shall remain posted for an additional 14 days;
- b. A meeting shall be held with all the workers and an explanation about the importance of having workers volunteer for the JHSC;
- c. During this meeting it will be discussed why there is no interest in joining the JHSC and the concerns of the workers shall be addressed by management; and
- d. If after this process there still is no volunteers management will have no other choice but to appoint worker members for the JHSC.

16.1.5.2 Recommendations to the Employer:

There may be occasions where the JHSC needs to make a recommendation to the employer to address a safety concern or other safety related items. All recommendations to the employer must be addressed in writing no later than 21 days from the date it was submitted. The procedure for submitting to the employer shall be:

- a. The recommendation shall be submitted by both JHSC co-chairpersons. This will indicate the entire JHSC is behind the recommendation;
- b. All recommendations shall be submitted to the appropriate manager;
- c. Only health and safety related items or concerns shall be submitted to the employer;
- d. All recommendations shall be submitted using a memo format and shall include:
 - i. What the issue is,
 - ii. What is the recommendation sought, and
 - iii. Signed by both co-chairpersons and dated.
- e. Recommendations should be submitted as soon as possible but no later than 3 days from the date indicated on the memo.

16.1.5.3 Training:

Any JHSC member, either worker or management, must receive the proper training to ensure that they can perform their duties with efficiency and professionalism. In order to accomplish this each member must become certified (Part 1 & 2) by a training organization that is accredited and recognized by WSIB.

Training shall include:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Introduction to the Act and Regulations and the Internal Responsibility System;
- b. What are the roles and responsibilities of all workplace parties and the JHSC;
- c. Occupational health & safety and legal liabilities;
- d. Investigating workplace accidents and incidents
- e. Performing workplace inspections;
- f. Identifying controls for hazards; and
- g. Unique functions of the certified members.

Any worker who is selected to become a JHSC member shall obtain this training within 6 months of being appointed and no more than 1 year from date of appointment depending on the availability of training. The responsibility lies with management to ensure the training is completed in the time frame allocated to ensure the member is capable of performing their JHSC member duties.

When a worker has completed the training and they are required to conduct their first inspection or investigation, they should be shadowed by an experienced member to ensure the training received was acceptable and to provide guidance and advice.

Once a member has become certified, training records must be maintained at the main office of the workers employer.

16.1.5.3.1 Joint Health and Safety Committee Refresher Training (Every three years):

Construction Certified Member (1 day refresher)

Industrial Establishments Certified Member (1 day refresher)

Mines and Mining Plants Certified Member (1 day refresher)

16.1.5.4 Worker Complaints:

A worker must report any hazard or contravention of the Act to the employer or supervisor

(Section 28(1) (c) and 28(1) (d)). If the matter is not resolved, a worker should then refer it to a member of the JHSC and/or to a Health and Safety Representative.

When a complaint is referred to a committee member, the member shall:

- a. Ask a first-line supervisor, Plant, facility, and or Construction Site Safety Officer or person with a designated responsibility in the area of safety to take part in resolving the problem;
- b. Have this request noted at the next committee meeting and recorded in the minutes; and
- c. Notify the worker who reported the concern of a decision or recommendation made by the committee.

If a workers complaint cannot be resolved, either one of the co-chairpersons should inform the employer. If the employer is unable to resolve the issue, either the employer or the worker should contact a Ministry of Labour Inspector, who will review the situation and render a decision.

When such matters are referred to a Health and Safety Representative, they should:

- a. Ask a first-line supervisor, Plant, Facility, and or Construction Site Safety Officer or person with a

designated responsibility in the area of Safety to take part in resolving the problem;

- b. Notify the worker who reported the concern once a decision or recommendation has been made.

If a worker's complaint cannot be resolved, the Health and Safety Representative should inform the employer. If the employer is unable to resolve the issue, either the employer or the worker should contact a Ministry of Labour Inspector, who will review the situation and render a decision.

16.1.5.5 Work Refusal:

The Health and Safety Representative or a JHSC member who represents employees must be present during the investigation of a work refusal (Sect 43(4)). The investigation is conducted by the worker's supervisor.

If the issue is not resolved, the employer, the worker or a JHSC member/Health and Safety Representative must notify a Ministry of Labour Inspector (Sect 43(6)).

The worker JHSC member/Health and Safety Representative, the employer or employer member, and the worker must be present while the inspector conducts his investigation (Sect 43(7)).

16.1.5.6 Injury or Death:

Worker JHSC members must designate one or more worker JHSC members to investigate any accident in which a person is killed or critically injured (Sect 9(31)). The JHSC committee members (Sect 9(31)) or Health and Safety Representative (Sect 8(14)) should inspect the workplace where the accident occurred as well as any relevant machine, device or thing.

Following the investigation, all findings must be reported to the JHSC and to the Ministry of Labour (Sect 9(31)). It is the responsibility of the JHSC (Sect 9(18) (b)) to evaluate the situation and recommend actions to prevent a similar accident in the future.

16.1.6 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 17 WORPLACE VIOLECE AND HARASSMENT

17.1 WORKPLACE VIOLENCE, HARASSMENT & SEXUAL HARASSMENT POLICY

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jun 2017	Subsection 17.1: revised terms to reflect correct terminology	1.0	C.F. kg	C.F. kg
Mar 2019	Section Reviewed changes below (if any)		AB	C.F. kg
Mar 2019	Subsection 17.1.9- added subsection	1.1	C.F. kg	C.F. kg
Aug 2019	Subsection 17.1: revised section 17.1.8 and 17.1.5.3	2.0	C.F. kg	C.F. kg

17.1 WORKPLACE VIOLENCE, HARASSMENT & SEXUAL HARASSMENT

Creation Date: Dec 2010

Revision Date: Aug 2019

Revision Number: 2.0

17.1.1 Purpose:

This policy has been developed in accordance with Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace). The Bill was enacted to better protect workers from harassment and violence from fellow workers. Every worker has the right to perform their job safe from harassment or violence from another worker. Every worker has the right to report such behavior fear from reprisal.

This policy will apply to all workers and visitors, regardless of employer.

17.1.2 Policy:

The management of Tomlinson is committed to the prevention of workplace violence, harassment and sexual harassment in the workplace. We will take all reasonable steps to protect our workers from occurrences of violence and harassment from all sources.

Violent or harassing behavior in the workplace is unacceptable by anyone. This policy will apply to all workers, regardless of their employer, who are on any Tomlinson property, facility or project. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

There is a workplace violence, harassment and sexual harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence, harassment and sexual harassment, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Tomlinson, as the employer, will ensure this policy and the supporting program are implemented and maintained. This will ensure that all workers and supervisors have the appropriate information and instruction to prevent them from being subject to workplace violence, harassment and sexual harassment 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 all workers and that each and every worker has the information needed to protect him or herself.

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

Management pledges to investigate and deal with all incidents and complaints of workplace violence, harassment and sexual harassment in a fair and timely manner, respecting the privacy of all concerned. This policy shall be reviewed at least annually.

17.1.3 Responsibility:

All employees, and particularly employees in management positions, are responsible for ensuring discrimination, harassment and sexual harassment is not tolerated and, where possible, is redressed. Workplace harassment, violence and sexual harassment policy will be reviewed as often as is necessary, but minimally once a year.

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Employees are requested to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination, violence, harassment or sexual harassment.

Managers are responsible for providing a work environment that is free from discrimination, violence, harassment and sexual harassment. This responsibility includes actively promoting a positive, violence and harassment-free work environment and intervening when problems occur. Additionally, managers are responsible for dealing with inappropriate actions of others that come to their attention. It is the responsibility of each and every employee to ensure that they do not touch other employees in a physical manner that could be mistaken for sexual purposes or in any potentially unwanted manner. Supervisors and/or Managers are to inform employees if any situation or person is likely to increase their risk of being exposed to workplace violence.

It is management's responsibility also to ensure a risk assessment is done to evaluate the potential for workplace violence. This assessment must be conducted for each facility or crew. Once the assessment has been completed it must be shared with the affected workers and there must also be recommendations on what to do to prevent and protect the affected workers from any type of violence or harassment.

17.1.4 Definitions:

17.1.4.1 "Workplace"

"Workplace" means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or plants), work-related social functions (parties, golf games, etc.), work assignments outside Tomlinson's offices or plants, work-related travel, and work-related conferences or training sessions.

17.1.4.2 "Harassment"

"Harassment" means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship; and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

17.1.4.3 "Sexual harassment"

"Sexual harassment" is any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favors, sexual and sexist jokes, racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts, or suggestions about a person's body, a person's physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behavior; displays of degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

17.1.4.4 "Workplace Violence"

"Workplace Violence" is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It is any attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker. It is also a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. ("violence au travail")

17.1.5 Procedure For Workplace Harassment, Violence And Sexual Harassment:

17.1.5.1 Step 1 - Self-help:

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

17.1.5.2 Step 2 - Management Support and Intervention:

Employees who are not confident or comfortable with Step 1 and who believe they are victims of discrimination, harassment, violence, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to any of the following: the employee's manager, Corporate Counsel, Executive Management, Human Resources, or the Director of Health and Safety.

17.1.5.3 Step 3 - Formal Complaint (Investigations):

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- a. Provide a letter of complaint that contains a brief account of the offensive incident (i.e. when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining;
- b. File the complaint with your manager, to Corporate Counsel, Executive Management, or to any person designated by Tomlinson to deal with harassment complaints; and
- c. Cooperate with those responsible for investigating the complaint.

An employee who becomes aware of situations where discrimination, harassment, or violence may be occurring is requested to notify his or her manager, the Executive Management or to any person designated by Tomlinson to deal with harassment complaints.

All formal complaints shall be investigated. Executive Management shall designate a key personnel to conduct the investigation. The investigation team shall consist at a minimum of 2 of the following:

- a. Member of the Executive;
- b. Member of the Senior Leadership Team;
- c. Director Health & Safety; or
- d. Human Resources.

The investigation process shall commence no later than 48 hours after a formal complaint has been received. The investigation team shall interview the following workers:

- a. Worker who has filed the complaint;
- b. The respondent(s); and
- c. Any witness identified by either the complainant or respondent(s).

The investigation team shall within 14 calendar days prepare a written report on the findings of the investigation along with recommendations to the Executive Management for their review and action as necessary.

The reporting worker and the respondent(s) shall be kept apart until the investigation is complete. This could

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include, but is not limited to, assigning other tasks at different locations.

All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation. Once the investigation is completed a written report shall be completed indicating:

- a. Background of incident;
- b. Events leading up to incident;
- c. Any special circumstances that may have contributed to the incident such as past conflicts outside of work;
- d. Who was at fault?;
- e. Recommendations to prevent re-occurrence of the incident such as need for anger management training, sensitivity training etc.; and
- f. What type of disciplinary needs to be enforced with a minimum of a written warning or immediate dismissal from the Company.

Disciplinary action for violations of this Statement of Policy and Procedure will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was harassment, investigation has not borne out the complaint.

17.1.6 Summoning Assistance:

In the event a worker is the victim of workplace violence or it appears they are about to be, a worker should be able to summons help at a moment's notice. As the workplaces in the Company are varied it is important that each location have a system in place that all workers are aware of to summons assistance should the need arise.

Workers that have the ability to use radios or mike phones when threatened should contact their supervisor by calling for help and indicating they are or are about to be the victim of workplace violence. Where the worker cannot or does not have the uses of a radio or mike phone, he/she should yell for help or if possible the use of an air horn or other type of horn that is practical for the workplace.

Regardless of the type of alarm, the worker should make every effort to remove him/her self from the situation. Once an alarm has been sounded the nearest worker(s) shall immediately stop work and converge on the scene to intervene and either stop or prevent any violence using reasonable means with limited physical force.

When the worker is safe and the other worker(s) have been removed from the scene a report shall be completed as indicated in the Procedure section.

Regardless of the type of alarm being used, all workers at the workplace shall be briefed on the alarm being used once a year or as needed.

17.1.7 Domestic Violence:

If the Tomlinson becomes aware or ought reasonably to have been aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the Tomlinson shall take every precaution reasonable in the circumstance for the protection of the worker.

Every worker who is involved in a domestic dispute with another Tomlinson employee must report it to their supervisor so the above steps can be taken to ensure a safe workplace of all employees. If the Tomlinson is aware of a domestic dispute between two of its workers, Tomlinson will ensure that the two workers are interviewed to ensure the domestic dispute will not be a problem while the workers are in the workplace. If the situation appears that it could lead to an altercation in the workplace then every effort must be taken to ensure that the two parties are separated and that their work duties prevent them from coming in close proximity to each other.

17.1.8 Workplace assessment:

In order to provide workers with a violence and harassment free work environment periodic assessments of the workplaces must be conducted to determine the exposure that the workers are exposed to violence, harassment or sexual harassment (WVH).

17.1.8.1 Employer responsibilities:

Tomlinson has legal responsibilities regarding the assessment of workplaces for WVH:

- a. Must advise any JHSC or H & S Rep, if any, of the results of the assessment and provide a copy of the assessment to them;
- b. If there is no JHSC or H & S Rep then the results of the assessment must be communicated to All the workers and if requested provide a written copy of the assessment;
- c. Tomlinson shall reassess the workplaces as often as necessary but at a minimum yearly; and
- d. Tomlinson must continue to protect all workers from WVH.

17.1.8.2 Assessments:

Assessments to determine the risk of a worker being exposed to WVH in the workplace must be performed before the work is to commence. WVH assessment shall be incorporated into a Job Hazard Assessment (JHA).

Surveys shall also be done on a yearly basis with the completed forms submitted to the H & S Team for analysis and record keeping. These surveys do not constitute an assessment of the workplace but can be used to provide further information to the JHA.

17.1.9 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 18 RETURN TO WORK

18.1 RETURN TO WORK POLICY

18.2 MODIFIED WORK PROGRAM

18.3 MODIFIED WORK OFFER

18.4 WSIB CORRESPONDENCE

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jun 2017	Subsection 18.1: moved from 17.1, revised to reflect current practices	1.0		
Jun 2017	Subsection 18.2: moved from 17.2, revised to reflect current practices	1.0		
Jun 2017	Subsection 18.3: moved from 17.3, revised to reflect current practices	1.0		
Jun 2017	Subsection 18.4: moved from 17.4, revised to reflect current practices	1.0		
Mar 2019	Section Reviewed changes below (if any)		<i>AB</i>	<i>C.F. kg</i>
Mar 2019	Subsection 18.1.2- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>
Mar 2019	Subsection 18.2.10- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>
Mar 2019	Subsection 18.3.5- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>
Mar 2019	Subsection 18.4.3- added subsection	1.1	<i>C.F. kg</i>	<i>C.F. kg</i>

18.1 RETURN TO WORK PROGRAM

*Creation Date: Dec 2002
Review Date: March 2019
Revision Number: 1.1*

18.1.1 Policy:

A workplace injury can be devastating to any worker and their family. Tomlinson's focus is the prevention of all workplace accidents and injuries. However, in the event of an occupational injury we have adopted the philosophy of returning an injured worker to meaningful and productive work, where possible, in order to protect their earning ability and minimize the disruption to their personal lives.

Every employer has the duty to accommodate workers who have been injured at work, not to the point of undue hardship in accordance with all applicable laws. **A RETURN TO WORK PROGRAM** has been developed which is committed to providing suitable work consistent with the functional capabilities of an injured worker. In almost every case we will be able to immediately accommodate the worker with modified work within their physical capabilities. The goal of the program is to return the worker to their pre-injury position through good communication with all parties involved and through fair and consistent treatment in the provision of modified duties.

The workers is responsible for having the WSIB Form 8, found in the **Grab-and-Go** packages, completed and returned to Health and Safety within 24 hours so that the workplace parties can jointly develop an early and safe return to work plan.

The co-operation and positive attitude needed to maintain the effectiveness of this program is essential by everyone. The program also requires respect for the returning injured worker by all employees and management. We therefore ask that everyone do their part to keep our valuable team together and keep us all working.

18.1.2 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

18.2 MODIFIED WORK PROGRAM

Creation Date: 05 Dec 2002

Review Date: March 2019

Revision Number: 1.1

18.2.1 Purpose:

Provide a fair and consistent policy for rehabilitating employees who have been injured on the job. Tomlinson recognizes the benefits of a formal return-to-work program.

Tomlinson therefore undertakes to provide temporary employment for injured employees thereby returning valuable human resources, benefits and productivity to the corporation. In order to achieve the goal of eventual transfer from modified duties to regular employment a cooperation, assistance and service would be required from WSIB, medical practitioner, supervisors, managers etc.

18.2.2 Basic Definitions:

- a. Injured worker is defined as an employee who sustains a workplace accident in accordance with the Workplace Safety & Insurance Act (WSIA) while in the course of their employment;
- b. WSIB is defined as the Workplace Safety & Insurance Board of Ontario and is governed by the Workplace Safety & Insurance Act (WSIA);
- c. Accident is defined as a workplace incident that causes injury to a worker;
- d. Employer is defined as any organization within the Tomlinson; and
- e. Modified work is defined as the development of any job or combination of tasks that an injured worker, may perform on a temporary basis without risk of re-injury. The work may consist of regular tasks from the pre-injury job that have been changed, redesigned or physically modified. It could also be a special job designed and designated for a worker participating in a modified work program.

18.2.3 Modified Work Benefits:

Modified work has a number of benefits for both the worker and the employer. These benefits are listed below.

18.2.3.1 Specific benefits for employers include:

- a. Assists the injured worker's rehabilitation process;
- b. Retain skilled workers;
- c. Maintain productivity;
- d. Reduce accident costs and lost-time frequencies;
- e. Reduce unnecessary WSIB claim costs;
- f. Reduce cost of hiring and training replacement workers;
- g. Maintain "good will" and worker relations; and
- h. Met all legally obligated requirement's.

18.2.3.2 Specific benefits for injured workers include:

- a. Enhance the recovery process;
- b. Reduce estrangement or isolation;
- c. Maintain contact with co-workers and friends;
- d. Minimize loss of physical fitness; and

- e. Maintain dignity and self-respect by remaining productive.

18.2.4 Modified Work Program Objectives:

- a. Increase awareness and establish accident prevention measures for all workplace accidents;
- b. Cooperate in the WSIB Early and Safety Return To Work (ESRTW) process;
- c. Reduce lost-time days due to absences from injuries and illnesses;
- d. Promote cooperation of all interested parties in modified work plans; and
- e. Reduce Workplace Safety & Insurance Board (WSIB) costs.

18.2.5 Eligibility under the Modified Work Program:

The modified work program is specifically designed for injured workers.

Modified work may also be used as a useful tool for workers who have been off work for non-compensable injuries or illnesses. This decision however, will rest with senior management and must involve the cooperation and recommendations of treating health care practitioners.

18.2.6 Early and Safe Return to Work Obligations:

WSIB has placed specific return-to-work obligations on employers and workers when a workplace accident occurs. The WSIB obligations are listed below:

18.2.6.1 Employer Obligations:

- a. Provide prompt first aid treatment and if necessary provide emergency transportation to a medical practitioner,
- b. Provide the employee with a WSIB “Form 8” prior to the worker seeking initial medical attention,
- c. Complete the WSIB Form 7 within three days of learning of a workplace injury and provide a copy to the injured worker,
- d. Cooperate in identifying and arranging appropriate employment for the worker as soon as possible after an accident occurs,
- e. Contact the worker as soon as possible after an accident and maintain regular communication throughout the worker’s recovery,
- f. Attempt to identify and arrange suitable modified work, consistent with the worker’s functional abilities, and restore pre-injury wages while on temporary modified work, and
- g. Cooperate with all workplace parties on all early and safe return to work issues.

18.2.6.2 Worker’s Obligations:

- a. Worker’s have statutory obligations under Section 40 (2) of the Workplace Safety & Insurance Act to cooperate in the return to work process,
- b. Report all accidents to their supervisor immediately after an injury,
- c. Obtain a WSIB Form 8 from their supervisor prior to seeking initial medical attention,
- d. Return all WSIB and internal forms promptly to their supervisor,
- e. Cooperate with all workplace parties on early and safe return to work strategies,
- f. Maintain regular contact with their supervisor and communicate information on their recovery, and
- g. Provide the WSIB with any information they may request concerning return to work issues.

18.2.7 Dispute Resolution on Modified Work:

If any party disagrees with the WSIB Form 8 or Functional Ability Form (FAF) assessment, mediation services can be offered to resolve any concerns or difficulties. The mechanism for dispute resolution may involve:

- a. Reviewing the existing modified work plan with the employer and worker to ensure accuracy and resolve misunderstandings;
- b. If either party feels that the information on the WSIB FAF is unclear or that the worker's recovery is malingering, either party may request an Independent Medical Assessment; and
- c. If the dispute is not resolved internally, the WSIB will be contacted for final assistance.

18.2.8 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

18.3 MODIFIED WORK OFFER

Creation Date: 05 Dec 2002

Review Date: March 2019

Revision Number: 1.1

18.3.1 Purpose:

The purpose of the written modified work offer (MWO) is to inform both Supervisor and injured worker of what is required by both parties to ensure cooperation in getting the injured worker back to full and regular duties.

18.3.2 Procedure:

Once it has been identified that a worker has been injured due to a workplace accident or occupational disease the worker shall be brought in and presented a copy of the MWO and both the injured worker and Supervisor shall read the MWO together.

Once the MWO has been read and both parties understand what their respective responsibilities are, it shall be signed by both parties and a copy will be given to the worker with the original forwarded to the Health & Safety for inclusion in the workers claim file held at the main office.

This procedure shall be completed for every incident in which a worker is injured and a Form 7 is submitted to WSIB. A prior signed MWO, from a previous injury, shall not be accepted for a new injury.

All modified duties must be:

- a. Meaning full, work must need to be done;
- b. Safe, the proposed duties cannot put the worker in danger; and
- c. Meet medical limitations, proposed duties cannot have the possibility of aggravating the workers injury.

When designing modified work, consideration needs to be given for:

This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Ability to lift;
- b. Walking; and
- c. Bending;
- d. Twisting;
- e. Ergonomics;
- f. Vibration; and
- g. Work posture;

The official offer of temporary modified work shall indicate the following:

- a. Effective date of the temporary modified work duties;
- b. Duties to be performed, detailed description;
- c. Who the worker will report to during the time the injured worker is on temporary modified work;
- d. Exact hours and days the injured worker will work; and
- e. Both Supervisor and injured worker shall sign the offer with a copy to the worker and a copy to the Director Health & Safety for inclusion in the injured workers file at the main office.

As each work will have different restrictions and each worker has different jobs, modified duties will be developed once the medical restrictions have been provided. However there are some modified duties that are available generally all year. They are mostly administrative but some modified duties can be performed in the field. The following are some tasks that are available:

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This list is not exclusive and may be supplemented according to site-specific requirements.

- a. Filing of invoices, scale tickets etc.;
- b. Conducting inventory control;
- c. Flagging;
- d. Dispatch;
- e. Load control on site; and
- f. Tracking of roll off bins etc.

18.3.3 Initial Offer of Modified Work:

An injured worker shall be presented with initial offer of modified work prior to seeking medical attention, where possible. If the initial offer of modified work cannot be offered prior to the injured worker seeking medical attention this form may not need to be completed but the official offer of modified work can be presented in place of the initial offer of modified work.

The initial offer of modified work shall list duties based on the nature of the injuries observed at the scene of the accident. The Supervisor completing the initial offer of modified work shall err on the side of caution and only lists the lightest of duties until the medical limitations of the injured worker are known.

Once the initial offer of modified work has been presented to the injured worker and the injured worker has signed accepting or declining the offer of modified work a copy shall be given to the worker and the original forwarded to the Health & Safety for inclusion in the injured workers claim file held at the main office.

18.3.4 Official Offer of Temporary Modified Work:

Once the injured worker has returned from seeking medical attention and has a completed Form 8, listing the medical limitations, an official offer of temporary modified work shall be presented to the injured worker. This offer of modified work shall be completed by the injured workers Supervisor in consultation with the injured worker.

The offer of temporary modified work shall be adjusted as the medical limitations of the injured worker change. A new offer shall be completed and a copy presented to the injured worker and a copy forwarded to the Health & Safety for inclusion in the injured workers file. During the revision of the modified work offer, an injured worker's description of regular work shall be consulted and every attempt shall be made to integrate portions of a modified version of the regular duties of the worker in attempt to restore the worker to his/her regular position and regular hours.

18.3.5 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

18.4 WSIB CORRESPONDENCE

*Creation Date: 05 Dec 2002
Review Date: March 2019
Revision Number: 1.0*

18.4.1 Purpose:

One of the most important steps to an ESRTW is that all workplace parties communicate with each other. Ensuring the timely passage of information will assist in a successful RTW plan.

18.4.2 Responsibilities:

Each workplace party has responsibilities when it comes to communicating with each other. Below are the responsibilities for the worker and employer. WSIB responsibilities are outlined in the WSIB Act and regulations.

Worker;

- a. Report all workplace injuries immediately, Provide copies of any medical documentation relevant to the workplace injury within 24 hours of obtaining it, Keep employer and WSIB aware of any changes to your medical condition, issues with the RTW plan etc., If continuing medical care is required, provide completed FAF's are provided to the employer and WSIB, When ready for return to regular duties, provide a medical note stating such and provide a copy to the employer and WSIB. Employer;
- a. Provide completed Form 7 within 3 days of a worker seeking medical attention above first aid for a workplace injury to WSIB and provide a copy to the worker, Communicate any changes to the ESRTW plan to the worker and WSIB, Provide WSIB with any information requested such as work hours, pay increases, impending layoffs etc., Ensure WSIB is notified when the worker has returned to regular duties and provide medical note stating such. **Discipline:**

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 19 MANAGEMENT REVIEW

19.1 MANAGEMENT REVIEW

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jun 2017	Subsection 19.1: Created	1.0		
Mar 2019	Section Reviewed changes below (if any)		QAB	C.F. kg
Mar 2019	Subsection 19.1.1- added and revised content	1.1		
Mar 2019	Subsection 19.1.9- added subsection	1.1	C.F. kg	C.F. kg
Aug 2019	Subsection 19.1 – revised process and investigation	2.0	C.F. kg	C.F. kg

19.1 MANAGEMENT REVIEW

Creation Date: July 2017

Review Date: Aug 2019

Revision Number: 2.0

19.1.1 Policy:

All Tomlinson companies will conduct an annual review of its health & safety program on a yearly basis as a minimum. This will enable the various companies to understand the effectiveness of the company safety program on their operations. All key members, including senior management (SM), of each company will participate in this review. The standard below will dictate how the review is to be conducted, what documents must be reviewed, development of an action and communication plan, retention of records and frequency of the reviews.

19.1.2 Standard:

The following list how the review will be conducted:

- a. Responsibilities; Frequency of reviews; Objectives and action plans; Record retention; and Document review. **Responsibilities:**

In order to have successful and meaningful review members of the SM will be required to have certain responsibilities. These can be designated for a period of time or can be rotated depending on the frequency of the reviews. Responsibilities include:

- a. Review Chair, this person will be responsible for organizing the review. These duties will consist of: Gathering all required information prior to the meeting and distributing as necessary, Booking the meeting as well as any external personnel, Ensuring there is a record of the meeting and minutes are taken, Ensuring a final report is prepared, as well any action plans, and Ensuring any action plan is communicated out by the other SM members and the action plan is implemented. Minute taker- this person will be responsible for maintaining accurate minutes of the meeting. **Frequency of Reviews:**

The health & safety program will be reviewed annually as a minimum however the review may occur more frequently as needed. All reviews must be recorded using the Management review meeting minutes template.

19.1.5 Objectives and Action Plans:

The purpose of the review is to identify any weaknesses in the Health & Safety program. From the review the SM can determine what objectives need to be met and what the action plan is to ensure the objectives are met.

Once the action plan has been completed it must be communicated out to the workers complete with the objectives and directives to ensure it is successful.

19.1.5.1 Follow up:

Time frames must be determined to review how effective the objectives that have been implemented are. It is recommended that a review of the objectives occur every 3 months as a minimum.

19.1.6 Record Retention:

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It is important to maintain records of all reviews. Records include sign in sheets, minutes, action plans etc. These records can be used to determine if there are recurring issues.

All records relating to this review will be maintained on SharePoint to assist with COR audits and annual comparisons for at least 3 years from the date of the review.

19.1.7 Documents Review (Input):

To ensure a complete and thorough review the following documents must be included in the review:

- a. Inspection reports;
- b. JHA's
- c. MoL orders;
- d. Monthly TRIR's
- e. Incident reports;
- f. Past audits from a third party auditor;
- g. Past internal reviews;
- h. Any study completed of injuries etc.; and
- i. Changes in:
 - i. Legal requirements;
 - ii. Business conditions;
 - iii. Organizational changes; and
 - iv. Company key performance indicators (KPIs).

As this is not an exhaustive list any other document or source of information that is relevant to this review shall be included in this review.

19.1.8 Output:

One of the key purposes of the review is to determine what steps must be taken to correct the areas that need improvement. The outputs should determine:

- a. What components of the safety program are operating successfully;
- b. What components of the safety program requires corrective action;
- c. What are the prevailing trends regarding injuries, MVA's, MoL orders, incidents;
- d. Have past objectives been met;
- e. What are the new objectives, if any; and
- f. Creation of an action and communication plan and how it will be communicated to the workers.

19.1.9 Action Plan:

Once the review has been completed and objectives have been set, a plan must be developed to ensure the objectives of the review are met, also ensuring that the plan supports the findings. Also the action plan and the objectives must be communicated to the workers clearly stating what the objectives are and the plan to achieve these objectives.

19.1.10 Action Plan:

Once the review has been completed and objectives have been set, a plan must be developed to ensure the objectives of the review are met, also ensuring that the plan supports the findings. Also the action plan and the objectives must be communicated to the workers clearly stating what the objectives are and the plan to achieve

these objectives.

19.1.11 Discipline:

Any worker who violates this policy shall be subject to the Company Disciplinary Policy consisting of a verbal warning, written warning, and final warning and up to and including suspension and/or termination.

Section 20 APPENDICIES

20.1 APPENDIX A: HAZARD ASSESSMENT TOOL

20.2 APPENDIX B: PRE-JOB SAFETY INSTRUCTIONS

20.3 APPENDIX C: INSPECTIONS

20.4 APPENDIX D: DEFECTIVE TOOLS

20.5 APPENDIX E: INCIDENT INVESTIGATION REPORTS

20.6 APPENDIX F: SAFETY TALK

20.7 APPENDIX G: STANDARDIZED DISCIPLINE FOR INFRACTIONS

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Feb 2017	Subsection 20.1: revised to reflect current practices	2.0		
Feb 2017	Subsection 20.2: created	1.0		
Oct 2017	Subsection 20.3: created	1.0		
Oct 2017	Subsection 20.4: created	1.0		
Nov 2017	Subsection 20.5: created	1.0		
Nov 2017	Subsection 20.6: created	1.0		
Mar 2019	Section Reviewed changes below (if any)		AB	C.F. kg
Mar 2019	Subsection 20.7 created	1.1	C.F. kg	C.F. kg

20.1 APPENDIX A: HAZARD ASSESSMENT TOOL

Creation Date: Feb 2017

Revision Date:

Revision Number: 2.0

20.1.1 Instructions to Complete Job Hazard Assessment (JHA):

In order to complete the JHA ensure that all columns A to J are completed entirely.

Column A: Work process or tasks. In this column list all the work processes or tasks. See the example at the end of this appendix.

Column B: Potential hazards. List all known, potential hazards. See the example at the end of this appendix.

Columns C, D, E, F, G and I: Refer to the RAT to complete columns C, D, E, F, G and I. See instructions below.

20.1.2 Risk Assessment Tool (RAT) Instructions:

In order to complete a JHA you must use the Risk Assessment Tool (RAT):

Column C: determine likelihood of exposure (How often will the worker be exposed to the hazard?)

Column D: determine likelihood of occurrence (What are the chances that worker will be exposed to the hazard?)

Column E: using the numbers obtained from the exposure, column C, and occurrences, column D, plot the numbers on the Exposure/Occurrence Chart, **Column E**, to determine the Probability. The resulting letter rating is used for the Determination of Risk.

Column F: determine the rating number for Consequences. Using the number obtained in Consequences, Column F, and the letter rating from Probability, Column E, plot values on the Probability/Consequences chart.

Column G: Using the resulting number from Probability/Consequences Chart, determine Risk Rating without controls to indicate High, Medium or Low risk.

Column H: Controls. List all controls that are currently in place to deal with the identified hazard. If no controls are in place or current controls are insufficient, establish new controls to deal with the identified hazard.

Column I: Residual Risk. Using Instructions for Columns C to F, complete Column I, evaluating controls in Column H to ensure that they are adequate to protect the worker.

Column J: Action Plan. If the residual risk is higher than Low, develop new controls to be implemented that will bring the Residual Risk to Low. Once the new controls have been successfully implemented, perform another Risk Assessment to confirm the Residual Risk is Low and revise the JHA.

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20.1.3 Hazard Assessment Form (HAF):

TOMLINSON		Job Hazard Assessment					R.W Tomlinson Ltd Rev. 001		
Recognize		Risk Evaluation					Controls		
Work Process, Work Area or Job	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls (SWP / SJP)	Residual Risk	Action Plan (Required for Risk Rating higher than LOW)

SUPERVISOR: _____

SIGNATURE: _____

WORKER: _____

SIGNATURE: _____

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20.1.4 Risk Assessment Tool (RAT):

Instructions: Risk Assessment:

Columns C & D - Exposure & Occurrence: Select the description (1-6) below the best matches the frequency of exposure and likelihood of occurrence of the hazard.

C. Likelihood of Exposure	D. Likelihood of Occurrence
1 - Continuous	1 - Very likely (has happened)
2 - Frequent (daily)	2 - Likely (it could happen)
3 - Occasional (once per week)	3 - Rare (seldom but possible)
4 - Unusual (once per month)	4 - Very Rare (very seldom)
5 - Rare (few per year)	5 - Very Unlikely (slight possibility)
6 - Very rare (yearly or less)	6 - Practically Impossible

Exposure (1-6) + Occurrence (1-6) = Probability (A-E)

Column E - Probability is the combination of likelihood of exposure and the likelihood of occurrence. Locate the number (1-6) down the left side of the chart that describes the likelihood of exposure of the hazard. Locate the number that describes the likelihood of occurrence across the top of the chart. The box where they meet (A-E) is the probability rating.

		Likelihood of Occurrence					
		1	2	3	4	5	6
Likelihood of Exposure	1	A	A	B	C	C	D
	2	A	B	B	C	D	D
	3	B	B	C	D	D	D
	4	B	C	C	D	D	E
	5	C	C	D	D	E	E
	6	C	D	D	E	E	E

Column F - Determination of Risk is the combination of probability of an injury/illness and the potential consequences if it should occur e.g. loss to people, property or environment. Select the description (1-5) below, that best matches the consequences, if an accident should happen involving the hazard.

E. Probability	F. Consequences
A - common or repeating occurrence	1 - fatality or permanent disability
B - known to occur, or "it has happened"	2 - serious injury or illness w/lost time or other loss
C - could occur, or I've heard of it happening"	3 - moderate injury or illness w/lost time or other loss
D - not likely to occur	4 - minor injury or illness w/o lost time, or other loss
E - practically impossible	5 - no injury or illness, lost time or other loss

Probability + Consequences = Determination of Risk (1-25)

		Probability				
		A	B	C	D	E
Consequences	1	1	2	4	7	11
	2	3	5	8	12	16
	3	6	9	13	17	20
	4	10	14	18	21	23
	5	15	19	22	24	25

Column G - Risk Rating is the number where the Probability letter meets the Consequences number, on the above chart. The Risk Rating (H - High, M - Medium, L - Low) helps determine the priority for determining controls.

HIGH = 1 - 6

Serious or significant hazard - a high priority for immediate controls of elimination.

MEDIUM = 7 - 15

Moderate hazard - medium priority for controls as soon as soon as possible.

LOW = 16 - 25

Minor hazard - lower priority for controls after higher priorities.

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Revision Number: 1.0

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20.2.2 PSI Instructions:

Date – date of PSI being completed

Foreman – name of the supervisor or foreman completing the form

Location – location for the job

Job # - number assigned

Job Description – general description of the work to be completed

Potential Hazards – check all existing and/or potential hazards that may apply to the job. Use box called “other” to indicate any hazards that are not listed.

Work Crew Names – ensure that all workers, including sub-contractors PRINT their names and initial in the box beside it.

List Tasks – break job description into specific tasks, which may have potential hazards

Possible Hazards – list any possible hazards that may be associated with listed tasks

Hazards Controls – describe actions or procedures to control hazards listed in each box

Submit white copy of the form to Health and Safety team. Keep yellow copy of the form for your records.

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20.3 APPENDIX C: INSPECTIONS

Creation Date: Jan 2015

Revision Date: Oct 2017

Revision Number: 1.0

20.3.1 Construction:

TOMLINSON FOUNDED ON STRENGTH GUIDED BY VISION		5597 Power Road, Ottawa, ON K1G 3N4		WEEKLY SITE INSPECTION			
SITE LOCATION: _____			DATE: ____/____/____				
<u>ITEM</u>	<u>SATISFACTORY</u>			<u>ITEM</u>	<u>SATISFACTORY</u>		
	YES	NO	N/A		YES	NO	N/A
Site Housekeeping				Trenches			
Workplace clear & uncluttered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper access & Egress from trench	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoring in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools & consumables stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excavated material placed away from edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narrow/steep ditches properly identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment				Work Over / Around Water			
Hardhat / work boots / safety vests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper harness, lifebuoy & line available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warning horn readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rescue procedure reviewed with workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall Protection			
Fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard rails installed at openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker Safety Awareness				Openings in floor covered and labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard warning signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall arrest / fall restraint system in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSHA & Regulations posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conveyor Operation			
Safety Policy posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Idlers / rollers / pulleys guarded properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toolbox talks on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency pull cord in place & working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control				Electrical			
Site visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control room identified with hazard sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control plan for site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lock out procedure posted & used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper signs in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unobstructed access to panel / clear area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained traffic control people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical box purpose identified with label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic flow through site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities			
Equipment Operation				Overhead power lines identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buried utilities located and marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visibility of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment & materials at a safe distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper reversing procedures followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoisting			
Trained signaller available for operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator assisted by signaller when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe equipment operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slings, cables, hardware in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Storage				Ground workers aware of lifts being made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safely piled / contained / located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Work Habits			
Proper WHMIS labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courteous to public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety data sheets available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gas Cylinders				Aware of traffic & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly secured / upright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Preparedness			
Properly moved / lifted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency plan on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers located on equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds				Fire extinguishers available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly erected & secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit / first aid person on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Openings guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sub Contractors			
Ladders				Familiar with company safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complying with company safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly secured at bottom / tied off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have and follow traffic control plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three point contact used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
General Safety Comments	_____						

Inspecting Supervisor's Name: _____	Inspecting Worker's Name: _____						
Signature: _____	Signature: _____						

RWT FORM# 142, REV. 0, SEP 2016

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FOUNDED ON **STRENGTH** GUIDED BY **VISION**

20.3.2 Office:

WORKPLACE INSPECTIONS – OFFICE ENVIRONMENTS

R.W. TOMLINSON LIMITED

DATE: _____

FACILITY _____

Item	Number Substandard	Hazard (A,B,C)**	Comments
Fire Prevention			
Extinguishers available & accessible			
Extinguishers dated monthly			
Pull stations accessible			
Electrical cords/outlets in good condition			
Electrical outlets not overloaded			
Fire exits clear of obstruction			
Fire doors closed			
Fire exit signs lit			
Facilities			
Light levels adequate			
Air quality adequate			
Temperature & humidity adequate			
Air/temperature units unobstructed			
Noise level appropriate			
Hazardous material properly labeled			
Hazardous material properly stored			
Unexpired MSDS are available			
Housekeeping satisfactory			
No construction hazards present			

TOMLINSON

FOUNDED ON **STRENGTH** GUIDED BY **VISION**

Item	Number Substandard	Hazard (A,B,C)**	Comments
Walking Surfaces			
Walkways free of obstacles			
Cords anchored or covered			
Floor coverings in good condition			
No slip/trip hazards present			
Warnings posted when floors wet			
Furniture/Office Equipment			
In good mechanical condition			
Properly assembled			
Properly adjusted			
Secure from tipping			
Free from sharp edges/corners			
Dangerous parts properly guarded			
Emergency switches accessible			
Defective equipment properly identified			
Unnecessary items removed			
Employees instructed on safe/proper use			
Electrical cords at workstation secured			
First Aid			
First aid kit available			
First aid kit checked monthly			
WSIB poster 82 beside kit			
Certificates of first aiders current & posted			
First aid log sheet available & in use			

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Item	Number Substandard	Hazard (A,B,C)**	Comments
Bookcases/Shelves/Cabinets			
Secured from tipping			
In good condition			
Drawers/doors closed when not in use			
One drawer of filing cabinet open at a time			
Material safely stored/stacked/piled			
Heavier or common accessed items between knuckle and shoulder height			
Step stools available, if required			
Posted Information			
OH&S Act & regulation OH&S policy			
First aid names			
JHSC meeting minutes			
Training			
Employees aware of emergency procedures			
Employees provided information to protect their health & safety			
Other concerns			

** Hazard Classification

- A** Likely to cause permanent disability, loss of life or extensive property damage - **Correct Immediately**
- B** Likely to cause serious injury/illness, temporary disability or serious property damage - **Correct As Soon As Possible**
- C** Likely to cause minor injuries or non-disruptive property damage - **Correct As Soon As Possible**

Inspected by: _____

Reviewed by: _____

3/3

20.3.3 Industrial:

TOMLINSON
FOUNDED ON STRENGTH GUIDED BY VISION
5597 Power Road, Ottawa, ON K1G 3N4

Annex 2A

WORKPLACE INSPECTIONS - INDUSTRIAL ESTABLISHMENTS

Facility: _____ Date: _____

ITEM	REFERENCE	NUMBER SUBSTANDARD	HAZARD (A,B,C)**	COMMENTS
General Work Area				
IE101	Floors	11		
IE102	Aisles, guardrails	13,14		
IE103	Platforms	19		
IE104	Ladders	18,19,73		
IE105	Stairs	17,19		
IE106	Exits	120		
IE107	Walls & Roofs	OHSA 25(l)(e)		
IE108	Roadways			
Facilities				
IE201	Ventilation	127,128		
IE202	Lighting	21		
IE203	Noise Exposure	139		
IE204	Dust Levels	RCEBC		
Materials				
IE301	Stacking & Storage	45,46,47,48		
IE302	Chemicals & Fuels	22,23		
IE303	Compressed Gas	49,66		
IE304	Waste Removal	26,126		

White - Return to Health and Safety
IND FORM 201, REV. 0, JAN/17

Yellow - Keep for Records

PAGE 01 OF 03
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WORKPLACE INSPECTIONS - INDUSTRIAL ESTABLISHMENTS

ITEM	REFERENCE	NUMBER SUBSTANDARD	HAZARD (A,B,C)**	COMMENTS
Equipment				
IE401	Hand & portable Tools	39,43,44		
IE402	Stationary equipment including guards & shields	24,25,26,29,30,34		
IE403	Mobile Equipment	54-60		
IE404	Lifting Equipment	51,52,53		
IE405	Hydraulic power systems			
IE406	Pneumatic power systems			
IE407	Electrical power systems	40		
IE408	Valves & mechanical equipment	62		
Hazard Controls				
IE501	Lockout systems	76		
IE502	Colour coding	62		
IE503	Hazardous material inventory	OHSA 38		
IE504	WHMIS	OHSA 37		
Emergency Systems				
IE601	Fire protection	123		
IE602	First aid kits	Regulation 1101		
IE603	Eye wash	124		

WORKPLACE INSPECTIONS - INDUSTRIAL ESTABLISHMENTS

ITEM	REFERENCE	NUMBER SUBSTANDARD	HAZARD (A,B,C)**	COMMENTS
Personal Protective Equipment Compliance				
IE701 Eye Protection	81			
IE702 Hearing Protection	139			
IE703 Head Protection	80			
IE704 Hand Protection	84			
IE705 Foot Protection	82			
IE706 Leg Protection	84			
IE707 Other PPE				
Other				
IE801 Confined space	119.1-119.20			
IE802 Maintenance & Repairs	72-78			
IE803 Other (specify)				

Notes: * Unless otherwise indicated, section numbers are from the Regulations for Industrial Establishments, 1992

** Hazard Classification

- | | |
|----------|--|
| A | Likely to cause permanent disability, loss of life or extensive property damage - Correct Immediately |
| B | Likely to cause serious injury/illness, temporary disability or serious property damage - Correct As Soon As Possible |
| C | Likely to cause minor injuries or non-disruptive property damage - Correct As Soon As Possible |

Inspected by: _____

Inspected by: _____

TOMLINSON

FOUNDED ON **STRENGTH** GUIDED BY **VISION**

20.3.4 Mining:

WORKPLACE INSPECTIONS – QUARRIES & CRUSHING PLANTS

R.W. TOMLINSON LIMITED

DATE: _____

FACILITY _____

Item	Reference	Number Substandard	Hazard (A,B,C)**	Comments
General Work Area				
Reg854 Floors, Aisles, Guardrails	54			
Reg854 Platforms	54			
Reg854 Ladders	47, 48, 49, 54			
Reg854 Stairs	54			
Reg854 Exits	44, 46			
OHSWA Walls & roofs	OHSWA 25(1)(e)			
Reg854				
Reg854				
Facilities				
Reg854 Ventilation	266			
Reg854 Lighting	263			
Reg854 Noise Exposure	85 decibels10			
Reg854 Dust Levels	RCEBC			
Materials				
Reg854 Stacking & Storage				
Reg854 Chemicals & Fuels	43, 283			
Reg854 Compressed Gas	194			
Reg854 Waste Removal				

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Item	Reference	Number Substandard	Hazard (A,B,C)**	Comments
Equipment				
Reg854	Hand & portable Tools			
Reg854	Stationary equipment including guards & shields	185,196		
Reg854	Mobile equipment	105,106,112,119		
Reg854	Lifting equipment	192		
Reg854	Hydraulic power systems			
Reg854	Pneumatic power systems			
Reg854	Electrical power systems	Part 7		
Reg854	Valves & mechanical equipment			
Reg854	Pull cords	196		
Hazard Controls				
Reg854	Lockout systems	160,185,196		
OHSA	MSDS available	OHSA 38		
OHSA	WHMIS	OHSA 37		
Explosives				
Reg854	Storage, Flames	122		
Reg854	Magazine	123		
Reg854	Blast warning	141		
Reg854	Blast records	142,143		
Reg854	Lightning	154		
Reg854	Radios near blasts	154		

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FACILITY _____		DATE _____		
Item	Reference	Number Substandard	Hazard (A,B,C)**	Comments
Emergency Systems				
Reg854	Emergency Instructions			
Reg854	Fire protection	41, 43, 44, 163		
Reg854	First aid kits	281.1, WSIB 1101		
Reg854	Eye wash	282		
Personal Protective Equipment Compliance				
Reg854	Eye Protection	12		
Reg854	Hearing protection	12		
Reg854	Head protection	12		
Reg854	Hand protection	12		
Reg854	Foot protection	12		
Reg854	Respirator	12		
Other				
Reg854	Confined space	294-313		
Reg854	Fall arrest	14,60		
Reg854	Overburden	91		
Reg854	Face Inspection	89,90,93		
Reg854	Face Cleaning	94		
Reg854	Dumping over banks	118		
Reg854	Roadways, Safety berms	116		
Reg854	Stockpiles	61,88		
Reg854				

Notes: * Unless otherwise indicated, section numbers are from the Regulations for Mines and Mining Plants, 2007

TOMLINSON

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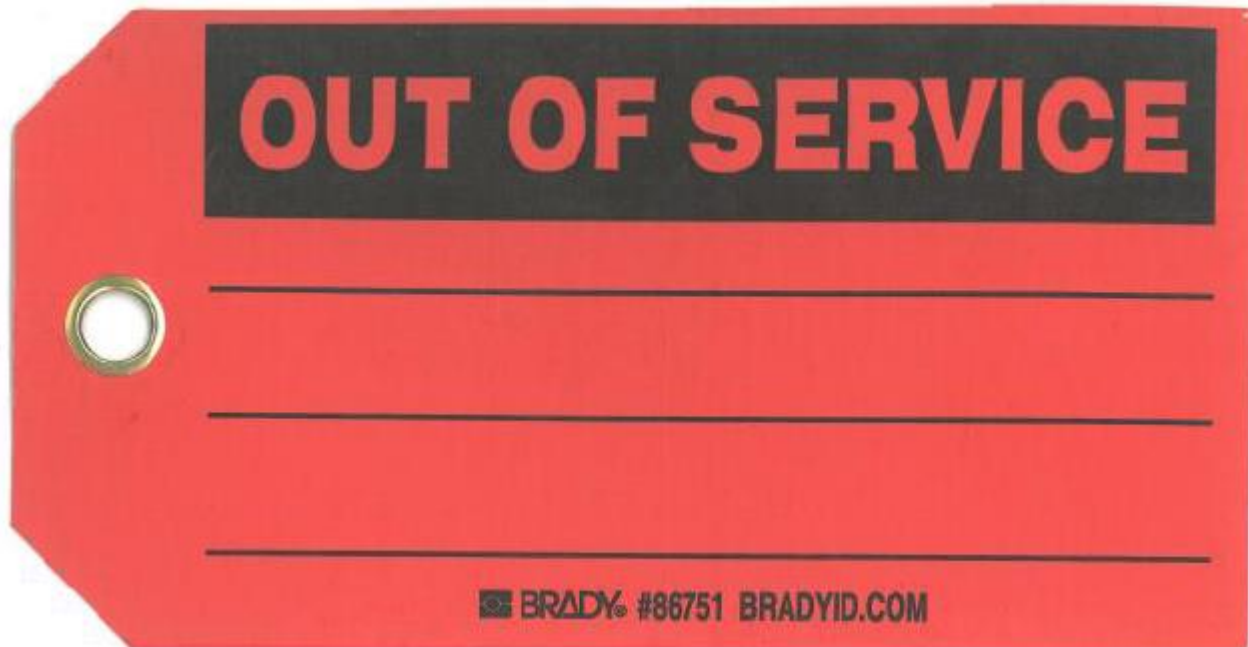
20.4 APPENDIX D: DEFECTIVE TOOLS

Creation Date: Jan 2015

Revision Date: Oct 2017

Revision Number: 1.0

20.4.1 Defective Tools Tag:



20.5 APPENDIX E: INCIDENT INVESTIGATION REPORTS

Creation Date: Jan 2015

Revision Date: Nov 2017

Revision Number: 1.0

20.5.1 Incident Investigation Report:

CONFIDENTIAL PRIVILEGED	TOMLINSON <small>FOUNDED ON STRENGTH GUIDED BY VISION</small>	<small>Notify H&S within 24 hours of incident Once complete return copy to H & S</small>																																																						
INCIDENT INVESTIGATION REPORT																																																								
Type of Incident <input type="checkbox"/> Close Call <input type="checkbox"/> Non-Medical Incident <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Aid <input type="checkbox"/> Theft <input type="checkbox"/> Fire <input checked="" type="checkbox"/> Work Refusal <input type="checkbox"/> Equipment Damage <input type="checkbox"/> Property Damage <input type="checkbox"/> Other, please specify _____																																																								
SECTION A: Incident Location and Reporting																																																								
Date of Incident:		Time of Incident:																																																						
Division/Company:		Incident Location:																																																						
Name of Site Supervisor/Foreman:																																																								
Incident Occurred During:		<input type="checkbox"/> Regular Business Hours <input type="checkbox"/> Overtime Hours																																																						
Person(s) Involved (check all that apply): <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other, please specify:																																																								
Incident Reported to:	Name:	Job Title:																																																						
	Date Reported:	Time Reported:																																																						
SECTION B: Information of Involved Person(s)																																																								
PERSON 1																																																								
Name:		Job Title:																																																						
Home Address:		Phone Number:																																																						
Employer's Name:																																																								
PERSON 2 (if applicable)																																																								
Name:		Job Title:																																																						
Home Address:		Phone Number:																																																						
Employer's Name:																																																								
PERSON 3 (if applicable)																																																								
Name:		Job Title:																																																						
Home Address:		Phone Number:																																																						
Employer's Name:																																																								
SECTION C: Injury Details																																																								
Has the person sought medical attention:	<input type="checkbox"/> No <input type="checkbox"/> Yes – please check all relevant selections																																																							
Area of Injury (check all that apply)	<input type="checkbox"/> First Aid / Onsite Medical Attention <input type="checkbox"/> Walk-in Clinic / Family Doctor <input type="checkbox"/> Ambulance / Emergency Transportation <input type="checkbox"/> Emergency Department <input type="checkbox"/> Admitted to Hospital <input type="checkbox"/> Other, specify:																																																							
	<table border="0" style="width: 100%; font-size: small;"> <tr> <td><input type="checkbox"/> Head</td> <td><input type="checkbox"/> Teeth</td> <td><input type="checkbox"/> Upper Back</td> <td>Left</td> <td>Right</td> <td>Left</td> <td>Right</td> <td>Left</td> <td>Right</td> <td>Left</td> <td>Right</td> </tr> <tr> <td><input type="checkbox"/> Face</td> <td><input type="checkbox"/> Neck</td> <td><input type="checkbox"/> Lower Back</td> <td><input type="checkbox"/> Shoulder</td> <td><input type="checkbox"/> Wrist</td> <td><input type="checkbox"/> Hip</td> <td><input type="checkbox"/> Ankle</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Eye(s)</td> <td><input type="checkbox"/> Chest</td> <td><input type="checkbox"/> Abdomen</td> <td><input type="checkbox"/> Arm</td> <td><input type="checkbox"/> Hand</td> <td><input type="checkbox"/> Thigh</td> <td><input type="checkbox"/> Foot</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Ear(s)</td> <td></td> <td><input type="checkbox"/> Pelvis</td> <td><input type="checkbox"/> Elbow</td> <td><input type="checkbox"/> Finger(s)</td> <td><input type="checkbox"/> Knee</td> <td><input type="checkbox"/> Toe(s)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Forearm</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Leg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		<input type="checkbox"/> Head	<input type="checkbox"/> Teeth	<input type="checkbox"/> Upper Back	Left	Right	Left	Right	Left	Right	Left	Right	<input type="checkbox"/> Face	<input type="checkbox"/> Neck	<input type="checkbox"/> Lower Back	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Wrist	<input type="checkbox"/> Hip	<input type="checkbox"/> Ankle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Chest	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Arm	<input type="checkbox"/> Hand	<input type="checkbox"/> Thigh	<input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ear(s)		<input type="checkbox"/> Pelvis	<input type="checkbox"/> Elbow	<input type="checkbox"/> Finger(s)	<input type="checkbox"/> Knee	<input type="checkbox"/> Toe(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> Forearm	<input type="checkbox"/>	<input type="checkbox"/> Leg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Chest	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Arm	<input type="checkbox"/> Hand	<input type="checkbox"/> Thigh	<input type="checkbox"/> Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														
<input type="checkbox"/> Ear(s)		<input type="checkbox"/> Pelvis	<input type="checkbox"/> Elbow	<input type="checkbox"/> Finger(s)	<input type="checkbox"/> Knee	<input type="checkbox"/> Toe(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														
			<input type="checkbox"/> Forearm	<input type="checkbox"/>	<input type="checkbox"/> Leg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																														

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Notify H&S within 24 hours of incident
Once complete return copy to H & S

SECTION D: Description of Incident

Incident Description (provide detailed description of the events) if required use a separate piece of paper:


Witnesses (if applicable)	Name:		Phone:		
	Name:		Phone:		
Cause of the Incident (check all that apply)	People <input type="checkbox"/> Fatigue <input type="checkbox"/> Inattention <input type="checkbox"/> Inexperience <input type="checkbox"/> Training <input type="checkbox"/> Behaviour	Equipment <input type="checkbox"/> Defective <input type="checkbox"/> Guard <input type="checkbox"/> PPE <input type="checkbox"/> Vibration <input type="checkbox"/> Energy	Materials <input type="checkbox"/> Dust <input type="checkbox"/> Chemicals <input type="checkbox"/> Raw materials <input type="checkbox"/> Waste	Environment <input type="checkbox"/> Weather <input type="checkbox"/> Lighting <input type="checkbox"/> Means of access/egress <input type="checkbox"/> Steps, ramps <input type="checkbox"/> Housekeeping	Procedure <input type="checkbox"/> Lack of supervision <input type="checkbox"/> Incorrect or unclear work procedure <input type="checkbox"/> No verbal or written instruction
	Other, please specify:				

SECTION E: Control Measures

Action Plan: List the specific steps to be taken to prevent a similar incident

Action to be Taken	By Whom and When	Timeline of Completion

SECTION F: Signatures and Investigation

		
Signature of Foreman		Date:
OFFICE USE ONLY		
Signature of Health and Safety		Date:
Further investigation required?		<input type="checkbox"/> Yes <input type="checkbox"/> No

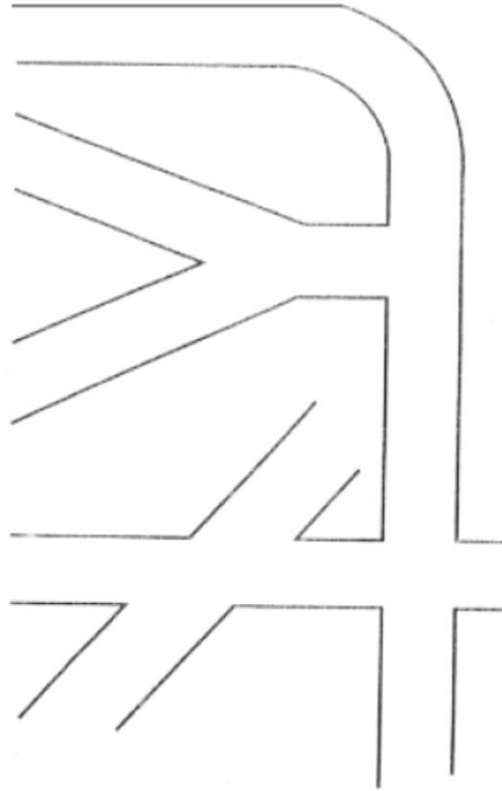
TOMLINSON

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20.5.2 Vehicle Collision Report:

TOMLINSON		Vehicle	Division
FOUNDED ON STRENGTH GUIDED BY VISION			
VEHICLE COLLISION REPORT		Privileged & Confidential	
Tomlinson Vehicle #1	Driver:		Police report #:
	Date of Collision:		Charged: YES: <input type="checkbox"/> NO: <input type="checkbox"/>
	Drivers licence #:		
	Description of damage to Tomlinson vehicle:		
Other Vehicle #2	Driver's name:		Charged: YES: <input type="checkbox"/> NO: <input type="checkbox"/>
	Drivers licence #:		
	Vehicle make (i.e. Chev):		
	Plate information:		
	Insurance carrier:		
	Policy #:		
	Description of damage to vehicle:		
Witness Info	Name	Address	Phone #
Description of Collision	Location:		Posted speed limit:
			Weather conditions:
Preventable Non-Preventable	Was this collision preventable: YES: <input type="checkbox"/> NO: <input type="checkbox"/>		
	If this collision was preventable was discipline received:		
	Verbal: <input type="checkbox"/> Written: <input type="checkbox"/> Other: _____		
Person in Charge:		Review, complete preventable/non-preventable fields sign acknowledgement, return to the health and safety department.	
_____		_____	
Print		Signature	
OFFICE USE ONLY			
Signature of Health and Safety		Date:	
Further investigation required?		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
REV 11/16			

COLLISION SCENE DIAGRAM



Make a diagram of the accident above.

1. Write down the street name and cross street.
2. Draw an arrow to indicate the direction of each car involved in the accident.
3. Write down directs such as north, south, east and west.
4. Draw in any traffic signs or signals, and any street markings such as turn arrows, which are relevant to the accident.

TOMLINSON

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20.5.3 Spill Report:

TOMLINSON FOUNDED ON STRENGTH GUIDED BY VISION	
ENVIRONMENTAL SPILL REPORT	
IWD Ref No. _____	
Date of report _____ Date of spill/release: _____	
Project Name: _____ Address: _____	
Name of person who called in the spill: (Please print name) _____ Vehicle #/Equipment _____	
Name of Company responsible for spill/release: _____	
Address: _____ Phone No: _____	
Name of authorized Company Rep: _____ Position: _____	
Name of product spilled/released: (refer to MSDS) _____	
Location of spill/release: _____	
Total est. quantity spilled/released: _____	
Time spill/release started: Start: _____ Pictures: Yes _____ No: _____	
Weather conditions during spill/release: _____	
Briefly describe what caused the spill/release: _____	

Briefly describe what was affected by spill/release (Identify surface areas, where practical to do so)	

Briefly describe measures/actions taken to control spill/release (Include equipment, materials)	

Identify corrective measures/actions taken to complete all operations (Clean-up, packaging, storing, disposal, etc)	

Date and time of completion: _____	
Recommendations to prevent reoccurrence: _____	

Name of person completing this report:	Signature: _____
Name of person authorized to call IWD:	Signature: _____

CONFIDENTIAL & PRIVILEGED

A copy of this completed form must be forwarded to the H & S Dept

TOMLINSON

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When to report a spill?

Any time any spill containment equipment is used, a spill report must be completed

When to report to MOE?

Any spill of 100 liters or more must be reported to the MOE

Spill Reporting Procedures

1. If possible safely move the equipment away from any catch basins, ditches etc;
2. Shut the engine off, control the source of the spill;
3. Assess the situation to determine if further reporting is needed;
4. Deploy spill kit if required (3a and 3b can be reversed depending on the situation);
5. Supervisor is called who determines if further reporting/action is required;
6. Supervisor deems further reporting is required, either the next level up or directly to IWD, depending on the spill reporting flow chart;
7. Next level makes determination to call IWD, if required, he/she calls IWD;
8. IWD confirms all details and dispatches equipment as necessary;
9. IWD takes over control of spill also notifies all agencies as required;
10. Spill report by supervisor to be submitted to the H & S Department

Industrial Waste (IWD) dispatch number 613-822-2700

CONFIDENTIAL & PRIVILEGED

A copy of this completed form must be forwarded to the H & S Dept

FOUNDED ON **STRENGTH** GUIDED BY **VISION**

Creation Date: Jan 2015
Revision Date: Nov 2017
Revision Number: 1.0

20—24

TOMLINSON

FOUNDED ON **STRENGTH** GUIDED BY **VISION**

20.7 APPENDIX G: STANDARDIZED DISCIPLINE FOR INFRACTIONS

Creation Date: Sep 2019

Revision Date:

Revision Number: 2.0

20.7.1 Standardized Discipline for Infractions Form

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Standardized Discipline for Infractions

Level of discipline is always at the discretion of the manager

Event	Description		Discipline
Driving 1	Speeding, seat belt etc. minor infractions	1 st offence	Verbal warning
	Driver pays the fine	2 nd offence	Written warning + 1 day suspension
		3 rd offence	Final warning + 3 day suspension
		4 th offence	Termination
GPS/ticket	Exceeding 130 km/hr	1 st offence	Written warning
		2 nd offence	Warning + 1 day suspension
		3 rd offence	3 day suspension or termination

Event	Description		Discipline
Driving 2	At fault vehicle accidents	1 st offence	Verbal warning
	An accident between two vehicles	2 nd offence	Written warning + DDC
		3 rd offence	Final warning + 5 day suspension + remedial driver training
		4 th offence	Termination

Event	Description		Discipline
Driving 3	Distracted driving (cell phone etc.)	1 st offence	Written Warning + 3 day suspension
		2 nd offence	Final Warning + 7 day suspension
		3 rd offence	Termination
	Driving company vehicle without a valid driver's license	1 st offence	Written warning + 1-week suspension 2 week for AZ/DZ drivers
		2 nd offence	Termination
	Driving company vehicle while suspended	1 st offence	Termination

Event	Description		Discipline
Driving 4	Road side suspension (includes drugs)	1 st offence	2 week suspension
		2 nd offence	Termination
	Impaired driving with Company vehicle (this will include being impaired because of drugs)	1 st offence	Termination (after conviction, laid off during court process)

Event	Description		Discipline
Life saving	Failure to wear fall protection, improper lockout and tag	1 st offence	Written warning + 3 day suspension
		2 nd offence	Final warning + 5 day suspension
		3 rd offence	Termination

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Event	Description		Discipline
Property/ equipment damage	Willful damage to company equipment, facilities, private or public property	1 st offence	Written warning
		2 nd offence	Termination
	Accidental damage to company equipment, facilities, private or public property (Backs into a tree, sign post etc.)	1 st offence	Verbal warning
		2 nd offence	Written warning
		3 rd offence	3 day suspension
		4 th offence	Termination

Event	Description		Discipline
	By law convictions	1 st offence	Verbal warning + pay fine
		2 nd offence	Written warning + pay fine
		3 rd offence	Final warning + pay fine
		4 th offence	Termination
CVOR	Highway Traffic Act convictions	0-2 points	Verbal warning + pay fine
		3-4 points	Written warning + 1 day suspension + pay fine
		5 points	2 week suspension or termination depending on the severity of the incident
	Criminal Code of Canada	1 st offence	Termination

Event	Description		Discipline
Failure to follow procedures	Not hand digging to expose an underground utility, failure to report an incident etc.	1 st offence	Verbal warning + review of procedure
		2 nd offence	Written warning + review of procedure + 3 day suspension
		3 rd offence	Final warning + review of procedure + 5 day suspension
		4 th offence	Termination

Event	Description		Discipline
Theft	Stealing company property	1 st offence	Termination

Event			Discipline
Workplace Violence, harassment & sexual violence and harassment			Conduct an investigation with H&S. Case by case basis.

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Late	Late without good reason	1 st offence	Verbal warning
		2 nd offence	Written warning
		3 rd offence	1 day suspension
		4 th offence	3 day suspension
		5 th offence	Termination

No call/No Show	Failure to advise of absence/absent without approvals	1 st offence	Written warning
		2 nd offence	1 day suspension
		3 rd offence	3 day suspension
		4 th offence	Termination

Insubordination	Disobedient to authority; failure to follow safe instructions; talking back to supervisor; mocking supervisor	1 st offence	Written warning
		2 nd offence	1 day suspension
		3 rd offence	3 day suspension
		4 th offence	Termination

Personal Cell phone use	Using a cell phone or texting while on job site (not on break, or not in safe area)	1 st offence	Verbal warning
		2 nd offence	Written warning
		3 rd offence	1 day suspension
		4 th offence	3 day suspension
		5 th offence	Termination

Any fines issued against an individual are the responsibility of the individual to pay. Any fines issued against the Company as a direct result of a supervisor/manager dereliction of duty may be deducted in part or in full from the employee's annual bonus.

Depending on the severity of the infraction, the steps may not be followed sequentially, or if there are other disciplinary actions on file. All discipline is enforced at the discretion of the manager etc.

Any disciplinary shall be expunged after 24 months from date of the infraction unless otherwise stated.