

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)

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 LOCK OUT POLICY

23.1 PURPOSE
23.2 DEFINITIONS
23.3 POLICY.....
23.4 SUPPLY OF LOCKS
23.5 PROCEDURES: PRIOR TO CONDUCTING MAINTENANCE.....
23.6 PROCEDURES: AFTER COMPLETING MAINTENANCE
23.7 MULTIPLE PERSON LOCKOUT
23.8 GROUP LOCKOUT.....
23.9 PROCEDURES FOR WORKING ON HIGH VOLTAGE EQUIPMENT
23.10 PROCEDURES FOR WORKING ON DE-ENERGIZED HIGH VOLTAGE POWER SYSTEMS
23.11 ISOLATION AND LOCK OUT
23.12 PERSON IN CHARGE.....
23.13 SWITCHING ORDERS.....
23.14 ISOLATING DEVICES
23.15 GROUNDING AND BLOCKING.....
23.16 MULTIPLE AUTHORITIES.....

24.0 FALL PROTECTION POLICY

24.1 PURPOSE
24.2 DEFINITION
24.3 POLICY.....
24.4 GUARDRAILS.....
24.5 FALL RESTRAINT
24.6 FALL ARREST.....
24.7 SAFETY MONITOR AND CONTROL ZONE
24.8 SAFETY MONITOR SYSTEM
24.9 FALL PROTECTION PLAN.....

24.10 FALL PROTECTION WORK PLAN FORM

25.0 MOBILE EQUIPMENT POLICY

25.1 PURPOSE

25.2 DEFINITION

25.3 OPERATOR'S RESPONSIBILITY

25.4 SUPERVISOR'S RESPONSIBILITY

25.5 POLICY.....

26.0 TOOLS, MACHINERY & EQUIPMENT POLICY

26.1 PURPOSE

26.2 RESPONSIBILITIES

26.3 POLICY.....

27.0 BLOODBORNE PATHOGENS SAFETY POLICY

27.1 PURPOSE

27.2 DEFINITIONS

27.3 RISKS.....

27.4 POLICY.....

27.5 SAFETY SHARPS DISPOSAL PROCEDURES.....

28.0 ELECTRICAL SAFETY POLICY

28.1 PURPOSE

28.2 POLICY.....

28.3 ELECTRICAL PROCEDURES

29.0 JOINT SAFETY COMMITTEE POLICY

29.1 PURPOSE

29.2 ORGANIZATION OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

29.3 DUTIES

29.4 POLICY.....

30.INJURY ILLNESS PREVENTION PLAN (IIPA) POLICY.....

30.1 PURPOSE

30.2 SCOPE

30.3 RESPONSIBILITIES

30.3 STAFF COMPLIANCE

30.4 COMMUNICATION.....

30.5 HAZARD ASSESSMENT

30.6 INCIDENT INVESTIGATIONS.....

30.7 HAZARD CORRECTION.....
30.8 TRAINING AND INSTRUCTION.....
30.9 WORKPLACE SAFE PRACTICES.....
30.10 RECORD KEEPING

32.0 DRUG AND ALCOHOL USE POLICY.....

32.1 PURPOSE

32.2 POLICY.....

32.3 MEDICATIONS.....

32.4 PROHIBITIONS.....

32.5 EMPLOYEE ASSISTANCE PROGRAM

32.6 SOCIAL SITUATIONS.....

33.0 COVID-19 SAFETY POLICY

33.1 POLICY.....

33.2 CLEANING AND SANITIZING

33.3 DISINFECTION SOLUTION.....

33.4 CONTACT WITH A CONFIRMED CASE OF COVID-19

33.5 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE)

34.0 WORKING FROM HOME POLICY

34.1 PURPOSE

34.2 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 TOOLBOX TALK FORM.....

FALL PROTECTION WORK PLAN FORM

FALL PROTECTION EQUIPMENT INSPECTION CHECKLIST

AERIAL WORK PLATFORM LIFT: PRE-SHIFT INSPECTION CHECKLIST.....

FORKLIFT: PRE-SHIFT INSPECTION CHECKLIST

INCIDENT REPORT FORM.....

WORKING ALONE FORM.....

BULLYING AND HARASSMENT COMPLAINT FORM.....
EMERGENCY EVACUATION DRILL FORM
MONTHLY SAFETY INSPECTION CHECKLIST