

## TABLE OF CONTENTS SCOTLAND & WALES

|  |  |
|--|--|
| <b>1.0 HEALTH, SAFETY &amp; ENVIRONMENT POLICY</b> .....   |  |
| 1.1 POLICY.....  |  |
| 1.2 OBJECTIVES .....                                       |  |
| 1.3 RESPONSIBILITIES .....                                 |  |
| 1.4 COMMITMENT STATEMENT .....                             |  |
| <b>2.0 RIGHTS AND RESPONSIBILITIES POLICY</b> .....        |  |
| 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 .....                        |  |
| <b>3.0 HAZARD AND RISK MANAGEMENT POLICY</b> .....         |  |
| 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 .....                          |  |
| <b>4.0 WORKPLACE INSPECTIONS POLICY</b> .....              |  |
| 4.1 PURPOSE.....   |  |
| 4.2 POLICY.....  |  |
| <b>5.0 SAFE WORK PROCEDURES POLICY</b> .....               |  |
| 5.1 PURPOSE.....   |  |
| 5.2 POLICY.....  |  |
| <b>6.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY</b> ..... |  |
| 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 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.....  
24.4 CONTACT WITH A CONFIRMED CASE OF COVID-19 .....  
24.5 COVID-19 SIX STEP PROCESS (REDUCING EXPOSURE) .....  
**25.0 WORKING FROM HOME POLICY .....**  
25.1 PURPOSE .....  
25.2 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 .....