

TABLE OF CONTENTS

- 1.0 HEALTH, SAFETY & ENVIRONMENT POLICY**
 - 1.1 POLICY
 - 1.2 OBJECTIVES
 - 1.3 RESPONSIBILITIES.....
 - 1.4 COMMITMENT STATEMENT
- 2.0 RIGHTS AND RESPONSIBILITIES POLICY**
 - 2.1 POLICY
 - 2.2 EMPLOYER RESPONSIBILITIES
 - 2.3 SUPERVISOR RESPONSIBILITIES.....
 - 2.4 EMPLOYEE RESPONSIBILITIES
 - 2.5 CONTRACTORS AND SUB-CONTRACTORS RESPONSIBILITIES
 - 2.6 VISITORS RESPONSIBILITIES
- 3.0 HAZARD AND RISK MANAGEMENT POLICY**
 - 3.1 POLICY
 - 3.2 PROCESS
 - 3.3 RESPONSIBILITIES.....
 - 3.4 DEFINITIONS
 - 3.5 RISK CONTROL
 - 3.6 TYPES OF CONTROLS.....
 - 3.7 RISK RATING AND RANKING.....
- 4.0 WORKPLACE INSPECTIONS POLICY**
 - 4.1 PURPOSE
 - 4.2 POLICY.....
- 5.0 SAFE WORK PROCEDURES POLICY.....**
 - 5.1 PURPOSE
 - 5.2 POLICY.....
- 6.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY**
 - 6.1 PURPOSE
 - 6.2 DEFINITIONS
 - 6.3 POLICY.....
 - 6.4 ACCIDENT INVESTIGATION PROCEDURES.....
 - 6.5 INJURY/MEDICAL ISSUES.....
- 7.0 MANAGEMENT MEETINGS POLICY**
 - 7.1 PURPOSE
 - 7.2 POLICY.....
- 8.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY**
 - 8.1 POLICY.....

- 8.2 SAFETY INFORMATION BOARD.....
- 8.3 RADIO USE.....
- 8.4 SAFETY MEETINGS.....
- 8.5 CREW TAIL BOARD TALKS.....
- 8.6 SAFETY ALERTS / NOTICE TO CONTRACTORS.....

9.0 RECORDS AND STATISTICS POLICY.....

- 9.1 PURPOSE.....
- 9.2 POLICY.....

10.0 INSTRUCTION AND SUPERVISION POLICY.....

- 10.1 INSTRUCTION AND SUPERVISION: PURPOSE.....
- 10.2 POLICY.....
- 10.3 HAZARD REPORTING.....
- 10.4 SUPERVISOR RESPONSIBILITY.....
- 10.5 RIGHT TO REFUSE UNSAFE WORK.....
- 10.6 WORK REFUSAL POLICY.....
- 10.7 WORKPLACE HEALTH AND SAFETY RULES.....

11.0 NO SMOKING POLICY.....

- 11.1 PURPOSE.....
- 11.2 POLICY.....
- 11.3 DESIGNATED SMOKING AREAS.....

12.0 GLOBALLY HARMONIZED SYSTEM (HAZCOM) POLICY.....

- 12.1 PURPOSE.....
- 12.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS).....
- 12.3 SUPPLIER LABELS (2015).....
- 12.4 LABELING: WORKPLACE LABEL (2015).....
- 12.5 PICTOGRAMS (2015).....
- 12.6 SAFETY DATA SHEETS – SDS (2015).....
- 12.7 RESPONSIBILITIES.....
- 12.8 WORKER TRAINING & EDUCATION.....
- 12.9 ENVIRONMENTAL PROTECTION.....

13.0 RESPIRATORY PROTECTION POLICY.....

- 13.1 PURPOSE.....
- 13.2 RESPONSIBILITIES.....
- 13.3 CLEANING, MAINTENANCE, AND STORAGE OF RESPIRATORS.....
- 13.4 EMPLOYEE TRAINING.....
- 13.5 PROPER USE OF RESPIRATORS.....
- 13.6 TYPES OF RESPIRATORS.....
- 13.8 RESPIRATOR CLASSIFICATIONS.....
- 13.9 LIMITATIONS OF RESPIRATOR USE.....
- 13.10 CARTRIDGE SELECTION.....

14.0 QUALITATIVE FIT TESTING PROCEDURES.....

15.0 OCCUPATIONAL FIRST AID POLICY

- 15.1 PURPOSE
- 15.2 REQUIREMENTS FOR PROVISION OF FIRST AID
- 15.3 REPORTING INJURIES
- 15.4 SUMMONING FIRST AID IN AN EMERGENCY
- 15.5 TRANSPORTING INJURED PERSONS
- 15.6 "INSERT COMPANY NAME HERE" FIRST AID KITS
- 15.7 "INSERT COMPANY NAME HERE" FIRST AID RECORD FORM
- 15.8 FIRST AID RECORDS
- 15.9 AUTHORITY OF FIRST AID ATTENDANT
- 15.10 RESPONSIBILITIES

16.0 WORKPLACE VIOLENCE

- 16.1 PURPOSE
- 16.2 DEFINITION
- 16.3 POLICY
- 16.4 RISKS FROM ROBBERY ASSAULT OR CONFRONTATION
- 16.5 POLICY
- 16.6 ABUSIVE AND DIFFICULT CLIENTS / VISITORS
- 16.7 ROBBERY AND ASSAULT
- 16.8 UNWELCOMED MEMBERS OF THE PUBLIC

17.0 BULLYING AND HARASSMENT POLICY

- 17.1 PURPOSE
- 17.2 DEFINITION
- 17.3 RESPONSIBILITIES
- 17.4 POLICY
- 17.5 REPORTING PROCEDURES
- 17.6 INVESTIGATION PROCEDURES
- 17.7 FOLLOW UP
- 17.8 TRAINING

18.0 WORKING ALONE OR IN ISOLATION POLICY

- 18.1 PURPOSE
- 18.2 DEFINITION
- 18.3 POLICY

19.0 PERSONAL PROTECTIVE EQUIPMENT POLICY

- 19.1 PURPOSE
- 19.2 DEFINITIONS
- 19.3 POLICY
- 19.4 SELECTION, USE AND MAINTENANCE
- 19.5 INSTRUCTION AND TRAINING
- 19.6 SUPERVISOR RESPONSIBILITIES
- 19.7 EMPLOYEE, CONTRACTOR AND/OR SUB-CONTRACTOR RESPONSIBILITIES
- 19.8 FOOT PROTECTION

19.9 EYE PROTECTION
19.10 RESPIRATORY PROTECTION
19.11 SAFETY HEADGEAR
19.12 HAND AND BODY PROTECTION
19.13 HEARING PROTECTION.....

20.0 EMERGENCY RESPONSE PLAN POLICY

20.1 PURPOSE
20.2 POLICY
20.3 EMERGENCY RESPONSE COORDINATOR (ERC).....
20.4 EMERGENCY CONTACT NUMBERS.....
20.5 POTENTIAL EMERGENCIES
20.6 MUSTER STATION (ASSEMBLY POINT).....
20.7 COMMUNICATION.....
20.8 EVACUATION PROCEDURES.....
20.9 HAZARDOUS MATERIALS SPILL PROCEDURES.....

21.0 LADDER SAFETY POLICY

21.1 PURPOSE
21.2 GENERAL PROCEDURE.....
21.3 INSTALLING AN ACCESS AND EGRESS LADDER.....
21.4 STEPLADDERS
21.5 SITE-CONSTRUCTED LADDERS.....

22.0 DISCIPLINARY ACTION POLICY

22.1 PURPOSE
22.2 RESPONSIBILITIES.....
22.3 POLICY

23.0 DRUG AND ALCOHOL USE POLICY

23.1 PURPOSE
23.2 POLICY
23.3 MEDICATIONS
23.4 PROHIBITIONS
23.5 EMPLOYEE ASSISTANCE PROGRAM.....
23.6 SOCIAL SITUATIONS

24.0 COVID-19 SAFETY POLICY

24.1 POLICY.....
24.2 CLEANING AND SANITIZING
24.3 DISINFECTION SOLUTION
24.3 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE).....

25.0 WORKING FROM HOME POLICY

25.1 PURPOSE
25.2 POLICY

26.0 SUB-CONTRACTOR HIRING POLICY

- 26.1 PURPOSE
- 26.2 CONTRACTOR SAFETY PROGRAMS
- 26.3 CONTRACTOR SITE SAFETY PLAN
- 26.4 "INSERT COMPANY NAME HERE" RESPONSIBILITIES
- 26.5 COORDINATING MULTIPLE EMPLOYER WORKPLACES
- 26.6 CONTRACTORS RESPONSIBILITIES
- 26.7 CONTRACTOR WORKERS
- 26.8 ACCIDENT/INCIDENT INVESTIGATIONS
- 26.9 CONTRACTOR SAFETY MEETINGS
- 26.10 CONTRACTOR SITE ORIENTATION
- 26.11 WORKER TRAINING AND ORIENTATION
- 26.12 GENERAL SITE SAFETY RULES

27.0 ANNUAL REVIEW POLICY

- 27.1 PURPOSE
- 27.2 POLICY
- 27.3 PURPOSE OF THE REVIEW
- 27.4 FOCUS OF THE REVIEW
- 27.5 SAFETY PROGRAM AUDIT

28.0 ERGONOMICS POLICY

- 28.1 OBJECTIVE
- 28.2 PURPOSE
- 28.3 RISK FACTORS
- 28.4 RISK CONTROL
- 28.5 IDENTIFYING PROBLEM JOBS
- 28.6 EMPLOYEE TRAINING

29.0 PREVENTATIVE MAINTENANCE POLICY

- 29.1 POLICY
- 29.2 EQUIPMENT INVENTORY
- 29.3 INSPECTION
- 29.4 MAINTENANCE RECORDS
- 29.5 PREVENTATIVE MAINTENANCE
- 28.6 DEFECTIVE TOOLS AND EQUIPMENT

30.0 BLOODBORNE PATHOGENS POLICY

- 30.1 PURPOSE
- 30.2 DEFINITIONS
- 30.3 RISKS
- 30.4 POLICY

31.0 SAFE SHARPS DISPOSAL POLICY

- 31.1 PURPOSE
- 31.2 RISKS

31.3 GENERAL REQUIREMENTS.....
31.4 SAFE WORK PROCEDURE
31.5 EMERGENCY NEEDLE STICK PROCEDURE

32.0 FIRE PREVENTION POLICY

32.1 PURPOSE
32.2 RESPONSIBILITIES.....
32.3 INSPECTIONS AND HOUSEKEEPING
32.4 EMERGENCY EXITS.....
32.5 EMERGENCY PROCEDURES
32.6 STORAGE
32.13 EMERGENCY EVACUATION PROCEDURES

33.0 THERMAL EXPOSURE POLICY

APPENDIX A: HEALTH AND SAFETY FORMS

ACCIDENT – INCIDENT INVESTIGATION FORM
FIRST AID RECORD FORM.....
NEW & YOUNG EMPLOYEE ORIENTATION FORM
SUB-CONTRACTOR SAFETY ORIENTATION FORM.....
FIT TEST RECORD FORM.....
CREW TOOL BOX TALK FORM
MONTHLY SAFETY INSPECTION CHECKLIST.....