

# **Capital Cutting & Coring - Health and Safety Policy**

PLEASE READ CAREFULLY "OUR GOAL IS ZERO ACCIDENTS "

## **Objectives :**

- To provide and maintain a safe and healthy work environment.
- To increase health and safety awareness and practice amongst all employees.
- To eliminate workplace injury and to minimize lost time.
- To meet all requirements of the Occupational Health and Safety Act and any other related requirements.
- To promote commitment, development and implementation of safety programs by involving management and workers in all steps.

## **Standards :**

- In order to promote consistency in communication, education and implementation, written standards and procedures will be developed in the following areas.
- Reporting hazardous conditions
- Reporting injury or illness
- Accident investigation
- WSIB claims
- Modified return to work policy
- Operating Equipment
- Work Refusal
- Training
- Health and Safety meeting
- Emergency planning

## **Training:**

- Capital Cutting & Coring Ltd. will maintain on going training programs for management and workers
- Improve their health and safety awareness and skills
- Assist in understanding rights and responsibilities.
- Training will be through outside sources such as educational institutions, safety associations and / or other organizations

## **Communication:**

- Health and safety communication will come from ; the health and safety representative
- Letters or memo's to employees
- Direct communication through instruction
- Group talks and meetings
- Courses and seminars
- Posters / training books

## **Review:**

The entire Capital Cutting & Coring Ltd. Health and Safety Policy program will be reviewed once every year or more if change is necessary.

## **Health and Safety Program**

This manual is designed for the interest of health and safety for all employees, for a more complete understanding of the minimum requirements please refer to the Occupational Health and Safety Act. This health and safety program pertains to all personnel employed by Capital Cutting & Coring Ltd. Not only during working hours but also in helping to prevent " off the job accidents ", all employees are encouraged to take their health and safety training home with them.

## **Management and Supervisor Responsibilities**

A person will only believe in safety only to the degree of sincerity which he observes from examples by superiors. Lead by example, management will be responsible for:

1. To provide information, instruction and assistance to all staff in order to protect the health and safety of all employees.
2. To understand and enforce the Occupational Health and Safety Act as well our own program.
3. To provide all employees with an understanding of our health and safety program.
4. To provide all employees with proper well-maintained tools and equipment and any protective devices which may be required.
5. To provide ongoing health and safety training .
6. To ensure workers under their control work in a safe and proper manner.
7. To ensure that safety rules are made and communicated clearly to all.
8. To ensure safety rules are enforced
9. To ensure working conditions for employees are safe
10. To ensure that all accidents are reported and processes as required.
11. To take every precaution reasonable to protect the safety of the workers.

## **Workers Responsibilities**

1. To know, understand and comply with Capital Cutting & Coring Ltd Health and Safety Policy and the Occupational Health and Safety Act.
2. To wear the safety equipment , personal protective devices, clothing, and footwear required by Capital Cutting & Coring Ltd.
3. To notify their supervisor of any unsafe conditions or practices that may be other danger to himself or others.
4. To report all accidents or injuries to their supervisor or manger as soon as possible.
5. No worker shall remove or alter any protective device required by Capital Cutting & Coring Ltd. or the applicable regulation.
6. No worker shall operate any equipment or work in a manner that may endanger himself or others.
7. No worker shall engage in any horseplay or unruly conduct.
8. To take every precaution reasonable to protect the health and safety of himself and of others.

**CAPITAL CUTTING AND CORING, RESERVES THE RIGHT TO TERMINATE ANY EMPLOYEE FOR ANY SINGLE INFRACTION.**

## Owner / Controller

The president / owner is responsible for the overall implementation of the health and safety program. He shall organize with the assistance of supervisory personnel , safety presentations, meetings, programs, inspections and generally oversee and supervise safety for Capital Cutting & Coring Ltd. The controller is responsible for the overall implementation and maintenance of the Workplace Safety and Insurance Board files and reports. The controller will provide assistance with the overall implementation of Capital Cutting & Coring Ltd. Health and Safety Program.

## Modified Work Policy

Any employee who suffers an " on the job " injury or illness requiring health care, will contact the Controller immediately after seeking medical care or as soon as possible. Every effort will be made to return the injured employee to work as soon as possible. This work will meet the requirements set out by the medical community or WSIB. Once the disability allows the worker to return to his full or regular duties he shall do so.

## Accident Reporting Procedures

The Workplace Safety and Insurance Act requires employees to report all accidents as soon as possible to their employer after an injury has occurred. Capital Cutting & Coring Ltd. controller will be responsible for accident reports and all correspondence with WSIB will be handled by him. All injuries resulting from on the job accidents, however small, shall be reported to the immediate supervisor or manager who will report it. Any employee whose injury requires health care shall , if possible, prior to going to the hospital, obtain and fill out all related forms and return them to the controller or supervisor. If the injured worker sees a doctor , a WSIB form #7 must be filled out by the controller and sent out within three days of it being reported. The injured worker will fill out an "Employee Accident Form" and forward it to his supervisor or the controller. The controller will follow up with any injured worker at regular intervals until the employee returns to work. Every effort will be made to return the employee back to work as soon as possible. The controller must be notified immediately of any injury , by the supervisor or worker in which lost time or health claim may exist. A file of every individual WSIB claim will be maintained in the office of the controller.

## Fatal or Critical Injury

A fatal or critical injury is defined by the Act as an injury of serious nature that results in life being placed in jeopardy, unconsciousness, substantial loss of blood, fracture of arm or leg, burns to a major part of the body or loss of eye sight in an eye. These requirements specify the duty to report accidents involving critical injury to the Ministry of Labour.

**Employer :** the employer shall notify the MOL inspector and Health and Safety representative immediately of the occurrence and send a report to the MOL within 48 hours of the accident.

**Health and Safety Representative:** the health and safety representative will investigate cases where a worker is killed or critically injured at a workplace , the rep. shall inspect the site and report his findings to the MOL.

**Ministry of Labour :** specify that the MOL inspector must give permission before anything is disturbed at the scene of the accident except for the purpose of saving life.

## **First Aid**

All employees will have access to a first aid kit as required by the Workplace Safety & Insurance Act and shall participate in first aid related courses. Emergency telephone numbers shall be displayed in areas where workers frequent.

## **WHIMIS**

All employees will receive general WHIMIS training, and will be reviewed yearly.

## **Sub contractors**

It is the responsibility of any sub contractor or agent who does work Capital Cutting & Coring Ltd. to ensure that the work is carried out in a safe manner which meets or exceeds all requirements of the Occupational Health and Safety Act and that they also work within the confines of Capital Cutting & Coring Ltd. established policy and procedure.

## **Housekeeping**

Many accidents occur because of sites are kept untidy, good housekeeping must be maintained at all times. Time should be taken to ensure site clean up. Employees are to report all hazards, and all hazards should be corrected before commencing the work.

## **Disciplinary Action**

Company policies respecting health and Safety are intended to emphasize the need for safety and protection of all employees, equipment and property. Violations of these policies are viewed as serious acts and employees will be disciplined accordingly Capital Cutting & Coring Ltd. reserves the right to terminate any employee for any infraction.

## **Tools and Equipment**

Unsafe or broken tools will not be used . Unauthorized personnel or personnel without the proper training will not use equipment, operate machinery or drive company vehicles. All equipment will be used in a safe and proper manner. Regular maintenance will be done to ensure it is operating correctly. Supervisors shall be notified immediately of any broken or unsafe equipment.

## **Hazard Reporting**

Every employee has the essential ingredient needed for effective Occupational Health and Safety action and expertise. Every worker knows the intimate details of their job better than anyone, and therefore can help identify potential hazards in their workplace. Every employee shall notify their supervisor of any

hazard and they will be addressed within 24 hrs, if any employee is not satisfied with the solution he shall discuss this with the supervisor and the Health and Safety Representative.

## **Emergency Situations**

An emergency is the recognition of any situation that has the potential to effect the life, health and safety of any person, public safety, public property or the environment. Notification is the first response to an emergency and these agencies are :

- Police
- Fire
- Ambulance
- Ministry of Labour
- Ministry of Environment
- Gas
- Hydro
- Bell Canada
- City of Ottawa

In all emergencies a supervisor must be notified and he or the controller will conduct a review of the emergency response at the conclusion of the emergency. Noting any improvements that can be made on that emergency situation.

## **EMERGENCY PHONE LIST**

OTTAWA POLICE	911 OR 236 - 1222
OTTAWA FIRE	911 OR 798 - 8828
AMBULANCE	911 OR 722 - 7000
MINISTRY OF LABOUR	1 800 463 2493
MINISRTY OF ENVIRONMENT	1 800 668 5284
ENBRIDGE GAS	748 - 6729
OTTAWA HYDRO	738 - 6400
BELL CANADA	310 - 7070
CITY OF OTTAWA	580 - 2424
CAPTIAL CUTTING & CORING	737 - 5227 OR 1 800 771 - 8271

## **Basic Safety Standards**

This section describes some of the basic safety standards by which we at Capital Cutting & Coring Ltd. abide by when working. Additional rules can be found in the Occupational Health and Safety Act.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes. When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory. These include but not limited to the following; hardhats, footwear, fall arrest equipment, respiratory equipment, eye and face protection, hearing protection, hand protection and clothing. If there is any doubt as to what type of protection is needed, contact a supervisor.

### **LIFTING**

Plan before you lift, consider the following; weight, size, shape, and path of travel. Leg muscles are stronger than back muscles, lift with your legs and not your back. Bend your knees, keep your back straight and avoid twisting. Remember to protect your hands from any sharp corners or metal straps to avoid pinching between loads and objects.

### **SCAFFOLDING**

Scaffolds must be provided for workers safety where work cannot be done safely from the ground. Only a competent person may supervise in the erection, alteration and dismantling of a scaffold and must meet the specified safety requirements for scaffolds as set out in the Occupational Health and Safety Act Regulations. Prior to using a scaffold a check should be done to make sure it meets all the requirements. You shall immediately report any defects to a supervisor and have them corrected before use.

### **LADDERS**

When using a ladder the following should apply; inspect all ladders for defects prior to use and any defects should be reported to your supervisor. Do not climb or descend a ladder without free use of both hands. Verify that ladders maintain a 4:1 safe working angle. Check that all ladders are secured and extend 3ft. above the point of access. Step ladders must be fully opened with spreader arms locked. Do not work off the top two rungs of a step ladder. And any ladder exceeding 20 ft. shall be securely fastened and/or be held by one or more workers.

### **FALL PROTECTION**

Construction regulations require workers to wear a fall arrest system ( unless a safety net or travel restraint system is being used ) where there is danger of falling more than 3 meters or operating machinery, water or into a hazardous substance or object. The required fall arrest system must be securely fastened to a fixed support and it must be sufficient to prevent the worker from falling or being suspended more than 1.5 meters below the location of the fall. Further information can be obtained in the Occupational Health and Safety Act Regulations.

## **USE OF TOOLS**

The following rules apply when using tools; unsafe, frayed or defective electrical cords and extensions and unguarded machinery must not be used . Electric tools must be properly grounded. When safeguards are removed, the tool must not be used. Testing should be done before use and regular maintenance should be done to all tools to keep them in good working condition. Tools must only be used as directed from the manufacturer and any misuse will not be tolerated. All workers should receive training on equipment and tools where applicable.

## **DON'T BE AFRAID TO ASK. IT IS YOUR RIGHT TO KNOW**

## **TRAFFIC CONTROL**

Traffic control for roadways should be reviewed and followed in the Occupational Health and Safety Act before any job which requires traffic control begins. This program provides the basic requirements for traffic control and shall be used in conjunction with the health and safety act. When a worker may be endangered by vehicular traffic on a public way they shall be protected by as much of the following measures as are necessary for their protection:

- Workers directing traffic by signs
- Warning signs
- Barriers or lane control devices
- Flashing lights or flares
- Cones, safety vests and hard hats

All workers directing traffic or who are endangered by traffic shall wear a reflective vest and also carry a diamond shaped sign with reflective fluorescent colour with "stop" and "slow" in clear legible letters, maintained in a clean condition. To be used for traffic direction.

## **ELECTRICAL**

Only an authorized, competent persons or licensed electricians can work on electrical outlets or panels. All employees must receive the proper training when working with electrical equipment .

## **FLOOR OPENINGS**

It is Capital Cutting & Coring Ltd policy that all openings be guarded to prevent injury. All openings will be guarded by means of guardrails and should be properly secured against dislodgment. Where guardrails are impractical, an alternative will be to cover the opening and clearly mark the opening with fluorescent paint.

## **TRAINING**

In order to avoid injuries , training programs will be ongoing, new employees will receive orientation on how tools are used, and operated. Also, what protective equipment is required, what operating problems can occur, what pre checks should be done. Procedures on reporting problems, on how to inspect jobs,

and equipment, what the possible hazards concerning the job are, will also be part of the training process.

## **MAINTENANCE**

A planned maintenance program will include ; standard procedures for tools, regular inspections, cleaning and oiling/ greasing of tools. Checks for damaged parts, condition of guards, replacement of worn parts, adjustments, and visual checks for any damaged parts. And regular maintenance carried out by competent personnel.

## **EMPLOYEE ACCIDENT FORM**

DATE : \_\_\_\_\_  
REPORT PREPARED BY: \_\_\_\_\_

TIME OF ACCIDENT: \_\_\_\_\_  
DATE OF ACCIDENT: \_\_\_\_\_  
DATE REPORTED: \_\_\_\_\_

NAME OF INJURED PERSON: \_\_\_\_\_  
NATURE OF INJURY: \_\_\_\_\_  
SOURCE OF INJURY: \_\_\_\_\_  
TASK BEING PERFORMED: \_\_\_\_\_  
EXACT LOCATION OF ACCIDENT: \_\_\_\_\_

DESCRIPTION OF WHAT HAPPENED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAUSES OR CONDITIONS CONTRIBUTING TO THE ACCIDENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTROL MEASURES TAKEN TO PREVENT ACCIDENT FROM RE OCCURING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_