

HEALTH & SAFETY MANUAL



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SECTION 1 HEALTH AND SAFETY POLICY	1—1
1.1 HEALTH AND SAFETY POLICY STATEMENT	1—3
1.2 DOCUMENT AND RECORD CONTROL.....	1—4
SECTION 2 HAZARD ASSESSMENT, ANALYSIS AND CONTROL	2—1
2.1 HAZARD ASSESSMENT, ANALYSIS AND CONTROL POLICY STATEMENT	2—3
2.2 HAZARD ASSESSMENT, ANALYSIS AND CONTROL PROCEDURE	2—4
SECTION 3 CONTROLS	3—1
3.1 CONTROLS POLICY STATEMENT	3—3
3.2 CONTROLS PROCEDURE	3—4
3.3 INDEX OF SAFE WORK PRACTICES & SAFE JOB PROCEDURES.....	3—9
3.4 SAFE WORK PRACTICES	3—10
3.5 SAFE JOB PROCEDURES	3—34
SECTION 4 PROCUREMENT AND CONTRACTOR MANAGEMENT	4—1
4.1 PROCUREMENT AND CONTRACTOR MANAGEMENT POLICY STATEMENT	4—3
4.2 PROCUREMENT AND CONTRACTOR MANAGEMENT PROCEDURE	4—4
SECTION 5 COMPANY RULES	5—1
5.1 COMPANY RULES POLICY STATEMENT.....	5—3
5.2 COMPANY RULES PROCEDURE	5—4
5.3 DISCIPLINARY POLICY	5—5
5.4 DRUG AND ALCOHOL POLICY	5—7
5.5 RESPONSIBILITIES	5—8
5.6 REPORTING TO MINISTRY OF LABOUR	5—12
5.7 WORK REFUSAL PROCEDURE	5—13
5.8 CANNABIS POLICY.....	5—15
SECTION 6 PERSONAL PROTECTIVE EQUIPMENT	6—1
6.1 PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT	6—3
6.2 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE.....	6—4
6.3 VISION LOSS PREVENTION.....	6—7
6.4 HEARING PROTECTION.....	6—8
6.5 FALL PROTECTION SYSTEMS	6—10
SECTION 7 PREVENTATIVE MAINTENANCE	7—1
7.1 PREVENTATIVE MAINTENANCE POLICY STATEMENT	7—3
7.2 PREVENTATIVE MAINTENANCE PROCEDURE:	7—4
SECTION 8 TRAINING AND COMMUNICATIONS	8—1
8.1 HEALTH & SAFETY TRAINING POLICY STATEMENT	8—3
8.2 COMMUNICATION.....	8—13

SECTION 9 WORKPLACE INSPECTIONS	9—1
9.1 WORKPLACE INSPECTION POLICY STATEMENT	9—3
9.2 WORKPLACE INSPECTION PROCEDURE.....	9—4
9.3 HAZARD REPORTING.....	9—9
SECTION 10 INVESTIGATIONS AND REPORTING	10—1
10.1 INCIDENT INVESTIGATION POLICY STATEMENT	10—3
10.2 ACCIDENT REPORTING AND INCIDENT INVESTIGATION PROCEDURE.....	10—5
SECTION 11 EMERGENCY PREPAREDNESS	11—1
11.1 EMERGENCY PREPAREDNESS POLICY STATEMENT	11—3
11.2 EMERGENCY PREPAREDNESS PROCEDURE.....	11—4
11.3 EMERGENCY PLAN FOR OIL OR FUEL SPILLS	11—7
11.4 FALL RESCUE PLAN	11—10
11.5 PHYSICAL AGENTS.....	11—13
11.6 CHEMICALS.....	11—16
11.7 BIOLOGICAL AGENTS	11—22
11.8 FIRST AID PROCEDURES.....	11—23
11.9 CONFINED SPACE PROGRAM.....	11—25
11.10 DESIGNATED SUBSTANCE CONTROL PROGRAM	11—36
SECTION 12 STATISTICS AND RECORDS	12—1
12.1 STATISTICS AND RECORDS POLICY STATEMENT.....	12—3
12.2 STATISTICS & RECORDS PROCEDURE.....	12—4
12.3 HEALTH & SAFETY REPORTS	12—7
SECTION 13 LEGISLATION AND OTHER REQUIREMENTS	13—1
13.1 LEGISLATION AND OTHER REQUIREMENTS POLICY	13—3
13.2 LEGISLATION AND OTHER REQUIREMENTS PROCEDURE	13—4
13.3 HEALTH & SAFETY COMMITTEE	13—8
13.4 WORKPLACE VIOLENCE, HARASSMENT & SEXUAL HARASSMENT	13—12
13.5 RETURN TO WORK PROGRAM.....	13—18
13.6 MODIFIED WORK PROGRAM.....	13—19
13.7 MODIFIED WORK OFFER	13—21
13.8 WORKPLACE SAFETY AND INSURANCE BOARD CORRESPONDENCE	13—23
SECTION 14 MANAGEMENT REVIEW & MANAGEMENT OF CHANGE	14—1
14.1 MANAGEMENT REVIEW POLICY STATEMENT	14—3
14.2 MANAGEMENT OF CHANGE POLICY STATEMENT	14—7
SECTION 15 APPENDICES	15—1
15.1 APPENDIX A: HAZARD ASSESSMENT TOOLS.....	15—3

15.2 APPENDIX B: PRE-JOB SAFETY INSTRUCTIONS	15—6
15.3 APPENDIX C: INSPECTIONS	15—10
15.4 APPENDIX D: DEFECTIVE TOOLS	15—21
15.5 APPENDIX E: INCIDENT INVESTIGATION REPORTS	15—22
15.6 APPENDIX F: SAFETY TALKS	15—28
15.7 APPENDIX G: STANDARDIZED DISCIPLINE FOR INFRACTIONS	15—29
15.8 APPENDIX H: CONFINED SPACE	15—32
15.9 APPENDIX I: SAFE JOB PROCEDURE TEMPLATE	15—43
15.10 APPENDIX J: SAFE WORK PRACTICE TEMPLATE	15—44
15.11 APPENDIX K: CORRECTIVE ACTION	15—45
15.12 APPENDIX L: SUBCONTRACTOR ASSESSMENT	15—52
15.13 APPENDIX M: PERSONAL PROTECTIVE EQUIPMENT	15—59

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SECTION 1 HEALTH AND SAFETY POLICY

1.1 HEALTH AND SAFETY POLICY STATEMENT

1.2 DOCUMENT AND RECORD CONTROL PROCEDURE

Revisions

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		C. F. Lago
Mar 2019	Section Reviewed changes below (if any)			C. F. Lago
Aug 2019	Subsection 1.1 revised: included a commitment for provision of a safe workplace environment	2.0	C. F. Lago	C. F. Lago
Jun 2020	Section 1: revision to management on statement	2.1	C. F. Lago	C. F. Lago
Jan 2021	Section 1: No revisions required		C. F. Lago	C. F. Lago
Oct 2022	Section 1.2: New addition	3.0	C. F. Lago	C. F. Lago
Jan 2023	No revisions required		C. F. Lago	C. F. Lago

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1.1 HEALTH AND SAFETY POLICY STATEMENT

Creation Date: Dec 2001

Revision Date: Oct 2022

Revision Number: 3.0

1.1.1 Policy

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



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

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1.2 DOCUMENT AND RECORD CONTROL

Creation Date: Oct 2022

Revision Date: N/A

Revision Number: 0.0

1.2.1 (A) Roles and Responsibilities (R&R)

Roles and Responsibilities are important to ensure the successful implementation of this section.

Director of Health & Safety

- To ensure all elements of this policy are adhered to, ensure all controlled documents are approved prior to publication for use.

Health & Safety Administrator

- To maintain a record of all controlled documents
- Ensure the approved numbering system is maintained and documents have the proper identifying number
- To maintain a history of all documents that become obsolete, ensuring to archive them
- Ensure the most current edition of the document is uploaded to Share Point and Salus Pro as necessary.

Supervisors

- Ensure the proper document is used when necessary and to notify the H & S admin of any errors, revisions or other issues with the documents.

1.2.1 (B) Controlled Documents

Tomlinson has many documents that are vital to the organization to ensure the success of the safety management program. Listed below are those documents that are considered Corporate and are controlled by Health & Safety:

DOCUMENT		
Incident Report	Spill Report	Motor Vehicle Accident report
New Worker Questionnaire	Safety Training Report(safety talks)	Weekly site inspections
Monthly Site Inspections	Document Review Record (DRR)	Fit Test Questionnaire
Fall Rescue Assessment	Corrective Action Effectiveness	Emergency Response Plan Drill Evaluation
Pre-Job Safety Instruction (PSI) & Site Specific Hazard Assessment (SSHA)	Health & Safety Manual	Workplace Violence & Harassment (WVH) Survey
Warning of Overhead Wires	Confined Space Entry Permit	Safety Observation Form
Job Hazard Assessment (JHA) Template	Safe Work Practice (SWP)/Safe Job Procedure (SJP) Template	Form 7 Acknowledgment form
Worker Orientation Record	Offer of Modified duties form	Full Body Harness/Lanyard inspection record
Self-Retracting Lanyard (SRL) Inspection record	Tripod Inspection record	Safety Alert/Advisory Template

All controlled documents will be published either on the Safety Share Point page or on Salus Pro app.

1.2.1 (C) Document Approval

All controlled documents indicated above shall be approved by the Director of Health & Safety prior to the document being published for use. If a document that is to be changed will have an effect on organizations they shall review the document and provide feedback prior to it being changed and approved. Documents published but not approved shall not be considered a controlled or official document. All controlled documents shall be published to the H & S Share Point and Salus Pro app. All controlled documents shall follow a naming convention administered by the H & S Administrator. All forms once printed are considered uncontrolled.

1.2.1 (D) Document Review

All controlled documents must be reviewed yearly or if changes to legislation or company requirements necessitates a revision, creation or archiving of a controlled document. All document changes must follow the process located at the end of this section. All revisions must be recorded on the Document Review Record (DRR) and approved by the Director of Health & Safety.

1.2.1 (E) Document Changes

All controlled document changes will be tracked by the H & S Administrator. This record shall be restricted to Health & Safety to ensure control of the document record. The H & S Administrator shall also be responsible for the naming convention of all controlled documents and to ensure the current edition of the documented is published for use in SharePoint and Salus Pro.

All suggestions for changes to any controlled document will come through Salus Pro. The following procedure shall be followed when a document suggestion is forwarded:

- a. Confirm receipt of suggestion via email, assign tracking number, example SC-001-21;
- b. Record the suggestion document;
- c. Review suggestion and determine validity and ability to implement;
- d. When necessary submit the suggestions to Salus Pro for input;
- e. Update submitter on a weekly basis;
- f. Test of document with changes;
- g. Sign off by Director of Health & Safety and publish for use with notifications as necessary; and
- h. Follow up with submitter(s)
All changes that can be done internally will be completed within a week and if not able notification will be sent to the submitter(s).

1.2.1 (F) Document Availability

Upon approval of a controlled document a notification shall be sent to the company advising of the changes. The approved document will then be published on the H & S Share Point page in the appropriate library and folder. It shall also be uploaded into the forms section of the company Salus Pro app. Documents posted in Share Point and Salus Pro will be considered the most recent version of the document.

1.2.1 (G) External Documents

Other documents may be used to help implement the safety program:

- a. Occupational Health & Safety Act;
- b. The three respective Regulations, construction, mining and industrial;
- c. WSIB Act;
- d. Book 7;
- e. Designated substance Regulation;
- f. Regulation 1101;
- g. Ministry of Labour, Immigration, Training and Skill Development (MLITSD) inspection reports;
- h. Technical Standards and Safety Authority (TSSA) orders;
- i. Safety observation reports;
- j. Incident/SCAT reports.

1.2.1 (H) Obsolete Documents

The H & S Administrator shall be responsible to remove any obsolete documents from public access. Once a document is deemed obsolete and is submitted it shall be returned to the originator and requested to be completed on the most current version of the document.

All obsolete documents shall be maintained in a restricted access folder on Share Point and shall have a water

mark of the word “Obsolete”.

1.2.1 (I) Document ID-Retenention

To show conformance with this policy all completed controlled documents indicated above, 1.2.1b, shall be kept for a minimum of 7 years. These shall either be stored on the Safety Share Point site or within the Salus Pro app.

1.2.1 (J) Document Protection, Privacy, Confidentiality

Documents that contain personal and medical information shall be restricted to H & S, HR and the applicable manager(s). The following documents would be considered restricted:

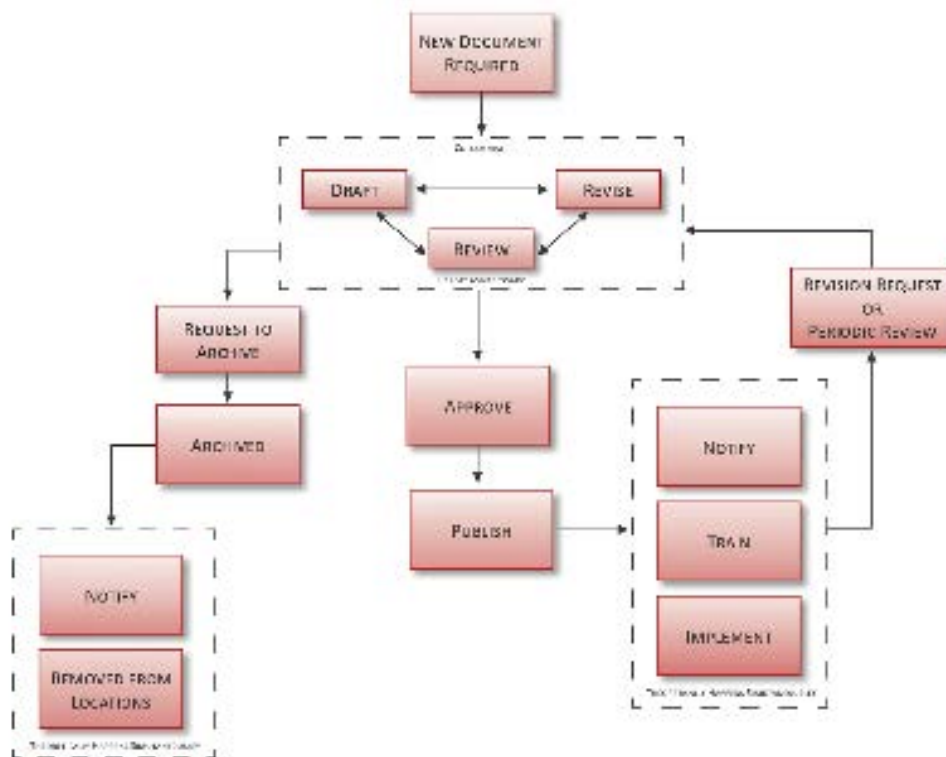
- a. Medical reports;
- b. Correspondence from WSIB;
- c. Disciplinary reports; and
- d. Any document that contains a workers SIN or ID number along with DOB.

All completed controlled documents will be stored in folders and libraries with strict access in Share Point and Salus Pro. All accesses shall be approved by the Director H & S.

1.2.1 (K) Readable Documents

All published documents and records must be maintained in a manner that makes them easily readable and available. All legible versions of the controlled documents will be available on Safety Share Point or Salus Pro. All records of these documents shall be maintained in a legible format and stored either in Salus Pro or Safety Share Point page. It is here that the most current version of each controlled document will be published. w

1.2.1 Document Development Flow Chart



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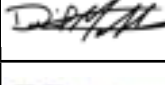


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SECTION 2 HAZARD ASSESSMENT, ANALYSIS AND CONTROL

2.1 HAZARD ASSESSMENT, ANALYSIS AND CONTROL POLICY STATEMENT

2.2 HAZARD ASSESSMENT, ANALYSIS AND CONTROL PROCEDURE

Revisions

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		C. F. Loo
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		C. F. Loo
Mar 2019	Section Reviewed changes below (if any)			C. F. Loo
Mar 2019	Subsection 2.1.5.1. added content	1.1		C. F. Loo
Jun 2020	Subsection 2.1: Hazard examples added, definitions of SWP/SJP added, verbiage and grammatical changes.	1.2		C. F. Loo
Mar 2023	Section re-written	2.0		C. F. Loo

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2.1 HAZARD ASSESSMENT, ANALYSIS AND CONTROL POLICY STATEMENT

Creation Date: Dec 2004

Revision Date: Mar 2023

Revision Number: 2.0

As part of an effective Occupational Health & Safety Management System, R.W. Tomlinson Ltd (Tomlinson) is committed to conducting on-going hazard assessment, analysis and control to minimize the risks to health and safety within our workplaces. Tomlinson is supportive of every Worker's Right to Know about that hazards that exist in the workplace. Therefore, Tomlinson has developed this Policy and corresponding procedure to assist Management in taking a proactive approach to identifying risks and hazards associated with routine and non-routine operations.

This is accomplished by identifying the hazards that exist in the workplace, prioritizing the risks associated with each specified task before and after controls are implemented and evaluating the effectiveness of the controls through observation and recommendation.

Hazard assessments for job-specific tasks have been developed and included in the Tomlinson Health & Safety Manual. These Hazard Assessments are reviewed at least once annually in collaboration with Workers, Management, Supervisors, and the Joint Health & Safety Committee. Through analysis of statistical trends, results obtained via site inspection reports and pre-job safety instructions, and consultation with relevant parties, hazard assessments and respective controls are evaluated for accuracy and effectiveness.

Daily, a PSI or SSHA will be completed for site specific activities. The supervisor and workers will discuss the activities for the day along with any corresponding hazards and controls. This will be reviewed as things change throughout the day.

In association with this Policy, a procedure has been developed to guide the process of Hazard Assessment, Analysis & Control.

Senior Management is fully committed to this Policy and the procedures to ensure successful implementation.

This Policy and associated procedure will be reviewed and updated on an annual basis.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

2.1 (A) Definitions

- a. **Controls:** A means of limiting/reducing the risk involved in a hazard.
- b. **Critical Task:** A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A task with potential for serious loss or injury.
- c. **Job Hazard Analysis (JHA):** The Job Hazard Analysis (JHA) tool is used to recognize and identify tasks, recognize, and identify any hazards associated with the task, assess the severity of the hazards (on a scale of low, medium, or high) and then put controls in place to help mitigate the hazards.
- d. **JHSC:** Joint Health and Safety Committee
- e. **Pre-Job Safety Instruction (PSI):** The PSI is a site-specific safety analysis that will be conducted at the beginning of every work shift.
- f. **Risk Assessment Tool (RAT):** A systematic process that involves identifying, analyzing, and rating from a low through to high hazard.
- g. **Salus Pro:** Company digital format that allows for storage and sharing of information on a secure iOS or android application.
- h. **SharePoint:** Corporate website that is a secure place to store, organize, share, and access information.
- i. **Safe Job Procedure (SJP):** Safe job procedures are for a task that requires a series of specific step by step instructions that guide a worker through from start to finish in a chronological order.
- j. **Site Specific Hazard Assessment (SSHA):** The SSHA is a site-specific safety analysis that will be conducted at the beginning of every work shift.
- k. **Safe Work Practice (SWP):** Safe work practices are general methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

2.2 HAZARD ASSESSMENT, ANALYSIS AND CONTROL PROCEDURE

2.2 (A) Roles and Responsibilities

Director of Health & Safety

- Ensure all controlled documents are current

Health & Safety Administrator

- To maintain a record of all controlled documents.
- Ensure the approved numbering system is maintained and documents have the proper identifying number. To maintain a history of all documents that become obsolete, ensuring to archive them.
- Ensure the most current edition of the document is uploaded to Share Point and Salus Pro in accordance with Section 1.2 Document and Record control.

Senior Management

- To ensure all elements of this policy are adhered to and to review and approved prior to publication for use.
- To ensure that site/facility specific Hazard Assessments are current and available to everyone at the site/facility
- Participate in the annual review of workplace Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures, Critical Task List and Emergency Response Formal Hazard Assessment
- Develop a list of identified critical tasks and/or activities based on the risk rating system
- Communicate any new hazard analyses or any update to existing analyses.
- Review the job hazard analysis at least annually.

Safety Advisor

- To support the various organizations in implementing this procedure where required.

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- To conduct site visits to ensure the effectiveness of any new or revised policy/procedure because of the implementation of this procedure.

Supervisor

- To help in development and maintenance (reviews) of Job Hazard Assessments (JHA) annually at a minimum
- To ensure that all contractors/service providers have completed the PSI/SSHA for that task(s)
- To ensure that PSI/SSHA is completed daily, or as conditions change throughout the day
- Ensure workers have reviewed the JHA/PSI/SSHA of the task that relates to their specific workplace and tasks prior to commencing the work.
- Monitor the JHA/PSI/SSHA by site observations.
- Ensure changes to the PSI are Identified and communicated to the workers
- Ensure the job hazard analysis is readily available to workers either electronically (SharePoint or Salus Pro) or paper copies.

Joint Health and Safety Committee or Health and Safety Representative

- Participate in the development and review of job hazard analysis annually at a minimum
- Recommend changes to the management.

Worker

- Review and understand the job hazard analyses that are related to their specific job or line of work.
- Review the task prior to beginning the job to understand the potential hazards of the job.
- Report concerns or suggested changes to the job hazard analysis to supervisor or JHSC.
- To help in development and maintenance (reviews) of Job Hazard Assessments annually at a minimum
- To ensure that the JHA/PSI/SSHA is completed and reviewed daily, or as conditions change throughout the day
- It is one of the duties of workers to report the existence of any hazard of which he or she knows to the employer or supervisor.

Third Party and Business Partners

- Any maintenance, engineering or suppliers should be consulted (as necessary) when developing and maintaining JHA
- Should Submit a daily PSI or sign on to existing before work begins

2.2 (B) Required Competencies for Conducting Hazard Assessment, Analysis and Controls

All parties involved in the JHA development/review process will have knowledge, training, and experience to organize and/or perform the work.

Once hazards are identified the following process should be used:

1. Using the Risk Assessment Tool (RAT) each hazard will be evaluated on the probability and severity of the hazard
2. Once the evaluation process is done, the associated controls will be put in place (i.e. SWP or SJP or combination of both)
3. Once the controls are in place the RAT will be used again to determine the residual risk factor helping to mitigate or lower the higher risk task

The hierarchy of controls is used to identify controls for each hazard they are as follows:

- a. **Elimination:** Remove the hazard from the workplace.
- b. **Substitution:** Replace hazardous materials or equipment with less hazardous ones (a mechanical lift vs. a ladder)

- c. **Engineering Controls:** Includes designs or modifications to equipment and processes that reduce the source of exposure.
- d. **Administrative Controls:** Controls that alter the way the work is done, including the timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- e. **Personal Protective Equipment:** Equipment worn by individuals to reduce exposure such as contact with chemicals, working at heights or exposure to noise. This is the least effective means of controlling a hazard.

2.2 (C) Requirement for Involvement of Appropriate Competent Workplace Parties

Management, the Joint Health & Safety Committee/ Health & Safety Representative, affected workers, and Health and Safety Advisor(s) will be involved in the development/review of JHA's.

At a minimum the group will review annually by round table review and discussion of improvements, if any, required to the JHA's. Improvements will consider incidents, industry best practice, and previous experiences.

Any maintenance, engineering or suppliers should be consulted (as necessary) when developing and maintaining JHA's.

2.2 (D) Requirement to Conduct Hazard Assessments for All Operations

All operations will be included for the developing of JHA's. The reason for getting all parties involved is to support the development of all routine and non-routine factors that may influence the work being performed.

Steps to Completing the Hazard Assessment Include:

4. Identify the activity/tasks
5. Identify the hazards of each task
6. Rank hazards according to Risk Assessment Tool (RAT)
7. Setup controls to eliminate/control risk
8. Review the risk after controls are in place
9. Review and revise the hazards assessment as required

Some items listed (but not limited to) are:

- Human factors
 - Fatigue
 - Sick
 - Violence and Harassment
 - General Public Influence
- Environmental conditions
 - Noise
 - Lighting
 - Weather
- Equipment
- Chemical
- Physical
- Accident Frequency
- Introduction of a new Process to the Business Unit (where all hazards may not be recognized due to inexperience etc.)

- Infrequently performed jobs (non-routine)

2.2 (E) Requirement for Reporting Potential and Actual Hazards

To help develop thorough JHA's, all incidents (first aid, injury, MVA etc.) need to be reported. These reports will be used as background information for future assessments being done.

This will work in conjunction of Section 10 in this Manual. Please check this section for more detailed information.

It is one of the duties of workers to report the existence of any hazard of which he or she knows to the employer or supervisor.

2.2 (F) Requirement to Conduct Risk Assessments for Identified Hazards

A daily pre-job safety assessment (PSI/SSHA) will be conducted by site supervisor prior to any work being performed. This process is used to identify potential hazards specific to the work that is being performed on that day. A PSI/SSHA will be filled out, reviewed, and signed by the workers. The site supervisor should also collect similar documentation from all subcontractors, prior to their work commencing.

1. Steps to Completing the PSI/SSHA include:
2. Identify the activity/tasks
3. Identify the hazards of each task
4. Setup controls to eliminate/control risk
5. Review and revise the hazards assessment as required (for example change in weather)

Once a hazard, a new task, incident, or new project has been identified a risk assessment needs to be conducted. Any changes will be recorded on the associated document (PSI, SSHA, JHA) stating changes. These changes will be communicated to all workers.

This will be done (but not limited to):

- Prior to the commencement of the task
- Prior to the commencement of the project
- When equipment, material, substance, or process is introduced or changed
- When a change to the company policy, process occurs and may impact the workplace.

2.2 (G) When to Review and Update Hazard Assessments

- All JHA's will be reviewed at a minimum annually, or as necessary (see 2.2(f) as an example) and approved by management.

2.2 (H) Hazards Originating Outside of the Workplace

All parties listed in 2.2(a) have a responsibility to identify hazards which may originate outside of the workplace.

Consideration should be given (but not limited) to:

- Purchased goods, equipment, and services.
- Conducting research and staying up to date with safety measures available to the industry
- The needs of other interested parties, such as emergency services, authorities, or the public (for example traffic)
- Changing conditions (i.e. weather, community events)

The process for identifying hazards, assessing risks, and determining controls of procured goods and services that shall follow the same methodology established, implemented, monitored, and maintained for section

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2.2(c).

Those hazards identified at site, prior to commencing work or during the shift will follow 2.2(f).

2.2 (I) Legal Requirements

The JHA's will be done taking into consideration all legal requirements. This will be done in conjunction with 13.2(b).

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.

2.2 (J) Design and Layout of the Work Area

The process is identified in 2.2(d).

The PSI/SSHA will take into consideration the daily activities that include work area (uneven ground, vehicle/equipment traffic, public access etc.), ergonomic situations, equipment, or any internal process needed to perform the work. The Process is identified in 2.2(f)

2.2 (K) Standardized Risk Rating System

A Standardized rating system will be used to prioritize the risks once they have been identified. The level of risk must be identified for all hazards, by determining the probability and severity of the injury/illness. The Risk Assessment Tool (RAT) can be found on the company SharePoint site. It is also attached in appendix A.

Tomlinson has a three-level risk rating system for hazards. The risk rating system is developed based on the probability of occurrence and the severity of injury for each activity. To simplify and create consistency when assigning risk to an activity they have definitions of Low, Medium, and High risk to be used when assigning risk to an activity.

- HIGH = 1-6 Serious or significant hazard -- a high priority for immediate controls or elimination.
- MEDIUM = 7 -15 Moderate hazard - medium priority for controls as soon as possible.
- LOW = 16-25 Minor hazard -- lower priority for controls after higher priorities

2.2 (L) Critical Tasks Identified by the Rating System

From the completed JHA, a list of Critical tasks or activities can be identified. Using the evaluation threshold that makes a task a high risk as stated in 2.2(k) . High risk activities should be considered as a reference tool when doing the daily PSI//SSHA.

2.2 (M) Hazard Assessment Forms

The Risk assessment tool that will be used to evaluate hazards and controls is attached in appendix A.

The JHA tool that will be used to record hazards and controls is attached in appendix A.

The JHA will be done using a paper copy that is found on SharePoint and once complete can be scanned and put on Salus in the document's library.

The daily PSI/ SSHA that will be used to record hazards and controls is attached in appendix A.

The daily PSI/SSHA can be done using paper copy and scanned into Salus pro, or use the digital copy available on Salus Pro.

2.2 (N) 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/work being performed, and to develop solutions to eliminate or control these hazards. Using the

Hazard Assessment Tool (HAT) a JHA must be conducted on any project/work involving 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.

2.2 (O) 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 (SWP) and Safe Job Procedures (SJP) 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.

2.2 (P) Key Questions to Ask:

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

2.2 (P)(I) 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?
- f. Is there excess material at the work site? Can it be better controlled? Is the excess unsafe?

2.2 (P)(II) TOOLS AND EQUIPMENT:

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

2.2 (P)(III) PERSONNEL:

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

2.2 (P)(IV) JOB METHODS:

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

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SECTION 3 CONTROLS



3.1 CONTROLS POLICY STATEMENT

3.2 CONTROLS PROCEDURE

3.3 SAFE WORK PRACTICES

3.4 SAFE JOB PROCEDURES

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jun 2023	Section 4 amalgamated into Section 3	0.0		

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3.1 CONTROLS POLICY STATEMENT

Creation Date: Jun 2023

Revision Date: N/A

Revision Number: 0.0

R.W. Tomlinson Ltd (Tomlinson) is dedicated to implementing effective controls to reduce the hazards that Workers are exposed to in the workplace. Tomlinson's Management recognizes its responsibility to take every precaution reasonable in the circumstances for the protection of a Worker and is committed to doing so. Where elimination or substitution of a hazard is not possible, controls will be developed and implemented following the associated Controls Procedure guidelines and the hierarchy of controls.

Control evaluation is a vital part of the Hazard Assessment process and requires on-going review to ensure that controls are mitigating the risks in an effort to reduce incidents and injuries in the workplace. In collaboration with Senior Management, the Health & Safety Department, Supervisors, and the JHSC/Health & Safety Representatives, Tomlinson will review its control measures associated with known hazards and risks at least once annually and make adjustments as deemed necessary. Tomlinson will strive to be proactive in its approach and will continue to look for new and improved preventative measures to ensure the health & safety of its Workers.

Existing controls for known hazards are to be made available to all workplace parties involved in the task prior to commencing work.

This Policy and associated Procedure will be reviewed and updated on an annual basis.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

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3.1 (A) Definitions

- a. **Controls:** A means of limiting/reducing the risk involved in a hazard.
- b. **Critical Task:** A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A task with potential for serious loss or injury.
- c. **Job Hazard Analysis (JHA):** A tool used to recognize and identify tasks, recognize, and identify any hazards associated with the task, assess the severity of the hazards (on a scale of low, medium, or high) and then put controls in place to help mitigate the hazards.
- d. **Joint Health and Safety Committee (JHSC):** FILL
- e. **Pre-Job Safety Instruction (PSI):** The PSI is a site-specific safety analysis that will be conducted at the beginning of every work shift
- f. **Risk Assessment Tool (RAT):** a systematic process that involves identifying, analyzing, and rating from a low through to high hazard
- g. **Salus Pro:** Company digital format that allows for storage and sharing of information on a secure IOS or android application.
- h. **SharePoint:** Corporate website that is a secure place to store, organize, share, and access information.
- i. **Safe Job Procedure (SJP):** Safe job procedures are for a task that requires a series of specific step by step instructions that guide a worker through from start to finish in a chronological order.
- j. **Site Specific Hazard Assessment (SSHA):** The SSHA is a site-specific safety analysis that will be conducted at the beginning of every work shift.
- k. **Safe Work Practice (SWP):** Safe work practices are general methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

3.2 CONTROLS PROCEDURE

3.2 (A) ROLES AND RESPONSIBILITIES

Director Health & Safety

- Ensure all controlled documents are current

Health & Safety Administrator

- To maintain a record of all controlled documents.
- Ensure the approved numbering system is maintained and documents have the proper identifying number.
- To maintain a history of all documents that become obsolete, ensuring to archive them.
- Ensure the most current edition of the document is uploaded to Share Point and Salus Pro in accordance with Section 1.2 Document and Record control.

Senior Management

- Review controls in the workplace for approval; approval should be based on control effectiveness and recommendation by industry professionals
- Participate in the annual review of Job Hazard Assessments, Safe Work Practices, Safe Job Procedures, and Critical Task Lists, where controls are listed reviewed and developed.
- Ensure that appropriate controls are implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced using the RAT Tool.
- Ensure that control measures (i.e. engineered controls or PPE) are used in accordance with manufacturer guidelines and maintained in good conditions as per the requirements of OHSA s.25(1)
- Ensure that all control measures are readily available at the point of use as required
- To fulfill all duties of employers as stated in sections 25 & 26 of the OHSA, including that, "An Employer shall

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ensure that...the equipment, materials and protective devices as prescribed are provided;" OHSA, s. 25(1)(a)

Safety Advisor

- Assist in the development of controls and for review and approval by Senior Management
- Attend regular Health & Safety Meetings with Senior Management, Supervisors and the JHSC to address hazards and communicate control measures to be implemented in the workplace
- Attend and assist in the review of Hazard Assessments and controls at least annually and make updates and/or improvements as required
- To support the various organizations in implementing this procedure where required.
- To conduct site visits to observe the effectiveness of any existing, new, or revised control method that has been approved because of the implementation of this procedure.

Manager

- Determine the scope of work to be completed and make available for review by the Occupational Health & Safety Department
- Ensure that Safe Job Procedures and associated Hazard Analysis exists for the scope of work and submit these documents to the project Client or General Contractor as required
- Assist the Health & Safety Department, Supervisor, and workers in developing controls for job procedures within the scope of work as necessary
- Develop a list of identified critical tasks and/or activities based on the risk rating system
- Review PSI's/SSHA submitted and determine which control measures are being used and whether they are effective to reduce the risk involved in the given task(s)
- Ensure that all control measures are readily available at the point of use as required
- Ensure the health and safety boards are current and up to date with required literature and documentation
- Ensure that controls are considered and implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced
- Ensure meeting minutes following JHSC Meetings are available so that all relevant and affected workplace parties may review areas of concern, recommendations, and control measures
- Ensure Workers at the workplace are trained in and are following the Safe Work Practices and Safe Job Procedures, that they are familiar with the Hazard Assessments that apply to their work and the controls recommended/required to mitigate the hazards

Supervisor

- Complete a weekly Site Inspection to proactively assess hazards in the workplace and determine if controls are effective in mitigating the risks involved in the scope of work
- Make readily available all control measures at the point of use as required (Paper copies SharePoint, Salus Pro)
- Address known hazards immediately and implement controls to reduce the risk to Workers
- Communicate to Workers the known hazards on a job site or related to their scope of work and the controls in place/necessary to reduce the risk
- Ensure that a daily PSI/SSHA form is completed and updated as necessary prior to the commencement of tasks
- Ensure the Safety Board is current and up to date with all necessary documentation
- Participate and help in the development and annual review of Job Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures and Critical Tasks
- To ensure that all contractors/service providers have completed the PSI/SSHA and included proper controls for the task(s)

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- To fulfill all duties of Supervisors as stated in Section 27 of the OHSA, including that, “A Supervisor shall ensure that a Worker...works in the manner and with the protective devices, measures and procedures required by this Act and the regulations” OHSA, s.27(1)(a)

Joint Health and Safety Committee or Health and Safety Representative

- Make recommendations to Management during JHSC meetings on controls that can be used to mitigate risks and report on the effectiveness of current controls
- Review SWP, SJP, Incidents and make recommendations as needed to management
- Complete a monthly Site Inspection and submit the report to the supervisor so they can submit it on Salus Pro.
- Attend Safety Talks and raise concerns of inadequate controls brought up by workers to be addressed by supervision and management.
- Assists Supervisors in completing PSI/SSHA Forms by attending the PSI/SSHA talks daily and raise concerns if controls are not adequate for the task.
- Inform the Supervisor and/or Health & Safety Department of any known hazards in the workplace for which new or better controls should be implemented
- Promote the use of controls in the workplace (ex. PPE) and report all non-conformance
- Act as a resource for workers with health and safety concerns

Worker

- Be familiar with and follow all of R.W. Tomlinson’s Rules, Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard
- Report any unsafe acts or conditions (actual or potential) to the Supervisor on duty immediately and escalate them to the health and safety department as required.
- Use or wear all equipment, protective devices or clothing as required and in accordance with the manufacturer’s instructions and follow controls as required for all tasks.
- Must review and understand the Safe Job Procedures and associated Hazard Analysis exists for the scope of work and submit these documents to the project Client or General Contractor as required
- Assist in the development of controls for safe job procedures within the scope of work as necessary
- Review and understand the tasks that are related to their specific job or line of work and follow controls listed in all PSI/JHA/SSHA as applicable to the task being conducted.
- Report concerns or suggested changes to the controls in job hazard analysis to supervisor or JHSC.
- If wanting to participate and are selected to do so, assist in the development and maintenance (reviews) of controls for Job Hazard Assessments, Safe Job Procedures and Safe Work Practices annually at a minimum

Third Party and Business Partners

- Participate in the Site-Specific Safety Orientation program and review R.W. Tomlinson’s Health & Safety Policy Statements and site level safety documents and general health and safety requirements.
- Submit a daily PSI/SSHA Form or sign onto an existing one before work begins to the Superintendent, Manager or Supervisor on duty.
- Submit a weekly Safety Talk Form to the Superintendent, Manager, or supervisor on duty
- Submit a Safe Job Procedure to the Site Superintendent prior to the start of work
- Submit all completed Pre-Use Inspections forms of machinery, equipment, and tools to the Superintendent on duty
- Submit Safe Job Procedures and Hazard Assessments for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks
- Any maintenance, engineering or suppliers should be consulted (as necessary) when developing and maintaining controls in a JHA

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- At a minimum, meet or exceed Tomlinson controls on site

3.2(B) Senior Management Approval

Senior Management will be required to approve all controls that are listed in the JHA's, SWP's, SJP's as developed/reviewed and submitted by the group conducting the annual reviews comprised of Management, the Joint Health & Safety Committee/ Health & Safety Representative, affected workers, and Health and Safety Advisor(s).

3.2(C) Development of Controls

Management, the Joint Health & Safety Committee/ Health & Safety Representative, affected workers, and Health and Safety Advisor(s) will be involved in the development/review of JHA's, SWP's, SJP's and the controls within those documents.

At a minimum the group will review annually by round table review and discussion of improvements, if any, required to the JHA's, SWP's, SJP's and controls listed in those documents. Improvements will be considered by knowledge gained in previous incidents, industry best practice, and other previous experiences.

3.2(D) Hierarchy of Controls

All parties involved in the review process of controls will have to utilize their knowledge, training, and experience while taking into account the hierarchy controls. This is completed once hazards are identified. The following process should be used:

- a. Using the Risk Assessment Tool (RAT) each hazard will be evaluated on the probability and severity of the hazard
- b. Once the evaluation process is done, the associated controls will be put in place (i.e. SWP or SJP or combination of both)
- c. Once the controls are in place the RAT will be used again to determine the residual risk factor helping to mitigate or lower the higher risk task

The hierarchy of controls is used to identify controls for each hazard they are as follows in order from most effective to least:

- a. **Elimination:** Remove the hazard from the workplace.
- b. **Substitution:** Replace hazardous materials or equipment with less hazardous ones (a mechanical lift vs. a ladder)
- c. **Engineering Controls:** Includes designs or modifications to equipment and processes that reduce the source of exposure.
- d. **Administrative Controls:** Controls that alter the way the work is done, including the timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- e. **Personal Protective Equipment:** Equipment worn by individuals to reduce exposure such as contact with chemicals, working at heights or exposure to noise. This is the least effective means of controlling a hazard.

3.2(E) Legal Requirements and Regulations

All controls will be done by considering all legal requirements. This will be done in conjunction with 13.2(b)

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 them to reference when considering or evaluating both new and existing controls.

3.2(F) Documentation of Controls

Controls that are to be developed and annually reviewed shall be documented on the following documents:

- a. Job Hazard Analysis
- b. Safe Work Practices
- c. Safe Job Procedures
- d. Critical Task lists

3.2 (G) Communication of Controls

Once a control measure that will affect workplace parties involved in the task has been reviewed, documented, and approved; these measures must be communicated to all workplace parties involved.

This will be done (but not limited to):

- a. Prior to the commencement of the task
- b. Prior to the commencement of the project
- c. When equipment, material, substance, or process is introduced or changed
- d. When a change to the company policy, or process occurs and may impact the workplace.

3.2 (H) Control Measure Availability

All control measures shall be made available to all workplace parties on any project, site, or facility. This can be accomplished by having the approved documents available in at least one of following methods:

- a. Available in paper copy and in an area that all workplace parties can access the documents
- b. Available on Salus Pro. If workers choose to not use Salus Pro, they can access the document(s) by asking the supervisor to review them on their device with them or by having the supervisor email a copy of any requested document.

3.3 INDEX OF SAFE WORK PRACTICES & SAFE JOB PROCEDURES

SAFE WORK PRACTICES 3—10

COMMUNICATING WITH EQUIPMENT OPERATORS 3—28

COMMUNICATION DEVICES 3—21

DAMAGED TOOLS AND EQUIPMENT 3—29

ELECTRICAL SAFETY 3—25

FIRE PROTECTION AND PREVENTION 3—13

HOT WORK 3—33

HOUSEKEEPING 3—11

MACHINE GUARDING 3—14

MOBILE EQUIPMENT OPERATION 3—19

POWERED ELEVATED WORKING PLATFORMS 3—26

PROPANE HANDLING 3—18

PROPER LIGHTING POLICY 3—16

RIGGING POLICY 3—22

WORKING AT HEIGHTS 3—30

SAFE WORK PROCEDURES 3—34

EQUIPMENT GUARDING AND LOCK OUT 3—35

FORKLIFT PROCEDURES 3—42

OVERHEAD POWER LINES 3—47

SAFETY PULL CORD INSPECTION 3—38

SAFE VEHICLE AND EQUIPMENT REVERSING 3—40

3.4 SAFE WORK PRACTICES

Creation Date: Dec 2016

Revision Date: Jun 2020

Revision Number: 2.1

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 (both dayshifts and nightshift's), 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 perform 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. Review of the SWP's should be done upon a worker returning from a temporary absence (i.e. layoff), and ensure that the workers on night shifts are given time to review as well. 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.

3.4 (A) HOUSEKEEPING

Creation Date: Dec 2007

Revision Date: Jun 2020

Revision Number: 1.2

3.4 (A)(I) 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.

3.4 (A)(II) 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 industrial facilities, material sites, or construction sites shall adhere to all applicable sections under the appropriate regulations and the Tomlinson Health & Safety Program.

Failure to address the buildup 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 area-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;
- l. 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.

3.4 (B) FIRE PROTECTION & PREVENTION

Creation Date: Dec 2007

Revision Date: March 2019

Revision Number: 1.1

3.4 (B)(I) 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.

3.4 (B)(II) 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.

3.4 (B)(III) 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.

3.4 (B)(IV) 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.

3.4 (B)(V) 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.

3.4 (C) MACHINE GUARDING

Creation Date: Dec 2004

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (C)(I) 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 (C)(II) 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 area-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 (C)(III) 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 (C)(IV) 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 area-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(D) PROPER LIGHTING POLICY

Creation Date: Dec 2005

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (D)(I) 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.

3.4 (D)(II) 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 time work 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.

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

Construction crews working on structures that require additional lighting for 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. Hard hats will have reflective tape on both sides, as well as the front and back.

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 area-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.

3.4(E) PROPANE HANDLING

Creation Date: Dec 2004

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (E)(I) 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.

3.4 (E)(II) STANDARD:

Tomlinson requires that anyone who handles propane or propane-fueled equipment 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 area-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 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).

3.4(F) MOBILE EQUIPMENT OPERATION

Creation Date: Dec 2008

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (F)(I) 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.

3.4 (F)(II) 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 area-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.

3.4 (F)(III) 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.

3.4 (F)(IV) LOAD SECURITY:

No load shall be transported unless it has been secured and inspected in accordance with the requirements of the Highway Traffic Act.

CVOR drivers shall take "CVOR Training" which includes basic Load Securement training.

3.4 (F)(V) 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 area-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.

3.4 (F)(VI) RECORDS:

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

3.4 (G) COMMUNICATION DEVICES

Creation Date: Dec 2009

Revision Date: Jun 2020

Revision Number: 2.1

3.4 (G)(I) 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.

On a daily basis, all workers use communication devices of all types, and cellphone and two-way communications are the most common used devices. It is recognized that most workers have some type of communication device, whether their employer supplies the device or it is their own.

3.4 (G)(II) 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 this is necessary 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 while operating a vehicle of any type.

- a. Never answer a call or respond to a text while backing up a vehicle or performing any vehicle maneuver that requires your full attention, stop or wait until you have completed your maneuver;
- b. Never conduct a phone conversation or respond to a text in the center of the activity, go someplace safe like a vehicle, office or an area where there is no activity to answer your phone or text;
- c. Never guide vehicles or lifting equipment while speaking on a phone or texting;
- d. Never talk on a phone or text during transferring of material i.e. aggregate, sub-grade and asphalt loading;
- e. Do not use your communication device in heavy traffic or inclement weather;
- f. Keep your conversations short;
- g. Calls or texts made on a Company provided communication device shall be for business purposes only, unless in emergency;
- h. When using communication device employees will act accordingly and be aware of the people around them and refrain from shouting, vulgar language etc.;
- i. Company communication devices will not be used to make illegal transactions, threats or harassing telephone calls or texts;
- j. While in transit, personal phones shall not be used, unless a hands free device is used.
- k. The Communication Device Policy shall be read, understood and signed by all employees prior to performing job functions.

3.4 (G)(III) COMMUNICATION DEVICES IN VEHICLES AND EQUIPMENT:

A number of vehicles in the Tomlinson fleet of vehicles are considered CVOR vehicles that must operate under certain rules different from the remainder of the Tomlinson vehicles. With this in mind, the requirement for drivers using communication equipment shall be more restrictive.

The only type of cell phone that will be allowed shall be hands free. If a driver is not in possession of a hands free system then the guidelines indicated above must be adhered to. No use of cell phones or mikes shall be allowed or tolerated if they are not a hands free system.

3.4 (G)(IV) SUBCONTRACTORS:

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.

3.4 (H) RIGGING POLICY

Creation Date: Aug 2013

Revision Date: Jun 2020

Revision Number: 1.2

3.4 (H)(I) 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.

3.4 (H)(II) 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.

3.4 (H)(III) 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.

3.4 (H)(IV) 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 area-specific requirements.

3.4(H)(IV)(A) 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.

3.4(H)(IV)(B) 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.

3.4(H)(IV)(C) 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.

3.4(H)(IV)(D) 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.

3.4(H)(IV)(E) 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.

3.4 (H)(V) SAFE WORK PRACTICES:

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;

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- 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.

3.4 (I) ELECTRICAL SAFETY

Creation Date: Jan 2015

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (I)(I) 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.

3.4 (I)(II) 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..

3.4 (I)(III) 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.

3.4 (I)(IV) 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.

3.4 (I)(V) 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 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.

3.4 (J) POWERED ELEVATING WORK PLATFORMS (PEWP)

Creation Date: Jan 2015

Revision Date: Jun 2020

Revision Number: 1.1

3.4 (J)(I) 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.

3.4 (J)(II) 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.

3.4 (J)(III) 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.

3.4(J)(III)(A) 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.

3.4(J)(III)(B) 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.

3.4 (J)(IV) 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.

3.4 (J)(V) 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.

3.4 (J)(VI) 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.

3.4 (J)(VII) 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 area-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.

3.4 (J)(VIII) 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 area-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.

3.4 (J)(IX) 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.

3.4 (K) COMMUNICATING WITH EQUIPMENT OPERATORS

Creation Date: Jan 2015

Revision Date: Feb 2017

Revision Number: 1.0

3.4 (K)(I) 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.

3.4 (K)(II) STANDARD:

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

3.4 (K)(III) 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.

3.4 (K)(IV) COMMUNICATION:

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

3.4 (L) DAMAGED AND DEFECTIVE TOOLS AND EQUIPMENT

Creation Date: Jul 2017

Revision Date: March 2019

Revision Number: 1.1

3.4 (L)(I) 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.

3.4 (L)(II) STANDARD:

3.4(L)(II)(A) Required training:

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

3.4(L)(II)(B) Required Equipment:

Out of service tag and writing utensil.

3.4(L)(II)(C) 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.

3.4 (L)(III) 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.

3.4 (L)(IV) APPLICATION:

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

3.4 (L)(V) COMMUNICATION:

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

3.4 (M) WORKING AT HEIGHTS

Creation Date: Jun 2020

Revision Date:

Revision Number: 1.0

3.4 (M)(I) PURPOSE:

It is the policy of Tomlinson to ensure workers required to work at heights (WAH) are provided the proper training and equipment to ensure their safety and to prevent any falls from heights.

3.4 (M)(II) STANDARD:

This policy will apply to all Tomlinson workers, subcontractors, consultants or visitors to any Tomlinson construction site, industrial facility materials facility.

Use of fall protection equipment will be enforced when any worker is exposed to the following situations;

- a. Falling more than 3m (10ft),
- b. Falling more than 1.2m (4ft) if the work area is used as a path for a wheelbarrow or similar equipment,
- c. Falling into operating equipment,
- d. Falling into water or other liquid,
- e. Falling into or onto a hazardous substance or object, or
- f. Falling through an opening on a work surface.

In addition to the situations indicated above, if a worker is exposed to a fall of more than 2.8 meters (8ft) or more and have access to the perimeter or an open side of any work surface shall be protected by a guardrail:

- a. Floor, include the floor of a mezzanine or balcony,
- b. The surface of a bridge,
- c. A roof while formwork is in place, or
- d. A scaffold platform, work platform, runway or ramp.

3.4 (M)(III) HIERARCHY OF ALL PROTECTION:

When conducting an assessment for any fall protection requirements, the hierarchy of fall protection needs to be considered. This will ensure that the most appropriate fall protection system is used if there is no possibility of erecting guardrails (the preferred fall protection method)

- a. Travel Restrains System,
- b. Fall Restricting System,
- c. Fall Arrest System,
- d. Safety Net

All components of any fall protection system must be CSA approved. See Section 6.3 Fall Protection Systems for additional information on the components of a fall protection system.

3.4(M)(III)(A) Travel Restraint System

A travel restraint system will allow a worker to travel just far enough to reach an edge but not fall over. A travel restraint system shall consist of the following equipment:

- a. CSA approved full body harness,
- b. CSA approved lanyard with no shock absorber,
- c. CSA approved life line,
- d. CSA approved rope grab to attach harness or lanyard to life line, and
- e. An adequate anchor point must be able to support a static load of 450lbs with a safety factor of at least 2 or 900lbs.

There are two methods of travel restrains:

- a. Connect an adequately anchored lifeline directly to the D-ring of a full body harness, or
- b. Attach a lanyard from the D-ring of the full body harness to a rope grab on an adequately anchored lifeline.

3.4(M)(III)(B) Fall Restricting System

A fall restricting is designed to limit the worker's free fall distance to 0.6m (2ft). A fall restricting system shall consist of:

- a. CSA approved full body harness,
- b. CSA approved lanyard equipment with a shock absorber, unless the shock absorber will cause the worker to strike the ground or any other object, and
- c. An adequate anchor point must be able to support at least a load of 1350lb with a safety factor of 2 or 2700lbs.

3.4(M)(III)(C) Fall Arrest System:

A fall arrest system must be used if the other systems are not feasible. Any fall arresting system must be designed so that a worker who falls will not strike the ground or any other object. The components of any fall arrest system are:

- a. CSA approved full body harness,
- b. CSA approved lanyard equipment with a shock absorber, unless the shock absorber will cause the worker to strike the ground or any other object, and
- c. An adequate anchor point capable of sustaining a load of 3600lbs.

3.4(M)(III)(D) Guardrails:

The first choice for any type of fall protection is the erection of guardrails. Guardrails shall be constructed in accordance with WAH training.

3.4(M)(III)(E) Safety Nets:

A safety net is installed below a work surface where a fall hazard exists to prevent a worker from falling and striking the ground or other object below. A safety net must be designed by a professional engineer. It must also be inspected and tested by a professional engineer or supervised by them. A copy of the inspection and test must be maintained on site.

Equipment Used in a Fall:

In the event a worker falls and their fall is arrested by their fall protection equipment, then that equipment shall be removed from service, properly disposed of so it cannot be used, and shall be replaced with new equipment provided by the Health and Safety team.

3.4 (M)(IV) ANCHORS

All types of fall protection require an adequate anchor point. There are three main types of anchor points;

- a. Designed fixed supports, which are load rated anchors specifically designed and installed for fall protection;
- b. Temporary fixed supports are designed to be connected to the structure, an example being nail on anchors used by roofers, and
- c. Existing structural features or equipment, not intended for use as an anchor but verified by a professional engineer with adequate capacity to serve as an anchor, and example being a rooftop mechanical room, structural steel or reinforced concrete columns.

3.4 (M)(V) EQUIPMENT INSPECTION/MAINTENANCE:

All fall arrest equipment must be inspected before each use by a competent user. This inspection must be

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recorded on the Specialty PPE inspection form. In addition, the Health & Safety Team will conduct yearly inspections of all the equipment and tag them accordingly. Copies of all yearly inspections shall be maintained by the Health & Safety Team.

Any fall protection equipment that does not pass any type of inspection must be removed from service, destroyed and replaced with new equipment.

See Section 6.3 Fall Protection Systems for additional information on equipment inspection and maintenance

3.4 (M)(VI) TRAINING:

Any worker at Tomlinson who is required to work at heights must be properly trained prior to commencing work. All WAH training at Tomlinson will be in accordance the Chief Prevention Officer approved WAH program. Although this program is designed for construction, Tomlinson has decided this will be the standard for all WAH training needs for all divisions.

Training will consist of a 7.5 hour course with both a theory and practical component. All WAH has an expiry date of 3 years from the date the training was taken. A half-day refresher is required to maintain the certification. All training can be organized through the Health & Safety Team.

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3.4(N) HOT WORK

Creation Date: Jun 2020

Revision Date:

Revision Number: 1.0

3.4 (N)(I) PURPOSE:

The purpose of this policy is to ensure that all workers who are required to perform Hot Work do so in a safe manner. Failure to follow this policy can have catastrophic consequence.

3.4 (N)(II) STANDARD:

This will apply to any worker/subcontractor engaged in a hot work process at an Industrial facility, Project site or Materials facility.

A Tomlinson supervisor must be informed, verbally or in writing, that hot work is being done. The information will include who is doing the work and in what location. This activity will be captured on the daily PSI

Portable fire extinguishers **MUST** be in the immediate vicinity of any hot work that is being done. Workers should be trained in the use of any fire fighting equipment.

This section can be referenced in conjunction with section 3.3

3.4 (N)(III) HOT WORK TYPES:

Below are some examples of hot work, but not limited to:

- a. Welding,
- b. Grinding,
- c. Soldering, or
- d. Torching

3.4 (N)(IV) FACTORS TO CONSIDER:

Below are some examples to take into consideration prior to commencing hot work, but not limited to:

- a. Dangerous atmospheres,
- b. Flammable materials,
- c. Confined space,
- d. PPE requirements,
- e. Equipment conditions, or
- f. General public or other workers in the area.

3.4 (N)(V) HOUSEKEEPING:

Before beginning the Hot Work ensure the area nearby is clutter free to allow un-impeded access and egress. Ensure all combustible dust, debris and flammable liquids are removed. Cover any other materials with fire blankets.

3.4 (N)(VI) FIRE WATCH:

Once the Hot Work is complete and where the possibility of flare-ups or ignitions could take place, a ½ hour fire watch should be maintained by a worker designated for such a purpose.

3.5 SAFE JOB PROCEDURES

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

3.5 (A) EQUIPMENT GUARDING AND LOCKOUT

Creation Date: Dec 2001

Revision Date: Jan 2016

Revision Number: 1.0

3.5 (A)(I) 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.

3.5 (A)(II) 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.

3.5 (A)(III) 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 , 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.

3.5 (A)(IV) 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.

3.5 (A)(V) 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.

3.5 (A)(VI) 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.

3.5 (A)(VII) 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.

3.5 (A)(VIII) 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?

3.5 (A)(IX) 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.

- a. **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

TOMLINSON

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moving part to come to a full stop or apply a brake if so equipped.

b. **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.

c. **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.

d. **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.

3.5 (B) SAFETY PULL CORD INSPECTION

Creation Date: 12 Dec 2010

Revision Date: Jul 2017

Revision Number: 1.0

3.5 (B)(I) 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

3.5 (B)(II) 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:

3.5(B)(II)(A) 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.

Either of the workers shall complete a record. 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

3.5(B)(II)(B) 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;
- 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.

3.5(B)(II)(C) Maintenance:

Should any maintenance be required a competent worker and electrician shall complete it. 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.

3.5(B)(II)(D) 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.

3.5 (B)(III) COMMUNICATION:

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

3.5 (C) SAFE VEHICLE AND EQUIPMENT REVERSING

Creation Date: Oct 2016

Revision Date: Jun 2020

Revision Number: 5.0

3.5 (C)(I) 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 signaller 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.

3.5 (C)(II) SAFETY GUIDELINES:

3.5(C)(II)(A) 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.

3.5(C)(II)(B) 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.

3.5(C)(II)(C) Site/Building Planning:

In the project planning stage, the site plan should be designed to reduce the need to reverse vehicles and

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equipment. Additionally, distinct zones should be setup to separate vehicular traffic and foot traffic.

3.5(C)(II)(D) 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.

3.5(C)(II)(E) 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, at all times, to Tomlinson employees in care and control of Company vehicles. This includes anywhere you park with a company vehicle and not only on Tomlinson properties or projects.

3.5(C)(II)(F) 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)

3.5 (C)(III) 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.

3.5 (C)(IV) EXEMPTION TO POLICY

All Electric & Compressed Natural Gas CNG vehicles are exempt from the corporate reverse parking policy when charging or refueling, provided that the charging /CNG connection port on the vehicle is positioned in a manner that does not allow it to be backed in for charging/refueling.

3.5 (D) FORKLIFT PROCEDURES

Creation Date: Oct 2016

Revision Date: Oct 2017

Revision Number: 1.0

3.5 (D)(I) 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.

3.5 (D)(II) 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.

3.5 (D)(III) 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.

3.5 (D)(IV) 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, maneuvering, 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.

3.5 (D)(V) SUPERVISION

Clause 25(2) (c) of the OHS Act 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.

3.5 (D)(VI) 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.

3.5 (D)(VII) 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.

3.5 (D)(VIII) 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 refueling and operation of lift trucks.
- d. Lift truck and personnel interaction are taken into consideration and proper controls put in place to minimize hazards.

3.5 (D)(IX) 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.

3.5 (D)(X) 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.

3.5 (D)(XI) 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 OHSA 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: refueling, 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.

3.5(E) OVERHEAD POWER LINES

Creation Date: Dec 2008

Revision Date: Mar 2019

Revision Number: 1.2

3.5 (E)(I) 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.

3.5 (E)(II) 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.

3.5(E)(II)(A) Minimum Distances from Power line:

3.5(E)(II)(A)(I) Construction & Industrial Regulations:

NORMAL PHASE-TO-PHASE VOLTAGE RATING	MIN DISTANCE
750 – 150,000 volts	3 meters
150,001- 250,000 volts	4.5 meters
More than 250,001 volts	6 meters

3.5(E)(II)(A)(II) Mining Regulations:

NORMAL PHASE-TO-PHASE VOLTAGE RATING	MIN DISTANCE
300 – 150,000 volts	3 meters
150,001- 250,000 volts	4.5 meters
More than 250,001 volts	6 meters

3.5 (E)(III) WARNING DEVICES:

The Overhead Protection Procedure (i.e. SJP-City-005) must be reviewed prior to starting any work that could involve 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;
- 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;
- During night operations the signs shall be illuminated with a flashing light and the lettering on the signs shall be reflective; and
- 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.

3.5 (E)(IV) COMMUNICATION:

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

- 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 signaler shall be in full view of the operator and a clear view of both operator and overhead wire;
- c. The operator and signaler 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.

3.5 (E)(V) 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.

3.5 (E)(VI) 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.

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SECTION 4 PROCUREMENT AND CONTRACTOR MANAGEMENT

4.1 PROCUREMENT AND CONTRACTOR MANAGEMENT POLICY STATEMENT

4.2 PROCUREMENT AND CONTRACTOR MANAGEMENT PROCEDURE

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jan 2023	Section Re-written	0.0		

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4.1 PROCUREMENT AND CONTRACTOR MANAGEMENT POLICY STATEMENT

Creation Date: Jan 2023

Revision Date: N/A

Revision Number: 0.0

In line with Tomlinson's commitment to providing a safe and healthy workplace for its Employees, a Procedure has been developed for the Procurement & Management of contractors/service providers on our sites/facilities. Tomlinson's Senior Management recognizes the importance of selecting high quality services that share the same health & safety values as our company. To ensure the safety of its Workers when hiring contractor services, Tomlinson maintains a list of prequalified Subcontractors with a track record of quality performance and this list is used as a resource for hiring services. Additionally, Tomlinson requires that contractor/service providers provide safety submittals, and adhere to safety requirements contained within the Occupational Health and Safety Act of Ontario and Regulations, the Ontario Building Code, the Ontario Fire Code and any other relevant health or safety legislation/regulations, including Tomlinson policy and procedures (unless the contractor/service provider has a more stringent policy or procedure). Contractor Workers hired to work with/under Tomlinson are to be provided the same Site-Specific details as internal Workers to ensure that Tomlinson's health & safety expectations are clear and understood by all parties in the workplace. In addition, Workers, JHSC/Health & Safety Representatives and Supervisors will be given the opportunity to share their opinions of Subcontractors using the "Sub-Contractor Evaluation Form" provided by the Project Management Team. Tomlinson Employees are encouraged to complete the evaluation form for each Sub-Contractor to allow Tomlinson Management to make informed decisions in choosing the best Subcontractors for future projects.

Senior Management is fully committed to this Policy and the procedures to ensure successful implementation.

This Policy and associated Procedure will be reviewed and updated on an annual basis.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

4.2 PROCUREMENT AND CONTRACTOR MANAGEMENT PROCEDURE

4.2 (A) Roles and Responsibilities (R&R)

Roles and responsibilities are important to ensure the success of this section.

Director Health & Safety

- To ensure all elements of this policy are adhered to, ensure all controlled documents are approved prior to publication for use.

Health & Safety Administrator

- To maintain a record of all controlled documents.
- Ensure the approved numbering system is maintained and documents have the proper identifying number.
- To maintain a history of all documents that become obsolete, ensuring to archive them.
- Ensure the most current edition of the document is uploaded to Share Point or another digital format (Salus Pro) as necessary.

Project Management/Procurement

- To ensure that a contractor/service provider pre-qualification (if applicable) is completed and forwarded to the Health & Safety Administrator
- To ensure that health and safety manuals are submitted from contractor/service provider (if applicable). The contractor shall have a health and safety program that is compliant and up to date with all applicable Occupational Health and Safety requirements, regulations, and laws. This includes all governmental bodies, safety regulators including municipal, provincial and federal.
- To ensure that any site/facility requirements are forwarded to the necessary contractor/service provider that are involved
- To ensure that site/facility specific Hazard Assessments are current and submitted

Supervisor

- To ensure that all contractors/service providers have the most current requirements available
- To ensure that all contractors/service providers have completed the JHA/PSI/SSHA for that task
- Monitor the contractor/service provider performance.
- Issue violations or non-conformance, if required.

Contractor/Service Provider

- Supply all necessary documents to Tomlinson as requested (listed, but not limited to)
 - Form 1000
 - Certificate of Insurance
 - WSIB Clearance
- Contractors/Service providers are required to submit or make available upon request a daily JHA/PSI/SSHA to the site supervisor. The JHA must identify the hazards of their work on that day. If the contractor does not have a form to complete, they are to use/sign on to Tomlinson PSI/JHA/SSHA
- Abide by all Tomlinson health and safety rules, as well as related legislation.
- Respond to violation documentation promptly (i.e. MOL orders).

4.2 (B) Contractor & Service Provider Hazard Assessments

R.W. Tomlinson (Tomlinson) will ensure that all contractor/service providers will complete, at a minimum, a daily task specific hazard assessment. This can be done on the contractor/service providers form and submitted, or it can be done on an Tomlinson form if they do not have such a form. The daily task specific hazard assessment can be done either by paper copy or as a contractor set up on Salus Pro.

A request may be made for the contractor/service provider to provide full Job Hazard Assessment (JHA) for the services they are providing. This JHA will list task to be completed, the potential hazards associated with the task and a method to help control or mitigate these hazards.

4.2 (C) Criteria for Selecting Contractor & Service Providers

The contractor/service provider will submit a Contractor Statement of prequalification that was provided, and this will be part of an annual prequalification.

Training records for workers at site will be forwarded to Tomlinson. This will work in conjunction with section 2.2(h) to help identify potential outages or hazards from external sources.

4.2 (D) Communication Between Workplace Parties

Tomlinson will ensure that any changes which may impact the contractor/service providers Health and safety will be communicated in a timely manner either through company correspondence or at a minimum at site level through Safety Talk or similar communication. A record of this communication will be kept on file either on paper or digital format (SharePoint or Salus pro).

4.2 (E) Communication of Site Specific Requirements

At a minimum a daily discussion will be had with all parties at site to communicate site specific requirements. Any prestart meetings (if applicable) should have minutes kept and distributed to all relevant parties. Every week, contractors will conduct a documented toolbox talk and site inspection.

4.2 (F) Forms for Evaluating Contractor & Service Providers

- Subcontractor Health & Safety Evaluations prequalification form will be used to help evaluate a contractor/service provider. This form can be found in Appendix L.
- Subcontractor Project Safety Evaluation will be used by Tomlinson to help evaluate at the end of a project. This form can be found in Appendix L.
- Other methods of evaluation may be used such as WSIB claims information and Certificates of Clearance.

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SECTION 5 COMPANY RULES

5.1 COMPANY RULES POLICY STATEMENT

5.2 COMPANY RULES PROCEDURE

5.3 DISCIPLINARY POLICY

5.4 DRUG AND ALCOHOL POLICY





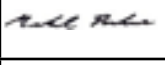
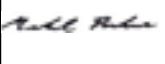
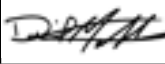

5.5 RESPONSIBILITIES

5.6 REPORTING TO THE MINISTRY OF LABOUR

5.7 WORK REFUSAL PROCEDURE

5.8 CANNABIS POLICY

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 5.1: Revised enhanced disciplinary section	1.0		C. F. King
Oct 2017	Subsection 5.2: Removed medical marijuana policy	1.0		C. F. King
Oct 2017	Subsection 5.3: Reviewed	1.0	C. F. King	C. F. King
Oct 2017	Subsection 5.4: Reviewed	1.0	C. F. King	C. F. King
Oct 2017	Subsection 5.5: Added "dangerous circumstances" sections	1.0		C. F. King
May 2017	Subsection 5.6: Added medical marijuana from subsection 5.2, revised and got approved by senior management	1.0	C. F. King	C. F. King
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	C. F. King	C. F. King
Mar 2019	Section Reviewed changes below (if any)			C. F. King
Mar 2019	Subsection 5.1.6 – added subsection	1.1	C. F. King	C. F. King
Mar 2019	Subsection 5.5.3 – added subsection	1.1	C. F. King	C. F. King
Jun 2020	Subsection 5.1: Minor revisions, and grammatical and spelling corrections	1.2		C. F. King
Jun 2020	Subsection 5.3: Minor revisions, and grammatical and spelling corrections	1.1		C. F. King
Oct 2022	Section reviewed changes below (if any)			C. F. King
Jan 2023	Section re-written	2		C. F. King

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5.1 COMPANY RULES POLICY STATEMENT

Creation Date: Dec 2007

Revision Date: Jan 2023

Revision Number: 2

The Company is responsible and accountable for health and safety of our workers. A worker's noncompliance with applicable health and safety legislation, Company rules, Safe Work Practices (SWP) and Safe Job Procedures (SJP) can cause serious injury to him/her, co-workers or property damage.

Senior management fully supports this policy and will ensure where positive reinforcement and training fail to ensure a worker's compliance with the Company Rules and/or applicable health and safety legislation, progressive disciplinary procedure will be enforced. The company disciplinary procedure shall be followed and documented per the disciplinary policy requirements and a copy retained in the workers file per the company policy for disciplinary document retention.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

5.2 COMPANY RULES PROCEDURE

5.2 (A) Roles and Responsibilities

Director of Health & Safety

- To ensure all elements of this policy are adhered to, ensure all controlled documents are approved prior to publication for use.
- To ensure all new workers receive a copy of company rules during worker orientation.
- To ensure that company rules are defined during orientation

Senior Management

- To ensure the requirements of these procedures as indicated below are met.
- To ensure that company rules are applied and enforced consistently throughout the organization

Supervisors

- To ensure the requirements of these procedures as indicated below are met and adhered to including themselves.
- When aware of a company infraction has taken place by a worker, take action in correcting the non-compliance and document using the disciplinary action form.
- Ensure workers understand where company rules are posted in the workplace

Workers

- To follow and work within all legislative rules, company rules, guidelines, policies, practices and procedures.
- Know where company rules are posted in the workplace

Health & Safety Administrator

- To maintain a record of all controlled documents associated with this procedure.
- To place disciplinary action forms in employee files as they are received

For further information on responsibilities please see section 5.4.

5.2 (B) Availability

The company will ensure that all industry standards(green book) and company rules as well as workplace specific rules will be readily available for workers. They will be posted where possible or made available at the workplace and also available in digital format on Salus Pro.

5.2 (C) In Writing

The company will provide in writing a copy of the company rules to each worker at their new worker orientation and will post them in a conspicuous location in the workplace where possible. In some workplaces these may be found in the supervisor's vehicle when there is no office at the workplace. Company rules will also be made readily available through Salus Pro in digital format.

5.2 (D) Training

The company will ensure the training of company rules through worker orientation as well as further workplace specific training for site specific rules so that workers have a clear understanding of what the company and workplace rules are. The training will consist of in-class or online training.

5.2 (E) Enforcement

The company will ensure that the rules are applied and enforced consistently throughout the organization. This will be achieved through site observations, inspections, incident investigations etc. Records will be kept and stored in employee files.

5.2 (F) Progressive Discipline

The company progressive disciplinary policy can be found in the company health and safety manual in section 5.3.

5.3 DISCIPLINARY POLICY

Creation Date: Dec 2007

Revision Date: Jun 2020

Revision Number: 1.2

5.3 (A) 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.

5.3 (B) 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 (SWP), Safe Job Procedures (SJP) 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:

5.3 (B)(I) 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 Foreman and reported to his Supervisor. All verbal warnings shall be recorded with a copy placed in the workers file.

5.3 (B)(II) 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.

5.3 (B)(III) 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 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.

5.3 (B)(IV) 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 company's health and safety program.

5.3 (B)(V) 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.

5.3 (B)(VI) 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 Tomlinson 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.

a. AFA will include but not be limited to:

- i. Any backing accidents;
- ii. Speeding which results in an accident;
- iii. Running into another vehicle;
- iv. Hitting stationary object;
- v. Driver is charged by police; or
- vi. Failure to maintain a vehicle that results in an accident.

b. 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 reserves 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 AFA's during the next three year period, the record will be cleared.

5.4 DRUG AND ALCOHOL POLICY

Creation Date: Dec 2007

Revision Date: Oct 2017

Revision Number: 1.0

5.4 (B)(I) 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.

5.4 (B)(II) 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.

5.5 RESPONSIBILITIES

Creation Date: Dec 2002

Revision Date: Jun 2020

Revision Number: 1.1

5.5 (B)(I) 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.

5.5 (B)(II) 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

5.5(B)(II)(A) 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.

5.5(B)(II)(A)(I) 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.

5.5(B)(II)(B) 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.

5.5(B)(II)(C) 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.

5.5(B)(II)(D) 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:

5.5(B)(II)(D)(I) Competent person:

Competent person means a person who:

- a. Is qualified because of their 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.

5.5(B)(II)(E) Workers

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

5.5(B)(II)(F) 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 and 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.

5.5(B)(II)(G) 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.

5.5(B)(II)(H) Joint Health and Safety Committee (20-49 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 Health & Safety 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.

5.5(B)(II)(I) 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.

5.5(B)(II)(J) Joint Health and Safety Committee (50+ workers)

- a. Everything written in section 5.3.2. (F) and 5.3.2. (G) applies with the exception of the requirements for number of committee members which shall be increased to a minimum of four committee members.

5.5 (B)(III) GENERAL PROCEDURES:

5.5(B)(III)(A) 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, Health and Safety Advisor 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.

5.5(B)(III)(B) 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)).

5.5(B)(III)(C) 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.

5.6 REPORTING TO MINISTRY OF LABOUR

Creation Date: Dec 2008

Revision Date: Aug 2017

Revision Number: 1.0

5.6 (B)(I) PURPOSE

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

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 of Health & Safety.

5.6 (B)(II) 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.

5.7 WORK REFUSAL PROCEDURE

Creation Date: Dec 2008

Revision Date: Mar 2019

Revision Number: 1.1

5.7 (B)(I) 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:

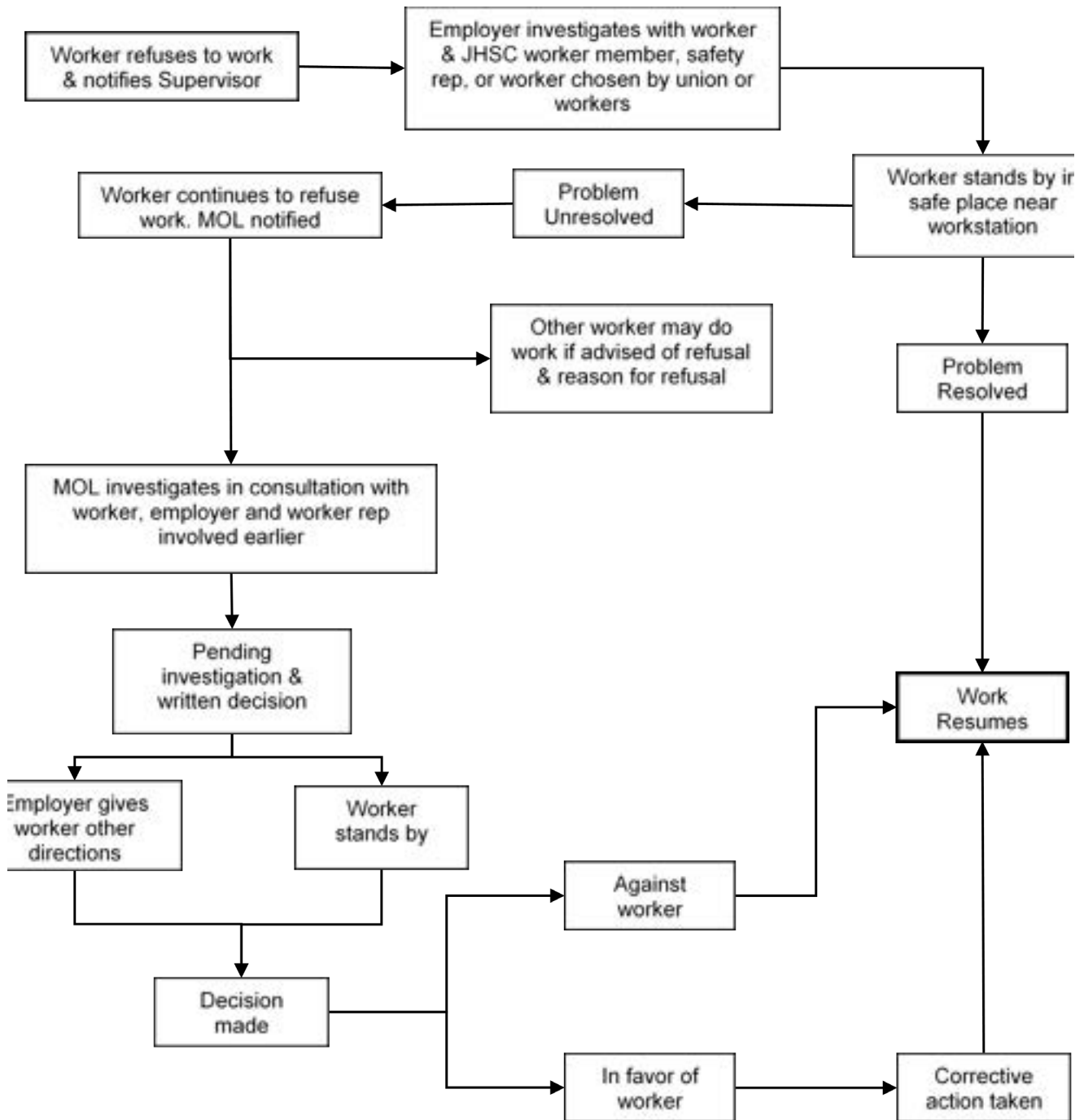
5.7 (B)(II) STANDARD

- 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. A chart outlining the work refusal procedure can be found on the following page.

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5.8 CANNABIS POLICY

Creation Date: Dec 2007

Revision Date: Oct 2018

Revision Number: 2.0

5.8 (B)(I) 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.

5.8 (B)(II) DEFINITIONS

In this Policy:

- a. **Impaired:** Affected by alcohol or drugs to the extent of losing control over faculties or behaviour.
- b. **Under the influence:** Affected by alcoholic drinks or drugs.
- c. **Medical marijuana:** A legally prescribed medication that is used to combat pain for certain types of injuries or diseases.
- d. **Recreational cannabis:** 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.

5.8 (B)(III) 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:

- 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

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medical marijuana, they do not have the right to be impaired or under the influence while at work.

5.8 (B)(IV) 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.

5.8 (B)(V) 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.

5.8 (B)(VI) COMMUNICATION

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.

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SECTION 6 PERSONAL PROTECTIVE EQUIPMENT

6.1 PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT









6.2 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

6.3 VISION LOSS PREVENTION

6.4 HEARING PROTECTION

6.5 FALL PROTECTION SYSTEMS

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 6.1: removed references to legislation & revised tag requirements	1.0		C. F. King
Sep 2017	Subsection 6.2: moved original from 6.2 to 6.3, created new subsection	1.0	C. F. King	C. F. King
Sep 2017	Subsection 6.3: moved from subsection 6.2 and revised	1.0		C. F. King
Mar 2019	Section Reviewed changes below (if any)			C. F. King
Mar 2019	Subsection 6.3.8 – added subsection	1.1	C. F. King	C. F. King
Mar 2019	Subsection 6.2.2 – added content	1.1		C. F. King
Mar 2019	Subsection 6.3.4.4- revised content	1.2		C. F. King
Mar 2019	Subsection 6.3.6- revised content	1.3		C. F. King
Aug 2019	Subsection 6.1: revised content, added clause 6.1.7 PPE Inspection	2.0		C. F. King
Jun 2020	Subsection 6.1: added 6.1.8 (a)-(d) Replacing Standard PPE	3.0	JP - is	C. F. King
Jun 2020	Subsection 6.3: renamed to Subsection 6.4 Fall Protection systems	4.0	JP - is	C. F. King
Jun 2020	Subsection 6.3: Hearing Protection subsection added	5.0	JP - is	C. F. King
Mar 2023	Section re-written	6.0		C. F. King

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6.1 PERSONAL PROTECTIVE EQUIPMENT POLICY STATEMENT

Creation Date: Dec 2005

Revision Date: Mar 2023

Revision Number: 6.0

The Corporation recognizes that it has a legal responsibility to provide the necessary PPE to its workers to help protect them from the hazards associated with their work where elimination, substitution, engineering or administrative controls is not an option. The Corporation will ensure that all PPE meets all legislated requirements, all workers are trained on the use and care of the PPE by a competent person, that records of this are maintained and that all workers at every level are aware of the PPE requirements for the work they do. The Corporation will also ensure any changes to the legal requirements are communicated and that any required changes are implemented.

Senior Management is fully committed to this Policy and the procedures to ensure a successful implementation.

This policy and associated procedure will be reviewed and updated annually or when there are changes to legislated or company requirements.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

6.1 (A) Definitions

- a. **CSA** : Canadian Standards Association – involved
- b. **Job Hazard Analysis (JHA)**: The **Job Hazard Analysis (JHA)** tool is used to recognize and identify tasks, recognize, and identify any hazards associated with the task, assess the severity of the hazards (on a scale of low, medium, or high) and then put controls in place to help mitigate the hazards.
- c. **Personal Protective Equipment (PPE)**
- d. **Pre-Job Safety Instruction (PSI)**: The PSI is a site-specific safety analysis that will be conducted at the beginning of every work shift
- e. **Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**
- f. **Safe Job Procedure (SJP)**: Safe job procedures are for a task that requires a series of specific step by step instructions that guide a worker through from start to finish in a chronological order.
- g. **Site Specific Hazard Assessment (SSHA)**: The SSHA is a site-specific safety analysis that will be conducted at the beginning of every work shift.
- h. **Safe Work Practice (SWP)**: Safe work practices are general methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.
- i. **Corporation**: For this procedure “Corporation” refers to the Senior Leadership Team

6.2 PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

6.2 (A) Roles and Responsibilities (R&R)

R&R are important to ensure the successful implementation of this section.

Corporation

- Ensure workers are provided with the correct PPE, training is provided and records are maintained.
- Ensure this procedure is adhered to.

Material Supply Logistics (MSL)

- Ensure that all PPE purchased and in consultation with health and safety meets all legal requirements.
- Ensure a supply of all required PPE is readily available.

Director of Health & Safety

- To ensure all elements of this policy are adhered to by site visits.
- Continuously review all legislation for changes to requirements for PPE and ensure these changes are communicated to those impacted by the changes.
- Ensure training programs for various PPE is kept current and instructors are qualified to instruct on PPE

Senior Management

- To ensure the requirements of this procedure as indicated below are met.

Health & Safety Administrator

- To maintain a record of all controlled documents associated with this procedure in accordance with Section 1.2 Document Control.

Supervisors

- To ensure workers, subcontractors and all other visitors to their workplace are wearing the required PPE and are trained to do so.
- To ensure damaged or ineffective PPE is replaced.

Workers

- To wear and use their PPE in accordance with the manufacturers requirement along with legislated and

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Tomlinson policy requirements.

- Report and damaged and/or ineffective PPE to their supervisor for replacement.

6.2 (B) Documentation of Activities that Require PPE

When to wear or use PPE is critical to ensure full compliance and to protect workers. As such all activities that require PPE shall have the requirements documented. These activities shall be indicated in one or more of the following documents:

- a. Job Hazard Analysis (JHA),
- b. Safe Work Practice (SWP), or
- c. Safe Job Procedure (SJP), or
- d. Pre-job Safety Instruction (PSI). or
- e. Site Specific Hazard Assessment (SSHA).

6.2 (C) PPE Selection Criteria

Specific PPE is required for certain tasks. PPE will be selected based on various requirements:

- a. Legislated requirements,
- b. PPE indicated in JHA, SWP, SJP,
- c. Safety Data sheets for WHMIS controlled products,
- d. Best industry practices,
- e. Guidelines published by government agencies such as ESA, TSSA, MLITSD etc., and
- f. When working as a subcontractor to a General Contractor and their PPE requirements.

6.2 (D) Proper Fitting, Care and Use of PPE

Proper fitting, care and use of all PPE is vital to it being used properly. All PPE come with manufacturer's instructions and the use and care of their equipment. This information shall be used to ensure the workers using the PPE are aware of them and have been trained to be able to use the PPE correctly, by a competent person.

Other organizations such as CSA and the MLITSD have directions on how to use certain PPE and this information must be reviewed.

6.2 (E) Proper PPE

Ensuring a readily available supply of PPE is the responsibility of two organizations:

- a. MSL is responsible to ensure the basic PPE such as eye protection, gloves, safety vests are available, and
- b. Health & Safety is responsible for providing specialized PPE, working at heights equipment, respirator equipment and gas monitoring equipment.

6.2 (F) Inspection and Maintenance of PPE

Daily maintenance and inspection of all PPE is required. All requirements provided by either the manufacturer or a legislated body must be a part of any training program for PPE. It is the responsibility of the person conducting the training to ensure inspection and maintenance is part of the training.

6.2 (G) Use of Required PPE

PPE requirements cover all management, supervisors, workers, subcontractors and any other person accessing a Tomlinson workplace. Ensuring PPE requirements are met can be achieved through the following:

- a. Communicating to all new workers through new worker orientation,

- b. Worker yearly refreshers,
- c. On site orientations,
- d. Startup meetings, or
- e. Site inspections, etc.

6.2 (H) Forms for Inspecting PPE

All inspections for PPE requiring it shall be on Corporate approved forms. Forms will be controlled in accordance with Section 1.2 Document Control.

All forms referenced in this section are found in Section 15 Appendixes.

6.3 VISION LOSS PREVENTION

Creation Date: Sep 2017

Revision Date: Mar 2019

Revision Number: 1.1

6.3 (A) 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.

6.3 (B) 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 eye wear is mandatory for all workers, not performing duties in an office environment or in a vehicle.
- b. This will include one or more of the following:
 - i. Safety glasses;
 - ii. Safety goggles;
 - iii. Prescription safety glasses with side shields;
 - iv. Face shield;
 - v. Face shield + safety glasses; or
 - vi. 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 eye wear.

A JHA or other type of assessment must be completed to identify what type of eye protection is required.

6.4 HEARING PROTECTION

Creation Date: Jun 2020

Revision Date:

Revision Number: 1.0

6.4 (A) Purpose:

The purpose of this section is to provide employees with guidelines to 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. Provide adequate training and instruction to the worker in the care and use of the device, including proper fitting, inspection and maintenance and, if applicable, the cleaning and disinfection of the device.

6.4 (B) Standard:

Every employer shall ensure that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 decibels (dBA).

Workplace noise can affect the health of the people working there. Problems include stress and hearing damage ranging from temporary to permanent hearing loss. Workplace noise is not a natural occurrence and is a physical hazard that can be controlled.

Refer to the Health and Safety Manual Section 14.1 for sound exposure and testing.

6.4 (C) Types of Hearing Protectors:

- a. Foam ear plus – up to 90 decibels
- b. Pre-molded ear plugs – up to 95 decibels
- c. Push in ear plugs – up to 100 decibels
- d. Earmuffs – up to 100 decibels

Anything over 110 decibels is required to have dual protectors: ear plugs and ear muffs.

6.4 (D) Proper Insertion and Checking Fit:

6.4 (D)(I) FITTING FOAM EAR PLUGS:

- a. Roll the ear plug so it is as small as possible and crease free,
- b. Reach over your head with the opposite hand,
- c. Pull the outer ear upwards to straighten out the ear canal, and
- d. Insert the properly rolled

6.4 (D)(II) FITTING PRE-MOLDED AND PUSH-IN EAR PLUGS:

- a. Reach over your head with your opposite hand,
- b. Pull your outer ear upwards to straighten out the ear canal, and
- c. Insert the ear plug

6.4 (D)(III) CHECKING THE FIT:

- a. Fit the plugs and then step into a noisy environment
- b. Cup your hands and place them over your ears to make a seal against the side of the head
- c. If the cupped hands over your ears reduces the sound level, then step out of the noisy environment and refit the ear plugs.

6.4 (E) Inspection and Care:

- a. Check for any wear and tear before each use,

- b. Replace plugs that are no longer pliable,
- c. Replace an ear muff unit when the head bands are stretched and no longer keep the ear cushions snug against the workers head,
- d. Check the manufacturer's recommendations first to find out if the ear plugs or cushions are washable.

6.5 FALL PROTECTION SYSTEMS

Creation Date: Sep 2017

Revision Date: Jun 2020

Revision Number: 2.0

6.5 (A) 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.

6.5 (B) 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

6.5 (C) 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.

6.5 (D) Components of Fall Protection Systems:

6.5 (D)(I) 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?

6.5 (D)(II) 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.

6.5 (D)(III) 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.

6.5 (D)(IV) 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.

6.5 (D)(V) FALL ARRESTORS:

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

6.5 (D)(VI) 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.

6.5 (D)(VII) 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.

6.5 (D)(VIII) 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.

6.5 (E) 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.

6.5 (F) Rescue Plans and Procedures

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.

6.5 (F)(I) 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

6.5 (F)(II) 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 it is 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.

6.5 (F)(III) 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.

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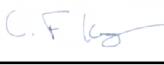






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SECTION 7 PREVENTATIVE MAINTENANCE

7.1 PREVENTATIVE MAINTENANCE POLICY STATEMENT

7.2 PREVENTATIVE MAINTENANCE PROCEDURE

Revision

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 7.1: created preventative maintenance	2.0		C. F. 
Mar 2019	Section Reviewed changes below (if any)			C. F. 
Aug 2019	Subsection 7.1: added reference to the regulation, and procedure	2.1		C. F. 
Jun 2020	Subsection 7.1: grammatical corrections	2.2		C. F. 
Jan 2023	Subsection 7.1: added a policy statement, Subsection 7.2 purpose (a)-(h) broken into subsections, roles and responsibilities added.	3.0		C. F. 

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7.1 PREVENTATIVE MAINTENANCE POLICY STATEMENT

Creation Date: Sep 2017

Revision Date: Jan 2023

Revision Number: 3.0

The company recognizes the importance of Maintaining Tools, Equipment, Vehicles and Facilities in working order following legislated requirements, codes, and manufacturer's specification. The company will ensure only competent and qualified workers perform inspections and maintenance. Supervisors will ensure that an inventory of items to be maintained is in place, checklists are available, manufacturers' specifications/guideline and or regulatory standards are met. Maintenance is being performed as planned and a documented procedure is in place to remove overdue and or defective tools, equipment and vehicles from service.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

7.2 PREVENTATIVE MAINTENANCE PROCEDURE:

7.2 (A) Roles and Responsibilities: Roles and Responsibilities are important to ensure the success of this section.

Director Health & Safety

- To ensure all elements of this policy are adhered to, ensure all controlled documents are approved prior to publication for use

Health & Safety Administrator

- To maintain a record of all controlled documents.
- To maintain a history of all documents that become obsolete, ensuring to archive them.
- Ensure the most current edition of the document is uploaded to Share Point and Salus Pro as necessary.

Equipment Manager

- Provide proper equipment for the job, either on-site, or off-site
- Make decisions regarding vehicle acquisition
- Selling off and disposal of used vehicles
- Regular analysis of fleet expense, performance reports
- Hiring and managing qualified Supervisors
- Guaranteeing the safety of all workers
- Overseeing proper maintenance of work and readiness of vehicles

Garage Supervisor

- Estimate costs and time required for repair and maintenance
- Plan, organize and coordinate the day to day running of the garage e.g. arranging the garage staff to perform necessary maintenance and repair work
- Check all activated in the garage, inspect completed work for compliance with safety and other statutory regulations, and make sure defects are repaired or adjusted
- Maintain records of repair and service work, and make reports to detect recurrent faults
- Provide information for staff about latest developments, technical specifications, safety alerts, recalls, etc.
- Set up procedures and practices for maintaining and improving health and safety in the workplace

Mechanics and Garage Workers

- Schedule and perform routine preventative routine maintenance in line with Manufacture operating manual
- Carry out routine inspection of machines for potential malfunctions, identify defective parts, and assess maintenance needs
- Troubleshoot reported problems and resolve them safely
- Clean and apply lubricants to machinery components, replenish fluids and components of engines and machinery
- Document and maintain record of maintenance for all major and minor repair work orders
- Mentor and train new mechanics/workers in general maintenance work and convey company's procedures, rules, and regulations
- Follow all safety policies, procedures, and regulations

Contractors

- Ensure that employers and workers in the workplace comply with the Act and Regulations and the Health & Safety and Environmental Management System

7.2 (B) Tools and Equipment Inventory

An Inventory of all tools and equipment (whether owned, leased or rented) must be maintained as a live document and kept current.

7.2 (C) Maintenance Schedules

All equipment, tools and vehicles used, shall be inspected, and maintained as per manufacturer's instructions and or company's maintenance schedules.

7.2 (D) Preventative Maintenance Schedules

To ensure preventative maintenance occurs, an inventory of all equipment, tools and vehicles must be documented and remain current. Maintenance schedules are to be followed per manufacturer's instructions in addition to the following Occupational Health and Safety Act Regulations;

- 213/91 Construction Projects Section 93
- 851 Industrial Establishments Section 75
- 854 Mines and Mining Section 105 (7) and 196 (6.1)

7.2 (E) Work Order Tracking

A work order shall be created on paper and/or electronic form in Salus Pro, recording the maintenance performed, the date and time allocated to the maintenance or repair and by whom it was completed by. In additions a service order is to be completed indicating corrective actions. All forms to be kept readily accessible on the correct software program.

7.2 (F) Competency Requirements

Only competent and qualified personnel may perform maintenance on any piece of company equipment, tools and vehicles. A list of qualified workers performing the maintenance along with certifications are to be posted where required.

7.2 (G) 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. Follow procedures for addressing overdue service for vehicles, tools, and equipment, both company owned and rented.
- e. If the tool or piece of equipment cannot be repaired, it must be removed from service and made inoperable to subsequent workers.
- f. For further details regarding defective tools, please refer Appendix D.

7.2 (H) Document Use and Storage

Tomlinson approved forms or those specifically designed by the manufacturer shall be used for maintenance and are to be completed on paper or electronic devices, which than is to be logged into the software system SAP or Salus pro, depending on the action taken.

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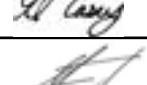
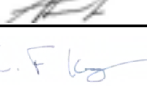






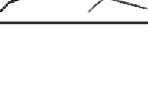
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SECTION 8 TRAINING AND COMMUNICATIONS

8.1 HEALTH & SAFETY TRAINING POLICY

8.2 COMMUNICATION POLICY

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jan 2016	Subsection 8.1: Reviewed standard, added external training	1.0		C. F. Lago
Jan 2016	Subsection 8.2: Added instructor's responsibilities and Orientation requirements	1.0		C. F. Lago
Sep 2017	Subsection 8.3: Revised safety talk requirements	1.0		C. F. Lago
Sep 2017	Subsection 8.5: Revised terminology	1.0		C. F. Lago
Oct 2017	Subsection 8.6: Moved from 14.3, revised terminology and application	1.0		C. F. Lago
Nov 2017	Subsection 8.4: Reviewed	1.0	C. F. Lago	C. F. Lago
Mar 2019	Section Reviewed changes below (if any)			C. F. Lago
Mar 2019	Subsection 8.1.2- added content	1.1		C. F. Lago
Mar 2019	Subsection 8.2.4 – added subsection	1.1	C. F. Lago	C. F. Lago
Mar 2019	Subsection 8.3.3 – added subsection	1.1	C. F. Lago	C. F. Lago
Mar 2019	Subsection 8.6.5 – added subsection	1.1	C. F. Lago	C. F. Lago
Mar 2019	Section 8.6 – changed controlled to hazardous	1.2	C. F. Lago	C. F. Lago
Aug 2019	Section 8.1 – added training requirements for supervisors	1.2		C. F. Lago
Aug 2019	Section 8.2 – added training review requirements	2.1		C. F. Lago
Jun 2020	Subsection 8.2.3: Format and grammatical revisions	2.2		C. F. Lago
Oct 2022	Section re-written	3.0		C. F. Lago
Jan 2023	No changes			C. F. Lago

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8.1 HEALTH & SAFETY TRAINING POLICY STATEMENT

Creation Date: Mar 2022

Review Date: Oct 2022

Revision Number: 3.0

8.1.1 Policy

Senior management for the Tomlinson Group recognizes that Orientation, Education, Training of company workers are a vital part of the Health and Safety management program. Tomlinson Group, including CEO, President, all management and supervisors must ensure that all supervisory staff have the competency-based knowledge and skills to instruct workers in Safe Work Practices (SWP) and Safe Job Procedures (SJP), to give Toolbox Talks and to meet ongoing requirements for written safety instruction in the workplace. Instructions will be provided to all workers. All workers are required to take training and comply with safe work policies, practices and procedures. All visitors must be accompanied by a Company employee.

In signing this policy the company commits itself to work jointly together to implement the above policy and the procedures outlined in company's Health and Safety Manual. This policy will be reviewed annually.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

8.1.2 Health and Safety Training Procedure

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

Where applicable different training methods may be used to ensure understanding of the subject by all. This includes, but not limited to:

- a. Level of abilities
- b. Language skills
- c. Literacy

8.1.2 (A) Roles and Responsibilities

Health and Safety Director

- Health and Safety Director is responsible for ensuring that this procedure is reviewed by competent person on the annual basis and to ensure the policy and procedures are implemented.

Internal Trainer(s)

- Internal trainers are responsible for delivering a training and training development. Trainer is responsible for ensuring that all training delivered is relevant, meets the legislation requirements and follows best industry practices.

Supervisor(s)

- All supervisors at all levels must determine the training needs for their workers prior to beginning of the work task, as well as review the appropriate legislative and other training requirement. Training requirements must be based on the level of responsibilities of the individual worker(s) supervisor is responsible for, regardless of their job titles.
- In the event where the supervisor is assigning another person to conduct competency training for the worker in the supervisor's stead, it is the responsibility of the supervisor to ensure that person conducting training a competent person

Workers

- Workers are responsible for reporting the hazards, including but not limited to:
 - a. Dangerous conditions
 - b. Lack of proper tools
 - c. Lack of proper personal protective equipment
 - d. Lack of training
 - e. Defective tools
 - f. Defective personal protective equipment
 - g. Errors in SJP's, SWP's and JHA's and etc.
 - h. Workers are not to perform work under the circumstances that are immediately dangerous to life and health.

8.1.2 (B) Competency

All supervisors at all levels must determine the training needs for their workers prior to beginning of the work task, as well as review the appropriate legislative and other training requirement. Training requirements must be based on the level of responsibilities, abilities, language skills and literacy of the individual worker(s) supervisor is responsible for, regardless of their job titles. Reasonable accommodations for training to be provided in one of the official languages, as per student's choice. Where required written evaluations can be substituted by written.

Supervisors are responsible to determine the training needs for their workers prior to beginning of the work task, as well as review the appropriate legislative and other training requirement. All Supervisors providing on-

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site training for the workers must be competent in the topic they are providing instructions on.

8.1.2 (C) Trainer's Competency

It is a responsibility of the Director of Health and Safety to ensure the person(s) assigned to the role of the Health and Safety Trainer for the purpose of presenting internal training is a competent person.

8.1.2 (D) Training Needs

- i. Training needs analysis has to be conducted for each position.
- ii. When conducting training need analysis for individual positions supervisors at all levels must ensure that training meets legislative and other training requirements. Where applicable a refresher training has to be completed to meet legislative/standard's requirements.
- iii. Training shall be made available to the worker in-person. In the situation where worker requires a refresher training and where applicable online training maybe substituted for the in-person training. Special consideration can be acceptable for the online training, where it is not reasonable for the worker to attend in-person training due to extreme schedule, distance or special circumstances.
- iv. All employees have to complete the following training in the beginning of their employment with Tomlinson to comply with minimum requirements under company's rules:

8.1.2 (E) Task Specific Training

Depending on the job requirements prior to the worker performing the relevant task worker must properly trained to perform their relevant task. Supervisors at various levels are required to determine 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. Task specific training;
- b. Common Core;
- c. Surface Miner Specific Modules;
- d. Specific Supervisor Training;
- e. Confined Space Entry Awareness;
- f. Working at Heights;
- g. First Aid and CPR;
- h. Propane in construction;
- i. Lockout Tag out;
- j. Transportation of Dangerous Goods;
- k. Traffic Control Person;
- l. Powered elevating work platform;
- m. Forklift;
- n. Defensive Driving;
- o. Cargo Securement.

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 or has completed the IHSA Basics of Supervising course. 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.

8.1.2 (F) Tomlinson Worker Orientation

- i. Workers who are new to the company must attend a Tomlinson Worker Orientation prior to starting work.
- ii. All employees of the company will attend a worker orientation on a yearly basis. All returning

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- workers must complete a refresher of Tomlinson Worker Orientation prior to re-starting their work. Tomlinson Orientation shall be provided to all employees at the change of their role.
- iii. Tomlinson Worker Orientation is mandatory to all workers.

8.1.2 (G) Training Administration and Management:

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.

Tomlinson's Orientation shall include the following:

- a. Legislative rights and responsibilities of all workplace Parties, including:
 - i. Employers;
 - ii. Supervisors;
 - iii. Workers;
 - iv. JHSC; and
 - v. Health & Safety Representatives.
- b. Employee's responsibilities concerning:
 - i. WSIB;
 - ii. Accident/incident reporting;
 - iii. Drug and Alcohol Policy;
 - iv. PPE Policy;
 - v. Workplace Violence, Harassment and Sexual Harassment Policy;
 - vi. Workers responsibilities;
 - vii. WHMIS.;
 - viii. Company Health & Safety Policy; and
 - ix. Any other information that may be deemed essential for the workers.

Training shall be delivered using the methods understandable to the worker and with consideration to the worker's abilities, language skills and literacy.

External training shall be administered using a Training Provider approved by Health and Safety Director.

8.1.2 (G)(I) New Worker Program

New worker (in a non-supervisory role) entering the field from the following groups shall receive a green hardhat in accordance with a New Worker Program:

- a. Tomlinson Infrastructure
- b. Tomlinson Environmental Services
- c. Industrial Waste Division
- d. Industrial Waste Kingston
- e. Asphalt Plants
- f. Quality Control

This list shall be reviewed as required.

New Worker Program shall be reviewed on the annual basis.

8.1.2 (H) Training Review

Internal training content shall be reviewed on the annual basis by the Health and Safety Director and/or the competent person assigned by the Health and Safety director for the purpose of:

- a. Relevance;
- b. Legislative requirements;
- c. Internal requirements; and
- d. Accuracy.

8.1.2 (I) Evaluation of Learning

Successful training completion shall be identified by using a written or a practical examination.

8.1.2 (J) Training Records

Record of successful completion of training and Orientation shall be saved in, where applicable, in Salus Pro under individual worker's name, otherwise the training record shall be saved in the Employee Files. Where applicable, written exam may be substituted for oral examination for accommodation purposes.

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8.1 (C) TRANSPORTATION OF DANGEROUS GOODS (TDG)

Creation Date: Sep 2013

Revision Date: Sep 2017

Revision Number: 1.0

8.1 (C)(I) 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).

8.1 (C)(II) 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.

8.1 (C)(III) 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.

8.1 (C)(IV) 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.

8.1 (C)(V) 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.

8.1 (C)(VI) 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.

8.1 (C)(VII) 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.

8.1 (D) Workplace Hazardous Materials Information Systems (WHMIS)

Creation Date: Sep 2013

Revision Date: May 2019

Revision Number: 1.2

8.1 (D)(I) 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.

8.1 (D)(II) DEFINITIONS:

8.1(D)(II)(A) 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).

8.1(D)(II)(B) 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)

8.1(D)(II)(C) 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.

8.1 (D)(III) TRAINING:

8.1(D)(III)(A) 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.

8.1(D)(III)(B) 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.

8.1 (D)(IV) 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.

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8.2 COMMUNICATION

Creation Date: Jan 2023

Review Date: N/A

Revision Number: 0.0

8.2.1 Communication Policy Statement

Senior management for the Tomlinson Group recognizes that communication between employer, supervisors and workers is a vital part of the Health and Safety management program. Tomlinson Group, including CEO, President, all Senior Managers shall hold an annual meetings with all employees to communicate the implementation on the Health and Safety Program.

In signing this policy the company commits itself to work jointly together to implement the above policy and the procedures outlined in company's Health and Safety Manual. This policy will be reviewed annually.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

8.2.2 Communication Procedure:

Senior management of Tomlinson committed to ensure that a two-way communication exists between all workplace parties.

Where applicable different communication methods may be used to ensure understanding of the subject by all. This includes, but not limited to:

- i. Level of abilities
- ii. Language skills
- iii. Literacy

8.2.2 (A) Responsibilities

Senior Leadership Team

- Senior leadership team shall hold an annual scheduled organization-wide Health and Safety meeting to communicate implementation of the Health and Safety Program.

Supervisors

- Prior to beginning of the workday on the sites where abnormal work conditions exist supervisor shall perform a Pre-Job Safety Instructions.

Workers

- Workers are responsible to report any issues in the workplace that they come across, participate in training and ask questions when they are not sure how to complete their work safely.

8.2.2 (B) Organization-Wide Health and Safety Meeting:

Senior management is responsible to hold a company wide meeting on the annual basis at minimum to communicate company's safety goals and discuss implementation of the health and safety program.

8.2.2 (C) Communication:

Training shall be delivered using the methods understandable to the worker and with consideration to the worker's abilities, language skills and literacy.

8.2.2 (D) Two Way Communication:

All meeting shall include the opportunity for the worker to raise their concerns and bring up their suggestions.

8.2.2 (E) Document Handling:

Safety talks, inspections, training records, PSI and incident reports are to be recorded in Salus. In the event where user has no access to Salus, they are required to present communication to their supervisor.

8.2.2 (F) Safety Talks:

A minimum once a week a supervisor is responsible for presenting a safety talk. One subject is to 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.

Workers must be provided opportunity to bring up their suggestions and concerns.

8.2.2 (G) Communication Forms

All internal and external communications shall be received, documented, and responded to. All communications must include record of attendance and topics covered, along with any feedback provided. Electronic records must be maintained. This includes, but not limited to:

- Daily Pre-Job Safety Instructions
- Weekly Safety Talks
- Safety Alert Communications
- Etc.

Example of the communication forms can be found in Appendix F. Alternatively, record of successful attendance shall be saved in, where applicable, in Salus Pro.

8.2.2 (H) Maintenance

All records must be uploaded in the Salus, where applicable and SharePoint where Salus back-up is not available. All records must be maintained for a minimum of 7 years.

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SECTION 9 WORKPLACE INSPECTIONS

9.1 WORKPLACE INSPECTIONS POLICY STATEMENT

9.2 WORKPLACE INSPECTIONS PROCEDURE

9.3 HAZARD REPORTING

Revisions

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		
Jun 2020	Subsection 9.2.4: clarification of communication requirements	1.1		
Jan 2023	Section re-written	2.0		

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9.1 WORKPLACE INSPECTION POLICY STATEMENT

Creation Date: Dec 2001

Revision Date: Jan 2023

Revision Number: 2.0

The senior management of the Tomlinson Group of Companies recognizes all workplace parties have a role in identifying and eliminating actual and/or potential hazards associated with people, equipment, materials, environment and processes through the workplace inspection process. The company will conduct workplace inspections per legislated requirements for the purpose of identifying and correcting unsafe conditions and behaviours. Pre use inspections for all CVOR vehicles. Weekly inspections for Construction. Monthly for Industrial & Mining. Inspections will cover all premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, vehicles, work methods and practices. The Workplace Inspections will be completed using the following forms - Industrial Establishments, Workplace Inspections – Mines and Plants form, Weekly Inspection- Construction, Pre use vehicle inspection form - Trucks, Pre use inspection form and Specialized PPE.

Each workplace is required to conduct and document site and equipment inspections as required by applicable safety and health codes and communicate findings from workplace inspections to the concerned parties in a timely fashion. Further, senior management supports timely and effective corrective actions to correct gaps found during workplace inspections



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

9.1 (A) Definitions

- a. **Hazard:** Any real or potential condition, practice, behaviour, act or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property or the environment.
- b. **Risk:** The chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment or other things of value as a result of the occurrence.
- c. **Workplace:** Any land, premises, location or thing at, upon, in or near which a worker works.
- d. **Workplace inspection:** A systematic appraisal of the workplace and all applicable work practices.

9.2 WORKPLACE INSPECTION PROCEDURE

9.2 (A) Roles and Responsibilities

Managers

- Implement the workplace inspection process and ensure inspections are being completed as prescribed.
- Provide the designated worker or Health & Safety Rep with the required information and assistance they may require for the purpose of carrying out an inspection of the workplace.
- Ensure that workplace inspections and corrective actions are discussed with concerned parties through PSI talks and weekly safety talks.
- Ensure all inspection reports are reviewed by senior management and that hazards identified are corrected and controlled through timely and effective corrective actions. This process shall be documented.

Supervisors

- Conduct planned and unplanned workplace inspections and ensure corrective action is taken to address any hazards identified. Make available documentation of planned and unplanned workplace inspections in accordance with this policy.
- Cooperate with any persons performing a workplace inspection.
- Where possible, participate in the Health and Safety Representative/Joint Health and Safety Committee (Health & Safety Rep./JHSC) inspection process.
- Review and ensure all items identified on the Workplace Inspection Report are addressed in a timely manner by initiating the appropriate documented correction action.
- Discuss the results of the inspections and the corrective actions taken with workers and other managers within the groups.
- Ensure that workers have completed equipment pre-use inspections in accordance with written procedures.

Health and Safety Representative/Joint Health & Safety Committee

- Health & Safety Rep./JHSC worker member will perform workplace inspections every month to identify situations that may be a source of hazard to workers.
- Health & Safety Rep./JHSC worker member will make recommendations to the employer for workplace improvements to protect worker health and safety.
- Inspections will be completed using the approved inspection documentation process.
- Completed inspection reports will be forwarded to management for review and response as necessary.
- The Health & Safety Rep./ JHSC members who perform the inspection are also required to report any situations identified as a potential or an actual source of hazard to workers and the committee. They are required to consider that information within a reasonable period.
- The Health & Safety Rep./ JHSC members can obtain information from the employer respecting:
 - The identification of potential or existing hazards of materials, processes or equipment, and
 - Health and safety experience and work practices and standards in similar or other industries of which the

constructor or employer has knowledge.

Workers

- Cooperate with any persons performing a workplace inspection.
- Ensure hazards identified are communicated to their supervisor.
- Complete pre-use inspections in accordance with written procedures.

9.2 (B) Record Keeping

It is corporate policy that all types of inspections be recorded on the appropriate form and that these records include information on non-conformities and corrective actions. All forms shall be retained on Salus Pro and Share Point.

All workplace inspection forms must be posted, where possible, so that workers are likely to see them. If not possible then all workers shall know where to find the inspection forms.

9.2 (C) Pre-use Inspections

A list of equipment requiring pre-use inspections will be developed and reviewed annually in conjunction with the Health & Safety Rep./JHSC.

A schedule for pre-use equipment inspections identifying person(s) responsible and frequency of inspections will be developed and reviewed annually in conjunction with the Health & Safety Rep./JHSC.

A standard recording form or process will be developed and reviewed annually in conjunction with the Health & Safety Rep./JHSC and will include remedial and corrective actions taken when deficiencies are identified.

This form will be used with all Pre-Use inspections and reviewed by the management to ensure necessary corrective action has been taken

All equipment must be inspected prior to beginning of work with the equipment. This includes ensuring that equipment is operating effectively, that machine guards are in place and used appropriately and that equipment has been safely stored. This applies to machines, equipment or systems that come with a high risk for causing injury if they are not in proper working order. Such Equipment includes but is not limited to:

- i. Mobile equipment – forklifts/aerial lifts, client-handling equipment, loaders, excavators, dozers, grounds keeping equipment.
- ii. Production Equipment – lathes, drills, saws, punch/drill presses, conveyor systems
- iii. Other equipment – personal protective equipment, mixers, BBQ's.

9.2 (D) Inspection Frequencies

Construction

- Construction Supervisors shall inspect their workplace on a weekly basis per the construction regulations.
- JHSC member or Health & Safety Rep shall inspect the workplace on a monthly basis.
- Senior Management encourages, Supervision and the JHSC member or Health & Safety Rep to inspect the workplace together on a weekly basis.

Mining

- Supervisors shall inspect the workplace on a monthly basis.
- A Health & Safety Rep or a competent worker shall inspect the workplace on a monthly basis.
- Senior Management encourages, Supervisors and the JHSC member or Health & Safety Rep to inspect the workplace together on a monthly basis.

Industrial

- Pre-Start Health and Safety Reviews (PSHSRs or PSRs) are required before certain equipment or processes

are put into operation to keep workers safe. Per Section 7 of Regulation 851, Industrial Establishments.

- The Health & Safety Rep./JHSC has the legislated authority to inspect the workplace at least once a month for the purpose of identifying hazards and making recommendations for their control

9.2 (E) Worker Participation

Participation of workers in the inspection process is vital to ensure all known and unseen hazards are identified. Worker participation can include actually conducting the inspection, answering questions by others or assisting those conducting the inspections.

Workers operating equipment are responsible for conducting pre-use inspections daily and ensuring those inspections are recorded on the appropriate inspection form.

9.2 (F) Legislated Requirements

In the different regulations there are requirements to conduct inspections at various times on various piece of equipment, workplaces etc.. All inspections must meet not only the requirements within the regulations but other legislation such as Regulation 1101, and manufactures requirements.

9.2 (G) Inspection Requirements

Supervisor/Health and Safety Representative/Joint Health & Safety Committee Inspections

- The work environment and work procedures of each work location are to be inspected.
- This inspection is to identify, eliminate, and/or minimize unsafe conditions such as those associated with falls, strains (e.g., improper lifting techniques), falling or moving objects, electrical shocks, vehicle safety, chemical injuries, workplace violence and physical interventions, First Aid Kit inspection per regulation 1101, monthly fire extinguisher inspections .
- The recommended process for completing a monthly or weekly workplace inspection is as follows

9.2 (G)(I) PREPARING FOR INSPECTIONS

- a. Review the following to establish priorities and inspection focus:
 - i. Injury demographics
 - ii. Worker incident reports
 - iii. Previous workplace inspection records
 - iv. Results of previous inspections
 - v. Ministry of Labour reports/inspections, if any
 - vi. Applicable organizational policies and procedures
 - vii. Review control measures, emergency procedures and protective equipment being used
 - viii. Plan and review the inspection route.
- b. Inform the manager/supervisor or designate of the location when the inspection is to take place and invite them to participate in the inspection process. The inspector(s) are to confirm with the manager/supervisor suitable access to all area and the need for any necessary protective equipment.
- c. Ensure there are adequate copies of the Monthly Workplace Inspection Checklist or use the workplace inspection form in Salus Pro, for the location being inspected.
- d. Each location should develop and review its own workplace inspection checklist that considers situations and hazards specific to that area.

9.2 (G)(II) CONDUCTING THE INSPECTION

- a. Inspections must be performed by a Health & Safety Rep. or worker representative of the JHSC. A management representative of the committee may accompany the worker representative and inspect the work environment as a team.

- b. Inspections are to be documented on using the Monthly Workplace Inspection Checklist.
- c. During the inspection, the inspectors will:
 - i. Record any hazardous conditions or acts observed
 - ii. Inspection should include all areas, even those not occupied by workers full-time.
 - iii. Speak with workers and supervisors to gather any information regarding hazardous conditions or actions they may have knowledge of.
 - iv. Where immediate corrective action is required, contact the manager/supervisor or their designate. Immediately deal with high-risk hazards before anyone can get hurt. Note the corrective action taken.
 - v. Make a note of successes during the inspection; positive feedback encourages safe work practices
 - vi. Focus on fact finding and issues related to workplace health and safety
 - vii. If the manager/supervisor or their designate did not participate in the inspection, consult them before leaving the location or as soon as reasonably practicable (within 24 hours). Report all identified hazards and make note of any corrective actions that have been put in place.
 - viii. Inspect health and safety boards for relevant documentation, First aid kits, First aid treatment logs (monthly), fire extinguisher inspections (monthly)

9.2 (G)(III) COMPLETING INSPECTION REPORT

- a. The Monthly Workplace Inspection Report must be completed following the inspection and signed by the inspector(s) performing the inspection.
- b. A copy of the report will be posted in a conspicuous location or discussed at a daily PSI or weekly safety meeting.
- c. Additional copies of the report and recommendations will also be distributed to managers/supervisors responsible for implementing corrective measures.
- d. A copy of the report will also be distributed to the JHSC, where applicable, for review.

9.2 (G)(IV) FOLLOW-UP/MONITORING

- a. The inspector(s) will discuss and agree upon a date and time to meet and follow up on corrective actions taken to eliminate the identified hazard noted during the inspection, if deemed necessary.
- b. In cases where an item(s) from the inspection have not been addressed in a reasonable time period, the Health & Safety Rep./JHSC will contact the manager/supervisor or their designate.
- c. In cases where an item(s) from the inspection have not been addressed in a reasonable time period by the manager/supervisor or their designate, communication with the next level of management from the Health & Safety Rep./ JHSC requesting corrective action will occur.
- d. Review and update hazard assessments as required.

9.2.IV.1. (H)(I) Management Inspections

The Occupational Health and Safety Act places general responsibility on supervisors to inform workers of any hazards, actual or potential, in the workplace and to take every precaution reasonable in the circumstances for the protection of workers. Managers/supervisors will be involved in identifying hazards at their location though planned and unplanned inspections. This activity is one of the best ways to demonstrate and prove due diligence and compliance with applicable health and safety legislation.

9.2.IV.2. (H)(I) Planned Inspections

- a. Planned management inspections will be conducted on a regular basis (e.g., monthly or weekly, see Inspection Frequencies above)

- b. Planned management inspections will be documented in Salus Pro and signed upon completion. The checklist should be reviewed and revised on a regular basis to ensure it reflects current workplace conditions and practices.
- c. All reports must be forwarded to the next level of management to sign-off that the inspection was completed in compliance with this policy.

9.2.IV.3. (H)(I) Unplanned Inspection

- a. Unplanned management inspections are undertaken to monitor the workplace on a daily/weekly/bi-weekly basis (e.g., housekeeping and observing behaviours trends). This can include spot inspections of a specific hazard on a random basis.
- b. Unplanned inspections are to be completed using Salus Pro with a record of the date, time, findings, corrective action and a signature are required to fulfill the necessary documentation requirements.

9.2 (H) Inspection forms

As stated in this procedure all inspections must be recorded using the corporate inspection forms, this includes all workplace and pre-use inspections. All forms are created and controlled in accordance with Section 1.2 Document and Record control. Copies of all inspections forms are located on Safety Share Point page and in Salus. Examples can be found in Section 15 Appendix C.

9.2 (I) Communication

It is important that Senior Management and all other workplace parties be provided with the inspection results. All inspection forms are communicated through Salus to senior management and all other workplace parties such as general contractors, sub-contractors etc. via email. Email is sent from Salus by the way of webhooks. All workers, contractors will be made aware of the Workplace Inspections Procedure and their role as it relates to workplace inspections and recognizing, assessing and controlling hazards.

Supervisors/Managers will communicate this procedure using the following methods:

- Orientation
- Staff meetings
- Pre-Start Meetings
- Safety Meetings
- Email notifications

9.2 (J) Training

All workplace parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the workplace inspection. Training will include inspection techniques and hazard recognition, assessment and control. Documentation of training will be maintained by the Tomlinson Group.

9.3 HAZARD REPORTING

Creation Date: Dec 2001

Revision Date: Jun 2020

Revision Number: 1.1

9.3 (A) 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.

9.3 (B) 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.

9.3 (C) 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.

9.3 (D) Communication

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

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SECTION 10 INVESTIGATIONS AND REPORTING

10.1 INCIDENT INVESTIGATION POLICY STATEMENT

10.2 ACCIDENT REPORTING & INVESTIGATION PROCEDURE

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 10.1: Reviewed and corrected to reflect new procedures	1.0		C. F. Lago
Oct 2017	Subsection 10.2: Reviewed and corrected to reflect new procedures	1.0		C. F. Lago
Oct 2017	Subsection 10.3: Reviewed and corrected to reflect new procedures and regulations	1.0		C. F. Lago
Mar 2019	Section Reviewed changes below (if any)		JB	C. F. Lago
Mar 2019	Subsection 10.1.3- added content	1.1		C. F. Lago
Mar 2019	Subsection 10.2.3 added content	1.1		C. F. Lago
Mar 2019	Subsection 10.2.5- added content and revised grammar	1.2		C. F. Lago
Mar 2019	Subsection 10.3.1 added content and revised grammar	1.1		C. F. Lago
Aug 2019	Subsection 10.1: Renamed subsection, added Policy sub-clause	2.0		C. F. Lago
Jun 2020	Subsection 10.2: Removed WCB and added WSIB, added SCAT investigation method, reviewed and updated information	2.0		C. F. Lago
Jun 2020	Subsection 10.3: grammatical and spelling corrections	2.0		C. F. Lago
Oct 2022	Section re-written	3.0	JP is	C. F. Lago
Jan 2023	Section reviewed changes below (if any)		C. F. Lago	C. F. Lago

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10.1 INCIDENT INVESTIGATION POLICY STATEMENT

Creation Date: Dec 2017

Revision Date: Jan 2023

Revision Number: 3.0

The Company understands the requirement to investigate all reported incidents. The Company requires all employees to immediately report to their supervisors all work related accidents, illnesses and incidents that result in injury or property damage including close calls with the potential for serious injury or property damage. Supervisors will report the accident/incident or close call promptly to the Health & Safety department and his/her manager. All incidents shall be investigated to determine the root causes and or contributing factors. Once determined corrective actions shall be implemented to reduce or eliminate the risk of further incidents.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

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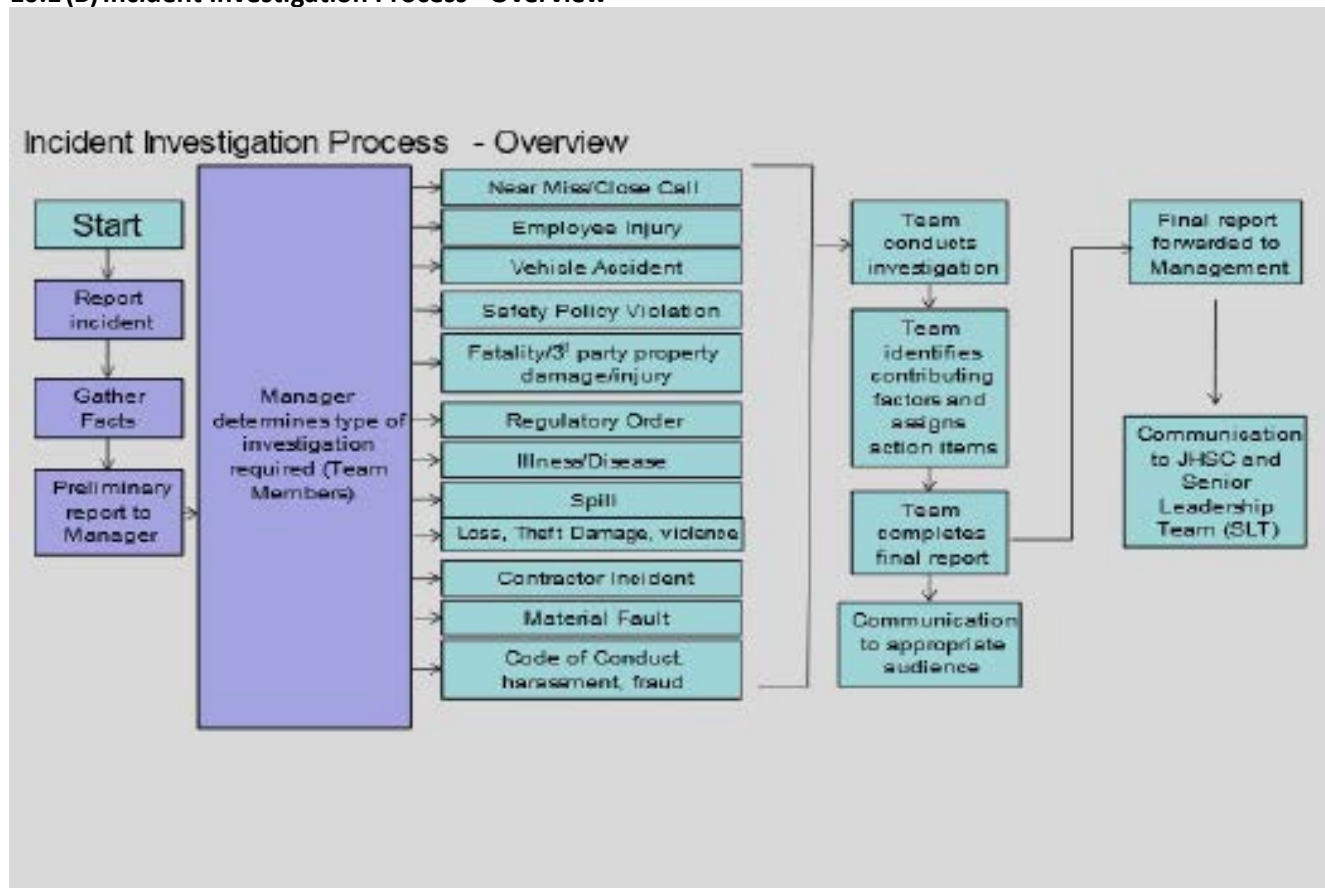
10.1 (A) Purpose

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 must be investigated thoroughly.

Definitions

- a. **SCAT – Systematic Cause Analysis Technique:** A systematic approach to investigation to find the root causes of any incident that has occurred.
- b. **Corrective Action:** An action taken to eliminate the root causes of any incident.
- c. **Preventative Action:** An action taken to eliminate the cause of potential hazardous situations.
- d. **Close Call/Near Miss:** An unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.
- e. **First aid:** Help given to a sick or injured person at the location of occurrence.
- f. **Medical Aid:** Injuries or medical conditions that can only be treated by a registered medical practitioner i.e., Doctor, hospital, dentist, etc.
- g. **JHA:** Job Hazard Analysis of the job site and tasks to be performed
- h. **PSI – Pre-Job Safety Instruction:** Communication of hazards, tasks, PPE to anyone coming to site
- i. **SWP – Safe Work Practice:** Generally written methods outlining how to perform a task
- j. **SJP – Safe Job Procedure:** a series of specific steps that guide a worker through a task from start to finish in a chronological order

10.1 (B) Incident Investigation Process - Overview



10.2 ACCIDENT REPORTING AND INCIDENT INVESTIGATION PROCEDURE

10.2 (A) Roles and Responsibilities

Management

- 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 in a timely manner.
- Ensure that all required personal who conduct an Incident Investigation are SCAT trained.
- To conduct an annual review of the policy.
- Notify MOL if critical injury has occurred.

Direction of Health and Safety

- To ensure all elements of this policy are adhered to ensure all controlled documents are approved prior to publication for use.

Health and Safety Administrator

- Documentation to be controlled as per Element 1.2.1 (a)–(k)

Supervisor

- Notify Health & Safety and Management of an incident immediately.
- Secure the scene without disturbing the scene.

IMPORTANT: All investigations 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 of Labour).

- Activate emergency response plan
- Provide first aid

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

- Conduct a preliminary investigation to identify any unsafe conditions, acts or procedures that significantly contributed to the incident
- Undertake a full investigation (SCAT) to determine the root cause of the incident – see Definitions 10.1.2
- Identify and implement corrective actions necessary to prevent the recurrence of similar incidents
- Ensure the incident investigation is carried out by persons knowledgeable about the type of work involved
- Ensure the incident investigation includes your participation and Health & Safety representative
- Prepare and distribute the required reports in the required time frame

10.2 (A)(I) REPORTING GUIDELINES FOR REFERENCE

Worker

- Seek medical attention if needed
- Report incident immediately to their supervisor
- Identify any witnesses
- Assist in filling out Incident Investigation form
- Fully cooperate with any investigation
- Submit WSIB Form 8 immediately to your supervisor or Health & Safety department

Health & Safety Rep/JHSC Committee Member

- Assist in First Aid if required
- Participate in the investigations of the incident with the persons carrying out the investigation

Health & Safety Department

- Attend and assist when required to assure policy and processes are followed.
- Support and communicate with MOL, emergency services etc. as necessary.

10.2 (B) Training Required

Only SCAT trained personnel (Supervisors/Foreman) can perform an incident investigation. All incidents' occurrences must be investigated immediately. Supervisors should be involved, provided they be SCAT trained, if they are not SCAT trained then they must reach out to a trained SCAT incident investigator to perform the investigation.

Because incidents 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 Safety Advisor who is trained in Incident Investigation (SCAT) direct the investigation.

Depending on the severity of the incident, outside agencies (MOL, TSSA, MOE, MTO etc.) may also be involved in the investigation.

Those participating in the investigation must carefully gather information relating to the incident and use proper investigation procedures to ensure the accuracy of the information gathering process. The SCAT Investigator/team must take a step-by-step, methodical approach following the SCAT training methodology. The report must be objective and free of any biases.

10.2 (C) Requirement to Take Action

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.

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

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

10.2 (D) Determination of Occupational Health and Safety Deficiencies

These corrective/preventative actions represent a plan of action from the investigation regarding establishing the root cause, deficiencies and what specific steps will be taken to prevent reoccurrence of a similar incident.

Any OHS deficiencies and root causes shall be determined from the SCAT procedure such as:

- a. People - training, supervision, qualifications
- b. Operating systems - Documentation (PSI, JHA, training records etc.), policies and procedures (SWP, SJP, maintenance, communication etc.
- c. Physical Factors - PPE, equipment, tools

10.2 (E) Determination and Implementation of Corrective and Preventative Action

From the SCAT investigation the investigator will have developed recommendations. The investigator should be able to clearly state and describe the gaps that have been found. Develop and outline corrective and/or preventative action steps to bridge those gaps, and finally make a plan for monitoring and measuring the success of those actions.

10.2 (F) Communication of Corrective and Preventative Action

Communication of investigation results and corrective/preventative actions will happen once the final report is reviewed by the Manager and Supervisor for completeness and accuracy. Once review is completed then it will

be communicated to the following interested parties as soon as possible:

- a. Workers – safety talk, posted on health and safety boards
- b. JHSC – next meeting
- c. Health and Safety Team – email
- d. Management/Senior Leadership Team – email, monthly departmental safety meetings for discussion

10.2 (G) Measuring Effectiveness of Corrective and Preventative Action

Corrective Action and Preventative action items will be properly recorded on a Corrective Action Effectiveness form (see Appendix K), assigned completion dates and each specific item should then be delegated to an individual for follow up. After which, the Supervisor is then required to update Management with any new information, monitor and track the status of the action items. Updating the investigation file and closing action items is the responsibility of the investigating supervisor. Once completed the form is signed off by Management, indicating the approval and effectiveness of the corrective and preventative actions. All action items must be tracked and marked completed. Managers are accountable for ensuring all outstanding action items are closed.

10.2 (H) Investigation Forms

Current incident investigation, vehicle collision and spill report forms (see appendix E) will be used for all preliminary investigations, found on SharePoint and the Salus Pro applications. The manager will then determine if a SCAT investigation is required, where the excel investigation tool will be used. Some of the deciding factors could be;

- a. Trending incidents
- b. Serious injury
- c. Environmental impact
- d. Extensive damage to property or equipment+

A SCAT investigation does not have to apply to only serious incidents but can be done for all incidents to find the root cause.

10.2 (I) Maintenance of Incident Records

Refer to Section 1.2 of this Health & Safety manual Document Control for methods of maintaining Incident reporting and investigation results are maintained on Salus Pro or the Health and Safety SharePoint page.

Any incident must be reported to your immediate supervisor.

It is Company Policy that you do not engage in any communication with the media. If you find yourself in that situation, please refer them to Rob Pierce 613-690-3260.

10.2 (J) 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 (K) Incident Reports:

Incident reports are used to record the details of the incident and notify workplace parties of an occurrence in the workplace. The incident report should be clearly written, detailed and provide information about the incident.

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;

10.2 (L) Vehicle Collision Reports

Vehicle Collision Reports are to be used to report details of a collision between two licensed vehicles. The following information must be included:

- a. The name of all drivers involved
- b. Date, time and location of the accident
- c. Insurance information of the third party
- d. A detailed account of the collision
- e. Names of persons witnessing the accident and any other information sources
- f. Any pictures of the scene

10.2 (M) Conducting SCAT Investigation:

Only SCAT trained personnel can perform an incident investigation. All hazardous occurrences must be investigated immediately. Supervisors should be involved, provided they have SCAT training and must reach out to a trained SCAT incident investigator to perform the investigation if the supervisor is not SCAT trained.

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 Safety Advisor who is trained in Incident Investigation (SCAT) direct the investigation.

Depending on the severity of the injury, outside agencies (MOL, TSSA, MOE, MOT, etc.) may also be involved in the investigation.

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

10.2 (N) Recording Evidence:

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.

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

The SCAT Investigator/team must take a step-by-step, methodical approach following the SCAT training methodology. The report must be objective and free of any biases.

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

10.2 (N)(I) CORRECTIVE/PREVENTATIVE ACTIONS

These corrective/preventative actions represent a plan of action from the investigation in regards to establishing what specific steps will be taken to prevent reoccurrence of a similar incident.

Typically, recommendations are made and designated individuals are assigned to complete the corrective action within an agreed upon time frame.

10.2 (O) Joint Health & Safety Committee:

A Joint Health and Safety Committee (JHSC) may investigate incidents per legislative requirements. JHSC members must be trained in SCAT to conduct an investigation.

10.2 (P) Steps To Be Carried Out Within The First Two Hours:

10.2 (P)(I) RENDER EMERGENCY ASSISTANCE:

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

10.2 (P)(II) WHO TO NOTIFY:

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

10.2 (P)(III) PRESERVE EVIDENCE:

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

10.2 (Q) Steps To Be Carried Out Within Two Days:

10.2 (Q)(I) ACCIDENT MUST BE REPORTED TO:

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

10.2 (R) Steps To Be Carried Out Within Five Days:

10.2 (R)(I) 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

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- c. Set dead lines.

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

10.2 (R)(II) THE FOLLOW UP:

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

10.2 (S) When An Accident Must Be Reported:

An Accident Or Incident must be reported immediately to your Supervisor and your joint health and safety committee in the following circumstances:

10.2 (T) Circumstances - How Soon:

10.2 (T)(I) 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 (T)(II) 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. (WSIB Form 7 accepted in these cases.)

10.2 (T)(III) 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 of a prescribed incident with the details of the occurrence in writing 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 (T)(IV) 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. For a copy of the SCAT interactive excel spreadsheet, please contact the Health and Safety Administrator.

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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 within 48 hours of the occurrence 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. (WSIB. Form 7 accepted in these cases.)
When an accident or incident involves: <ul style="list-style-type: none">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.j. Contact by backhoe, shovel, crane, similar device, or its load with a live power line of more than 750 volts.	<u>In writing, within two days.</u>

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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.	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	WSIB
	Employee Death or Critical Injury, i.e., k. Life threatening l. Unconsciousness m. Severe bleeding n. Fractures of leg, arm, hand, foot, multiple fingers or multiple toes o. Amputation of leg, arm, hand, foot, multiple fingers or multiple toes p. Burns to major portion of body q. 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
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
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

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EVENT	RESULT	ACT/ REGULATIONS *	REQUIREMENT	IN WHAT FORM	WHEN	TO WHOM
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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EVENT	RESULT	ACT/ REGULATIONS *	REQUIREMENT	IN WHAT FORM	WHEN	TO WHOM
Unusual Occurrence Involving	<ul style="list-style-type: none"> a. Failure to hoist, sheave, hoisting rope, shaft conveyance, shaft timber b. Flammable gas present in underground mine c. Spontaneous heating with evolution of gas d. Major failure or damage to equipment e. Rock burst >5 tonnes uncontrolled fall of ground >50 tonnes f. Defective explosives g. Structural failure h. Dam or bulkhead failure i. Unexpected explosion j. Flood k. Fire 	<p>Occupational Health and Safety Act</p> <p>Section 27</p> <p>Mining Regulation</p> <p>Section 20(5)</p>	<p>Report details of incident:</p> <ul style="list-style-type: none"> - What - When - Damage - Injuries <p>MOL may investigate.</p>	Written	Within two days	MOL District Office
Explosion or Rupture of Boiler, Pressure Vessel or Plant.	Death, injury or property damage	<p>Boiler and Pressure Vessels Act</p> <p>CH46 RSO 1980</p> <p>CH33 RSO 1983</p> <p>Section 37</p>	Report full details of incident.	Most direct means available	Immediately	Chief Inspector of the Ministry of Consumer and Commercial Relations

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EVENT	RESULT	ACT/ REGULATIONS *	REQUIREMENT	IN WHAT FORM	WHEN	TO WHOM
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 reporting center
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 reporting center
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

TOMLINSON

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EVENT	RESULT	ACT/ REGULATIONS *	REQUIREMENT	IN WHAT FORM	WHEN	TO WHOM
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

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SECTION 11 EMERGENCY PREPAREDNESS

11.1 EMERGENCY PREPAREDNESS POLICY STATEMENT

11.2 EMERGENCY PREPAREDNESS PROCEDURE

11.3 EMERGENCY PLAN FOR OIL OR FUEL SPILLS

11.4 FALL RESCUE PLAN

11.5 PHYSICAL AGENTS

11.6 CHEMICALS

11.7 BIOLOGICAL AGENTS

11.8 FIRST AID PROCEDURES

11.9 CONFINED SPACE PROGRAM

11.10 DESIGNATED SUBSTANCE CONTROL PROGRAM

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2017	Subsection 11.1: Reviewed	1.0	C. F. King	C. F. King
Oct 2017	Subsection 11.2: Reviewed	1.0	C. F. King	C. F. King
Oct 2017	Subsection 11.3: Created in response to requirements by legislation	1.0	Q. King	C. F. King
Mar 2019	Section Reviewed changes below (if any)		AB	C. F. King
Mar 2019	Subsection 11.1.4- added subsection	1.1	C. F. King	C. F. King
Mar 2019	Subsection 11.2.5 – added content and reformatting	1.1	C. F. King	C. F. King
Mar 2019	Subsection 11.3.5- added subsection	1.1	C. F. King	C. F. King
Jun 2020	Section 11: grammatical corrections to all subsections	1.2	Q. King	C. F. King
Oct 2022	Sections 14 and Section 15 amalgamated into Section 11	2	Q. King	C. F. King
Jan 2023	Section reviewed changes below (if any)		C. F. King	C. F. King

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11.1 EMERGENCY PREPAREDNESS POLICY STATEMENT

Creation Date: Nov 2003

Revision Date: Oct 2022

Revision Number: 2

The senior management of the Tomlinson Group of Companies recognizes that Emergency Preparedness is essential in reducing the impact of emergencies in the workplace. Emergency Preparedness allows our employees to act quickly in response to emergencies and avoid critical outcomes.

Senior management expects that all personnel will be familiar with the emergency response plan specific to their workplace.

Workers are expected to actively participate in emergency response drills.

An emergency response plan must be in place for all sites where the Tomlinson Group of companies is the constructor or facility owner, operator.

Senior management will ensure that emergency response plans are followed where Tomlinson employees are subcontracted.

This Emergency Preparedness Policy and the corresponding Procedure will be reviewed annually.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

11.2 EMERGENCY PREPAREDNESS PROCEDURE

11.2 (A) Roles and Responsibilities

Management

- Responsible to ensure all work sites, facilities and quarries have a documented site-specific emergency response plan (ERP), and the necessary equipment that is required per the emergency response plan.
- Ensure all ERP's are reviewed at least yearly or when conditions change the current ERP.

Supervisors

- Shall ensure all workers are trained on the ERP specific to their workplace (training shall be documented).
- Ensure they have a copy of the current ERP that has been created for their project or facility.
- To conduct, yearly or more often as required, drills of the ERP and to make any changes needed as a result of drill.

Safety Advisor

- To provide support in the creation of the ERP.
- To provide support with ERP drills, providing feedback and suggestions to improve the ERP.

11.2 (B) Identification of Emergency Situations

- a. Normal Working Hours for offices, plants, quarries, construction sites.
- b. After Hours for offices, plants, quarries, construction sites.
- c. Inclement Weather, Power Outage and Other Physical Disruptions
- d. Evacuation of workers with Disabilities (Office Facilities)
- e. Suspicious Person or Threat Procedures
- f. Working Alone
- g. Communications
- h. Emergency Recovery Planning Guidelines
- i. Pandemic Plan
- j. Working at Heights Rescue procedures (general outline, each plan is site specific)
- k. Confined Space Rescue Procedures (general outline, each plan is site specific)
- l. Temporary Structure collapse rescue procedures (general outline, each plan is site specific)
- m. Spill response plan

11.2 (C) Documented Response Plans

Emergency response plans will include responsibilities and roles of relevant employees during emergencies.

11.2 (D) Emergency Response Plan Input

Emergency response plans will have input from relevant parties for their emergency response plans. The input will be documented as part of the plan formulation. This would apply to all facilities, construction sites and quarries. Relevant parties would include other trades on construction sites, facility neighbours, and quarry neighbours.

11.2 (E) Resource Identification

Emergency response plans shall have the required resources identified to implement the emergency response plans.

11.2 (F) Emergency Equipment

All necessary emergency equipment per the site-specific emergency response plan shall be in place, inspected

and maintained on a scheduled basis. Scheduled inspections and maintenance shall be per manufacturer's instructions, OSHA, Regulation 1101, NFPA.

11.2 (G) Prevention of Injury Occupational Illness

All emergency response plans shall allow for the prevention of injuries or occupational illness for the emergency situations identified in the site-specific emergency response plans.

11.2 (H) First Aid Requirements

All first aid requirements shall be met for all site-specific emergency response plans. This will include but not be limited to first aid stations, facilities, supplies, qualified first aiders, provisions for the transport of injured personnel to medical facilities.

11.2 (I) Emergency Communications

The appropriate communication methodology for site-specific emergency response plans, shall be in place, with all employees trained on the site specific communication methods.

11.2 (J) Emergency Response Plan Training

All personnel who work at project sites, facilities, quarries shall be trained in their appropriate roles with regards to the emergency response plans.

11.2 (K) Emergency Response Plan Testing

All project sites, facilities, quarries shall test the emergency response plans. All emergency response plan tests will be documented in SALUS using the emergency response plan evaluation form. Corrective actions are required for any deficiencies found during testing of emergency procedures. All deficiencies and corrective actions are to be documented.

11.2 (L) Periodic Emergency Response Plan Testing

All emergency response plans are to be tested at least once a year and revised as required. All revisions are to be documented

11.2 (M) Communication of Relevant Information

All relevant emergency response information shall be communicated to all relevant parties including; visitors, sub-contractors, emergency response services.

11.2 (N) Emergency Response Forms

All specific forms necessary to implement emergency response plans shall be in place. Forms would include but not limited to, equipment inspection, ERP testing

11.2 (O) Emergency Plan:

All workplaces require:

- a. A method for reporting the emergency;
- b. A list of workers responsibilities 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.

11.2 (O)(I) 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.)

11.2 (O)(II) 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.

11.2 (P) 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.

11.3 EMERGENCY PLAN FOR OIL OR FUEL SPILLS

Creation Date: Nov 2003

Revision Date: Jun 2020

Revision Number: 1.2

11.3 (A) 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.

11.3 (B) Definitions:

11.3 (B)(I) 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)

11.3 (B)(II) 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)

11.3 (B)(III) 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)

11.3 (C) 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.

11.3 (D) 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:

- 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;
- 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;
- 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
- 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.

11.3 (E) 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.

11.3 (F) 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

11.3 (G) 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.

11.3 (H) 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.

11.3 (H)(I) 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.

11.3 (H)(II) 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.

11.4 FALL RESCUE PLAN

Creation Date: Oct 2017

Revision Date: Jun 2020

Revision Number: 1.2

11.4 (A) 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.

11.4 (B) 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.

11.4 (C) Working Alone at Heights:

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

11.4 (D) Emergency Planning:

The three main parts of emergency planning are:

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

11.4 (D)(I) 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.

11.4 (D)(II) EMERGENCY RESPONSE PLAN:

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

11.4 (D)(III) 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

11.4(D)(III)(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.

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

11.4(D)(III)(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

11.4(D)(III)(C) (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 ARREST SYSTEM SHALL BE TAKEN TO A HOSPITAL FOR FURTHER MEDICAL ATTENTION

11.4(D)(III)(D) 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.

11.5 PHYSICAL AGENTS

Creation Date: Dec 2007

Revision Date: Jun 2020

Revision Number: 3.0

11.5 (A) Purpose:

The purpose of this section is to identify and establish controls of sources of energy that may cause injury or disease.

11.5 (B) 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.

11.5 (B)(I) 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.

11.5 (B)(II) 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.

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11.5 (B)(III) 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

11.5 (B)(IV) 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	0.50
100	0.25
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.

11.5 (B)(V) 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 and tools.

11.5 (C) 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

11.5 (C)(I) 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.

Reference corporate SWP for Heat Stress practice.

11.5 (C)(II) 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.

Reference corporate SWP for Cold Stress practice.

11.6 CHEMICALS

Creation Date: Dec 2007

Revision Date: Jun 2020

Revision Number: 3.0

11.6 (A) Purpose:

This section will deal with chemicals and the requirement to effectively and safely deal with any chemicals on a work site.

11.6 (B) 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.

11.6 (C) 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.

11.6 (C)(I) STANDARD:

O. Reg 490/09 under the Occupational Health & Safety Act: 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 (Asbestos on Constructions Projects and in Buildings and Repair Operations);
- b. Regulation 490/09 (Regulation does not apply at a Construction project);
- c. Acrylonitrile,
- d. Benzene,
- e. Coke Oven Emissions,
- f. Ethylene Oxide,
- g. Isocyanates (Organic compounds),
- h. Lead (Elemental inorganic and organic compounds of lead),
- i. Mercury (Elemental, inorganic and organic compounds of mercury),
- j. Silica (Crystalline),
- k. Vinyl Chloride,
- l. Arsenic, and
- m. Asbestos (All forms)

11.6 (C)(II) TRAINING:

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

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d. Who to call.

Note: When in doubt about an unknown discovered chemical or bio-hazard to secure the area and call for assistance.

11.6 (C)(III) 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 SDS prior to commencing work to ensure they are provided with the correct PPE.

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.

11.6 (C)(IV) EMERGENCY WASHING EQUIPMENT:

Most of the larger facilities are equipped with showers and eye wash stations, and all jobsites should have portable eye wash bottles. 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 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 manufacturer's recommendations or at least once a year.

11.6 (C)(V) 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 SDS 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 TO THE CONCENTRATIONS THAT EXCEED THE CHEMICALS OR BIOHAZARDS OCCUPATIONAL EXPOSURE LIMIT

11.6 (C)(VI) SILICA

11.6(C)(VI)(A) 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.

11.6(C)(VI)(B) 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.

11.6(C)(VI)(C) 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.

11.6(C)(VI)(D) 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

11.6(C)(VI)(E) 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.

11.6(C)(VI)(F) 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.

11.6(C)(VI)(G) Medical testing

Currently medical testing is not conducted.

11.6(C)(VI)(H) 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.

11.6 (C)(VII) 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 Occupational Health and Safety Regulation (O.Reg.) 278.5 respecting Asbestos in construction projects and in building and repair operations.

Ontario Occupational Health and Safety Regulation Regulation (O.Reg.) 490/09 respecting Asbestos in industrial and mining establishments

11.6 (C)(VIII) LEAD

Ontario Occupational Health and Safety Regulation 490 Section 16 (1), Ontario Occupational Health and Safety Regulation 490 Section 20 (4)

Ontario Health & Safety 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.

11.6 (D) 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

11.6 (E) Chemical Spill Cleanup

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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

11.6 (F) Exposure Table:

Exposure Limits:

AGENTS	TIME-WEIGHTED AVERAGE LIMIT (TWA)	SHORT-TERM EXPOSURE LIMIT (STEL) OR CEILING LIMIT (C)	NOTATIONS
Acrylonitrile [107-13-1]	2 ppm	C 10 ppm	Skin
Arsenic, elemental arsenic and inorganic compounds [7440-38-2], and organic compounds (only where both inorganic and organic compounds are present)	0.01 mg/m3	0.05 mg/m3	
Asbestos – All forms [1332-21-4]	0.1 f/cc (F)		
Asbestos – Actinolite [77536-66-4]	0.1 f/cc (F)		
Asbestos – Amosite [12172-73-5]	0.1 f/cc (F)		
Asbestos – Anthophyllite [77536-67-5]	0.1 f/cc (F)		
Asbestos – Chrysotile [132207-32-0]	0.1 f/cc (F)		
Asbestos – Crocidolite [12001-28-4]	0.1 f/cc (F)		
AGENTS (cont.)			
Time-Weighted Average Limit (TWA)	Short-Term Exposure Limit (STEL) or Ceiling Limit (C)	Notations	
Asbestos – Tremolite [77536-68-6]	0.1 f/cc (F)		
Benzene [71-43-2]	0.5 ppm	2.5 ppm	Skin
Coke Oven Emissions 1	0.15 mg/m3		
Ethylene Oxide [75-21-8]	1 ppm, or 1.8 mg/m3	10 ppm, or 18 mg/m3	
Isocyanates, organic compounds – Toluene diisocyanate (TDI) [584-84-9] [91-08-7]	0.005 ppm	C 0.02 ppm	
Isocyanates, organic compounds – Methylene bisphenyl isocyanate	0.005 ppm	C 0.02 ppm	
Isocyanates, organic compounds – Hexamethylene diisocyanate (HDI) [822-06-0]	0.005 ppm	C 0.02 ppm	
Isocyanates, organic compounds – Isophorone diisocyanate (IPDI) [4098-71-9]	0.005 ppm	C 0.02 ppm	
Isocyanates, organic compounds – Methylene bis (4-cyclohexylisocyanate) [5124-30-1]	0.005 ppm	C 0.02 ppm	
Isocyanates, organic compounds – Methyl Isocyanate [624-83-9]	0.002 ppm	0.06 ppm	Skin
Isocyanates, organic compounds – Erhy isocyanate [109-90-0]	0.02 ppm	0.06 ppm	Skin
Isocyanates, organic compounds – Phenyl isocyanate [103-71-9]	0.005 ppm	0.015 ppm	Skin
Lead [7439-92-1], elemental lead, inorganic and organic compounds as lead, as Pb – except tetraethyl lead [78-00-2]	0.05 mg/m3		Skin (organic compound)

Lead [7439-92-1], elemental lead, inorganic and organic compounds as lead, as Pb – Tetraethyl Lead, as Pb [78-00-2]	0.10 mg/m ³	0.30 mg/m ³	
Mercury [7439-97-6], elemental mercury, inorganic and organic compounds of mercury, as Hg – all forms of except alkyl, as Hg	0.025 mg/m ³		Skin
Mercury [7439-97-6], elemental mercury, inorganic and organic compounds of mercury, as Hg – Alkyl compounds of, as Hg	0.01 mg/m ³	0.03 mg/m ³	Skin
Silica, Crystalline – Quartz/Tripoli [14808-60-7; 1317-95-9]	0.10 mg/m ³ (R)		
Silica, Crystalline – Cristobalite	0.05 mg/m ³ (R)		
Vinyl Chloride [75-01-04]	1 ppm		

11.6 (F)(I) END NOTES AND ABBREVIATIONS:

- 1 Means the benzene soluble fraction of total particulate matter of the substances emitted into the atmosphere from metallurgical coke ovens including condensed vapours and solid particulates.
- [CAS No.] – CAS Registry Number
- f/cc – Fibres per cubic centimetre of air.
- mg/m³ – Milligrams of the agent per million parts of air by volume.
- Skin – danger of cutaneous absorption.
- (F) – Respirable fibres: length > 5µm; aspect ratio ≥3:1, as determined by the membrane filter method at 400-450 times magnification (4-mm objective), using phase-contrast illumination.
- (R) - Respirable fraction: means that size fraction of the airborne particulate deposited in the gas-exchange region of the respiratory tract and collected during air sampling with a particle size-selective device that, (a) meets the ACGIH particle size-selective sampling criteria for airborne particulate matter; and (b) has the cut point of 4 µm at 50 per cent collection efficiency

(O. Reg. 274/14, s. 2; O. Reg. 287/17, s. 3.)

11.7 BIOLOGICAL AGENTS

Creation Date: Aug 2019

Revision Date: Jun 2020

Revision Number: 3.0

11.7 (A) Purpose:

This section will deal with biological hazards, and the requirements to effectively identify and safely deal with any biological agents while working.

11.7 (B) 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, allergies, infections (e.g., tuberculosis, AIDS), cancer etc. Some biological agents can also harm unborn babies. Biological agents can cause health problems either directly or through exposure to related allergens or toxins. Some biological hazards in the workplace are:

- a. Avian, Swine, and COVID-19 Influenza,
- b. Bed Bugs in the Workplace,
- c. Common Cold and Fevers,
- d. HIV/AIDS (11) and Hepatitis A, B, & C,
- e. Lyme Disease,
- f. Moulds and Fungi,
- g. Needle stick and Sharps Injuries,
- h. Rabies, and
- i. Stinging Insects

The most common routes of entry for biological hazards are inhalation and absorption from direct contact. The effect on the body depends on the biohazard and the amount that is breathed in or absorbed.

There are four main types of contamination:

- a. chemical,
- b. microbial,
- c. physical, and
- d. allergenic

Workers in certain sectors-such as healthcare, sewage management, and laboratories-are particularly at risk. These workers may work directly with microbes or be exposed to them through contact with, for example, bodily fluids or soil. If the source of exposure to a biological agent is known, it is relatively easy to prevent adverse effects on health. Risk management of unknown sources of exposure is much more difficult.

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.

11.8 FIRST AID PROCEDURES

Creation Date: Nov 2013

Revision Date: Jun 2020

Revision Number: 4.1

11.8 (A) 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.

11.8 (B) Objectives:

- a. To preserve life.
- b. To prevent injury from worsening.
- c. To promote recovery.

11.8 (C) 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 the name and the certification date of each worker and will flag when a first aiders certificate is about to expire.

11.8 (D) First Aid Kits:

11.8 (D)(I) 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 shall inspect all Tomlinson provided or third party first aid kits, and record each inspection on a workplace inspection report.
- 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.

11.8 (D)(II) 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.

11.8 (D)(III) 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.

11.8 (E) 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.

11.8 (F) 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.

11.9 CONFINED SPACE PROGRAM

Creation Date: Dec 2002

Revision Date: Mar 2023

Revision Number: 2.0

11.9 (A) PURPOSE

The purpose of this document is to aid management and workers with the knowledge and training required to identify, safely enter a confined space, and perform confined space rescue. Confined space entry/exit shall meet all legislative requirements, company standards and manufacturer specifications.

11.9 (A)(I) INTRODUCTION

Confined space entry requires training, a written program and specialized equipment. The hazards of a confined space are not easily identified, therefore only trained and qualified individuals shall create confined space entry and rescue plans or 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.

11.9 (A)(II) DEFINITIONS

- a. **Adequate:** When used in relation to a procedure, plan, material, device, object or thing means that it is...
 - i. Sufficient for both its intended and its actual use, and
 - ii. Sufficient to protect a worker from occupational illness or occupational injury;
- b. **Adequately:** has a meaning that corresponds to the meaning of “adequate”;
- c. **Assessment:** means an assessment of hazards with respect to one or more confined spaces in a workplace, as described in section 6 of the Ontario Regulation 632/05 Confined Space.
- d. **Atmospheric Hazards:**
 - i. The accumulation of flammable, combustible or explosive agents,
 - ii. An oxygen content in the atmosphere that is less than 19.5 percent or more than 23 percent by volume, or
 - iii. The accumulation of atmospheric contaminants, including gases, vapours, fumes, dust or mists,
 - iv. That could,
 - v. Result in acute health effects that pose an immediate threat to life, or
 - vi. Interfere with a person’s ability to escape unaided from a confined space;
- e. **Cold Work:** means work that is not capable of producing a source of ignition;
- f. **Competent Person:** A person who
 - i. Is qualified because of knowledge, training and experience to organize the work and its
 - ii. Performance,
 - iii. Is familiar with the Occupational Health and Safety Act and with provisions of the regulations that
 - iv. Apply to the work, and
 - v. Has knowledge of any potential or actual danger to health or safety in the work place;
- g. **Competent Worker:** In relation to specific work, means a worker who,
 - i. Is qualified because of knowledge, training and experience to perform the work,
 - ii. Is familiar with the Occupational Health and Safety Act and with provisions of the regulations that apply to the work, and
 - iii. Has knowledge of all potential or actual danger to health or safety in the work;

- h. **Confined Space:** means a fully or partially enclosed space,
 - i. That is not both designed and constructed for continuous human occupancy, and
 - ii. In which atmospheric hazards may occur because of its construction, location or contents or because of the work that is done in it;
- i. **Emergency Work:** Work performed in connection with an unforeseen event that could involve an imminent danger to the life, health or safety of any person;
- j. **Entry Rescue:** An entry rescue is defined as when a worker or multiple workers, working inside of the confined space are not tethered to a Davit Arm or Tripod equipped with a rescue SRL, and in the event of an emergency, the attendant has to send trained and properly equipped rescue personnel into the space to extract them.
- k. **Hot Work:** Work that is capable of producing a source of ignition;
- l. **Lower Explosive Limit (LEL):** The amount of flammable material required to support a fire with sufficient oxygen and ignition.
- m. **Lead Employer:** means an employer who contracts for the services of one or more other employers or independent contractors in relation to one or more confined spaces that are located,
 - i. In the lead employer's own workplace, or
 - ii. In another employer's workplace;
- n. **Metering/monitoring:** means the use of a gas detection meter/monitor to test for the presence of atmospheric hazards.
- o. **Non-Entry Rescue:** Non-entry rescue is a rescue that can be completed by an attendant utilizing a Davit Arm or Tripod equipped with a Rescue SRL standing on the outside of the confined space. All entrants are 100% attached to a Davit Arm or Tripod equipped with a Rescue SRL.
- p. **Plan:** A plan for one or more confined spaces in a workplace, as described in section 7 of ONTARIO REGULATION 632/05 - Confined Spaces;
- q. **Purging:** Displacing contaminants from a confined space;
- r. **Related Work:** Work that is performed near a confined space in direct support of work inside the confined space;
- s. **Supervisor:** A person who has charge of a workplace or authority over a worker.
- t. **Working at Heights:** The protection in the Industrial and construction Regulation's relating to fall hazards apply where a worker is exposed to any of the following hazards including but not limited to:
 - i. Falling from a height of more than 3 metres (approx. 10 feet).
 - ii. Falling into operating machinery.
 - iii. Falling into water or another liquid.
 - iv. Falling into or onto a hazardous substance or object.
 - v. Falling through an opening in a work surface.

11.9 (B) Assessment Forms

There are two assessment forms included in the confined space program. Please check appendix H.

The first is contained in the Entry Permit, this assessment can be used for Non-Entry Rescue Confined Spaces.

The second confined space assessment form is to be used when assessing an Entry Rescue Confined Space. A rescue procedure must be specific to the work environment and hazards associated with the entry.

11.9(C) 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 (Confined Space & WAH, if applicable);
- c. Rescue equipment and methods of communications;
- d. Protective clothing and personal equipment and devices;
- e. Isolation of energy and/or hazardous substances incorporating the companies Lock Out and Tag out procedures;
- f. Duties of attendants;
- g. Identification of adequate means of access and egress;
- h. Atmospheric testing to be conducted by a worker trained in the use of testing equipment;
- i. MSA Altair 4X or 4XR Gas Monitors shall be utilized to perform atmospheric testing. Gas monitors shall be Bump Tested prior to atmospheric testing each day, and Calibrated on a thirty(30) day basis.
- j. Adequate procedures in place for work done in the presence of explosive or flammable substances; and
- k. Ventilation and purging of confined spaces as required.

One plan can be used for multiple confined spaces of similar construction and similar hazards. 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 the documents shall be kept on file by the project team.

11.9 (C)(I) MULTI-EMPLOYER ENTRANCE

In the event a confined space is to 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 the regulation.

11.9(D) LEGISLATION

The Ontario confined space regulation 632/05 requires 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

11.9 (D)(I) ASSESSMENT

No worker shall enter a confined space until 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. The Assessment shall be in writing
- b. Identification of any hazards that may exist;
- c. Identification of any hazards that may develop due to the work being done inside the confined space;

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- d. The assessment shall determine the type of rescue required for the confined space entry. (Non-Entry Rescue or Entry Rescue).
- e. The written assessment can also be incorporated in an entry permit;
- f. 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;
- g. Records shall be maintained detailing the knowledge, training and experience of the person who the employer appointed to carry out the assessment;
- h. The name of the person who conducted the assessment shall be recorded on the assessment;
- i. The person who carried out the assessment shall sign and date the assessment; and provide it to the employer; and
- j. The assessments shall be reviewed as required.

11.9 (D)(II) TRAINING

No worker shall enter a confined space unless they have received adequate training to perform the work safely in accordance with current legislation and the relevant plan. Any person who will be involved in Confined Space Entry work, will have been trained as listed below. Retraining is required every three (3) years and records of the training will be retained in employee file by the employer.

Entry Supervisor

The minimum training required for any person to act as an Entry Supervisor is:

- a. WHMIS – Workplace Hazardous Materials Information System training.
- b. Confined Space Entry/Rescue training.
- c. Valid Working at Heights training.
- d. Air Monitoring training.
- e. Supervisor's Roles & Responsibilities (Basics of Supervising).
- f. Standard First Aid including Level "A" CPR.
- g. Lockout Tag Out– Control of Hazardous Energy.
- h. Respiratory Protection training (including Fit Tested), as required.

Entrants

The minimum training required for any person working as an Entrant or who is performing related work is:

- a. WHMIS – Workplace Hazardous Materials Information System training,
- b. Confined Space Entry/rescue training.
- c. Air Monitoring training.
- d. Valid Working at Heights training.
- e. Standard First Aid including Level "A" CPR
- f. Lockout Tag Out– Control of Hazardous Energy.
- g. Respiratory Protection training (including Fit Tested), as required.

Attendants

The minimum training required for any person working as an Attendant is:

- a. WHMIS – Workplace Hazardous Materials Information System training,
- b. Confined Space Entry/Rescue training.
- c. Air Monitoring training.
- d. Valid Working at Heights training.
- e. Standard First Aid including Level "A" CPR.
- f. Lockout Tag Out– Control of Hazardous Energy.

Rescue Workers

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The minimum training required for any person working as a rescue worker or who is performing related work is:

- a. WHMIS – Workplace Hazardous Materials Information System training,
- b. Confined Space Entry/Rescue training.
- c. Air Monitoring training.
- d. Valid Working at Heights training.
- e. Standard First Aid including Level “A” CPR
- f. Lockout Tag Out– Control of Hazardous Energy.
- g. Respiratory Protection training (including Fit Tested), as required.

In addition to the training listed above, all Entrants, Workers performing Related Work and all Attendants will be trained in any “Site Specific” and or “Project Specific” requirements for the particular “Site” or “Project”. The training will include Working at Heights specific to the project and Working at Heights Rescue Procedures.

Note: A respirator will not work in an oxygen deficient atmosphere. The worker will not be able to breath due to the lack of oxygen. The worker must use a Self Contained Breathing Apparatus (SCBA) to work in oxygen deficient atmospheres.

11.9 (D)(III) ENTRY PERMIT

No worker shall be permitted to enter a confined space unless an entry permit has been completed. A written 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. Attendant(s) name;
- f. A record of each worker entry(entrant) 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, a hot work permit shall be filled out, detailing the hot work and control measures.
- j. The rescue plan for Working at Heights and Confined Space Entry, Non Entry Rescue or Entry Rescue.

The entry permit shall be verified by the entry supervisor. Entry permits shall be available to all workers who enter the confined space.

A copy of all completed entry permits shall be kept on file by the project team.

11.9 (E) CONFINED SPACE RESCUE

No worker shall enter a confined space unless adequately trained rescue workers are present. Any worker designated as a rescue worker shall be a trained entrant, with knowledge of the following but not limited to:

- a. 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 entering 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 thereafter. This shall be recorded in writing by the worker inspecting the equipment; and
- d. A means of communication with the worker(s) in the confined space and the attendant. This will take

into account the type of PPE being worn and the hazards present in the confined space.

11.9 (E)(I) ENTRANT

- a. Know the hazards that may be faced, including the mode, signs or symptoms, and consequences of the exposure;
- b. Properly use equipment as required;
- c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to alert the entrant of the need to evacuate the space.
- d. Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.
- e. Exit from the confined space as quickly as possible whenever:
 - i. An order to evacuate is given by the attendant, or monitoring equipment alarm is activated.
 - ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation or detects a prohibited condition.

11.9 (E)(II) ATTENDANT

No attendant shall enter a confined space. Attendant needs to:

- a. Know the hazards that may be faced, including the mode, signs or symptoms, and consequences of the exposure.
- b. Be aware of possible behavioural effects of hazard exposure.
- c. Remain outside the permit space during entry operations until relieved by another qualified attendant;
- d. Communicate with entrant as necessary to monitor entrant status and to alert entrant of the need to evacuate;
- e. Monitor activities inside and outside space to determine if safe for entrant to remain in space and orders evacuation when necessary.
- f. Summon rescue and emergency services when assistance for emergency exit from confined space is necessary.
- g. Secure work area and keep unauthorized persons from approaching confined space.
- h. Perform non-entry rescues as specified in the Confined Space Entry program.
- i. Perform no duties that might interfere with their primary duty to monitor and protect the authorized entrant.

11.9 (E)(III) UNOCCUPIED CONFINED SPACE

If a confined space is to be unoccupied, it shall be secured to prevent anybody from entering such area. If a confined space has been both unoccupied and unattended, the confined space shall be tested before any worker enters/re-enters.

11.9 (F) 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 result in acute health effects that pose an immediate threat to life, or 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 gas monitor;
- b. Cold work is being performed in an environment where the LEL of a flammable gas or vapour is less than 10% of its LEL as determined by a gas monitor;
- c. At no time will a worker be allowed to enter or remain in a confined space where there is a presence of an explosive substance that is more than 10% of the lower explosive limit.
- d. All light emitting devices and power tools are intrinsically safe.

If hot work is to be performed, a hot work permit must be filled out and the following must be applied:

- a. Explosive or flammable gas or vapour is less than 5% LEL as determined by a combustible gas instrument;
- b. The oxygen content is not greater than 23%;
- c. Atmosphere in the confined space is continuously monitored;
- d. The entry permit provides adequate provisions for hot work and control measures;
- e. An adequate warning system and exit procedure are provided to ensure that workers have adequate warning and are able to exit the confined space safely if either or both of the following occur:
 - i. The explosive or flammable gas or vapour exceeds the 5% LEL, or
 - ii. 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 and is monitored continuously to ensure that it remains inert; and
- b. A worker entering the confined space uses:
 - i. Adequate respiratory protective equipment,
 - ii. Adequate equipment to allow persons outside the confined space to locate and rescue the worker inside, or
 - iii. Such other equipment as necessary to ensure the workers safety. If an atmospheric hazard exists, use of ventilation is recommended where practicable.

If the atmospheric hazard cannot be controlled by ventilation, then workers must be provided with supplied air respiratory protection devices and trained, and fit tests as required. Please find the atmospheric hazard and atmospheric testing chart on the following page.

11.9 (G) Entry permit procedures

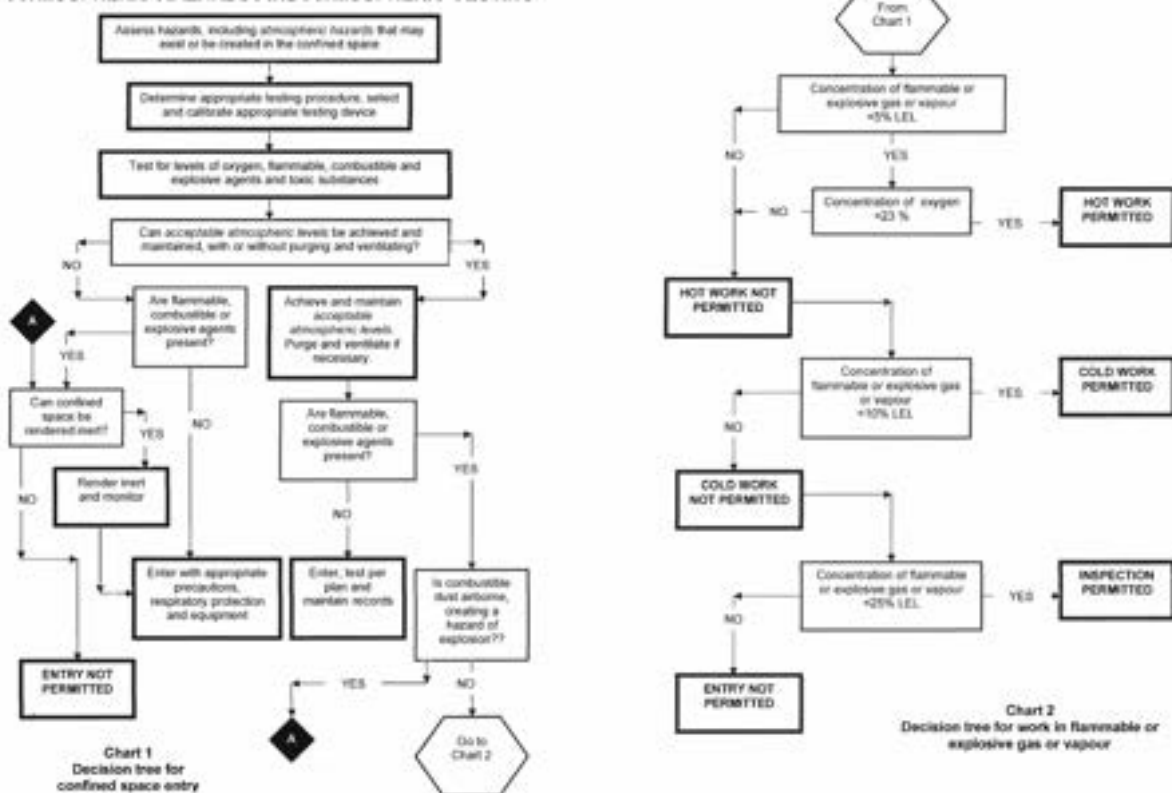
Entry permit procedures are as outlined below:

- a. All energy sources shall be identified and locked out.
- b. Attendants/Entrants will obtain an entry permit from the Foreman prior to entry of the space.
- c. The attendant/entrant will accomplish all pre-permit actions required for entering the space, such as atmospheric testing, hazard assessment, hazard control/elimination actions, have all required equipment on hand, provide for attendant and rescue services, etc.
- d. Complete all items on the permit.
- e. The entry will be authorized, and the permit will be signed only by the entry supervisor.
- f. Entry may proceed: all rules and conditions as outlined in Confined Space Policy and program must be adhered to at all times.

11.9 (G)(I) TESTING AND MONITORING.

- a. Test the space as necessary to determine if acceptable entry conditions exist before beginning entry operations. Initial testing of the atmosphere must be done from outside the confined space prior to any entry. If isolation of the space is not possible because the space is large or part of a continuous system (such as a sewer), entry conditions will be continuously monitored where entrants are working. Atmospheric conditions shall be recorded on the entry permit at adequate intervals.
- b. Test or monitor the confined space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.
- c. When testing for atmospheric hazards:
 - i. Know the confined space layout;
 - ii. Know what is inside and the hazards; and
 - iii. Sample atmosphere at different levels and locations.

ATMOSPHERIC HAZARDS AND ATMOSPHERIC TESTING



11.9 (H) Confined Space – Working at Heights Rescue Plan

Working at height situations occur in confined spaces when workers must enter the confined space vertically or perform work in sections of the confined space requiring vertical entry. A plan must be in place which is specific to the work site and must include a working at heights plan and a rescue plan. Workers need to be trained on the plan; training must be documented.

- a. If a worker is exposed to, falling from a height of more than 3 metres (approx. 10 feet)
- b. Falling into operating machinery
- c. Falling into water or another liquid
- d. Falling into or onto a hazardous substance or object
- e. Falling through an opening in a work surface

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Workers must be in travel restraint or fall arrest. All personnel who are involved in the planning and execution of work shall have a valid WAH certification and all planning shall meet legislated requirements.

The implementation and maintenance of a safe work environment is the collective responsibility of trained individuals to ensure a safe work environment. It is Tomlinson's policy to provide prompt medical treatment when a worker is injured on the job site. To do this, workers may have to perform a working at heights rescue to rescue a worker who has fallen and is suspended in a WAH harness.

11.9 (H)(I) EMERGENCY PLANNING

There are three main parts to emergency planning:

- a. Training
- b. Creating a rescue plan
- c. Documenting rescue procedures

11.9 (H)(II) 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 workers to perform the rescue. The workers must know how to use the equipment that is available to them at the job site and where they can find it. The rescue procedures shall be reviewed by the Health & Safety Rep and reviewed with crews in the field as part of the PSI's prior to all confined space entries. If a worker falls and is suspended by a safety harness, implement the emergency response plan. Suspension trauma is a medical emergency.

11.9 (H)(III) CREATING A RESCUE PLAN

Refer to the confined space entry permit and confined space rescue program – non entry rescue, or confined space hazard assessment – entry rescue. The rescue plans need to be based on the confined space hazard assessments. The rescue plan could involve a working at heights component if the entry method into the confined space involves a vertical entry.

11.9 (H)(IV) DOCUMENTING RESCUE PROCEDURES

When the confined space hazard assessment–entry rescue, has been completed, the rescue procedures can be documented in a rescue plan. The plan must be communicated to workers and Health & Safety Rep.

11.9 (I) Working at Heights Rescue Plan

The implementation and maintenance of a safe work environment is the collective responsibility of all employees, contractors, and visitors to the job site. It is Tomlinson's policy to provide prompt medical treatment when a worker is injured on the job site. 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, employees, subcontractors, and visitors at a Tomlinson site or facility.

11.9 (I)(I) 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.
- d. The event that led to the fall may create additional risks that need to be addressed.

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11.9 (I)(II) EMERGENCY PLANNING

The three main parts of emergency planning are:

1. Training
2. Creating an emergency plan
3. Outlining rescue procedures.

11.9 (I)(III) TRAINING

- a. 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.
- b. Train a designated crew to perform the rescue. This crew must know how to use the equipment that is available to them at the job site 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.

11.9 (I)(IV) 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.

1. The first worker to see the fall will sound the emergency alarm, this will be determined from the Fall Rescue Assessment. 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.
2. The site supervisor (or designate) takes control of the situation.
3. 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.
4. The site supervisor or designated worker calls 911 to notify local police, fire, and ambulance if required.
5. The site supervisor (or designate) isolates the accident zone and its perimeter to limit further exposure.
6. The site supervisor (or designate) moves all non-affected personnel to a safe zone or directs them to remain where they are.
7. 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.
8. The site supervisor will follow the site-specific rescue plan.

11.9 (I)(V) RESCUE PROCEDURES

Follow the site-specific rescue procedure.

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

11.9 (I)(VI) POST-RESCUE PROCEDURE

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should:

- a. Begin the accident investigation.
- b. 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

- c. 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).
- d. Determine whether the job site-specific rescue and evacuation plans were followed as designed.
- e. Record modifications or additions to the plans that the rescue team deems necessary.
- f. 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.)
- g. Record all documented statements from employees, witnesses, and others.
- h. Save all photographs of the incident.
- i. 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.

11.10 DESIGNATED SUBSTANCE CONTROL PROGRAM

Creation Date: Mar 2023

Revision Date: N/A

Revision Number: 0

11.10(A) PURPOSE

To outline the program for the responsible management of Designated Substances that protects individuals, the natural environment, and Tomlinson Property. To ensure compliance with the Occupational Health and Safety Act and the Ontario Regulation 490/09 – Designated Substances, Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents, Ontario regulation 278/05 – Designated Substance – Asbestos on Construction Projects and In Buildings and Repair Operations.

Application includes:

- Acrylonitrile
- Arsenic
- Asbestos
- Benzene
- Coke oven emissions
- Ethylene oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl chloride

11.10(B) SCOPE

All individuals and contractors who process, use, handle or store designated substances in Tomlinson owned or leased facilities, and any place containing a designated substance.

11.10(C) RELATED DOCUMENTS

Occupational Health and Safety Act RSO 1990

Ontario Regulation 490/09, Designated Substances

Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents

Ontario regulation 278/05 – Designated Substance – Asbestos on Construction Projects and In Buildings and Repair Operations

11.10(D) DEFINITIONS

- a. **Designated Substance:** A biological, chemical, or physical agent, or combination thereof, to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled by a designated substance regulation.
- b. **Assessment:** An evaluation of the workers' exposure to a designated substance that must consider:
 - i. The methods and procedures employed in the processing, use, handling, or storage of the substance;

- ii. Worker's actual and potential exposure to the substance; and,
- iii. The measures and procedures required to control the exposure.

c. **Control Program:** A program designed to control exposure to a Designated Substance that may specify some or all of the following:

- i. Engineering controls, work practices and hygiene practices and facilities to control exposures;
- ii. Monitoring of concentrations in the air and individual exposures;
- iii. Medical examinations and clinical tests for workers; and,
- iv. Training programs for supervisors and workers. To determine which of these elements must be incorporated in a given control program employers must consult the O. Reg. 490/09 for the specific designated substance.

d. **Monitoring:** Air-emission and medical testing that are prescribed in the Designated Substance regulations.

11.10 (D)(I) ACRONYMS:

- a. JHSC: Joint Health and Safety Committee
- b. PPE : Personal Protective Equipment
- c. SDS: Safety Data Sheet
- d. MECP: Ministry of Environment, Conservation and Parks, Conservation and Parks
- e. TWA: Time Weighted Average

11.10 (E) RESPONSIBILITIES

Senior Managers

- Provide the support and resources necessary to implement and maintain the Designated Substance Program within their area of responsibility; and,
- Ensure designated substances are identified and assessed within their area of responsibility
- Ensure a JHSC is in place

Supervisors

- Be familiar with and have access to the current list of designated substances and the regulation;
- Whenever possible substitute a less hazardous product for any designated substance used in the workplace;
- Maintain an inventory of all designated substances used, stored or present in the workplace;
- Inform Health and Safety Department of all designated substances in the workplace;
- Ensure that all individuals required to use, handle, or store designated substances, or work where designated substances are present, have access to the regulation and are trained in all aspects of any control program implemented;
- Ensure that all individuals supervised who are required to handle hazardous materials, including designated substances, have received WHMIS training
- Ensure that all individuals supervised who handle hazardous material, including designated substances, are trained in the safe handling, separation, storage, spill and disposal procedures for the specific hazardous materials used in the workplace;
- Provide personal protective equipment as required to protect individuals working with hazardous materials (e.g., gloves, face shields, goggles, respirators, etc.);
- Ensure that all individuals required to use protective equipment are trained in the safe use and care of such equipment;
- Ensure that engineered systems to control exposures (e.g., fume hoods and ventilations) are maintained

Workers

- Receive WHMIS training;

- Receive specific written training related to the appropriate designated substance regulation;
- Receive training in the requirements of any control program implemented for a designated substance used, stored, or handled by them in the workplace;
- Workers will be offered the opportunity to participate in the medical monitoring program, if required by the designated substance regulations; and,
- Follow all procedures for the safe handling, use, storage, separation, clean up of spills and disposal of the designated substance.
- Have a JHSC representative

The Health and Safety Department

- Review and make comment on the Designated Substance Control Program on a scheduled basis or as required
- Review designated substance assessments, and;
- Conduct an audit to identify any designated substances used, handled, stored or present in the workplace;
- Conduct an assessment of any designated substance used, handled, stored or present in the workplace using the specific designated substance regulation as a guide (See Assessment Forms Appendix A);
- Document any control program required for a designated substance and review program with the appropriate personnel
- Develop designated substance control programs in consultation with user groups
- Provide advice as required for the safe use, storage, and disposal of designated substances

11.10 (F) PROCEDURES

11.10 (F)(I) ASSESSMENT

An assessment shall consider all possible means of substituting the designated substance with a less hazardous product.

An assessment must be made in all areas where designated substances are used, handled, stored or present, to ensure that the TWA of persons working in the area does not exceed the limits specified in the designated substance regulation.

The assessment shall be documented (See Appendix A) and consider:

- a. The methods and procedures employed in the processing, use, handling, or storage of the substance;
- b. Individuals' actual and potential exposure to the substance; and
- c. The measures and procedures required to control the exposure.

11.10 (F)(II) CONTROL PROGRAM

If the assessment discloses a potential exposure, the supervisor, in consultation with the involved individual(s), JHSC and the appropriate safety representative, shall develop and implement a Designated Substance Control Program as prescribed under the O. Reg. 490/09 Designated substance regulation.

Depending on the designated substance in question, the control program may specify some, or all, of the following provisions:

- a. Engineering controls, work practices, hygiene practices and facilities to control the exposure;
- b. Monitoring of concentration of the designated substance in the air and individual exposures;
- c. Exposure records;
- d. Medical examinations and clinical tests for individuals; and,
- e. Training programs for supervisors and involved individuals.

11.10 (F)(III) MONITORING

The designated substance regulations require that employers follow specific air emission testing and medical codes. A copy of air monitoring results must be given to the Health and Safety department.

Occupational Health and Safety Act Sec 9 (18)(e)(f) and Sec 19 states that the JHSC be informed in writing of any testing for designated substances and be consulted about and have a designated member representing the worker be present at the beginning of testing.

The regulations also contain codes specifying the procedures to be followed by doctors who conduct prescribed medical examinations.

Results of airborne concentrations of a designated substance shall be posted on a health and safety board for no less than 14 days.

11.10 (F)(IV) TRAINING

All individuals required to work with designated substances shall be WHMIS trained.

All individuals required to work with designated substances shall receive hazard specific training that includes the following:

- a. The designated substance regulation;
- b. Engineering controls, work practice, hygiene practices;
- c. The use and care of protective equipment (i.e., respirators, face shield gloves etc.);
- d. Spill containment and hazardous waste disposal procedures; and,
- e. Emergency response procedures.
- f. JHSC training for the relevant regulation Sector

11.10 (F)(V) RECORDS

Supervisors are responsible for the maintenance of designated substance inventory and having a copy of assessment available.

Copies of designated substance control programs and environmental monitoring records shall be provided to and maintained by the Health and Safety department .

Copies of medical monitoring records shall be maintained by the Health and Safety department.

Air monitoring records shall be kept for no less than 5 years.

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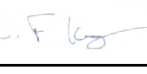
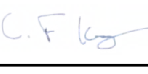
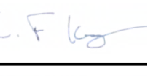
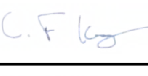
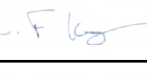

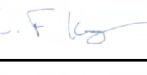
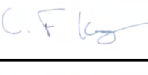
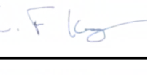
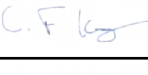
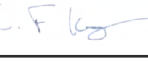
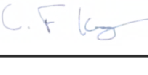
SECTION 12 STATISTICS AND RECORDS

12.1 STATISTICS AND RECORDS POLICY STATEMENT

12.2 STATISTICS AND RECORDS PROCEDURE

12.3 HEALTH AND SAFETY REPORTS

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Aug 2017	Subsection 12.1: review of procedures and process	1.0		C. F. 
Aug 2017	Subsection 12.2: review of process	1.0		C. F. 
Mar 2019	Section Reviewed changes below (if any)			C. F. 
Mar 2019	Subsection 12.1.3 – added subsection	1.1	C. F. 	C. F. 
Mar 2019	Subsection 12.2.5- added subsection	1.1	C. F. 	C. F. 
Jun 2020	Subsection 12.1: removal of 12.1.3 discipline subsection	2.0	C. F. 	C. F. 
Jun 2020	Subsection 12.2: changes to sub sections, addition of 12.2.4 and 12.2.5, deletion of yearly report	2.0	C. F. 	C. F. 
Oct 2022	Entire section re-written	3.0	C. F. 	C. F. 
Jan 2023	Section Reviewed changes below (if any)		C. F. 	C. F. 

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12.1 STATISTICS AND RECORDS POLICY STATEMENT

Creation Date: Dec 2004

Revision Date: Jan 2023

Revision Number: 3.0

The Company recognizes that effective document management is an essential part of the Health and Safety Management System. The Company will ensure that a documented process is in place to organize, monitor and measure occupational health and safety performance. An annual review of First aids, Incidents, Accident's statistics, JHA, SWP, SJP, Ministerial compliance orders, including trend analysis will be conducted and documented by management.

All Company management must ensure that detailed and accurate documentation is on file in the workplace and posted where legislated. All documentation shall be readily available for authorities having jurisdiction and for auditing purposes. Supervisors shall ensure that all legislated documentation required to be posted in the workplace is available and up to date at each site. Senior management is fully committed to this Policy and the procedure to ensure a successful implementation.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

12.2 STATISTICS & RECORDS PROCEDURE

12.2 (A) Roles and Responsibilities

Roles and responsibilities (R&R) are important to ensure the successful implementation of this section.

Senior Leadership Team (SLT)

- SLT is responsible to ensure all elements of this policy are adhered to, and all documentation is maintained for each division.

Director of Health & Safety

- Is responsible for the OHS performance analysis and Matrix at a corporate level. 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 several indicators that are used to create the Health and Safety reports, including: Total Recordable Injury Rate (TRIR), Total Recordable Lost Time Injury Rate (TRLTIR), Total Vehicle Incident Rate (TVIR)

General Managers/Area Managers

- Are responsible for annual operational OHS performance Analysis and will be used as part of the information required in section 14.1 for their respective division and will develop Annual Health and Safety summaries once the annual review has been completed. From the summaries safety goals for the next year will be developed to help improve safety and health in the workplace.
- Are responsible to communicate findings of annual reviews and document communications to workers

Health & Safety Administrator

- Is responsible to maintain a records of all submitted documentation associated with this procedure as per section 1.2.

12.2 (B) Measure Occupational Health and Safety Performance

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 several indicators that are used to create the Health and Safety reports, including:

- a. Total Recordable Injury Rate (TRIR)
- b. Total Recordable Lost Time Injury Rate (TRLTIR)
- c. Total Vehicle Incident Rate (TVIR)

The key metric for Tomlinson Corporation will be the Total Recordable Injury Rate (TRIR). This will be tracked and recorded on a 12-month rolling scale by divisions and companies.

12.2 (C) Qualitative and Quantitative Measurements

Qualitative and Quantitative – Quantitatively annual OHS Performance review of numerical data from monthly, yearly, year over year performance matrix. Qualitative measurement will be CoR Audit worker and supervisor questions.

12.2 (D) Leading and Lagging indicators

Leading and lagging indicators are important to analyze the safety performance of the organization. The key leading and lagging indicators are:

- a. TRIR (lagging),
- b. TRLTIR (Lagging),
- c. TVIR (Lagging),
- d. Reporting of close calls (Leading),
- e. Salus Pro compliance, how many PSI's, safety talks, inspections completed weekly or monthly (Leading),

- f. Monthly and yearly tracking of incidents, MVA's (lagging)
- g. Safety goal achievement (Leading)

These indicators will be incorporated into the various reports issued to the company.

12.2 (E) Requirement to Compare Safety Performance

Health and safety performance shall be compared with past performance using the company Monthly & Annual health and safety performance reports and an annual management review of each line of business is required (CoR). The 3-year injury comparison will look at all the injuries reported to WSIB for each year in a 3-year period. Only injuries reported to WSIB are included in this analysis. The information is divided by the Corporation and each group/company. The analysis will look at the following information:

Length of time at the company,

- 1. 0-3 years,
- 2. 3-10 years,
- 3. 10-20 years, and
- 4. 20+ years.

When the injury occurred,

- 1. AM,
- 2. PM,
- 3. Night, 18:00-06:00,
- 4. Day of the week,
- 5. Month, and
- 6. The type of action that caused the injury.

A report shall be produced and communicated Company-wide on a monthly basis. This report will provide information on identified trends, and provide communication to the workforce focusing on:

- i. Monthly comparison charts,
- ii. TRIR charts,
- iii. First Aid - Injury causes,
- iv. TVIR/MVA's,
- v. Incident charts,
- vi. MOL reports, and
- vii. CVOR

12.2 (F) Analysis of Statistics and Trends

Analysis of statistics and records identifying trends is important to understand the strengths and weaknesses of the safety program and where the focus should be on improving.

The Director of Safety at the corporate level, shall analyze the monthly and annual stats year over year. The General manager/Area Managers at the business unit level will conduct an annual Health and Safety review at the start of the year, with the goal of improving safety and health in the workplace by setting Safety Goals for the year based on the review of the following;

- i. Incident/accident reports,
- ii. TRIR,
- iii. MOL,
- iv. TSSA,
- v. MOE, and
- vi. MTO reports.

12.2 (G) Analysis of First Aid Records

First aid treatment records will be analyzed both from a corporate level and business unit level (CoR) to identify any trends and will be part of the annual management review as per section 14.1.

12.2 (H) Communication of Results

It is important to communicate to all workplace parties the results of all reviews. This can be done in a number of ways:

- i. Monthly health and safety and other reports,
- ii. Safety alerts,
- iii. Posters,
- iv. Safety meetings to include kick off, stand downs etc.

Not all information will be relevant to all of the company and it will be the responsibility of the various managers to determine the information that needs to be communicated. It is the responsibility of the Director of Health & Safety to communicate Corporate information.

12.2 (I) Required Forms and Software

Only documents that have been approved in accordance with section 1.2 Document Control shall be used. These documents shall be stored on the Health & Safety Share Point page or on Salus Pro, the company health and safety management program.

12.3 HEALTH & SAFETY REPORTS

Creation Date: Dec 2004

Revision Date: Jun 2020

Revision Number: 2.0

12.3 (A) Purpose:

The purpose of this section is to ensure the timely communication of health & safety information Company wide. By communicating important health & safety information on a regular basis, senior management will be aware of any health & safety problems and can then take the corrective action. It will also enable all Company workers to better understand the performance of the Company safety program and culture.

12.3 (B) 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. Total Recordable Injury Rate (TRIR)
- b. Total Recordable Lost Time Injury Rate (TRLTIR); and
- c. Total Vehicle Incident Rate (TVIR)

The key 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 scale

12.3 (C) Monthly Report:

A report shall be produced and communicated Company wide on a monthly basis. This report will provide information on what has happened during the month. The monthly report shall include the following information:

Safety information will consist of:

- a. General health & safety points,
- b. Monthly comparison charts,
- c. TRIR charts,
- d. Injury causes and effects,
- e. TVIR/MVA's,
- f. Incident charts,
- g. MoL visit information,
- h. Health & safety training, and
- i. Any new information from the prior month that was not available when the monthly report was sent out.

Charts:

- a. Total Recordable Injury Rate (TRIR) for the Corporation and also by groups/companies. For the Corporate TRIR the bench mark shall be set by the SLT. For all other groups/companies the bench mark shall be the Ontario Industry average plus the comparison between the group/company and the Corporation TRIR,
- b. Lost Time Injury Frequency Rate (LTIFR) for the Corporation and also for groups/companies,
- c. MOL orders per visit for the Corporation and comparing it to specified Corporate metric,
- d. The Total Vehicle Incident Rate (TVIR) for the Corporation compared to the Corporate specified KPI,
- e. Motor vehicle accident(MVA) charts will indicate the monthly MVA's and who was at fault and a yearly total indicating the # of MVA's caused by Tomlinson and those caused by others,
- f. The number of incidents per month broken down by group or company,
- g. Injury causes and effects, these two charts will be a yearly total and will indicate what caused the injury

and what was the result body part injured, and

- h. Training chart indicating by month the # of classes, # of students and the average class size. Also there will be a yearly total.

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 of Health & Safety.

12.3 (D) Yearly Injury Comparison:

The 3 year injury comparison will look at all the injuries reported to WSIB for each year in a 3 year period. Only injuries reported to WSIB are included in this analysis. The information is divided by the Corporation and each group/company. The analysis will look at the following information:

- a. Length of time at the company,
 - i. 0-3 years,
 - ii. 3-10 years,
 - iii. 10-20 years, and
 - iv. 20+ years
- b. Time of the day the injury occurred,
 - i. AM
 - ii. PM, and
 - iii. Night, 18:00-06:00
- c. Day of the week the injury occurred,
- d. The month the injury occurred, and
- e. The type of action that caused the injury.

This analysis will be provided to the SLT and all the respective managers.

12.3 (E) Monthly TRIR's

Although TRIR's are part of the monthly report, a separate report is generated to provide the TRIR's for the scheduled financial reviews

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SECTION 13 LEGISLATION AND OTHER REQUIREMENTS

13.1 LEGISLATION AND OTHER REQUIREMENTS POLICY

13.2 LEGISLATION AND OTHER REQUIREMENTS PROCEDURE

13.3 HEALTH AND SAFETY COMMITTEE

13.4 WORKPLACE VIOLENCE, HARASSMENT & SEXUAL HARASSMENT

13.5 RETURN TO WORK PROGRAM

13.6 MODIFIED WORK PROGRAM

13.7 MODIFIED WORK OFFER

13.8 WORKPLACE SAFETY AND INSURANCE BOARD CORRESPONDENCE

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Sep 2017	Subsection 13.1: Created 13.1	1.0	C.F. [signature]	C.F. [signature]
Mar 2019	Section Reviewed changes below (if any)		AB [signature]	C.F. [signature]
Mar 2019	Subsection 13.1.5 Added content and revised grammar	1.1	[signature]	C.F. [signature]
Jun 2020	Section 13: no revisions necessary	1.1	C.F. [signature]	C.F. [signature]
Jun 2023	Section 16, Section 17 and Section 18 amalgamated into Section 13	2	[signature]	C.F. [signature]

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13.1 LEGISLATION AND OTHER REQUIREMENTS POLICY

Creation Date: Sep 2017

Revision Date: Jun 2023

Revision Number: 2

13.1 (A) Policy:

Tomlinson Group senior management will ensure all legislated Health and Safety requirements are considered and implemented during the planning of work. Legislated requirements are outlined in the Act and the three main Regulations, Occupational Health and Safety Act, Regulation for Construction Projects, Industrial Establishments and Mines and Mining Plants. Relevant legislation shall be made available and trained to all employees including rights and responsibilities



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

13.2 LEGISLATION AND OTHER REQUIREMENTS PROCEDURE

13.2 (A) Roles and responsibilities:

Director of Health & Safety

- Ensure all controlled documents are current

Health & Safety Administrator

- To maintain a record of all controlled documents.
- Ensure the approved numbering system is maintained and documents have the proper identifying number.
- To maintain a history of all documents that become obsolete, ensuring to archive them.
- Ensure the most current edition of the document are in to Share Point and Salus Pro in accordance with Section 1.2 Document and Record control.
- Update Salus webhook when requested

Senior Management

- Ensure Legislation and other requirements are in place.
- Participate in the annual review of Legislated requirements.
- Ensure that supervisors follow legislated requirements.
- Fulfill all duties of employers as stated in sections 25 & 26 of the OHSA, including that, "An Employer shall ensure that...the equipment, materials and protective devices as prescribed are provided;" OHSA, s. 25(1)(a)

Safety Advisor

- Conduct site visits and document regulatory compliance using Salus.
- Ensure management receive generated reports in the Salus. Check links in Salus webhook with Health & Safety administrator
- Conduct follow up site visits to observe the effectiveness of any new control method(s) implemented to close legislative gaps or other requirements identified.

Manager

- Determine the scope of work to be completed and applicable legislative requirements
- Ensure that Safe Job Procedures and associated Hazard Analysis exists for the scope of work and submit these documents to the project Client or General Contractor as required
- Assist the supervisor, and workers in developing controls for job procedures within the scope of work as necessary
- Develop a list of identified critical tasks and/or activities based on the risk rating system
- Review Hazard assessments submitted
- Ensure that all control measures are readily available at the point of use as required
- Ensure the health and safety boards are current and up to date with required literature and documentation
- Ensure that controls are considered and implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced
- Ensure meeting minutes are posted following JHSC meetings and you reviewed any concerns, recommendations proposed
- Ensure Workers at the workplace are trained in and are following the Safe Work Practices and Safe Job Procedures, that they are familiar with the Hazard Assessments that apply to their work and the controls recommended/required to mitigate the hazards

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Supervisor

- Complete a weekly Site Inspection (Construction) to proactively assess hazards in the workplace and determine if controls are effective in mitigating the risks involved in the scope of work
- Make readily available all control measures at the point of use as required (Paper copies SharePoint, Salus Pro)
- Address all known hazards immediately and implement controls to reduce the risk to workers
- Communicate to workers the known hazards on a job site or related to their scope of work and the controls in place/necessary to reduce the risk and sign off
- Ensure that a Hazard Assessment (PSI, SSHA) is completed and updated as necessary prior to the commencement of tasks
- Ensure all required postings are on site and the Safety Board is current and up to date
- Participate in the development and annual review of Job Hazard Assessments & Controls, Safe Work Practices, Safe Job Procedures and Critical Tasks
- To ensure that all contractors/service providers have completed the PSI/SSHA and included proper controls for the task(s)
- To fulfill all duties of Supervisors as stated in Section 27 of the OHSA, including that, “A Supervisor shall ensure that a worker...works in the manner and with the protective devices, measures and procedures required by this Act and the regulations” OHSA, s.27(1)(a)

Joint Health and Safety Committee or Health and Safety Representative

- Review all incidents/accidents which occurred on site
- Complete a monthly Site Inspection and submit the report to the supervisor and management in Salus Pro.
- Make recommendations to management during JHSC meetings on controls to mitigate risks
- Attend Safety Talks
- Raise workers concerns to supervision and or management for mitigation.
- Inform the Supervisor of any known hazards in the workplace for which no controls are present
- Promote a safe and healthy work environment

Worker

- Be familiar with the applicable Act and Regulations prior to performing work
- Follow all company the Rules, Policies, Safe Job Procedures and Safe Work Practices
- Follow controls implemented to reduce the risk associated with any hazard
- Report any unsafe acts or conditions (actual or potential danger) to the Supervisor immediately
- Use or wear all equipment, protective devices, or clothing in accordance with the manufacturer’s specifications
- Participate when asked to assist in the development or review of JHA, SWP, SJP
- Function as a resource to workers for health and safety concerns
 - a. Applicable legislations are outlined in the Act and the three main Regulations, Occupational Health and Safety Act, Regulation for Construction Projects, Industrial Establishments, Mines, Mining Plants, and section 13.3
 - b. Monthly documented inspections will ensure compliance with applicable legislation
 - c. All documentation related to legislation, regulations ,standards and any other requirements shall be reviewed annually. Updates will be done when legislation changes or
 - d. Legislation can be found posted on the Safety Board or in a binder in the supervisor’s truck
 - e. Monthly recorded inspections will ensure compliance
 - f. All forms are available on Salus Pro and paper where required

13.2 (B) Applicable Regulations:

As indicated in section 13.1 there are several 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 in a location where workers can see them or have access to.

13.2 (C) Compliance

The following methods shall be used to ensure compliance with all legislated requirements:

- a. Weekly/monthly site inspections
- b. JHSC inspections
- c. Work site observations
- d. Safety Advisor site visits
- e. CoR audits

13.2 (D) Current Documentation

It is important to ensure any documentation related to legislation, regulations and standards are current. This will be achieved by one of the following methods:

1. Site inspections
2. Site observations
3. CoR audits
4. Continual reviews of legislation, regulations, and standards throughout the year

13.2 (E) Legislated Posting Requirements:

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

This list is not exclusive and maybe 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.

13.2 (F) Compliance Evaluation

Continual compliance of all legislated requirements is key to ensuring a safe workplace. Planned and unplanned evaluations will be used to ensure compliance. These could be in the form of:

1. Weekly site inspections
2. Monthly site inspections
3. JHSC inspections
4. Safety Advisor site visits and safety observations
5. CoR audits
6. Incident investigations
7. Site visits from government agencies such as MLITSD, ESA, TSSA etc.

13.2 (G) Specific forms

Specific forms shall be used to ensure compliance with all legislated requirements. These forms will be controlled by the Health & Safety Team. These forms shall include but not limited to:

1. Weekly/monthly site inspections forms
2. First aid logbooks
3. Specialty PPE logbooks
4. Incident reports
5. Respirator fit test forms

Forms shall be controlled by the Safety Administrator in compliance with Section 1.2.

13.2 (H) Training Requirements:

Supervisors and workers must receive training to understand their legal obligations under the applicable Act and Regulations. All new supervisors within the first (6) six months shall attend the IHSA Basics of Supervising (BOS) certificate course. Annual Orientation or refresher training on their rights and responsibilities and how to exercise them. This can be either in a single training session or over several classes. Examples:

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

13.3 HEALTH & SAFETY COMMITTEE

Creation Date: Dec 2001

Revision Date: Jun 2020

Revision Number: 1.2

13.3 (A) 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.

13.3 (B) 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 Health & Safety 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. health and safety boards, foreman's truck).

13.3 (C) 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. health and safety boards, foreman's truck).

13.3 (D) 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 in cases where there is 20-49 workers present on the job site/facility. If there is 50 workers or more present, at least four committee members are required (two representing the employer and two representing the workers) and must be certified.

13.3 (E) General Procedures:

13.3 (E)(I) 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(s). 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.

13.3 (E)(II) 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.
 - iv. Recommendations should be submitted as soon as possible but no later than 3 days from the date indicated on the memo.

13.3 (E)(III) 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 worker's employer.

13.3(E)(III)(A) 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)

13.3 (E)(IV) WORKER COMPLAINTS:

A worker must report any hazard or contravention of the Act and/or Regulations 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 Health and Safety Advisors 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 Health and 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 workers 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.

13.3 (E)(V) 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)).

13.3 (E)(VI) 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.

13.4 WORKPLACE VIOLENCE, HARASSMENT & SEXUAL HARASSMENT

Creation Date: Dec 2010

Revision Date: Jun 2020

Revision Number: 3.0

13.4 (A) Purpose:

This policy was 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 without fear of reprisal.

This policy will apply to all workers and visitors, regardless of employer.

13.4 (B) 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.

13.4 (C) 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.

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

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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.

13.4 (D) Definitions:

13.4 (D)(I) "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.

13.4 (D)(II) "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.

13.4 (D)(III) "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.

13.4 (D)(IV) "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")

13.4 (E) Procedure For Workplace Harassment, Violence And Sexual Harassment:

13.4 (E)(I) 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.

13.4 (E)(II) STEP 2 - MANAGEMENT SUPPORT AND INTERVENTION:

Employees who are not confident or comfortable with Step 1 and who believe they are victims of discrimination, any type of harassment, violence, or become aware of situations where such conduct may be

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occurring, are encouraged to report these matters to any of the following: the employee's manager, Senior Leadership Team (SLT), Human Resources, or the Director of Health and Safety.

13.4 (E)(III) STEP 3 - FORMAL COMPLAINT (INVESTIGATIONS):

13.4(E)(III)(A) Filing A Complaint

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:

- c. 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;
- d. File the complaint with your manager, SLT, Human Resources or the Director of Health & Safety; and
- e. Cooperate with those responsible for investigating the complaint.

An employee who becomes aware of situations where discrimination, harassment, or violence or sexual harassment may be occurring is requested to notify his or her manager, the SLT, Human Resources or the Director of Health & Safety.

13.4(E)(III)(B) Investigation Team

All formal complaints shall be investigated. The SLT shall designate personnel to conduct the investigation. No person conducting the investigation shall be from the same group/company as the complainant(s) and the alleged harasser(s). The investigation team shall consist at a minimum of 2 of the following:

- a. Health & Safety;
- b. Human Resources; or
- c. Alternative worker trained in investigations.

If the alleged harasser is a member of the Executive or the SLT the investigation shall be referred to an external investigator to conduct an impartial investigation.

The investigation process shall commence as soon as possible, but no later than 10 days unless there are extenuating circumstances such as an illness or it is a complex investigation, 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);
- c. Any witness identified by either the complainant or respondent(s); and
- d. Any other worker or person with knowledge of the situation

The investigation team shall within 10 working days of the completion of the investigation prepare a written report on the findings of the investigation along with recommendations to the second level management for their review and action as necessary.

13.4(E)(III)(C) Investigation Time:

The investigation process must be completed in a timely manner and started no later than 90 days unless there are extenuating circumstances, illness, complex investigation etc., warranting a longer investigation.

13.4(E)(III)(D) Conduct Of The Investigation:

The reporting worker(s) and the respondent(s) shall be kept apart until the investigation is complete. This could include, but is not limited to, assigning other tasks at different locations.

The investigation team shall interview the following workers:

- a. Worker(s) who have filed the complaint;
- b. The alleged harasser(s);
- c. Any witness identified by either the complaint(s) or alleged harasser(s); and
- d. Any other worker or non-worker who has knowledge of the situation.

In order for the investigation to be fair and impartial certain steps must be taken to ensure this by the investigation team:

- a. Conduct the interview(s) in a location that is comfortable for all those involved. Avoid having it where the complainant(s) and alleged harasser(s) are not likely to pass each other;
- b. Ensure that the investigation is kept confidential. All workers interviewed must understand the need for confidentiality so as not to spread rumors or upset any of the workers involved in the investigation;
- c. Ensure to interview thoroughly the complainant(s), alleged harasser(s) and any witnesses;
- d. It is imperative the alleged harasser(s) be allowed to respond to the allegations and to allow the complainant(s) to respond;
- e. Collect and review any relevant documents; and
- f. Ensure concise notes and statements are taken for all the different parties;

13.4(E)(III)(E) Investigation Results:

The investigation team shall complete a written report no later than 10 days from the completion date of the investigation of the findings of the investigation including recommendations. This report shall be provided to the appropriate manager(s). It shall not be released to anyone who is not required to have the information.

The written report shall include the following information:

- a. The steps taken during the investigation;
- b. The complaint/allegations, events that led up to the incident;
- c. The response from the alleged harasser(s);
- d. The evidence of any witnesses;
- e. All other evidence gathered;
- f. Any special circumstances that may have contributed to the incident such as past conflicts outside of work;
- g. Was there workplace harassment and if so who was responsible;
- h. Any recommendations to prevent re-occurrence such as the need for special training; and
- i. What type of discipline needs to be enforced, if any. This can be anything from a verbal warning, to suspension to termination.

The investigation team shall complete a summary report stating the results of the investigation no later than 10 days from the completion date of the investigation of the findings of the investigation. This summary report shall be provided to the worker(s) who filed the complaint and the alleged harasser(s). It shall not be released to anyone who is not required to have the information.

The summary report shall include the following information:

- a. The steps taken during the investigation;
- b. The complaint/allegations, events that led up to the incident;
- c. The response from the alleged harasser(s);
- d. Any special circumstances that may have contributed to the incident such as past conflicts outside of work;
- e. Was there workplace harassment and if so who was responsible, and
- f. Corrective actions, including steps the employer has taken or will take to prevent a similar incident.

13.4(E)(III)(F) Confidentiality

It is imperative that all the information gathered concerning any investigation is kept confidential. Information obtained about the incident including identifying information about any worker involved will not be disclosed

unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise required by law.

During the investigation the complainant(s), alleged harasser(s) and any witnesses should not discuss the incident with anyone else. All records of the investigation shall be kept confidential. In order to ensure that all those involved in the investigation are aware of this requirement, the investigators shall read the Interview Talking Points to everyone interviewed and to have them sign off indicating that they understand the need for confidentiality.

13.4 (F) Record Keeping:

As required by law all documents must be maintained by the Company. These documents will be provided to Human Resources and kept in the employees files in accordance with the Privacy Act legislation. The following will be kept:

- a. A copy of the complaint or details about the incident;
- b. A record of the investigation including any notes;
- c. A copy of all witness statements including the signed Interview Talking Points document;
- d. A copy of the final report
- e. A copy of the summary report provided to all the parties; and
- f. A copy of any corrective action taken to address the complaint or incident of workplace harassment.

13.4 (G) 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 how 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.

13.4 (H) Domestic Violence:

If 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, 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 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.

13.4 (I) Workplace Survey:

It is important to periodically conduct a workplace violence, harassment and sexual harassment survey to identify any areas that need attention. Tomlinson will conduct such a survey every 2 years or sooner if a situation at a workplace warrants it. Surveys will be conducted using the Tomlinson Workplace Violence & Harassment Survey document.

All surveys are confidential and it is optional if the worker indicated the group or company they work for. All surveys shall be completed using the Corporate Workplace Violence, Harassment and Sexual Harassment survey form.

13.4 (J) Discipline:

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.

No reprisals shall be taken against any worker who files a complaint or any worker interviewed during the investigation. Workers are protected against reprisals by the Occupational Health & Safety Act Section 50 (1).

13.5 RETURN TO WORK PROGRAM

Creation Date: Dec 2002

Review Date: Jun 2020

Revision Number: 1.2

13.5 (A) 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, as prescribed in the Workplace Insurance Act and regulations, 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.

13.6 MODIFIED WORK PROGRAM

Creation Date: Dec 2002

Review Date: Jun 2020

Revision Number: 1.2

13.6 (A) 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.

13.6 (B) 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.

13.6 (C) Modified Work Benefits:

Modified work has a number of benefits for both the worker and the employer. These benefits are listed below.

13.6 (C)(I) 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.

13.6 (C)(II) 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.

13.6 (D) 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.

13.6 (E) 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.

13.6 (F) 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:

13.6 (F)(I) 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.

13.6 (F)(II) 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.

13.6 (G) 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.

13.7 MODIFIED WORK OFFER

Creation Date: Dec 2002

Review Date: Jun 2020

Revision Number: 1.2

13.7 (A) 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.

13.7 (B) 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 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 of 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:

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.

13.7 (C) 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 Health & Safety for inclusion in the injured workers claim file held at the main office.

13.7 (D) 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 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.

13.8 WORKPLACE SAFETY AND INSURANCE BOARD CORRESPONDENCE

Creation Date: Dec 2002

Review Date: Jun 2020

Revision Number: 1.2

13.8 (A) Purpose:

One of the most important steps to an Early Safe Return to Work (ESRTW) is that all workplace parties communicate with each other. Ensuring the timely passage of information will assist in a successful RTW plan.

13.8 (B) 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,
- b. Provide copies of any medical documentation relevant to the workplace injury within 24 hours of obtaining it,
- c. Keep employer and WSIB aware of any changes to your medical condition, issues with the RTW plan etc.,
- d. If continuing medical care is required, provide completed FAF's to the employer and WSIB,
- e. 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,
- b. Communicate any changes to the ESRTW plan to the worker and WSIB,
- c. Provide WSIB with any information requested such as work hours, pay increases, impending layoffs etc.,
- d. Ensure WSIB is notified when the worker has returned to regular duties and provide medical note stating such.

13.8 (C) Cooperation:

In order to ensure a successful return to regular duties for the injured worker cooperation by all parties is needed. This is also true for correspondence between all workplace parties involved with the claim for the injured worker. Failure to correspond in a timely manner may result in key information being missed, conflicts between the various workplace parties, fines etc.. This need would apply to not only correspondence from or to WSIB but also any correspondence that has an impact on the injured workers claim.

It is imperative that any correspondence between all the parties involved is done in a timely and accurate manner.

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SECTION 14 MANAGEMENT REVIEW & MANAGEMENT OF CHANGE

14.1 MANAGEMENT REVIEW POLICY STATEMENT

14.2 MANAGEMENT OF CHANGE POLICY STATEMENT

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Oct 2022	Section 19 converted to section 14: Section re-written	3.0	C.F. [signature]	C.F. [signature]
Jan 2023	Section reviewed changes below (if any)		C.F. [signature]	C.F. [signature]

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14.1 MANAGEMENT REVIEW POLICY STATEMENT

Creation Date: Dec 2007

Revision Date: Jan 2023

Revision Number: 3.0

14.1.1 MANAGEMENT REVIEW POLICY

The Company recognizes the benefit of reviewing annually the occupational health and safety program. The Company will ensure a policy for conducting a review of the occupational health and safety program is in place and that senior management will follow the procedure for conducting annual reviews of the program with a focus on: Performance of the organization occupational health and safety, evaluation of all elements of the occupational health and safety program and the implementation of corrective actions where required. Management will ensure that occupational health and safety objectives and action plans are communicated to all personnel.

Senior Management is fully committed to this Policy and the procedures to ensure a successful implementation.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

14.1.2 MANAGEMENT REVIEW PROCEDURE

14.1.2 (A) Roles and Responsibilities

Roles and Responsibilities (R&R) are important to ensure the successful implementation of this section.

Director of Health & Safety

- To ensure all elements of this policy are adhered to, ensure all controlled documents are approved prior to publication for use.
- Ensure all required information is made available for the Management Review(review) and provided to all required parties in enough time for a thorough review prior to the meeting.

Senior Management

- To ensure the requirements of this procedure as indicated below are met.

Health & Safety Administrator

- To maintain a record of all controlled documents associated with this procedure.
- To maintain all documents associated with each years review in a manner that is easily accessible.
- Ensure all reviews are completed with the most current document.

14.1.2 (B) Inputs

To ensure a successful review Senior Management (SM) will be responsible to ensure the following inputs are reviewed;

14.1.2 (B)(I) SM will ensure that all elements of the Safety program are reviewed for effectiveness that have impacted the Safety program. This would include but not be limited to;

- a. Incident reports,
- b. MLTSD reports,
- c. MOE reports,
- d. MTO reports, and
- e. TSSA reports.

The process for the review shall be:

- a. All pertinent information provided to all the managers;
- b. Managers to review all the information;
- c. An in-person/teams meeting shall be organized to review the information as a team;
- d. All those present for the review will determine what the trends are;
- e. As a team determine what the main issues are that need attention from the identified trends and determine the safety goals for the year; and
- f. Communicate out the safety goals.

14.1.2 (B)(II) Previous reviews will be looked at to confirm the status of any actions from the previous reviews and if further action is needed on these actions;

14.1.2 (B)(III) Any internal audits such as SM audits, Safety Advisor reports or CoR audits shall be reviewed as part of these reviews;

14.1.2 (B)(IV) Confirm that the company is meeting all its legal requirements. This will be done reviewing reports from various Government agencies as well as internal and external CoR audits;

14.1.2 (B)(V) Review any recommendations or the results of any consultation by a health & Safety Rep and/or a JHSC member;

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14.1.2 (B)(VI) A review of the overall performance of the safety program comparing year to year stats on such things as TRIR, WSIB costs, goals met etc.;

14.1.2 (B)(VII) Evaluate all safety goals to ensure they have been met and for effectiveness. This would include company goals and any goals each group within the company has set;

14.1.2 (B)(VIII) Review of incident investigations including SCAT's, corrective actions (CA), effectiveness of the CA's, any trends that may have been identified and a review any preventive actions taken and if they are implemented and if they are effective;

14.1.2 (B)(IX) Review of any changes to legislation that impacts the Safety program and any technological changes that may impact positively or negatively the Safety program;

14.1.2 (B)(X) Review any barriers to worker participation in the Safety program. This may be contained in recommendations from H & S reps or JHSC; and

14.1.2 (B)(XI) Review any recommendations for improvement provided to SM from any worker or organization.

14.1.2 (C) Outputs

From the review a number of outcomes will be expected from SM:

14.1.2 (C)(I) Are there any updates required for any safety policies;

14.1.2 (C)(II) Creation of measurable safety goals for the year. Goals must be achievable and measurable;

14.1.2 (C)(III) Creation of an action plan to achieve the goals set as per 14.1c(ii). This action plan must be specific in how to achieve the created safety goals;

14.1.2 (C)(IV) A list of any resources, internal or external, required to ensure success of the action plan;

14.1.2 (C)(V) A review of any part of the Safety program that as result of the review is deemed needing further review;

14.1.2 (C)(VI) Any barriers to worker participation in the Safety program identified during this review or brought forward by any JHSC or worker shall be investigated by the SM and corrective actions taken; and

14.1.2 (C)(VII) A communication plan must be created to ensure the safety goals and action plan to achieve these goals is communicated to all employees.

14.1.2 (D) Management Review Form

All Management reviews will be recorded on the Annual Management Review document.

14.1.2 (E) Document maintenance and storage

All records generated by this review will be maintained in accordance with Section 1.2, Document Record and Control, of this manual. Also a copy of the finalized report shall be provided to senior management. A copy shall also be stored in the CoR Library found on the Safety page on Share Point.

14.1.2 (F) Document Examples

All forms referenced in this section are found in Section 15 Appendixes.

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14.2 MANAGEMENT OF CHANGE POLICY STATEMENT

Creation Date: Jan 2023

Revision Date: N/A

Revision Number: 0.0

14.2.1 POLICY

The Company recognizes that there will be changes that will impact the workers. It is imperative that any changes that impact current practices and procedures or addition of new equipment amongst other requirements be reviewed to ensure that the workers are protected from any new hazards that may be present as a result of any change. The company recognizes that any change may require further training or developments of new practices or procedures and these must be communicated to all workers affected by the change.

Senior Management is fully committed to this Policy and the procedures to ensure a successful implementation.



Ryan Downing
Vice President, Materials and Operations
Tomlinson Group of Companies

July 27th, 2023

14.2.2 Management of Change Procedure

14.2.2 (A) Roles and Responsibilities (R&R)

Roles and Responsibilities (R&R) are important to ensure the successful implementation of this section.

Director of Health & Safety

- To ensure that any changes as the result of new or revised legislation is communicated to the affected organizations.
- To ensure this procedure is implemented when notified of the addition/revision of a process, addition of new equipment

Managers

- To ensure any changes to a process, addition of a new process, addition of new equipment etc. is communicated to the Director of Health & Safety.
- To ensure any training required as a result of a changes as indicated above is completed for all those workers who are affected by the change.
- To communicate any feedback from the supervisors they receive once the policy/procedure has been revised or written to the Director of Health & Safety.
- Conduct site visits to observe the effectiveness of any changes to policies/procedures etc.

Supervisors

- To ensure that any policy/procedure revised or written as a result of a change is implemented.
- To provide feedback on the effectiveness of any new policy/procedure revised or written as a result of a change to their respective manager for action.

Safety Advisor

- To support the various organizations in implementing this procedure where required.
- To conduct site visits to ensure the effectiveness of any new or revised policy/procedure as a result of the implementation of this procedure.

14.2.2 (B) When to Implement the Procedure

It is important to know when to implement the management of change procedure. The following is a list of times when the procedure must be implemented;

- i. When there have been changes in legal requirements that impact our current practices and procedures,
- ii. When there is a significant change in our practices and procedures, when control measures are changed or removed, addition of new equipment , major organizational changes or the addition of new work locations,
- iii. When a new product is introduced into the work place along with a new process or service that the company has introduced,
- iv. When there are changes or new developments in safety knowledge or technology it is imperative that these changes be communicated to the affected organizations or workers. It is the responsibility of the Director of Health & Safety to ensure these changes are communicated and that any new training or procedures be written or existing ones revised to meet these changes.

14.2.2 (C) Hazard Assessment, Analysis and Control

Whenever the management of change procedure has been implemented it is important to conduct hazard assessment, analysis and control(Section 2) to then ensure the proper controls (Section 3) are developed and implemented to support the change and to ensure workers are safe from any new hazards.

14.2.2 (D) Training

With the addition of any new procedure or equipment etc. it is important to ensure that all workers impacted by the change receive the proper training to ensure they can perform their tasks safely and are aware of any new hazards created by the change.

14.2.3 315-Document and Record Control

Any documentation created by the management of change procedure will be maintained in accordance with Section 1.2 Document and Record control.

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SECTION 15 APPENDICES

15.1 APPENDIX A: HAZARD ASSESSMENT TOOLS

15.2 APPENDIX B: PRE-JOB SAFETY INSTRUCTIONS

15.3 APPENDIX C: INSPECTIONS

15.4 APPENDIX D: DEFECTIVE TOOLS

15.5 APPENDIX E: INCIDENT INVESTIGATION REPORTS

15.6 APPENDIX F: SAFETY TALKS

15.7 APPENDIX G: STANDARDIZED DISCIPLINE FOR INFRACTIONS

15.8 APPENDIX H: CONFINED SPACE

15.9 APPENDIX I: SAFE JOB PROCEDURE TEMPLATE



15.10 APPENDIX J: SAFE WORK PRACTICE TEMPLATE

15.11 APPENDIX K: CORRECTIVE ACTION

15.12 APPENDIX L: SUBCONTRACTOR ASSESSMENTS

15.13 APPENDIX M: PERSONAL PROTECTIVE EQUIPMENT

Revisions

Rev. Date	Changes	Rev. #	Reviewed by	Approved by
Jun 2020	Subsection 15.7: Corrected dates and revision # inconsistencies	1.1		

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15.1 APPENDIX A: HAZARD ASSESSMENT TOOLS

Creation Date: Feb 2017

Revision Date: Jun 2023

Revision Number: 2.1

Note: To reduce the size of the manual, only paper form copies have been included in the appendix. To see copies of Salus forms, please contact the Health and Safety Administrator.

15.1 (A) 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.

15.1 (B) 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 and evaluate 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.

15.1 (C) Hazard Assessment Form (HAF):

TOMLINSON Job Hazard Assessment R.W Tomlinson Ltd Rev. 001		Recognize		Risk Evaluation				Controls		SUPERVISOR: _____ WORKER: _____
		Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls (SWP / SJP)	Residual Risk	

15.1 (D) Risk Assessment Tool (RAT):

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 for Risk (1-25)

	Probability				
	A	B	C	D	E
	1	1	2	4	7
	2	3	5	8	12
	3	6	9	13	17
	4	10	14	18	21
	5	15	19	22	24
Consequences					

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 possible.

LOW = 16 - 25

Minor hazard - lower priority for controls after higher priorities.

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
	1	A	A	B	C	D
	2	A	B	B	C	D
	3	B	B	C	D	D
	4	B	C	C	D	E
	5	C	C	D	D	E
	6	C	D	D	E	E
Likelihood of Exposure						

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Revision Number: 1.1

Appendices

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15.2 (B) PSI Instructions:

Date – date of PSI being completed

Supervisor – 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.

15.2 (C) Site Specific Hazard Assessment

Site Specific Hazard Assessment Form

Customer Name:	Date:
Address:	Foreman:
Description of work to be performed:	
Tailgate Discussion - What could go wrong with your work or other activities happening in the area that require consideration before starting work:	
1. Does everyone involved have proper PPE and is it in good working condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does everyone involved have the proper training/licenses/certification to perform the task	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have all tools been inspected and are in good working order	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have all workers reviewed all applicable SWP/SIP	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: left;"> Before you start your work </div> <div style="font-size: 2em;">→</div> <div style="text-align: right;"> Identify hazards and a safe work plan. </div> </div>	
Major Site Tasks/Activities OR Task Location	<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em;">→</div> <div style="margin: 0 10px;">Hazards</div> <div style="font-size: 2em;">→</div> <div style="margin: 0 10px;">Safe Work Plan or Hazard Controls (Identify controls to eliminate or mitigate hazards)</div> </div>
HAVE ALL KNOWN HAZARDS BEEN IDENTIFIED AND ADDRESSED TO ELIMINATE OR REDUCE RISK? (Do not proceed until you can answer "Yes") <div style="float: right; text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	

Site Specific Hazard Assessment "Hazard and Controls Identification - Memory Jogger"

Potential Hazard	Typical Control Options	Potential Hazard	Typical Control Options
Hazardous Energy <ul style="list-style-type: none"> Pressure (potentially leaking, compressed air/couplings etc.) Chemical Electrical Thermal Mechanical Residuals Radiation 	<ul style="list-style-type: none"> Lock-out/tag-out (if possible) Adequate Ventilation/Exhaust Adequate PPE (i.e. TR, Respirator etc.) De-energize (i.e. purge/blow down) Grounding/bonding Equipotential ground mats Hot T Approved Hot work permit Stop work – notify supervisor 	Hazardous Materials <ul style="list-style-type: none"> Flammable (i.e. Solvents, gas) Toxic/Poisonous (i.e. Pipe dope) Compressed Gases (i.e. Acetylene) Radioactive Designated Substances <ul style="list-style-type: none"> Asbestos - Mould Biohazard - Slime Lead - Radiant etc. 	<ul style="list-style-type: none"> Adequate WHMIS labeling Masks available Specify PPE requirements - Adequate ventilation Air monitoring No ignition sources Immunity safe equipment Stop work – notify supervisor
Potential Confined Space <ul style="list-style-type: none"> Excavation Canal/ventilator Underground utilities Contaminated soil 	<ul style="list-style-type: none"> Confined Space procedures Safe Work Procedures Shooting / barriers Soil type/depth assessment Adequate access/egress Atmospheric Testing Stop work – notify Supervisor 	Construction Work <ul style="list-style-type: none"> Work Environment <ul style="list-style-type: none"> Excessive Moisture Inadequate lighting Slip Hazards (i.e. mud, wetting, oil, etc.) Unstable ground (i.e. excavation, etc.) Overhead hazards (i.e. suspended loads, wires etc.) Working above water Work from heights Power line proximity Unstable/weak surface conditions Extreme heat/cold Extreme rain/snow/fog Excessive High winds/vibrations Animals (i.e. insects, etc.) Weather/seasonal plants Obstruction/interference (i.e. landowner/clients) working alone 	<ul style="list-style-type: none"> LOTO Safe Work Procedures/Communication Stop work – notify Supervisor Safe Work Procedures (i.e. safe exposure limits) Specify PPE (i.e. eye protection, life jacket, fall arrest etc.) Additional lighting Adequate ventilation Flammable stored properly - No ignition sources/flammable safe equipment Emergency Response Plan Traffic Control Plan Approved scaffold/batter - Public Way Protection Good housekeeping practice Stop Work conditions (i.e. lightning) Materials secured Work/rest regimen Proper clothing Water available Adequate warning signs (i.e. overhead wires) Sanitary facilities Adequate barriers Review of Customer Rules Adequate Communication (i.e. radio/cell contact) Stop work – notify Supervisor
Environmental Hazards <ul style="list-style-type: none"> PCBs, herbicide Chemical spill/leak Contaminated soil 	<ul style="list-style-type: none"> Spill containment Safe handling/waste procedures PPE (i.e. respirators, nitrile gloves) Stop work – notify Supervisor 		
Engineering <ul style="list-style-type: none"> Excavation Drilling (pushing/pulling) Asbestos presence (flooring/ceiling) Restoration - vibration 	<ul style="list-style-type: none"> Job specific tools Proper technique Barriers Mechanical lifting and force push Anti-vibration gloves Adequate rest and stretching - Stop work – notify Supervisor 		
Tools and Equipment <ul style="list-style-type: none"> Incorrect tool Hoisting and Rigging Pinching, jerky Worn condition Sharp edges/paints Hot surface Equipment malfunction 	<ul style="list-style-type: none"> Proper tool/equipment inspection Safe work procedures (i.e. safe load limits, regular maintenance) Adequate assembly/breakers Proper tool for task Stop work – notify supervisor 		

Specific instructions/items discussed during on-site meeting:

Worker/Visitor Sign Off

(All workers/visitors must review and sign form prior to commencing work or upon arrival to site and repeat process if there are any change to tasks or site conditions)

Worker/Visitor: I have reviewed all applicable documentation, site hazards and my responsibilities to follow safe work plans to protect myself while on site.

Worker/Visitor Name	Worker/Visitor Signature	Worker/Visitor Name	Worker/Visitor Signature

TOMLINSON

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

15.3 APPENDIX C: INSPECTIONS

Creation Date: Jan 2015

Revision Date: Oct 2016

Revision Number: 1.0

15.3 (A) Construction:

TOMLINSON FOUNDED ON STRENGTH GUIDED BY VISION		5597 Power Road, Ottawa, ON K1G 3N4		WEEKLY SITE INSPECTION			
SITE LOCATION: _____			DATE: ____/____/____				
ITEM	SATISFACTORY			ITEM	SATISFACTORY		
	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	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div>						
Inspecting Supervisor's Name: _____		Inspecting Worker's Name: _____					
Signature: _____		Signature: _____					
RWT FORM# 142, REV. 1, OCT 2016		WHITE COPY - RETURN TO OFFICE		YEI LOW COPY - REMAINS ON SITE		PRINTED BY GIGPRINT.CA 1.800.461.5032	

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15.3 (B) 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			

2/3

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

TOMLINSON

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

15.3 (C) Industrial:

Annex 2A

WORKPLACE INSPECTIONS – INDUSTRIAL ESTABLISHMENTS

R.W. TOMLINSON LIMITED

DATE: _____

FACILITY: _____

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	OHS&A 25(I)(c)			
IE108	Roadways				
Facilities					
IE201	Ventilation	127,128			
IE202	Lighting	21			
IE203	Noise Exposure	139			
IE204	Dust Levels	RCHEBC			
Materials					
IE301	Stacking & Storage	45,46,47,48			
IE302	Chemicals & Fuels	22,23			
IE303	Compressed Gas	49,66			
IE304	Waste Removal	26,126			

Annex 2.A

Item		Reference	Number Substandard	Hazard (A,B,C)**	Comments
Equipment					
11:401	Hand & portable Tools	39,43,44			
11:402	Stationary equipment including guards & shields	24,25,26,29,30,34			
11:403	Mobile equipment	54-60			
11:404	Lifting equipment	51,52,53			
11:405	Hydraulic power systems				
11:406	Pneumatic power systems				
11:407	Electrical power systems	40			
11:408	Valves & mechanical equipment	62			
Hazard Controls					
11:501	Lockout systems	76			
11:502	Colour coding	62			
11:503	Hazardous material inventory	OHSA 38			
11:504	WHMIS	OHSA 37			
Emergency Systems					
11:601	Emergency Instructions	122, 123			
11:602	Fire protection	OFC			
11:603	First aid kits	FAR			
11:604	Eye baths	124,125			

Annex 2A

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	80		
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: _____

15.3 (D) 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			
OHSA	Walls & roofs	OHSA 25(1)(e)			
Reg854					
Reg854					
Facilities					
Reg854	Ventilation	266			
Reg854	Lighting	263			
Reg854	Noise Exposure	85 decibels10			
Reg854	Dust Levels	RCFBC			
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			

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

**** 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: _____

Recommendations to Management:

Approved by: _____

Date: _____

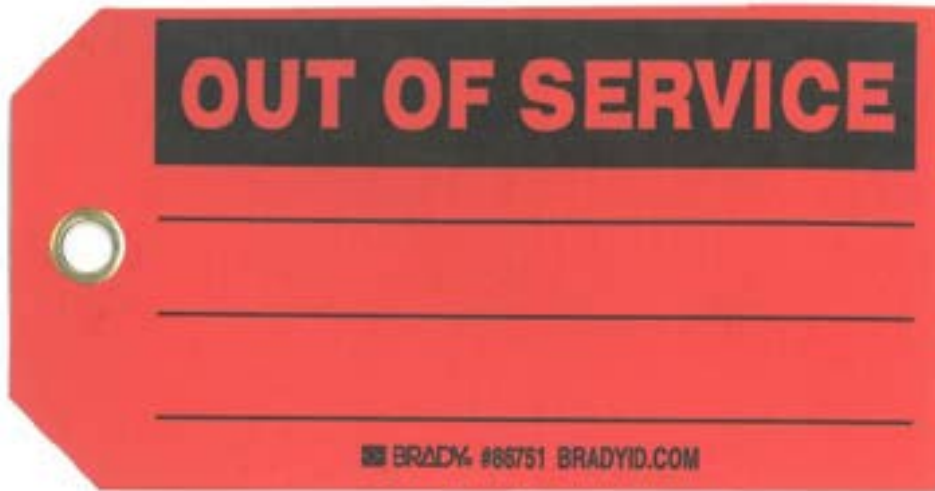
15.4 APPENDIX D: DEFECTIVE TOOLS

Creation Date: Jan 2015

Revision Date: Oct 2017

Revision Number: 1.0

15.4 (A) Defective Tools Tag:



15.5 APPENDIX E: INCIDENT INVESTIGATION REPORTS

Creation Date: Jan 2015

Revision Date: Nov 2017

Revision Number: 1.0

15.5 (A) 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 REPORT		
Type of Incident <input type="checkbox"/> Work Refusal <input type="checkbox"/> Close Call <input type="checkbox"/> Non-Medical Incident <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Aid <input type="checkbox"/> Property Damage <input type="checkbox"/> Theft <input type="checkbox"/> Fire <input type="checkbox"/> Equipment 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:	Date Reported:
	Job Title:	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	
	<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: _____	
Area of Injury (check all that apply)	Head <input type="checkbox"/> Teeth <input type="checkbox"/> Upper Back <input type="checkbox"/> Shoulder <input type="checkbox"/> L R Wrist <input type="checkbox"/> L R Hip <input type="checkbox"/> Face <input type="checkbox"/> Neck <input type="checkbox"/> Lower Back <input type="checkbox"/> Arm <input type="checkbox"/> Hand <input type="checkbox"/> Thigh <input type="checkbox"/> Eye(s) <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Elbow <input type="checkbox"/> Finger(s) <input type="checkbox"/> Knee <input type="checkbox"/> Ear(s) <input type="checkbox"/> Pelvis <input type="checkbox"/> Forearm <input type="checkbox"/> Leg <input type="checkbox"/> Ankle <input type="checkbox"/> Toe(s) <input type="checkbox"/>	<input type="checkbox"/> Other, please specify: _____

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PRIVILEGED**



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 more space is required, use an additional page.)

--

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	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: Action Plan

SCAT Investigation ☐ Yes ☐ No

List the specific steps to be taken to prevent a similar incident. If a SCAT Investigation is conducted, forward report to H&S.

Action to be Taken	By Whom and When	Timeline of Completion

SECTION F: Signatures

_____ Signature of Foreman	_____ Date:
_____ Signature of Health and Safety	_____ Date:

TOMLINSON

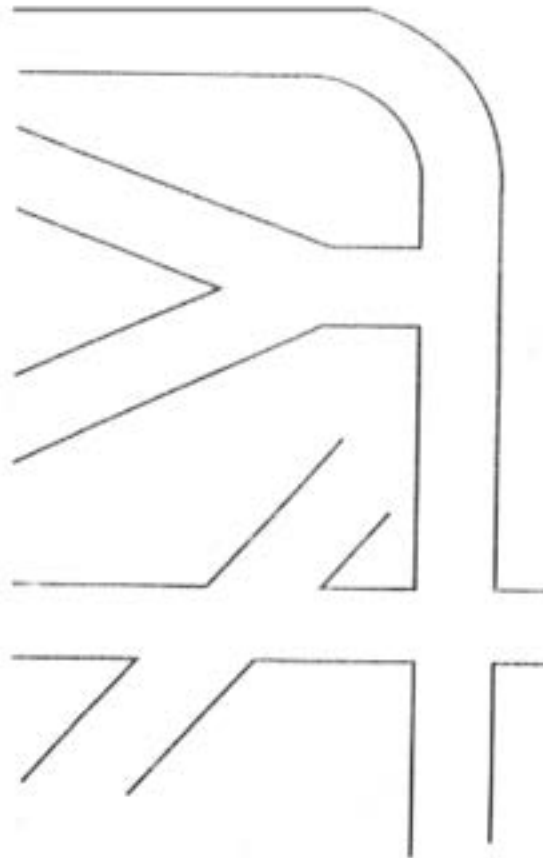
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15.5 (B) Vehicle Collision Report:

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <h1 style="margin: 0;">TOMLINSON</h1> <p style="margin: 0;">FOUNDED ON STRENGTH GUIDED BY VISION</p> </div> <div style="text-align: right;"> <table border="1" style="border-collapse: collapse;"> <tr> <th style="padding: 2px;">Vehicle</th> <th style="padding: 2px;">Division</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> </tr> </table> </div> </div>		Vehicle	Division										
Vehicle	Division												
VEHICLE COLLISION REPORT Privileged & Confidential													
Tomlinson Vehicle #1	<div style="display: flex; justify-content: space-between;"> <div> Driver: Date of Collision: Drivers licence #: Description of damage to Tomlinson vehicle: </div> <div> Police report #: Charged: YES: <input type="checkbox"/> NO: <input type="checkbox"/> </div> </div>												
Other Vehicle #2	<div style="display: flex; justify-content: space-between;"> <div> Driver's name: Drivers licence #: Vehicle make (i.e. Chev): Plate information: Insurance carrier: Policy #: Description of damage to vehicle: </div> <div> Charged: YES: <input type="checkbox"/> NO: <input type="checkbox"/> </div> </div>												
Witness Info	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Address</th> <th style="width: 33%;">Phone #</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Address	Phone #									
Name	Address	Phone #											
Description of Collision	<div style="display: flex; justify-content: space-between;"> <div>Location:</div> <div>Posted speed limit:</div> <div>Weather conditions:</div> </div>												
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.													
<div style="display: flex; justify-content: space-around;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Print</div> <div>Signature</div> </div>													
OFFICE USE ONLY													
<div style="display: flex; justify-content: space-around;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Signature of Health and Safety</div> <div>Date:</div> </div>													
Further investigation required? YES: <input type="checkbox"/> NO: <input type="checkbox"/>													

RWT/SH/14
REV 11/13

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.

RWTSMF14

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15.5 (C) Spill Report:

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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: _____

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A copy of this completed form must be forwarded to the H & S Dept



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

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A copy of this completed form must be forwarded to the H & S Dept

Revision Number: 1.0

LOCATION:

100 CITIGATE DRIVE / OTTAWA, ON K2J 6K7
TEL: 613.822.1967 / FAX: 613.822.6844
WWW.TOMLINSONGROUP.COM

15.7 APPENDIX G: STANDARDIZED DISCIPLINE FOR INFRACTIONS

Creation Date: Mar 2019

Revision Date: June 2020

Revision Number: 1.1

15.7 (A) Standardized Discipline for Infractions Form

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.

15.8 APPENDIX H: CONFINED SPACE

15.8 (A) Confined Space Entry Permit

Confined Space Entry Permit		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Start</td> <td style="width: 30%;">am</td> <td style="width: 40%;">Date</td> </tr> <tr> <td>Finish</td> <td>am</td> <td>Work Order #/Job#</td> </tr> </table>	Start	am	Date	Finish	am	Work Order #/Job#																																																						
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Entry Type <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Pit <input type="checkbox"/> Sump <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Tank <input type="checkbox"/> Cistern <input type="checkbox"/> Trench <input type="checkbox"/> Chamber <input type="checkbox"/> Other _____		Confined Space Location																																																												
Entry Supervisor: _____ Attendant(s): _____ First Aid/CPR Trained Person Present: _____		Initial: _____																																																												
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50px;"></div>																																																		
Controls (Eliminate entry if possible)	Refer to COMPLETED Hazard Assessment																																																													
<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Secure Area <input type="checkbox"/> Hot Zone <input type="checkbox"/> Tripod & SRL <input type="checkbox"/> Warm Zone <input type="checkbox"/> WASH Harness <input type="checkbox"/> Cold Zone <input type="checkbox"/> Self Rescue <input type="checkbox"/> Non-Entry Rescue <input type="checkbox"/> Tripod/Anchor <input type="checkbox"/> Type 3 SRL <input type="checkbox"/> Harness <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top;"> Non-Entry Rescue <input type="checkbox"/> Visual <input type="checkbox"/> Verbal <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top;"> Atmosphere <input type="checkbox"/> Purging <input type="checkbox"/> Flushing <input type="checkbox"/> Mechanical Ventilation <input type="checkbox"/> Continuous Monitoring <input type="checkbox"/> Immediate Monitoring <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top;"> Isolation <input type="checkbox"/> Electrical <input type="checkbox"/> Blanking <input type="checkbox"/> Blocking <input type="checkbox"/> Overturn <input type="checkbox"/> Securing <input type="checkbox"/> Tranching <input type="checkbox"/> Shoring <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top;"> Personal Protective Equipment <input type="checkbox"/> Head <input type="checkbox"/> Purging <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Hearing <input type="checkbox"/> Respirator <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Protective Clothing/Reflective <input type="checkbox"/> SCBA/Supplied Air <input type="checkbox"/> Escape Pack <input type="checkbox"/> Other: _____ </td> <td style="vertical-align: top;"> Miscellaneous Controls <input type="checkbox"/> Means of access/egress <input type="checkbox"/> Barriers <input type="checkbox"/> Traffic Control <input type="checkbox"/> Protective Covers <input type="checkbox"/> Lighting <input type="checkbox"/> GFI <input type="checkbox"/> Hot Work Safety Watch <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Clear Path to Area <input type="checkbox"/> Other: _____ </td> </tr> </table>	Secure Area <input type="checkbox"/> Hot Zone <input type="checkbox"/> Tripod & SRL <input type="checkbox"/> Warm Zone <input type="checkbox"/> WASH Harness <input type="checkbox"/> Cold Zone <input type="checkbox"/> Self Rescue <input type="checkbox"/> Non-Entry Rescue <input type="checkbox"/> Tripod/Anchor <input type="checkbox"/> Type 3 SRL <input type="checkbox"/> Harness <input type="checkbox"/> Other: _____	Non-Entry Rescue <input type="checkbox"/> Visual <input type="checkbox"/> Verbal <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____	Atmosphere <input type="checkbox"/> Purging <input type="checkbox"/> Flushing <input type="checkbox"/> Mechanical Ventilation <input type="checkbox"/> Continuous Monitoring <input type="checkbox"/> Immediate Monitoring <input type="checkbox"/> Other: _____	Isolation <input type="checkbox"/> Electrical <input type="checkbox"/> Blanking <input type="checkbox"/> Blocking <input type="checkbox"/> Overturn <input type="checkbox"/> Securing <input type="checkbox"/> Tranching <input type="checkbox"/> Shoring <input type="checkbox"/> Other: _____	Personal Protective Equipment <input type="checkbox"/> Head <input type="checkbox"/> Purging <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Hearing <input type="checkbox"/> Respirator <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Protective Clothing/Reflective <input type="checkbox"/> SCBA/Supplied Air <input type="checkbox"/> Escape Pack <input type="checkbox"/> Other: _____	Miscellaneous Controls <input type="checkbox"/> Means of access/egress <input type="checkbox"/> Barriers <input type="checkbox"/> Traffic Control <input type="checkbox"/> Protective Covers <input type="checkbox"/> Lighting <input type="checkbox"/> GFI <input type="checkbox"/> Hot Work Safety Watch <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Clear Path to Area <input type="checkbox"/> Other: _____	Notes: <div style="height: 50px;"></div>																																																							
Secure Area <input type="checkbox"/> Hot Zone <input type="checkbox"/> Tripod & SRL <input type="checkbox"/> Warm Zone <input type="checkbox"/> WASH Harness <input type="checkbox"/> Cold Zone <input type="checkbox"/> Self Rescue <input type="checkbox"/> Non-Entry Rescue <input type="checkbox"/> Tripod/Anchor <input type="checkbox"/> Type 3 SRL <input type="checkbox"/> Harness <input type="checkbox"/> Other: _____	Non-Entry Rescue <input type="checkbox"/> Visual <input type="checkbox"/> Verbal <input type="checkbox"/> Radio <input type="checkbox"/> Other: _____	Atmosphere <input type="checkbox"/> Purging <input type="checkbox"/> Flushing <input type="checkbox"/> Mechanical Ventilation <input type="checkbox"/> Continuous Monitoring <input type="checkbox"/> Immediate Monitoring <input type="checkbox"/> Other: _____	Isolation <input type="checkbox"/> Electrical <input type="checkbox"/> Blanking <input type="checkbox"/> Blocking <input type="checkbox"/> Overturn <input type="checkbox"/> Securing <input type="checkbox"/> Tranching <input type="checkbox"/> Shoring <input type="checkbox"/> Other: _____	Personal Protective Equipment <input type="checkbox"/> Head <input type="checkbox"/> Purging <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Hearing <input type="checkbox"/> Respirator <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Protective Clothing/Reflective <input type="checkbox"/> SCBA/Supplied Air <input type="checkbox"/> Escape Pack <input type="checkbox"/> Other: _____	Miscellaneous Controls <input type="checkbox"/> Means of access/egress <input type="checkbox"/> Barriers <input type="checkbox"/> Traffic Control <input type="checkbox"/> Protective Covers <input type="checkbox"/> Lighting <input type="checkbox"/> GFI <input type="checkbox"/> Hot Work Safety Watch <input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Clear Path to Area <input type="checkbox"/> Other: _____																																																									
I, _____ (Entry Supervisor) am familiar with the controls specified by the hazard assessment for this specific or type of space. To the best of my knowledge, at the time of entry, controls have been adequately implemented and inspected. I have communicated the necessary procedures, controls and emergency rescue plan (attached) with the Attendant(s) and Entrant(s). Please have them initial beside their names above prior to entry.																																																														
Dated this _____ day of _____, 20____																																																														
Name (PRINT): _____ Signature: _____																																																														
Permit Canceled (Completed by Entry Supervisor)																																																														
All person and equipment accounted for																																																														
Specific or type of space restored to original condition																																																														

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Confined Space Rescue Program - NON-ENTRY RESCUE

The attached On-Site Rescue Plan and these Procedures are part of the written plan for the confined space rescue program and are based on the assessment of hazards in this space.

Prior to entry and/or work in the confined space:

1. The entry supervisor will ensure that the attached "on-site rescue plan" for the confined space has been completed and that all the rescue equipment identified in the plan is available to perform a rescue in the confined space.
2. The entry supervisor will ensure that an adequate number of appropriately trained persons (as documented in the attached "on-site rescue plan") are available for immediate implementation of these on-site rescue procedures that apply to the confined space.
3. The entry supervisor will review all emergency procedures, including procedures relating to emergencies outside the confined space with all entrants and other related personnel.
4. The attendant establishes communication with all workers, using the means described in the attached "on-site rescue plan".

On entry and while working in the confined space:

1. The attendant who is stationed outside and near the entrance to the confined space as described in the attached "on-site rescue plan" remains in constant communication with all workers inside the confined space.
2. The attendant must be notified immediately if an entrant recognizes:
 - Unusual action/behaviour
 - An unexpected hazard
 - An unsafe act, or
 - Detects a condition prohibited by the permit
3. Entrants must exit the confined space as quickly as possible, when:
 - An order to evacuate is given by the attendant or entry supervisor
 - An entrant recognizes a sign or symptom of over-exposure
 - An unacceptable condition arises, or
 - An evacuation alarm is activated.

In the event of a confined space rescue:

1. The attendant does not enter the confined space, but immediately summons a rescue response from the on-site rescue team, using the means of communication described in the attached "on-site rescue plan".

Date: _____

Confined Space Location: _____

Onsite Rescue Personnel: _____

Communication Method

Attendant to Workers: ☐ Phone ☐ Radio ☐ Air Horn ☐ Visual Hand Signal ☐ Verbal
 Attendant to Rescue Personnel: ☐ Phone ☐ Radio ☐ Air Horn ☐ Verbal

Rescue Method

☐ Non-Entry ☐ Self-Rescue ☐ Anchorage: ☐ Beam ☐ Support Strut
☐ Hauling System Required: _____ ☐ Other: _____

Confined Space Entry Equipment Requirements:

☐ Tripod ☐ Retractable Safety Line ☐ Full Body Harness ☐ Hauling Systems
☐ Fire Extinguishers ☐ Anchor Straps ☐ Webbing ☐ Pulleys
☐ Rigging Plates ☐ Safety Lines ☐ Carabiners ☐ Flashlights/Head Lamps (Intrinsically safe)

Rescue Equipment Inspections:

Identified Equipment inspected by competent worker: ☐ Yes ☐ No

Medical Equipment Requirements:

☐ First Aid Kit

PPE Requirements:

☐ High Visibility Vests ☐ Hearing Protection ☐ Safety Boots
☐ Face Shield ☐ Gloves ☐ Fit Tested for Respirator
☐ Tyvek Suit ☐ Goggles ☐ Respiratory Protection
☐ Safety Glasses ☐ Hard Hat ☐ Safety Vest/T-Shirt

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15.8 (B) CONFINED SPACE HAZARD ASSESSMENT



Confined Space Hazard Assessment - Entry Rescue

*This Confined Space Hazard Assessment **MUST** be filled out and followed along with the site-specific Confined Space Entry Procedure and Rescue Procedure by all workers involved in the confined space work (e.g. Entry supervisor, Entrant, Attendant, Rescue Persons).*

1.0 GENERAL/LOCATION DETAILS

NAME OF SPACE

SITE ADDRESS

ASSESSMENT DATE

2.0 WORK OVERVIEW

3.0 SPACE IDENTIFICATION

This space/spaces have been identified as "confined spaces" as it meets the definition under the Occupational Health and Safety Act, which includes all of the following criteria: Confined Space" means a fully or partially enclosed space,

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

Notes:

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Confined Space Hazard Assessment – Entry Rescue

4.0 SPACE CHARACTERISTICS			
DIMENSIONS OF SPACE		ENTRY/EXIT ACCESS POINT	
GENERAL SHAPE		GENERAL SHAPE	
LENGTH		LENGTH	
WIDTH		WIDTH	
HEIGHT		HEIGHT	
DIAMETER		DIAMETER	
VOLUME		VOLUME	
SPACE ABOVE OR BELOW GROUND		# of ACCESS POINTS	
		ACCESS POINT LOCATION	
USE/FUNCTION			
CONTENTS			
EQUIPMENT INSIDE			
ADJACENT PIPING INTO SPACE			
ADJACENT PIPING OUT OF SPACE			
Notes:			

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Confined Space Hazard Assessment – Entry Rescue

RISK LEGEND		LOW (L)	MODERATE (M)	HIGH (H)	
#	HAZARD	Y	N	RISK	CONTROLS
A. ATMOSPHERIC					
1	OXYGEN DEFICIENT (<19.5%)	<input type="checkbox"/>	<input type="checkbox"/>		
2	OXYGEN ENRICHED (>23.0%)	<input type="checkbox"/>	<input type="checkbox"/>		
3	EXPLOSIVE GASES/VAPOURS	<input type="checkbox"/>	<input type="checkbox"/>		
4	CARBON MONOXIDE	<input type="checkbox"/>	<input type="checkbox"/>		
5	HYDROGEN SULFIDE	<input type="checkbox"/>	<input type="checkbox"/>		
B. CHEMICAL					
6	PARTICULATE/DUST (NOT OTHERWISE CLASSIFIED)	<input type="checkbox"/>	<input type="checkbox"/>		
7	CHEMICALS	<input type="checkbox"/>	<input type="checkbox"/>		
8	CHEMICAL RESIDUE/SCALE/SLUDGE	<input type="checkbox"/>	<input type="checkbox"/>		
9	CHEMICAL REACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>		
C. BIOLOGICAL					
10	MOULD/BACTERIA/VIRUSES/PATHOGENS	<input type="checkbox"/>	<input type="checkbox"/>		
11	SEWAGE (HUMAN ORGANIC MATTER)	<input type="checkbox"/>	<input type="checkbox"/>		
12	ANIMAL ORGANIC MATTER	<input type="checkbox"/>	<input type="checkbox"/>		
D. PHYSICAL					
13	NOISE (>85 dBA L_{eq} or 140 dBA peak sound level)	<input type="checkbox"/>	<input type="checkbox"/>		
14	VIBRATION	<input type="checkbox"/>	<input type="checkbox"/>		
15	NON-IONIZING/IONIZING RADIATION	<input type="checkbox"/>	<input type="checkbox"/>		
16	LASER	<input type="checkbox"/>	<input type="checkbox"/>		
17	THERMAL EXTREMES	<input type="checkbox"/>	<input type="checkbox"/>		
18	HOT/COLD SURFACES/MATERIALS	<input type="checkbox"/>	<input type="checkbox"/>		
19	LIGHTING/VISIBILITY	<input type="checkbox"/>	<input type="checkbox"/>		
20	ERGONOMIC	<input type="checkbox"/>	<input type="checkbox"/>		
E. PHYSICAL DESIGN/CONFIGURATION					
21	STRUCTURAL	<input type="checkbox"/>	<input type="checkbox"/>		
22	FLOOR OPENINGS	<input type="checkbox"/>	<input type="checkbox"/>		
23	FALLS	<input type="checkbox"/>	<input type="checkbox"/>		
24	ENTRY/EXIT	<input type="checkbox"/>	<input type="checkbox"/>		
25	OVERHEAD/UNDERNEATH	<input type="checkbox"/>	<input type="checkbox"/>		
26	PERSONAL CONFINEMENT	<input type="checkbox"/>	<input type="checkbox"/>		
27	OBSTACLES	<input type="checkbox"/>	<input type="checkbox"/>		

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Confined Space Hazard Assessment – Entry Rescue

RISK LEGEND		LOW (L)	MODERATE (M)	HIGH (H)	
#	HAZARD	Y	N	RISK	CONTROLS
F. EQUIPMENT/CONTENT					
28	MECHANICAL	<input type="checkbox"/>	<input type="checkbox"/>		
29	PNEUMATIC	<input type="checkbox"/>	<input type="checkbox"/>		
30	HYDRAULIC	<input type="checkbox"/>	<input type="checkbox"/>		
31	ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>		
32	ADJACENT PIPING	<input type="checkbox"/>	<input type="checkbox"/>		
33	ENGULFMENT	<input type="checkbox"/>	<input type="checkbox"/>		
34	ENTANGLEMENT	<input type="checkbox"/>	<input type="checkbox"/>		
G. GENERAL SAFETY					
35	SHARPS	<input type="checkbox"/>	<input type="checkbox"/>		
36	VEHICULAR TRAFFIC/MOVING EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>		
37	PUBLIC INTERFERENCE	<input type="checkbox"/>	<input type="checkbox"/>		
38	ANIMAL INTERACTION	<input type="checkbox"/>	<input type="checkbox"/>		
39	COMMUNICATION	<input type="checkbox"/>	<input type="checkbox"/>		
40	SLIPS/TRIPS	<input type="checkbox"/>	<input type="checkbox"/>		
41	WEATHER CONDITIONS	<input type="checkbox"/>	<input type="checkbox"/>		
H. WORKING AT HEIGHTS					
42	CAN THE RISK OF FALLING BE ELIMINATED	<input type="checkbox"/>	<input type="checkbox"/>		
43	IS THERE A SITE SPECIFIC WAH PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
44	IS THERE A SITE SPECIFIC WAH RESCUE PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
45	DO ALL WORKERS HAVE A VALID WAH ROT	<input type="checkbox"/>	<input type="checkbox"/>		
46	ARE WORKERS TRAINED ON SITE WAH PLAN & RESCUE PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
47	IS THE WAH STANDARD 3.0 METERS (9 feet 10")	<input type="checkbox"/>	<input type="checkbox"/>		
48	IS THE WAH STANDARD 1.8 meters (6 feet)	<input type="checkbox"/>	<input type="checkbox"/>		
49	DO WE HAVE A PLAN FOR THE WORK THAT HAS BEEN DISCUSSED WITH THE WORKERS	<input type="checkbox"/>	<input type="checkbox"/>		
50	DO WE HAVE THE REQUIRED PPE TO COMPLETE THE WORK	<input type="checkbox"/>	<input type="checkbox"/>		
51	DO WE HAVE THE REQUIRED EQUIPMENT TO COMPLETE THE WORK	<input type="checkbox"/>	<input type="checkbox"/>		
52	CAN THE WORK BE COMPLETED WITHOUT WORKING AT HEIGHTS	<input type="checkbox"/>	<input type="checkbox"/>		
53	DOES THE WORK INVOLVE WORKING AROUND UTILITIES	<input type="checkbox"/>	<input type="checkbox"/>		
54	IS THERE THE POSSIBILITY OF FALLING OBJECTS (TOOLS, MATERIALS)	<input type="checkbox"/>	<input type="checkbox"/>		
55	IS THE JOB SHORT DURATION (15MIN TO 30 MIN)	<input type="checkbox"/>	<input type="checkbox"/>		
56	IS THE WAH ACTIVITY JUST ACCESS/EGRESS	<input type="checkbox"/>	<input type="checkbox"/>		
57	HAS WAH PPE BEEN INSPECTED AND THE INSPECTION DOCUMENTED	<input type="checkbox"/>	<input type="checkbox"/>		

Page 4 of 6

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Confined Space Hazard Assessment – Entry Rescue

RISK LEGEND	LOW (L)	MODERATE (M)	HIGH (H)
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6.0 ADDITIONAL HAZARDS (Based on planned work activities)					
WORK ACTIVITIES					
#	ADDITIONAL HAZARDS	Y	N	RISK	OBSERVATIONS/NOTES
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

7.0 CLASSIFICATION OF CONFINED SPACE BASED ON THE HAZARDS FROM THE SPACE AND WORK ACTIVITIES		
<p>"Low hazard atmosphere" means an atmosphere which is shown by pre-entry testing or otherwise known to contain clean respirable air immediately prior to entry to a confined space and which is not likely to change during the work activity.</p> <p>"Moderate hazard atmosphere" means an atmosphere that is not clean respirable air but is not likely to impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.</p> <p>"High hazard atmosphere" means an atmosphere that may expose a worker to risk of death, incapacitation, injury, acute illness or otherwise impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.</p>		
	LOW, MODERATE, HIGH	RATIONALE
ATMOSPHERIC HAZARD CLASSIFICATION:		
8.0 SIGN OFF		
	PERSON COMPLETING CONFINED SPACE HAZARD ASSESSMENT	
NAME		
SIGNATURE		
ASSESSMENT DATE		

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Entry Rescue Training Requirements

Notes:

Entry Rescue Equipment Requirements

Notes:

15.8 (C) Confined Space Coordination Document



Confined Space Coordination Document

Description of Work to be Performed: _____

Location: _____

Job Number: _____

Date(s) of Entry: _____

The Lead Employer (_____) shall be responsible for:

(Company name)

- | | |
|---|---|
| <input type="checkbox"/> Identifying Confined Spaces | <input type="checkbox"/> Developing Confined Space Program |
| <input type="checkbox"/> Conducting Hazard Assessments | <input type="checkbox"/> Developing Plans |
| <input type="checkbox"/> Isolation of Energy | <input type="checkbox"/> Controlling Materials Movement |
| <input type="checkbox"/> Means for Entering & Exiting | <input type="checkbox"/> Preventing Unauthorized Entry |
| <input type="checkbox"/> Controlling Explosive & Flammable Substances | <input type="checkbox"/> Ventilation / Purging of Atmospheric Hazards |
| <input type="checkbox"/> Developing Written Rescue Procedures | <input type="checkbox"/> Developing Permits |
| <input type="checkbox"/> Providing Plan-Specific Training* | <input type="checkbox"/> Providing Entry and Rescue Equipment* |
| <input type="checkbox"/> Providing Attendant | <input type="checkbox"/> Atmospheric Testing |
| <input type="checkbox"/> Personal Protection Equipment | <input type="checkbox"/> Providing Means of Communicating |

Other Duties: _____

Lead Employer's Representative: _____ Date: _____

(Print Name/Signature)

The Contractor (_____) shall be responsible for:

(Company name)

- | | |
|---|---|
| <input type="checkbox"/> Identifying Confined Spaces | <input type="checkbox"/> Developing Confined Space Program |
| <input type="checkbox"/> Conducting Hazard Assessments | <input type="checkbox"/> Developing Plans |
| <input type="checkbox"/> Isolation of Energy | <input type="checkbox"/> Controlling Materials Movement |
| <input type="checkbox"/> Means for Entering & Exiting | <input type="checkbox"/> Preventing Unauthorized Entry |
| <input type="checkbox"/> Controlling Explosive & Flammable Substances | <input type="checkbox"/> Ventilation / Purging of Atmospheric Hazards |
| <input type="checkbox"/> Developing Written Rescue Procedures | <input type="checkbox"/> Developing Permits |
| <input type="checkbox"/> Providing Plan-Specific Training* | <input type="checkbox"/> Providing Entry and Rescue Equipment* |
| <input type="checkbox"/> Providing Attendant | <input type="checkbox"/> Atmospheric Testing |
| <input type="checkbox"/> Personal Protection Equipment | <input type="checkbox"/> Providing Means of Communicating |

Other Duties: _____

Contractor's Representative: _____ Date: _____

(Print Name/Signature)

The Contractor (_____) shall be responsible for:

(Company name)

- | | |
|---|---|
| <input type="checkbox"/> Identifying Confined Spaces | <input type="checkbox"/> Developing Confined Space Program |
| <input type="checkbox"/> Conducting Hazard Assessments | <input type="checkbox"/> Developing Plans |
| <input type="checkbox"/> Isolation of Energy | <input type="checkbox"/> Controlling Materials Movement |
| <input type="checkbox"/> Means for Entering & Exiting | <input type="checkbox"/> Preventing Unauthorized Entry |
| <input type="checkbox"/> Controlling Explosive & Flammable Substances | <input type="checkbox"/> Ventilation / Purging of Atmospheric Hazards |
| <input type="checkbox"/> Developing Written Rescue Procedures | <input type="checkbox"/> Developing Permits |
| <input type="checkbox"/> Providing Plan-Specific Training* | <input type="checkbox"/> Providing Entry and Rescue Equipment* |
| <input type="checkbox"/> Providing Attendant | <input type="checkbox"/> Atmospheric Testing |
| <input type="checkbox"/> Personal Protection Equipment | <input type="checkbox"/> Providing Means of Communicating |

Other Duties: _____

Contractor's Representative: _____

(Print Name/Signature)

Date: _____

Note: *Sharing of responsibilities for general training, personal protective equipment and records are not permitted under the Ontario Regulation. Each party is individually responsible for ensuring compliance with these requirements.

15.8 (D) Working at Heights Hazard Assessment – Confined Space

WAH Hazard Assessment – Confined Space

RISK LEGEND		LOW (L)	MODERATE (M)	HIGH (H)
-------------	--	---------	--------------	----------

#	HAZARD	Y	N	RISK	CONTROLS
WORKING AT HEIGHTS					
1	CAN THE RISK OF FALLING BE ELIMINATED	<input type="checkbox"/>	<input type="checkbox"/>		
2	IS THERE A SITE SPECIFIC WAH PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
3	IS THERE A SITE SPECIFIC WAH RESCUE PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
4	DO ALL WORKERS HAVE A VALID WAH ROT	<input type="checkbox"/>	<input type="checkbox"/>		
5	ARE WORKERS TRAINED ON SITE WAH PLAN & RESCUE PLAN	<input type="checkbox"/>	<input type="checkbox"/>		
6	IS THE WAH STANDARD 3.0 METERS (9 feet 10")	<input type="checkbox"/>	<input type="checkbox"/>		
7	IS THE WAH STANDARD 1.8 meters (6 feet)	<input type="checkbox"/>	<input type="checkbox"/>		
8	DO WE HAVE THE REQUIRED PPE TO COMPLETE THE WORK	<input type="checkbox"/>	<input type="checkbox"/>		
9	DO WE HAVE THE REQUIRED EQUIPMENT TO COMPLETE THE WORK	<input type="checkbox"/>	<input type="checkbox"/>		
10	CAN THE WORK BE COMPLETED WITHOUT WORKING AT HEIGHTS	<input type="checkbox"/>	<input type="checkbox"/>		
11	DOES THE WORK INVOLVE WORKING AROUND UTILITIES	<input type="checkbox"/>	<input type="checkbox"/>		
12	IS THERE THE POSSIBILITY OF FALLING OBJECTS (TOOLS, MATERIALS)	<input type="checkbox"/>	<input type="checkbox"/>		
13	IS THE JOB SHORT DURATION (15 MIN TO 30 MIN)	<input type="checkbox"/>	<input type="checkbox"/>		
14	IS THE WAH ACTIVITY JUST ACCESS/EGRESS	<input type="checkbox"/>	<input type="checkbox"/>		
15	HAS WAH PPE BEEN INSPECTED AND THE INSPECTION DOCUMENTED CAN THE RISK OF FALLING BE ELIMINATED	<input type="checkbox"/>	<input type="checkbox"/>		

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15.8(E) Confined Space Fall Rescue Assessment



CONFINED SPACE FALL RESCUE ASSESSMENT

Site Information

Location:	Supervisor:	Date:
-----------	-------------	-------

Communication

What communication method has been established and agreed upon?

- ☐ Verbal Communication
- ☐ Mobile Phone
- ☐ Two-way Radios / Headsets
- ☐ Internal Structure Horn
- ☐ Emergency Air Horn
- ☐ Other: _____

Factors Affecting Rescue

Are rescue personnel trained in the use of rescue equipment?
Are there significant number of rescue team personnel available?
Is there appropriate rescue equipment for the task being performed?
Does area below from task at heights require barriers, signage, etc.?
Are weather conditions favorable for a rescue at heights?
Do you have the proper fall clearance for the equipment being used?
Is lock out/tag out required? *If so refer to LOTO Procedure.*
Has the rescue personnel been notified of their roles and duties?
If not why? _____

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What obstructions or unusual building features could prevent a rescue of a suspended worker? (If so, Describe)

Rescue Equipment Required

- | | |
|--|--|
| <input type="checkbox"/> Self-Rescue Harness (w. Type 3 SRL) | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Rescue Ladder | <input type="checkbox"/> Stretcher/Blanket (if applicable) |
| <input type="checkbox"/> Extendable / Step Ladder | <input type="checkbox"/> Other: _____ |

How will rescuer get to suspended person(s)

- | | |
|---|--|
| <input type="checkbox"/> Rescue with ladder | <input type="checkbox"/> Self-rescue (climb down/repel down) |
| <input type="checkbox"/> Pull person(s) up through work surface | <input type="checkbox"/> Other: _____ |

Reporting Process

MOL Notification: In the event of a worker having a fall arrested the Supervisor shall notify Health and Safety who will ensure appropriate authorities are notified.

Supervisor: Shall ensure that the scene is preserved by barriers, and no persons are authorized to enter until MOL authorizes re-entry.

Fall Rescue Assessment Approval

Position	Name	Signature	Date
Worker			
Supervisor			
JHSC/H&S Rep			

15.9 APPENDIX I: SAFE JOB PROCEDURE TEMPLATE

Creation Date:

Revision Date:

Revision Number: 0.0

SJP-000

Date: 01 February 2019

Revision: XXXXXXXXX

Safe Job Procedure (SJP)
Procedure for

Required training:

Required Equipment:

Required PPE:

Other Equipment:

Procedure:

1)

Rescue:

Communication:

SJP approval			
Position	Name	Signature	Date
Safety Advisor			
Worker Rep			
H&S Rep			
JHSC			
Director H & S			

15.10 APPENDIX J: SAFE WORK PRACTICE TEMPLATE

SWP-000

Date: 01 February 2019

Revision: XXXXXXXXX

Safe Work Practice (SWP)
Procedure for

Required training:

Required Equipment:

Required PPE:

Other Equipment:

Practice:

Rescue:

Communication:

SWP approval			
Position	Name	Signature	Date
Safety Advisor			
Worker Rep H&S Rep JHSC			
Director H & S			

15.11 APPENDIX K: CORRECTIVE ACTION

15.11 (A) Corrective Action Effectiveness Form

<small>Form# CAE1 Rev# 1.2</small>	<h2 style="margin: 0;">TOMLINSON</h2> <p style="margin: 0;">FOUNDED ON STRENGTH GUIDED BY VISION</p>	Page _____ of _____
<u>Corrective/Preventative Action Effectiveness</u>		
Incident Report Details		
Incident Date		Division/Company
Incident Description (brief summary)		
Corrective Action Details		
<div style="display: flex; align-items: center;"><div style="margin-right: 20px;"><input type="radio"/> Effective</div><div style="margin-right: 20px;"><input type="radio"/> Ineffective</div><div>Why is action ineffective?</div></div>		
New Recommendation		
Corrective Action Details		
<div style="display: flex; align-items: center;"><div style="margin-right: 20px;"><input type="radio"/> Effective</div><div style="margin-right: 20px;"><input type="radio"/> Ineffective</div><div>Why is action ineffective?</div></div>		
New Recommendation		
Name _____ Date _____		
Title _____ Signature _____		

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15.11 (B) Annual Management Review



Issue		Meeting Date	
Facilitator		Note Taker	
Attendees			
Absents			

- Be engaged, no distractions
- Participate, listen and stay focused
- Challenge the issue, not the person, speak with civility
- Come prepared
- Leave eye of the door
- Put yourself in the other person's shoes (different perspectives to problems/issues)
- Listen to others, don't dominate
- Challenge assumptions, get the facts
- Clear outcomes and accountability

Introduction

RW Tomlinson Limited proceeded with a Review of all incidents that have been reported for this organization for the period (Date)-(Date). Reports used for this review has been provided by Tomlinson Health & Safety Team and allowed this Committee to identify:

- a. The trends of all incidents for the period (Date)-(Date) of all incidents reported;
- b. Goals for the following year to help reduce the number of occurrences;
- c. Action/communication plan

Goal(s)

Analysis

(YEAR) INCIDENTS

The (YEAR) RW Tomlinson Limited Incident Report's revealed the following results:

Each one of those categories have been analyzed to determine what the trends are and what actions can be taken to reduce the trends:

AT FAULT MVA

This is when two or more licensed vehicles are involved in an MVA where we are deemed to be at fault.

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SLIPS, TRIPS & FALLS

CORRECTIVE MEASURES

FIRST AID

28

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NEAR MISSES

TRAINING

Orders/Warning/Fines

MINISTRY OF ENVIRONMENT (MOE)

During this period there were no orders/warnings/fines issued to RW Tomlinson Limited

MINISTRY OF LABOUR (MOL)

- a.
- b.
- c.

MINISTRY OF TRANSPORTATION (MTO)

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- a.
- b.
- c.

TECHNICAL STANDARDS AND SAFETY AUTHORITY (TSSA)

- a.
- b.
- c.

TRENDS ANALYSIS

- a.
- b.
- c.

Conclusion

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NOTE: This document will be presented at next JHSC meeting, so Members are fully aware of what Management identified and what the action plan is.

Action Plan			
Item	Person in charge	Date/deadline	Remark

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Management Representatives

Signatures

(Name/ Position Here).....

(Name/ Position Here).....

(Name/ Position Here).....

(Name/ Position Here).....

(Name/ Position Here).....

(Name/ Position Here).....

(Name/ Position Here).....

END

15.12 APPENDIX L: SUBCONTRACTOR ASSESSMENT

PARTNERS SAFETY EXPECTATIONS AGREEMENT

R.W. Tomlinson Limited (Tomlinson) is a CoRt certified company and as such must pass yearly internal audits to maintain our certification. One of the elements we are audited on is how well our partners adhere to the safety requirements.

Tomlinson is on a path to create a better safety culture and in order to improve our safety culture we require that all our partners be on the same path. Over the past couple of seasons, we have continually required our partners to do more when it comes to safety. This agreement is another step towards improving the safety culture.

One key component of being successful is knowing what the expectations are. The information below outlines what those expectations are.

SAFETY EXPECTATIONS

Documentation	Frequency	Submitted to
<i>Pre-Job Safety Instruction (PSI) or similar</i>	Daily	Project Coordinator
<i>Safety talks</i>	Weekly	
<i>Weekly site inspections</i>	Weekly	
<i>Monthly JHSC/H & S Rep site inspection</i>	Monthly	
<i>Equipment inspections</i>	Daily	
<i>Job Hazard Analysis</i>	Available on site	
<i>Safe work practices/Safe work procedures</i>	Available on site	

PERSONAL PROTECTIVE EQUIPMENT (PPE) TO BE WORN AT ALL TIMES

- CSA Hard Hat
- CSA approved safety boots with ankle protection
- CSA 5-point tearaway vest
- Long pants
- Shirt with 4" sleeve
- CSA Safety glasses
- All Specialty PPE must be inspected before each use. Inspection form available upon request. Specialty PPE would include respirator, all fall protection equipment etc.

JOINT HEALTH & SAFETY COMMITTEE (JHSC)/HEALTH & SAFETY REPRESENTATIVE (HSR)

There is a requirement when there are more than 19 workers on a project for more than 3 months to have a JHSC. It is expected that any partner on the project when a JHSC is created, they will provide a worker to be on that committee.

When an employer has between 5-19 workers, they must have a HSR. Each partner will ensure they have one that is elected by the partners workers, on the project at all times the partner is on the project. The name of this worker shall be communicated to the project team.

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TRAINING

As required by law all workers must be trained to perform their jobs safely this includes operating any equipment or machinery. It is the responsibility of our partners to ensure their workers are fully trained and to provide proof of that training when requested.

PRACTICE/PROCEDURES

It is expected that all our partners adhere to any and all practices and procedures that Tomlinson requires. Also it is expected that all of our partners have all the necessary practices and procedures for the work they are performing on any Tomlinson project, site or facility.

DISCIPLINE

Although Tomlinson is vitally interested in working with our partners to help provide a safe workplace and improve the safety culture there may be times where this is not done. In such cases Tomlinson will work with our partner to improve on areas where improvement is needed. However, should this not work Tomlinson will take disciplinary action that could be removal of the worker in question or removal of the partner from the project. It must be stressed that this last step will only be used when all attempts have been made to improve the safety performance of our partner.

AGREEMENT

Tomlinson's goal is to provide the safest work environment possible. With all our partners having the same goal there is nothing but positives that can come from this collaboration.

By signing this agreement,

(Company Name)

agrees to all the requirements set out in this agreement.

Date

Name

Signature

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15.12 (A) Subcontractor Health & Safety Evaluation



Subcontractor Health & Safety Evaluation

Safety is a core value at the Tomlinson Group of Companies and is committed to ensuring a safe, healthy and respectful work site. The key to achieving this is to ensure all hazards are identified and controlled or eliminated so that there is no loss to workers, equipment, material or private and public property.

Our goal is to ensure that at the end of the day all workers leave knowing they are working in a safe work site and that they have gone through the day incident free. In order to achieve this goal all subcontractors on site must also strive to ensure a safe, healthy and respectful work site.

It is expected that while you are working on our project you will perform your work in a safe manner and all your workers will adhere to those safety requirements that are legislated, project specific, Tomlinson Health and Safety program and your own company Health and Safety program.

Subcontractor Commitment:

We, as a subcontractor to Tomlinson, understand what is expected of our Company regarding Health and Safety. We understand that all of our employees must strive to ensure the work site is safe, healthy and respectful. Our employees must adhere to all legislated, project and company Health and Safety programs and failure to do so can result in the cancellation of any contract or PO that we have with Tomlinson.

Authorized Subcontractor Representative Signature

Name

Company Name

Title

Date

Please return this signed document with your Health and Safety Subcontractor Profile

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SUBCONTRACTOR HEALTH & SAFETY PROFILE

1.1 WSIB performance:

The purpose of this profile is to ensure that all companies working for the Tomlinson group are doing so in a safe manner. We are being asked by our customers to evaluate our subcontractors as part of the contract and when we are pre-qualifying for work.

The required information below can be obtained from a rate group profile from WSIB by calling the Employer help line at 1-800-387-0750

Please provide the information for the 4 previous years not including the current year.

Year	Fatalities	LTI	NLTI	Hours	TRIF	LTIF
20__						
20__						
20__						
20__						

Legend:

LTI = Lost Time Injury NLTI = Non-Lost Time Injury TRIF = Total Recordable Injury Frequency

LTIF = Lost Time Injury Frequency

Calculation	$TRIF = \frac{(\#Fatalities + \#LTI + \#NLTI \times 200,000)}{\text{Hours worked}}$	$LTIF = \frac{(\#LTI \times 200,000)}{\text{Hours worked}}$
-------------	---	---

1.2 WSIB Rating:

Please provide your Firm Performance Index for CAD-7 or for NEER, your Total Frequency and the Rate group Total Frequency that can be obtained from a Rate Group Profile available from WSIB, for the previous 4 years not including the current year.

Year	Company	Industry	Rebate
20__			Y
20__			Y
20__			Y
20__			Y

1.3 Please provide the most current CAD-7 or NEER Firm Summary Statement for all your rate groups

1.4 Has your Company ever had a WSIB Workwell Audit? ____ Yes ____ No
If yes why?

1.5 Please provide a current WSIB clearance certificate

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2. Health & Safety documentation

2.1 Please provide a current copy of your Health and Safety Policy

2.2 Please provide a copy of your Health and Safety Program

3. Health & Safety training:

3.1 Have all of your workers received the mandatory MOH Worker Awareness training?

☐ Yes ☐ No (if no why not)

3.2 Have all of your supervisors received the mandatory MOH Supervisor Awareness training?

☐ Yes ☐ No (if no why not)

3.3 Do you ensure that your workers received all legislated training to enable them to perform their work safely?

☐ Yes ☐ No (if no why not)

3.3.1 As is legislated, do you maintain a record of all training provided to your workers?

☐ Yes ☐ No (if no why not)

4. Charges and convictions:

4.1 Has your company ever been convicted for any violation of the Occupational Health & Safety Act or applicable Regulation?

☐ Yes (if yes please provide details) ☐ No

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4.2 Has your company been issued any stop work orders in the last three years by an MOL inspector for a safety violation?

☐ No

☐ Yes (if yes please provide details)

5.1 Do you evaluate your subcontractors?

☐ Yes

☐ No

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General comments on the Subcontractors safety performance:

15.13 APPENDIX M: PERSONAL PROTECTIVE EQUIPMENT

15.13 (A) Respirator Fit Test Form

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RESPIRATOR USER SCREENING FORM

PART 1: Respirator User Information

Name:	Employee No:
Job/Occupation:	Date:

PART 2: Conditions of Use

Activities requiring respirator use:	
Exertion level during use:	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Frequency of respirator use:	<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly
Duration of use per shift:	
Temperature during use:	
Other PPE required during use:	

PART 3: Types of Respirators Used (Select all that apply)

<input type="checkbox"/> Disposable	<input type="checkbox"/> Reusable Half-mask
<input type="checkbox"/> Reusable Full-face	<input type="checkbox"/> Powered Air Purifying Respirator
<input type="checkbox"/> Airline	<input type="checkbox"/> Self-Contained Breathing Apparatus (SCBA)

PART 4: Respirator User's Health Conditions

(a) Some conditions can seriously affect your ability to safely use a respirator. Have you or do you experience any of the following conditions that may affect respirator use? (Select all that apply)

<input type="checkbox"/> Shortness of breath / breathing difficulties	<input type="checkbox"/> Asthma
<input type="checkbox"/> Lung disease	<input type="checkbox"/> Chest pain on exertion
<input type="checkbox"/> Chronic bronchitis	<input type="checkbox"/> Heart problems
<input type="checkbox"/> Hypertension	<input type="checkbox"/> Cardiovascular disease
<input type="checkbox"/> Allergies	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Seizures	<input type="checkbox"/> Dentures
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Claustrophobia
<input type="checkbox"/> Emphysema	<input type="checkbox"/> Dizziness/nausea/fainting spells
<input type="checkbox"/> Other (please describe):	

(b) Have you had previous difficulty while using a respirator? ☐ YES ☐ NO

(c) Do you have any concerns about your future ability to use a respirator? ☐ YES ☐ NO

"YES" answers to questions (a), (b) or (c) indicates further assessment by a health care professional is required prior to respirator use. "NO" answers, user may proceed with respiratory fit test.

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RESPIRATOR FIT TEST RECORD

Employee Name: _____ Respirator Type: _____

Resp. Manufacturer: _____ Model: _____ Size: _____

Testing Agent: Sweet ☐ Bitter ☐ Irritant Smoke ☐ Sensitivity Test Squeezes: _____

Filter Media Used: _____ Clean Shaven: Yes No

RESULTS

Exercise	Fit	Taste Detected and/or Coughed
Normal Breathing		
Deep Breathing		
Turning Head Side to Side		
Nodding Head Up and Down		
Talking – Rainbow Passage		
Bending Over		
Normal Breathing		

Tester Signature Date

I have been issued the above named respirator in accordance with the fit testing I have successfully completed. I have been instructed in and understand the proper fitting, use and care of the above named respirator. I understand that this equipment is not to be used in oxygen deficient or immediately dangerous to life and health (IDLH) atmospheres and is not to be used for other than the uses specified by the manufacturer. To my knowledge, I have no medical problems to prevent me from using this equipment.

Employee Signature Date


NOTES: _____

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15.13 (B) Lanyard Annual Inspection Form



Annual Inspection Form

LANYARD

RWT-GMP34

Inspection Tag#: _____

Serial #: _____

Date of Issue : _____

Date of Manufacture: _____

Lanyard Configuration:

☐ SINGLE LEE LANYARD

☐ DOUBLE LEE LANYARD

☐ INTERNAL SHOCK ABSORBER

☐ EXTERNAL SHOCK ABSORBER

☐ CABLE ☐ WEB

Owner / Company: _____

Name of Inspector: _____

Signature: _____

Date of Inspection: _____

LABELS & MARKINGS

Label (Intact & Legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate ANSI/OSHA/CSA Markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspections are Current / Up-to-Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of First Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONNECTORS


Connector (Self-Closing & Locking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hook Gate / Rivets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pitting / Nicks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MATERIAL (WEB OR CABLE)

Broken / Missing / Loose Stitching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Termination (Stitch, Splice, or Swage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Webbing Length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts / Burns / Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable Separating / Bird-Caging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHOCK PACK (IF PRESENT)

Cover / Shrink Tube (Don't Cut or Remove)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damage / Fraying / Broken Stitching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact Indicator (Signs of Deployment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**SINGLE LEE LANYARD
(EXTERNAL SHOCK)**

Connector

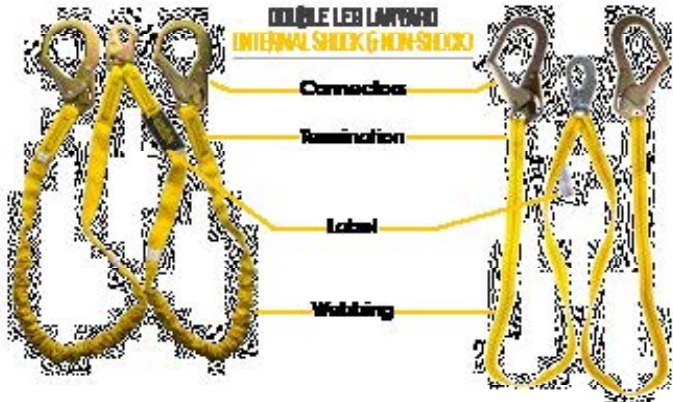
Termination

Shock Absorber

Label

Webbing

Cable



**DOUBLE LEE LANYARD
(INTERNAL SHOCK & NON-SHOCK)**


Connector

Termination


Label

Webbing

NOTES



HEALTH & SAFETY

WORKPLACE SAFETY  IT'S YOUR RESPONSIBILITY

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15.13 (C) Harness Annual Inspection Form



INSPECTION FORM HARNESS

Harness Part #: _____	Harness Configuration:	Owner of Harness: _____
Serial #: _____	CONNECTION: <input type="checkbox"/> PT <input type="checkbox"/> TB <input type="checkbox"/> CC WEAVING: <input type="checkbox"/> PT <input type="checkbox"/> TB <input type="checkbox"/> CC WEAVING: <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Inspector: _____
Date of First Use: _____	CONNECTION LEGEND: PT: PASS-THROUGH TB: TONGUE BUCKLE CC: QUICK-CONNECT	Signature: _____
Date of Manufacture: _____		Date of Inspection: _____

LABELS & MARKINGS

Label (Intact & Legible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate ANSI/OSHA/CSA Markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspections are Current / Up-to-Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of First Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact Indicator (Signs of Deployment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HARDWARE (BUCKLES & D-RINGS)

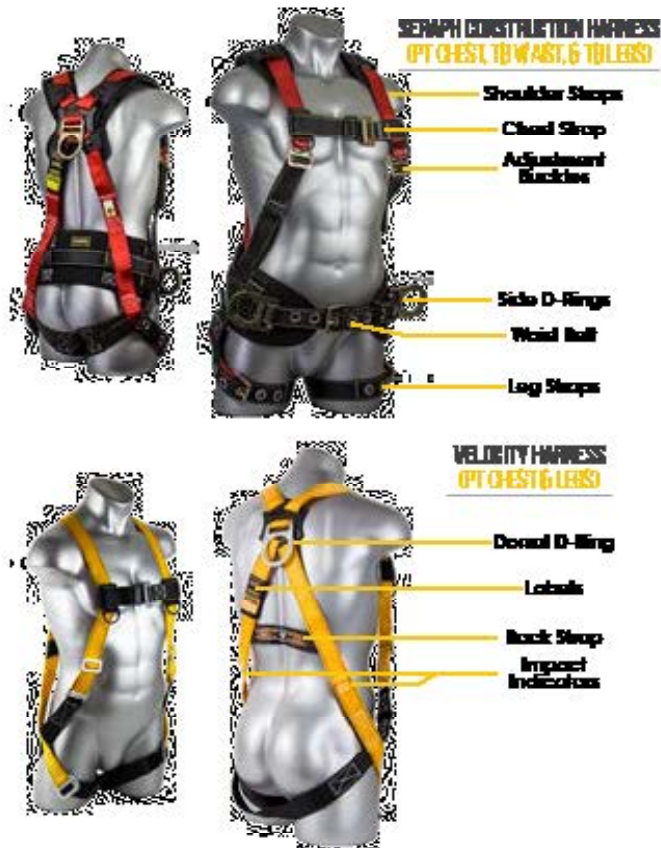
Shoulder Adjustment Buckles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg & Waist Buckles / Other Hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-Rings (Dorsal, Side, Shoulder, or Sternal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosion / Pitting / Nicks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEBBING

Shoulder / Chest / Leg / Back Straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts / Burns / Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint Contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat / UV Damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STITCHING

Shoulder / Chest / Leg / Back Straps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------



NOTES

_____	_____
_____	_____
_____	_____
_____	_____



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15.13 (D) Self Retracting Lanyard Annual Inspection Form



Annual Inspection Form SELF-RETRACTING LIFELINE

FWT-SRF30

Inspection Tag #: _____	Lifeline Material:	Owner / Company: _____
Serial #: _____	Web: <input type="checkbox"/>	Name of Inspector: _____
Date of Issue: _____	Cable: <input type="checkbox"/> CABLES	Signature: _____
Date of Manufacture: _____	<input type="checkbox"/> MINI	Date of Inspection: _____
Length: _____		

LABELS & MARKINGS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Label (Intact & Legible)	<input type="checkbox"/>
Appropriate ANSI/OSHA/CSA Markings	<input type="checkbox"/>
Inspections are Current / Up-to-Date	<input type="checkbox"/>
Date of First Use	<input type="checkbox"/>
SHOCK PACK (IF PRESENT)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cover / Shrink Tube (Don't Cut or Remove)	<input type="checkbox"/>
Damage / Fraying / Broken Stitching	<input type="checkbox"/>
Impact Indicator (Signs of Deployment)	<input type="checkbox"/>
HOUSING	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Attachment Point	<input type="checkbox"/>
Nuts / Bolts / Rivets / Screws	<input type="checkbox"/>
Evidence of Damage (Dents/Cracks/Rust)	<input type="checkbox"/>
LIFELINE (WEB OR CABLE)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Termination (Stitch, Splice, or Swage)	<input type="checkbox"/>
Cuts / Fraying / Broken Stitching	<input type="checkbox"/>
Excessive Wear	<input type="checkbox"/>
Cable Separating / Bird-Caging	<input type="checkbox"/>
Entire Length Retracts Smoothly	<input type="checkbox"/>
Test Braking / Locking Function	<input type="checkbox"/>
CONNECTORS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Connector (Self-Closing & Locking)	<input type="checkbox"/>
Impact Indicator	<input type="checkbox"/>
Hook Body / Rivets	<input type="checkbox"/>
Corrosion	<input type="checkbox"/>
Pitting / Nicks	<input type="checkbox"/>



NOTES



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15.13 (E) Tripod Annual Inspection Form

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INSPECTION FORM TRIPOD

Tag colour/#: _____ Owner: _____
Serial #: _____ ☐ GALVANIZED STEEL ☐ ZINC-PLATED STEEL ☐ Name of Inspector: _____
Date of Issue: _____ ☐ STAINLESS STEEL ☐ ALUMINUM ☐ Signature: _____
Date of Manufacture: _____ ☐ WEL ☐ Date of Inspection: _____

LABELS & MARKINGS

Intact and Legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate CSA/ANSI Markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspections current, up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of First Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HARDWARE (IF APPLICABLE)

Chain Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Assembly, Foot Pad - Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg Locking Mechanism - Functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Legs - Check for Damages/Defects/Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANCHORAGE CONNECTOR

Center Eyebolt Connector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side Eyebolt if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulleys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deterioration/Corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cracks in welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bolts, Rivets and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Center eyebolt

Push Pins/
Locking Mechanism

Chain Assembly

Foot Assembly/
Foot Pad

NOTES



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