STANLEY CONSTRUCTION LTD.

HEALTH, SAFETY & ENVIRONMENTAL MANUAL

OCTOBER 2023

REV 04

2021-2022 Stanley Construction HSE Manual Revisions Log

Instructions: Replace/Reprint the HSE manual

Reprint the entire manual when new pages (polices, procedures, etc.) are added or when a page has been revised and changed the formatting.
Replace the page when the revision doesn't affect the formatting.

October 21, 2021

Item #	New/Replace	Page	Section
1.	Replace	1	Title Page
2.	Replace	2	Table of Contents
3.	Replace	5	Revision log
4.	Replace	23	FLHA Rev. 2
5.	Replace	144	PPE Policy
6.	Replace	165	Competency Form
7.	Replace	169	Work Site HSE Form Rev 2
8.	Add New & Replace	176→203	Witness Statement
See changes on page 5 within the revisions log. Including: • Removal of the work "Appendix" on tabs 14, 15, 16 • Added New Tab 17: Contractor Management Program			
December 31, 2021			
Item #	Add/Replace	Page	Section
1.			
2.	Replace	13,14,15	Health & Safety Committees / Health & Safety Representatives Updates
3.	New	160	Added competency records to be kept in the training log and on file.
4.	New	178	Criteria for holding a mock drill. The project duration needs to be 3 months or more and a minimum of 5 people.
5.	Replace		All policies (20)

2023 Stanley Construction HSE Manual Revisions Log

May 23, 2023

Item #	Replace/ Reprint	Page(s)	Section location	Reason/Explanation
1.	Reprint HSE manual	All	All policy signature/dates	All polices changed reviewed date to January 10, 2023
2.	Replace	7	HSE Policy/Responsibilities	Contractors- incident reporting to hiring client “within 5 minutes”
3.	Replace	8	New Project Start-up;	Added Procore/Sharepoint/One Drive to first line
4.	Replace	89	Revised SWP # 36 Portable Grinders	Reviewed and updated during a TB meeting
5.	Replace	140 & 141	General Rules- Reference to TAB 6 PPE for # 1 Prohibitions- added “legal” to # 1 General Rule II	Added reference location Revised with the legalization of Cannabis Revised to include the 3 OHS Rights as per OHS legislation
6.	Replace	147	PPE policy	Added lateral impact protection to 3rd line for hardhat type required
7.	Replace	148	Basic PPE19 Inspection Form	Added “expiry date” to first line
8.	Replace	165	Training	Added “on the Job training” to title
9.	Replace	177 & 178	Incident Investigation form	Added a section Property Damage costs and Causes section modified to “Act/Conditions” and “Personal Factors/System Factors”
10.	Replace	206	Contractor Prequalification Form	Revised section 6 (supporting documents to submit) & Modified last section for Stanley Use only.
11.	Replace		SJP # 2 Eye Protection	Updated by K.T during a TB meeting with the work crew.
12	Replace		SWP # 25 Portable Ladders	Updated by K.T during a TB meeting with the work crew.

Item #	Replace/ Reprint	Page(s)	Section location	Reason/Explanation
13			SWP# 36 Portable Grinders	Updated by K.T during a TB meeting with the work crew.
14	New		SWP # 43 Drill/Drive Piling	New SWP
15	New		SWP # 44 Gantry Crane	New SWP
16	Replace	Throughout	All policies	Reviewed and updated date to Nov. 2, 2023.

October 2023

No.	Replace /Reprint	Page	Item	Reason/Explanation
17	Replace	23	FLRA	Time Stamps and additional space
18	Replace	24	Hot Work Permit	Updated with checklist and involvement of other trades plus fire watch sign-off
19	Replace	47	Offer of Modified Work	Updated the form to include a general list of alternate and light duties.
20	Replace	89	SWP # 36	Updated during a Toolbox meeting
21	Replace	164	Safety Training Policy	Added Competency Assessments to 3rd bullet- Must be done in the first week after hired. *This must be done by supervisors and kept on file. Include in the training log.
22	Combined 2 forms into one.	171	On the Job training and Competency Assessment	These 2 forms are now one. Must be completed by a supervisor within the first week of being hired.
23	Replace	182	Emergency Response Template	Added motor vehicle accident to the list of potential emergencies
24	Replace	All	SJPs & SWPs	Added a “Last updated/Review” line to every SJP for future revisions and SWPs that didn’t have a revision line
25	Replace	127	SJP # 27	Scissor lift or Manlift changed to Aerial Work Platform (AWP). Added some detail to the steps.
26	Replace	133	SJP # 33	Change name to Self- Retracting Lifeline (SRL)
27	Replace	77	SWP # 23	Change from Manlift to Aerial Work Platform (AWP) Rewrote the content as

TABLE OF CONTENTS

TAB

TAB 1

HEALTH, SAFETY & ENVIRONMENTAL POLICIES

HEALTH & SAFETY POLICY

The personal health and safety of all employees, subcontractors, self-employed, visitors and external worksite parties is of primary importance. All involved in work with Stanley Construction Ltd. have the right to work in a safe and healthy environment.

We feel our employees are our greatest asset. Management will provide training and all mechanical and physical facilities required for personal health and safety (including physical, psychological, and social well-being) on the job. Safety is a condition of employment.

Our objective is a health and safety program that will reduce the numbers of injuries and illness. We will strive for continuous improvement through hazard assessment, corrective actions, inspections, communication, training, and awareness.

ROLES AND RESPONSIBILITES

We recognize that the responsibilities for health and safety are shared:

- Senior Managers/Owners:

  - Responsible for the overall Health & Safety Management System (HSMS).
  - Provide active leadership and resources to the managers and field supervision.
  - Understand and enforce all company policies and relevant OHS legislation.
  - Monitor employee HSE performance to ensure everyone is meeting the company Health & Safety standards.
  - Ensure incidents are investigated and corrective actions are implemented.
  - Ensure that the HSMS is updated and reviewed annually.
  - Promote Health & Safety and set a good example.

- Managers:

  - Responsible for leadership and maintaining the Health & Safety Management Program.
  - Take an active approach to ensure all policies/procedures are adhered to in compliance with OHS legislation.
  - Investigate all incidents and correct any substandard work practices and conditions.
  - Provide supervision with maintained tools and equipment and provide specialized PPE when required.
  - Perform monthly site inspections and follow-up with corrective actions.
  - Provide sufficient time for work crew to do their jobs properly and safely.
  - Lead by example.

- Supervisors:

  - Responsible for all safety on the job site and provide effective site supervision.
  - Understand the company safety policies and relevant OHS legislation.
  - Ensure employees are aware of the 3 OHS Rights (right to be informed, right to participate and right to refuse dangerous work).
  - Identify worksite hazards and inform employees, subcontractors & visitors.
  - Ensure all workers and contractors follow safe work practices, following policies and compliant with site safety rules.
  - Ensure employees are adequately trained and/or competent to complete their tasks.
  - Investigate incidents and correct any substandard work practices and/or conditions.
  - Conduct monthly formal inspections and daily informal inspections and identify substandard conditions and/or behaviors.
  - See that equipment is inspected and maintained as per the manufacturer's specifications.
  - Hold weekly toolbox meetings and promote two-way communication.
  - Promote Health & Safety awareness and lead by example.

❖ Workers

- Adhere to the company HSE policies/procedures and Safe Work Practices at all times.
- Wear the appropriate PPE at all times.
- Protect the health and safety of other workers present.
- Understand the 3 OHS Rights
- Identify hazards and controls prior to starting work. Inquire if something is not understood. Actively participate in the HSMS by engaging in safety meetings, worksite inspections and investigation when required.
- Maintain valid First Aid and WHMIS certification and participate in other formal or informal training as required.
- Inspect tools and equipment prior to starting work.
- Comply with all rules and regulations and understand that safety is a condition of employment.
- Report all substandard work practices, conditions, incidents and near misses.

❖ Contractors:

- Comply with OHS legislation meet or exceed our safety program and follow all safety rules and recommendations.
- Maintain a HSMS. In the event that Stanley Construction has a higher standard, the contractor will follow Stanley's policies, procedures and safe work practices.
- Maintain Workers Compensation coverage with each invoice received.
- Take responsibility for the Health & Safety of their work crews on site. Ensure crews have adequate supervision.
- Ensure all tools and equipment are in good working order and maintained as per the manufacturer's specifications.
- Conduct pre-use inspections completed on all equipment.
- Communicate via daily or weekly contractor meetings.
- Carryout regular safety inspections of their work areas and correct any substandard conditions or behaviors.
- Complete the *Contractor Pre-Qualification Questionnaire* and submit all required documents.
- Report all incidents involving subcontractors to the hiring client within 5 minutes and participate in the incident investigations when required.

❖ Visitors and Public

- Sign-in upon arrival to the worksite and sign-out when departing.
- Receive a site-specific orientation and understand hazards identified and use the controls implemented.
- Adhere to the site safety rules.
- Wear the appropriate site-specific PPE required.
- Adhere to the company policies, safe work practices/procedures and applicable OHS legislation.
- Report any incidents, near misses, unsafe acts or conditions to site supervision.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Reviewed; November 2, 2023

NEW PROJECT START-UP DUTIES / EQUIPMENT

Create Site Safety Start-Up Documents (Post on site and complete within Procore labelled Safety and applicable OneDrive Sharepoint Folder):

- Hazard Assessment Formal Pre-Job w/Critical Tasks
- Fire and Emergency Response Plan w/Map to nearest hospital
- Complete City of Edmonton Construction Site Fire Safety Plan Template and submit (only if required, varies by jurisdiction and location)
- Create Site Plan showing: Muster Point, Site Fencing, Site Access Points, Site Office Locations, Laydown Locations
- Create Work Site Safety Plan
- Ensure Site has all required safety documents:
    - Current Alberta OH & S Manual
    - Post Stanley Safety Policy
    - Post Stanley Rules
    - Post Hazard Assessment Formal
    - Post Fire and Emergency Response Plan
    - Post Map to Hospital
    - Post Emergency First Aiders
    - Post Emergency Contact List
    - Post Names and Contact Information of Stanley Joint Work Health & Safety Committee (JWHSC) members

SAFETY SUPPLIES LIST

(* indicates mandatory for sites)

Health & Safety Supplies	Detail (if required)	Date:
*Alberta 3 # First Aid Kit		
Blankets		
Splints		
Extra Box Bandages		
*Hard Hats (side protection)		
*Safety Vests		
*Ear Plugs		
Earmuffs		
*Dust Masks		
Rubber Gloves		
Leather Gloves		
*Safety Glasses		
Full Body Harness		
Lanyards		
Respirators & Cartridges		
Face Shields		
*Caution Tape		
Danger Tape		
*WHMIS Poster & MSDS Binder		
*Eye Wash Station & Eye Wash Refill		
Stop/Slow Paddle		
*Air Horn		
*Fires Extinguishers		
*OHS Handi-Guide		
*Stanley HSE Manual		
*Orientation Stickers		
*Safety Forms		
Other		

Project	**Superintendent**	**Date**

STANLEY ENVIRONMENTAL POLICY

Stanley acknowledges that its activities can have a significant impact on the environment; therefore, we are committed to minimizing these actions in the communities within which we work. It is a requirement of Stanley to ensure that any threats of pollution from its activities are identified and either prevented, eliminated, effectively controlled, or minimized and re-mediated in instances where an incident does occur.

Management will provide appropriate training and orientations required for the protection and awareness of requirements to protect the environment. Protecting the environment is a condition of employment.

Stanley will strive for continuous improvement through daily assessments, corrective actions as required, inspections, communication, training and awareness. Further to this and on a site-by-site basis, Stanley will review and address specific site environmental concerns and requirements and ensure they are complied with.

We recognize that the responsibilities for protecting our environment are shared:

- Managers are responsible for leadership, ensuring environmental requirements are met, and to ensure all programs are adhered to in compliance with environmental legislation & regulations. Customer requirements and investigate all incidents and correct any substandard work practices and conditions.
- Supervisors are responsible for meeting environmental standards on the job site. They are to ensure all workers are following safe environmental practices and rules. Correct any substandard work practices and/or conditions. Report any substandard work practices and/or conditions and set a good example.
- Workers are obligated to protect the environment and comply with all rules and regulations. Report all substandard work practices, conditions, incidents and near misses.
- Subcontractors and visitors are to comply with environmental regulations, meet or exceed our environmental program requirements and follow all environmental rules and recommendations. Other important notes:
    - Stanley also confirms the existence of an Environmental Manual. If this is found to not be true and/or is not an adequate manual, Stanley will remove the subcontractor from the “preferred vendor list” until the situation is rectified.
    - Upon request of any client, Stanley will report all incidents involving subcontractors to the hiring client and participate in the subcontractor's incident investigations.
    - Post-job performance reviews are conducted for all subcontractors.

Signed: 

Date: December 14, 2019

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Rev. November 2, 2023

STANLEY FIT FOR DUTY POLICY

It is the responsibility of each of our people, in accordance with their duty of care obligations, to ensure they are fit for work. Fitness for work is being safe for work.

“Fitness for Work” requires an individual to be in a physical, mental, and emotional state, enabling the individual to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is the responsibility of the individual to manage personal factors which impact on their ability to perform work, unimpaired and to the full extent of their capability.

An individual’s fitness for work is monitored and assessed by the:

- Individual,
- supervisor, and
- health professional (where required)

This is achieved through confirmed observation and through recognized and approved assessment tools, such as fatigue assessment and/or alcohol and other drugs testing (please refer to the Stanley Guideline on Drugs and Alcohol for further detail).

Confirmed observation is achieved by the formal leader discussing the at-risk behaviours demonstrated by an individual, managing any immediate risk, then followed by confirmation via an appropriately trained health professional using industry accepted testing methodology.

Stanley commits to:

- providing a healthy and safe workplace which supports the health and wellbeing of our people;
- using a range of strategies and tools to monitor our people’s fitness for work, manage continuous improvement and operate in accordance with relevant legislation and codes of practice;
- promote and encourage our people to participate in the Stanley Work/Life Balance program to support healthy lifestyle choices, and
- ensure that all of our people are aware of, and comply with, this policy.
- ensure that fatigue management is an important factor for all employees – including subscribing to the National Construction Safety Organization’s (NCSO) standard for hours worked and consecutive days worked.

In the event any employee requires assistance with health matters which impact on their fitness for work, the services of our Employee Assistance Program (EAP) will be provided.

Where impairment factors are within the control of the employee, inclusive of physical, mental and emotional capacity; and the employee is rendered unfit for work, the matter will be managed in accordance with our Alcohol and Other Drugs procedure (where relevant) and/or Fair and Just Principles

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: December 14, 2019

Rev. November 2, 2023

JOINT WORK SITE HEALTH AND SAFETY COMMITTEES (HSC) / HEALTH & SAFETY REPRESENTATIVES (HSR)–POLICY, PROCEDURE, RULES, TERMS OF REFERENCE

Stanley Construction Ltd. commits to:

- Establishing an **overall HSC/HSR** for the company as per the current OHS legislation and;
  1) For any work site where Stanley Construction Ltd. is the Prime Contractor, that regularly employs 20 or more workers with multiple employers, Stanley Construction Ltd. will establish a system to ensure employer/worker cooperation and designate a person to ensure cooperation occurs.
  This person will not be the site superintendent or foreman and is subject to approval by Stanley.

Stanley commits to following Rules of Procedure as outlined in Part 2 of the Occupational Health and Safety Act, sections 13-16 and Part 13 of the Occupational Health & Safety Code-Joint Work Site Health and Safety Committee, Sections 196 to 201 (Called Joint Work Site Health and Safety Committees).

Purpose of JWSHSC (HSC)

The purpose of the Joint Work Site Health and Safety Committee is to identify and resolve safety concerns as well as promote health and safety at the work sites. The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

Duties and Functions of JWSHSC (HSC)

The duties and functions of the committee are identified below.

a) Receive and consider concerns regarding health and safety.
b) Respond to and find solutions for worker concerns.
c) Participate in hazard assessments.
d) Assist in the development of corrective actions if asked.
e) Monitor and follow up on corrective actions.
f) Promote overall health and safety at the work site.
g) Cooperate with OHS officers if required.
h) Establish and promote worker training and education programs.
i) Make recommendations regarding health and safety to the employer.
j) Review the employer's work site inspection records.
k) Maintain records of matters related to the duties of the committee.
l) Other duties as may be specified the OHS Act, Regulations, and Code

Duties and Functions of Health & Safety Representative (HSR)

The health and safety representative shall, in cooperation with a representative of the employer, perform the same duties, with any necessary modifications set out required as they are one person versus a group.

Employers Duties

The employer must ensure as far as reasonably practicable, that health and safety concerns are dealt with in a timely manner. Employers will ensure that the HCS/ complies with their HSC/HSR legislated requirements. In addition to ensuring employees have access to OHS legislation, employers will ensure that health and safety information related to work site hazards and controls, safe work practices and procedures are readily available to workers.

Records

The committee will keep accurate records of all activities conducted by and all items addressed by the committee. Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.

Meetings

The committee shall meet in accordance with requirements are listed below.

a) Meet within 10 days of being established.
b) Meet at least quarterly.
c) Meet if requested by a co-chair.

d)

e) Meet if requested by an OHS officer.

Meetings shall be held during normal working hours. A quorum is required to hold a meeting.

Agenda and Meeting Minutes

Meeting agendas and minutes will adhere to the guidelines below.

a) Meeting agendas and minutes will follow the approved templates.
b) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
c) The co-chairs must ensure that meeting minutes are recorded.
d) The co-chairs must ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.
e) The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

Composition

The committee's composition will vary but should provide representation from management, site supervisors, and workers. There is no minimum or maximum number of committee members at this stage.

Co-Chairs

Two co-chairs will be selected by the members of the committee.

a) The worker representative shall select one co-chair.
b) The employer representatives shall select one co-chair.

The co-chairs have specific requirements under the AB OHS Act; Co-Chair responsibilities are listed below.

a) Alternate in serving as chair at committee meetings.
b) Participate in all decisions of the committee.
c) Prepare the agendas for the committee meetings.
d) Ensure that meeting minutes are recorded.
e) Ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.
f) Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

Either co-chair may call a special meeting.

Quorum

The composition of the quorum shall follow the requirements below.

a) Consist of one-half of the members
b) Both worker and employer members must be present
c) At least one half of members present are workers.

A quorum is required to conduct a meeting or make valid recommendations and decisions.

Terms of Office

The duration of a members' term on the JWSHSC are specified below:

a) Normally not less than one year.
b) May be longer than one year until a successor is selected or appointed.
c) Determined as per the union's agreement if applicable.
d) If there are multiple unions, determined via an agreement amongst all the unions.

Replacing a Member

If a member must step down during the member's term of office, the following procedure will be followed to replace the member.

a) The member will advise the committee of their intent to step down.
b) The committee will pass the motion to replace the member, if necessary
c) The committee will inform the employer if the member is an employer member, or the committee will proceed with an appropriate election process to elect a new worker member.
d) If the member stepping down is a co-chair, the committee must proceed with a co-chair selection once the new member joins the committee.

Recommendations to the employer
Recommendations to the employer will follow the requirements stated below.

a) Written using the approved template or formal email.
b) Directly related to health and safety
c) Reasonably capable of being done.
d) Clear and complete (ensure the employer will not need more information to make a decision)

Resolution of disagreements

With the Employer
As per the OHS Act, when a matter cannot be resolved after written reasons are given by the employer, the employer, the JWSHSC, or a member of the JWSHSC may refer the concern to an OHS officer.

Amongst the JWSHSC
When the committee is unable to reach an agreement regarding a health and safety matter the committee will contact OHS or a 3rd party consultant.

Coordination with other JWSHSCs
If there are other JWSHSC established by the same employer or prime contractor, if there is one, the committee will coordinate accordingly. Coordination includes such items below.

a) Appointing individuals (JWSHSC coordinators) to share information amongst the established JWSHSCs.

Example:

JWSHSC	Coordinator
JWSHSC Main	
JWSHSC Site #1	
JWSHSC Site #2	

b) Communication of relevant safety information such as inspection reports, incident reports, corrective action recommendations, and other recommendations made to the employer.
c) Meeting locations, dates, and times will be shared to allow for coordinators to attend the other committees' meetings.

Training
All HSC/HSR members will attend training. The training must cover; 1) Roles and Responsibilities of co-chairs and members on HSC/HSR. 2) Obligations of work site parties. 3. Rights of Workers. Stanley will see that all HSC members and/or the HSR have received training either internally or externally.

Disclosure of Information
The committee or its individual members, must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

Amendments
These rules of procedure may be amended by vote of the committee members.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: December 14, 2019

Rev. November 2, 2023

Workplace Violence and Harassment Policies and Prevention Plans

Stanley is committed to providing a healthy, violence and harassment- free work environment. All employees and contractors deserve a workplace in which all individuals respect one another and work together to achieve common goals. Stanley has established a zero-tolerance policy in an effort to eliminate workplace violence and harassment (including sexual harassment and domestic violence) of or by its employees, subcontractors, clients and public.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. This includes conduct, comment, bullying, or action based on race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and a sexual solicitation or advance.

Workplace Violence is defined as threats or the presumption of physical harm or mental torment towards any individual. Any violent contact whatsoever will be met with serious repercussions, which may include immediate termination and/or involvement of the local authorities.

In support of this policy, Stanley has established workplace violence and harassment prevention procedures. They include measures to protect workers from the hazard of violence and harassment and a process for employees to summon immediate assistance, report incidents or raise concerns. Stanley will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner. Stanley will ensure this policy and the supporting procedures are implemented, maintained, and reviewed with employees at time of hire and corporate review of policy, procedure and form at least every three years.

The circumstances related to an incident of harassment will not be disclosed, or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No worker can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This policy does not discourage a worker from exercising the worker's right under any other law (Canadian and provincial).

PURPOSE

The goal of this procedure is to ensure the prompt, effective, and correct handling of workplace violence and harassment as required to the respective legislation where the work is being done. Stanley is dedicated to ensuring a safe workplace and this procedure is designed to ensure the prompt resolution of these situations.

SCOPE AND APPLICATION

This procedure applies to all Stanley employees, visitors and contractors. This procedure also applies to all worksites, employer/client provided camps and lodgings, employer/client provided transportation, regardless of location or time of day, employees and contractors are expected to maintain a high degree of respect and cooperation to other employees and the public at large.

ROLES AND RESPONSIBILITES

<u>Employer</u>

Provide fiscal and human resources for the development, implementation, maintenance and monitoring of the prevention of workplace violence and harassment procedures.

• Comply with the applicable provincial legislation to ensure violence and harassment complaints and incidents are investigated with corrective actions implemented when necessary.

• The Project Manager has the authority to develop and oversee the program.

The Project Manager in conjunction with senior management team will review and approve the policy and procedure in consultation with the Joint Health and Safety Committees (where applicable) and stakeholders annually and implement quality improvements as required.

• Maintain records of all workplace violence and harassment incidents.

• When required or requested, advise and support employees in seeking treatment by a health professional.

Supervisors

• Supervisors will take every reasonable precaution under the circumstances for the health and safety of workers and others working in the organization.

• Supervisors must ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site

• Supervisors must intervene if a situation arises from a difference of opinion, work method or any other situation that can lead to violence or harassment in the workplace.

• Depending on the degree of tension, a verbal discussion or documented warning shall be the first resolution step taken, followed by management involvement and/or discipline or dismissal.

• Ensure that workers follow the procedure and that workers have the information needed to apply the reporting procedure.

• Receive the violence or harassment complaint and be open and responsive to the worker's concern and help the worker identify the specific problem, recognizing that it is in the best interest of all workplace parties to resolve the situation internally. This may include stop work at that worksite until the investigation is completed.

• Ensure the procedure is followed up correctly and where required corrective actions are identified, implemented and followed-up.

• Ensure that the worker is not reprised e.g., no action, comment or process is initiated that may be considered by the employee as a threat, intimidation, or coercion.

• Record time and details of the violence or harassment complaint and investigation using the Prevention of Violence and Harassment Form.

• Complete documents clearly and precisely and report the findings to next level manager.

• Actively involve the Senior Manager, Superintendent, Project Manager and when applicable, the HS Rep in all workplace violence and harassment incidents.

Employees

• Intervene and refrain from causing or participating in harassment or violence.

• Follow the prevention of workplace violence and harassment procedure.

• Understand the right to have a representative to assist you.

• Willingly participate in the workplace violence and harassment investigations.

DEFINITIONS

Workplace Harassment is an occupational health and safety hazard defined as:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g., name calling, harassing phone calls, spreading rumors);
- deliberate misgendering (i.e., referring to a person using terms or pronouns that do not align with the person's affirmed gender);
-

- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g., fist shaking, yelling);
- exclusion or isolation of individuals;

- intimidation (i.e., standing too close or making inappropriate gestures/comments);
- cyber bullying (e.g., posting or sending offensive or intimidating messages through social media or email);
- deliberately setting the individual up to fail (e.g., making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause;
- displaying or circulating offensive pictures or materials in print or electronic form.

Workplace Violence is an occupational health and safety hazard defined as:

- physical attack or aggression (e.g., hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);
- threatening behavior (e.g., shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- 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;
- verbal or written threats (e.g., verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; (A spouse or former spouse, current or former intimate partner or a family member may harm, or attempt or threaten to physically harm, that worker at work. In this example, domestic violence is considered workplace violence.)
- sexual suggestive actions, comments or violence.

PREVENTION/CONTROL PLAN FOR WORKPLACE VIOLENCE

Everyone in the workplace must be committed to, and involved in creating, a workplace violence prevention program: management, supervisors, workers, and the Joint Health and Safety Committee (when applicable).

Employees are encouraged to participate in workplace violence assessments, personal surveys and to identify areas of perceived risk or concern associated with work assignments, to their supervisor or manager.

Domestic violence in the workplace:

a) When there is a risk of domestic violence entering the workplace and employees are encouraged to recognize the signs.

b) If there are concerns that any individual is at risk in your workplace it is your responsibility to inform your supervisor or manager. The company is then responsible to take appropriate actions to mitigate the threat.

Company employees are required to comply with all safety precautions that are made available to them.

Prevention measures may include; Communication devices to facilitate emergency calls - A workplace may include a land-line telephone, portable cell phone or other mobile device. Employees must be familiar with the communications system available and ensure that they know the number to call for emergency assistance. If an employee perceives an imminent threat of violence, they are required to contact 911 immediately.

Door locks – where an employee is working after hours alone in a Stanley work location, all exits should be locked and access restricted.

Sexual Violence in the workplace:

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work-related setting.

Sexual violence exists on a continuum from obscene name-calling to sexual assault and/or homicide. It includes online forms of sexual violence such as internet threats and harassment and sexual exploitation.

PREVENTION/CONTROL PLAN FOR WORKPLACE HARASSMENT

Everyone in the workplace must be committed to, and involved in creating, a workplace harassment prevention program: management, supervisors, workers, and the Joint Health and Safety Committee (when applicable).

Employees will be trained in the definitions of workplace harassment, how to recognize the signs of danger, what to do about it and how to report the incident.

If a person is being harassed or it a witness to harassment at the workplace, they must report it to a supervisor immediately and an investigation will be initiated.

REPORTING PROCEDURES

When incident of violence or harassment occurs, the person subjected to an act of violence should immediately report the incident, so a formal investigation can be initiated.

Steps Prior to Formal Reporting:

- The victim should make his or her feelings known verbally to the alleged offender, directly or with the assistance of a third party clearly asking the offender to stop their actions.
- If the victim feels that their safety would be in danger to approach the alleged offender in the above manner, they should do this through their supervisor, management, or safety advisor.
- It is very important that the alleged offender immediately be made aware that their conduct is offensive to the victim.

CONFIDENTIALITY

Stanley will respect the privacy of all concerned as much as possible and will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

It is the responsibility of any individual who becomes aware of an incident of violence not to disclose details of the incident to any third party without prior consultation with the victim.

All incidents of violence will be investigated in an objective and timely manner.

CONDUCTING AN INVESTIGATION

Incidents involving emergency and/or criminal activity will be referred to the local authorities for investigation.

Incidents that do not involve an emergency situation and/or criminal activity will be handled by the responsible Supervisor.

As the investigation could result in disciplinary action, the investigator must proceed in a manner that demonstrates objectivity, fairness, thoroughness, and respect for confidentiality. The events of any reported incident must be supported by appropriate and accurate documentation, and all details are maintained in strict confidence.

When interviewing the involved parties and witnesses, it is important to speak calmly, speak clearly and non-judgmentally. Approach the interview in a sensitive, supportive manner. The goal of the interviews is to develop a true and accurate account of the incident. Use the incident statement.

a) Obtain the date(s)/time(s) of the violent incident.

b) Find answers to the questions: who, what, when and where. Find out what specifically happened in this and other incidents

c) Determine the background of the situation, including the relationship between the parties before the incident

d) Obtain the names of anyone else who:

- Saw or heard the incident
- The person has talked with about the incident
- The person believes has also had encounters with alleged offender
- Find out what the person did in response to the violent encounter
- Find out whether the person has documented the incident, or any other violent encounters that the person has had with the alleged offender

e) Reassure the person that the Company is actively responding to the incident and that any retaliation from either party will not be tolerated.

f) When speaking with the alleged victim, communicate that the company must approach the alleged offender to discuss the incident objectively

g) When speaking with the alleged offender, keep in mind that the person is innocent until the investigation is complete and the allegations are proven true.

TRAINING AND RECORDS

The Supervisor must communicate this policy and procedure to employees upon orientation.

Managers and supervisors will communicate the any revisions to this procedure to their workers at staff meetings.

Records of these communications will be kept on file under the direction of the Project Manager and/or Senior Manager.

Signed:  Date: December 14, 2020

Paul Gantar, P.Eng. - President
Stanley Construction Ltd. Rev. November 2, 2023

TAB 2

HAZARD ASSESSMENTS

HAZARD ASSESSMENT POLICY

Hazard Assessment recognition and control is one of the single most important components of our safety program. This is a critical step because the remainder of the safety program deals primarily with controlling and preventing these hazards.

A thorough examination of the job site is conducted by the employees that are completing the actual work, for the purpose of identifying what actual and potential hazards exist.

The Pre-Job Formal Hazard Assessment must be completed by the Project Manager in consultation with the site superintendent or foreman. This Formal Hazard Assessment must be reviewed and revisited if operations change/work processes change, when site reviews (via inspections or investigations) find new or unknown hazards not identified previously, when new products (or equipment or materials) are introduced or work-related process or equipment is modified. If the project lasts more than a year, the initial hazard assessment must be reviewed annually.

The Field level Hazard Assessment (FLHA) must be completed first thing each morning and prior to commencing any new work and be done with the participation of all employees involved/affected by the work to be completed, prior to setting up on the job site and at regular intervals or repeated (or added onto the existing) as construction operations change during the day. The hazard assessment is to be formally documented (see attached form on next page). The Field Level Hazard Assessment also apply to: Temporary/Quick response Work Sites, sites that are not owned by Stanley, or if a new activity has been temporarily introduce at the work site.

It is important to note that:
- while all affected employees and/or subcontractors should participate in the hazard identification process and ensure that it occurs prior to work commencing, the site superintendent is responsible for ensuring and enforcing compliance to this policy – this includes review of hazard assessments for quality and accuracy and for discipline of employees that do not complete the appropriate forms.
- all employees are provided with training on hazard identification and risk assessment as part of their orientation and ongoing as required.
- workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

All sub trades are responsible for conducting hazard assessments and submitting a copy to the site superintendent.

Identifying and controlling potential Fire Safety hazards is of significant importance to our company. Before any operations commence that utilize flames or sparks a Hot Work Permit (see attached) is required to be submitted before the work proceeds. A separate Fire Safety Hazard Assessment should also be completed as necessary and if multiple potential fire causing operations will occur.

** The safety information in this policy does not take precedence over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

Stanley CONSTRUCTION

FIELD LEVEL RISK ASSESSMENT

Date:	Time:	Project:	Muster Point:

POTENTIAL HAZARDS								HAZARD CONTROLS			
☐	**EYE HAZARDS**	☐	Overexertion	☐	**ENVIRONMENT:**	☐	**FIRE / BURNS:**	☐	**PPE:**	☐	**GENERAL/ADMIN:**
☐	Particulates/Dust	☐	Repetitive move	☐	Cold stress	☐	Explosions	☐	Safety glasses	☐	SWPs for the task
☐	Arc flash	☐	Hit by (object)	☐	Heat Stress	☐	Flammables	☐	Hardhat	☐	ERP
☐	Sun reflection	☐	Slip/Trip	☐	Inadequate light	☐	Electric contact	☐	Steel toe boots	☐	SDS
☐	Wind	☐	**UNDERGROUND:**	☐	Spills	☐	Chemicals	☐	Earplugs/ Muffs	☐	First Aid kits
☐	**EAR HAZARDS**	☐	Excavation	☐	Water	☐	Live utilities Above/below	☐	Hi- vis Vest	☐	Fire Extinguisher
☐	Heavy equipment	☐	Slopes/Trench	☐	Weather (storm)	☐		☐	Gloves	☐	Signage
☐	Jack hammering	☐	Access/Egress	☐	**EQUIPMENT:**	☐	Hot work	☐	Respirator	☐	Lockouts
☐	Power tools	☐	Confined space	☐	Line of fire	☐	**HOUSEKEEPING**	☐	**GUARDS:**	☐	Fall Pro Plan
☐	Air tools	☐	Restricted space	☐	Vehicles	☐	Cords/Cables	☐	Guardrails	☐	Confined Space
☐	**BODY HAZARDS**	☐	**AT HEIGHTS:**	☐	Heavy Equip.	☐	Tools	☐	Overhead protect	☐	Hot work permit
☐	Cuts/sharp edges	☐	Falling	☐	Heaters	☐	Materials	☐	Tool guards	☐	Incident reporting
☐	Pinch points	☐	Falling tools	☐	Fuel storage	☐	Debris	☐	Machine guards	☐	HSE manual
☐	Awkward Position	☐	Falling materials	☐	Pre-use Inspect.	☐	Dust	☐	Utility	☐	OHS guide book

Task(s)	Hazard(s)	Frequency 1-2-3	Probability 1-2-3	Severity 1-5-10	Degree of risk= Total	Controls (Engineering, Administration, PPE) (Guards, Training, Protective Equipment)
General hazards- All sites	-slips and trips (housekeeping) -access routes cluttered -other workers	3	3	5	11	-keep tools, materials, extension cords orderly and access routes clear of obstacles. -communication and work planning with others.

Degree of Risk:	Frequency of task:	Probability:	Severity:
1-5 Low Risk	1 = Rare (<3 times a year)	1 = Not likely (1/1000)	1 = Low (Minor first aid)
6-10 Medium Risk	2 = Occasional (once per month)	2 = Possible (1/100)	5 = Medium (Potential medical aid)
11-16 High Risk	3 = Often (> 15 times per year)	3 = Highly likely (1/10)	10 = High (Sever injury / Lost time)

Workers names (print and sign, include review time after breaks/lunch when a new task begins or site conditions change or new equipment is on site)

Print name	Signature	Time	Print name	Signature	Time

Supervisor signature:

HOT WORK PERMIT			
Date:		Project Name:	
Supervisor:		Project Number:	
Trade name:			
Hot Work Location:			
Purpose of Hot Work:			
Time Issued:	AM / PM	Valid Until:	AM / PM

Type of Hot Work	
☐ Brazing	☐ Cutting
☐ Grinding	☐ Soldering
☐ Welding	☐ Torch

Hazard Controls
☐ FLRA completed (attach)
☐ Fire extinguisher available (within 25 ft.)
☐ Fire watch documented every hour while hot work is taking place inside occupied building
☐ Fire suppression system in service
☐ All systems potentially affected have been isolated
☐ Flammable liquids & combustible materials removed (min 40 ft. from work area)
☐ Floors swept and structures clean from dust and debris
☐ Spark or flame producing equipment inspected and in good condition
☐ Gas cylinders secured in upright position and protected
☐ Floors and wall openings within 40 ft of work area covered and protected
☐ Having building occupants been notified and protected from hot work
☐ Appropriate notifications (as required by clients, other trades, etc.)

Fire Watch		
Name:	Cell #:	Initials: (below)
☐ Area monitored for 60 minutes following Hot Work. Time:		
☐ Area checked 2 hours after completion of Hot Work. Time:		
☐ Area checked 4 hours after completion of Hot Work. Time:		

Review		
☐ The following personnel have been involved, participated in, reviewed and understand and agree to comply with this Hot Work Permit and have been trained in Hot work and fire suppression equipment.		
Print Name	Contact Number	Initials
☐ Plans/Drawings attached ☐ Training certs attached		
This permit is to be posted in the work area until it's complete, communicated to all other affected workers and kept on file for 2 years.		

FIRE SAFETY HAZARD ASSESSMENT

Project:	Date:

Company Name:		Date of Assessment:	
Room No./Location:			
Type of Work planned:			
Assessment Team – Names, Positions:			

1.	**Is the work area clear of flammable materials?**						Yes		No
	If No, indicate date or time that area will be cleared:								
2.	**Are the floor / walls / ceiling of a combustible material?**						Yes		No
	If Yes, indicate how they will be protected:								
3.	**Are Fire Extinguishers present?**						Yes		No
	If No, indicate when they will be available:								
4.	**Is any work to be performed on existing sprinkler system?**						Yes		No
	If Yes, indicate date of shut down			and duration					
5.	**Is any work to be performed on existing fire alarm system?**						Yes		No
	If Yes, specify: Heat detector		Smoke detector		Pull Station		All		
6.	**Are any water shutdowns required within the Project?**						Yes		No
	If Yes, specify anticipated duration of shut down.								
7.	**Will these shutdowns affect any hose cabinet stations or sprinkler systems?**						Yes		No
	If Yes, specify location:								
8.	**Are any electrical shutdowns required that will affect the fire alarm signals, pull stations, fire exit**								
	Signs or lighting to fire exit locations?	Yes		No					
	If Yes, specify:								
9.	**Have the locations of all wiring relating to fire alarm equipment within the Project been identified?**								
	Yes		No						
10.	**Does the Job involve demolition?**						Yes		No
11.	**Is any welding, open flame, grinding work or hot work required?**						Yes		No
	If Yes, see Fire Safety Plan and Hot Work Permit requirements.								

Completed by:		Date:	

CONFINED/RESTRICTED SPACE ENTRY PERMIT

Project:	Location;	Date:

Description of Confined Space:_____

Purpose of Entry: _____

Scheduled am/pm Scheduled am/pm

Start: _____ Finish:_____

Day Date Time Day Date Time

Confined Space Monitor: _____

Print Name Signature

Workers (Entrants) Print and Signature: (Use an extra sheet of paper for additional names if needed)

_____ _____

_____ _____

Pre-Entry Authorization (Check items below which are applicable to your confined space entry permit)

( ) Oxygen- Deficient Atmosphere
( ) Oxygen-Enriched Atmosphere
( ) Welding/Cutting
( ) Engulfment
( ) Toxic Atmosphere
( )Entrapment
( ) Energized Electric Equipment
( ) Flammable Atmosphere
( ) Hazardous Chemical

Safety Precautions:

( ) Self Contained Breathing Apparatus
( ) Air-Line Respirators
( ) Flame Resistant Clothing
( ) Ventilation
( ) Barricades
( ) Life Lines
( ) Respirators
( ) Lockout/Ta out
( ) Fire Extinguisher
( ) Ladders
( ) Signs Posted
( ) Clearance Secured
( ) Lighting
( ) Ground Fault Interrupter
( ) Sign-In Sheet

Environmental Conditions:

Tests to be Taken:

Oxygen 19.5- 23% _____ % Retesting Interval:_____Check-off Sheet used:_____

Lower Explosive Limit (<than 10 %) _____)___ Toxic Atmosphere (< than 50 %)_____

Instruments Used _____ Other:_____

Remarks on the overall condition of the confined space:

:_____

_____

PPE Required:

( ) Hardhat ( ) Steel Toes ( )Reflective Vest ( ) Safety Glasses ( ) Gloves ( ) Hearing Protection

( ) Respirator ( ) Dust mask ( ) Fall Protection ( )Communication system used:_____

Entry Authorization- All actions and/or conditions for safe entry have been performed.

Person in charge of entry :_____(please print)

Entry Cancellation- Entry has been completed and all entrants have left the space.

Person in charge of entry :_____(please print)

CONFINED/RESTRICTED SPACE SIGN-IN/OUT SHEET

Project:	Location	Date:

Date:	Name (Print)	Time in	Time out

CONFINED/RESTRICTED SPACE RESCUE PLAN

Project:	Location:	Date:

Location:		
Onsite Rescue Personnel:	**Position:**	**Cell #'s**
1.		
2.		
3.		
4.		

Check all that are applicable. If no attendant required (RESTRICTED SPACE) write NA in the space beside attendant.

Method of Communication: To/from the superintendent and rescue team personnel for help (911)

If Attendant is required ____(for Confined Space)to Supervisor: ____Cell phone ____ Radio ____Air horn ____Visual Hand Signal ____ Other_____

Check all that are applicable.

Method of Rescue:

____911 Rescue ____Tripod (body harness) ____Man Lift Basket ____Ladders ____

Check all that are applicable.

Rescue Equipment:

____First Aid Kit ____Blankets ____Body Harness ____ Fire Extinguisher ____Air Horn ____Radio

____ Cell Phone ____Rope ____Tripod Hoist ____Other _____

Check off all that are required.

PPE Requirements: ____Safety Glasses ____Safety Vests _____Steel Toe Boots ____Hearing Protection ____ Gloves ____Face Shield ____Multi Gas Air Monitor _____Other_____

Description of the Space:

_____

Description of the Tasks:

HAZARDS:	**CONTROLS:**
_____	
_____	
_____	
_____	

Rescue Procedure: **Superintendent to call 911, provide First Aid and call the Office immediately. DO NOT MOVE THE INJURED**

1.

2.

3.

Supervisor Name: **Signature:**

Pre-Job Formal Hazard Assessment and Control Measures

Project Number and Name:
Brief Description of the project:
Assessment performed by:

Applicable Scopes of Work/ Work Activities	Boiler making		Equipment Maintenance		Ironwork/Steel Erection		Module Installation	
	Carpentry		Equipment Operation		Masonry		Roofing	
	Concrete Finishing		Flooring		Millwright		Sheet Metal Working	
	Construction Labor		Glazing		Painting		Specialty	
	Drywalling		Inspecting		Plumbing and Pipefitting		Surveying	
	Electrical/ Instrumentation		Insulating		Rigging		Welding	
	Demolition		Scaffold Erection/Dismantle		Pile Driving		Other/Freight Elevator	

Section A. Identify Existing and Anticipated Job Hazards by placing an X in the box to the right of the identified hazard

Potential Hazards				**Local Area Risks and Jobsite Conditions**			
A. Working at heights 3 m or greater		V. Hazardous Materials		1. Existing client operations		19. Remote location	
B. Noise > 85 dBa		V1. Lead		2. Public interference		19A. Distant medical facilities	
C. Inadequate lighting		V2. Asbestos		3. Crime		19B. Long ambulance response	
D. Controlled Products		V3. Mould		3A. Threat of attack/injury		19C. Fire truck response	
E. Biological (virus, bacterial, waste)		V4. Silica		3B. High theft rate		20. Impeded response	
F. Chemical (toxic, corrosive)		V5. Carbon Monoxide		3C. Trespassing/mischief		20A. Due to rail way	
G. Mechanical equipment		V6. Hexavalent Chromium		4. Homeless population		20B. Due to draw bridge	
H. Compressed air		V7. PCBs		5. Area vehicular traffic		20C. Due to road conditions	
I. Engulfment (water, chemicals, other)		V8. Paint Fumes		6. Animal infestation		21. Excessive muddy surfaces	
J. Struck by/contact with/caught in		W. Working over water		7. Difficult access to project		22. Poor indoor air quality	
K. Manual lifting over 50 pounds		X. Working overhead		8. Inadequate storage space		23. Previously disturbed soil	
L. Congested work areas		Y. Excavation/trenching		9. Nearby structural instability		24. Overhead power lines	
M. Repetitive motion, strains, sprains		Z. Grinder use		10. Underground storage tanks		25. Underground	
N. Electrical		AA. Awkward work positions		11. Nearby plant emergency risk		26. Contaminated soil	
O. Confined/Restricted spaces		BB. Working alone		12. Archeological impact		27. Contaminated water	
P. Critical lifts		CC. Welding arc		13. Flooding		28. No telephone service	
Q. Open holes		DD. Laydown space insufficient		14. Worker parking remote		29. Unusual hours e.g. multiple shifts	
R. Structural collapse		EE. Fuel storage tanks		15. Work near railroad tracks		30. Other/ Housekeeping	
S. Heavy equipment		FF. Propane/natural gas tanks		16. FAA or NAV Canada airspace rules		31. Elevator	
T. Stored energy		GG. Temperature extremes		17. Human/equipment interface		32. Scaffold Work Platform	
U. Fire/explosion		HH. Site Security		18. No potable water supply		33. Swing Stage	

Pre-Job Formal Hazard Assessment and Control Measures

Project Number and Name:	

Basic PPE for all worksites: Hard hats, CSA approved Work Boots and High Visibility Vests/Stripes. (Safety Glasses/Face Shield when required)
Specialized PPE: Fall Protection Equipment, Respirators, Tyvek Coveralls, Fire Rated Clothing
Acronyms: SWP= Safe Work Practice, ERP= Emergency Response Plan, FPP= Fall Protection Plan, FLHA= Field Level Hazard Assessment & NDT=Non-Destructive Testing.

Critical Tasks List for the Project- (Senior Managers, Project Managers, Superintendents, Foreman/person, Carpenters, Apprentices, Labourers and Equipment Operators) See pages 14 & 15.

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Refer to the Safe Work Practice/Procedure for Site-Specific Training when required.

Stanley determines that the list of Critical Tasks could be considered any Task that is a HIGH-RISK item as identified in the Pre-Job Formal Hazard Assessment.

Severity:	Likelihood:	Risk:
How serious could the consequences be? 5 – It could kill you or cause a permanent disability, today or over time. 4 – It could send you or someone to the hospital / lost time. 3 - It could cause an injury requiring Medical Aid / lost time 2 – It would be painful. 1 – It could make you a little bit uncomfortable.	How likely is it going to happen? 5 – It is highly likely (1/5 chance) 4 – It could happen (1/10 Chance) 3 – It might happen (1/30 Chance) 2 – It might rarely happen (1/100 Chance) 1 – It is unlikely (1/1000 Chance)	Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk 12 – 25: HIGH RISK 5 – 10: MEDIUM RISK 1 – 4: LOW RISK
Severity x Likelihood = Risk		

Pre-Job Formal Hazard Assessment and Control Measures

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
1.	A & X	**Working at Heights & Working Overhead (Elinination, Engineering, Administrative, PPE)** Elminate the fall hazard if possible. Guardrails to be installed wherever possible. If not possible workers are to be trained in fall protection (certificates available on site). All workers must tie off at 3 meters or above with an engineered or structural anchor point & fall protection system for the task. A documented pre-use inspection must be completed prior to utilizing the fall protection equipment. A fall protection plan (including rescue plan) is required & to be reviewed by workers' donning harnesses for the task. Elevated Work Platforms (EWP) must have a pre-use inspection and workers are to wear a travel restrain system and be trained in fall protection when inside the work platform. EWP's must be used on firm level surfaces to prevent tipping. Keep the work platform clear of debris and remove any tools and materials not in use. No use of ladders, boxes or scaffolds inside of AWP's to gain extra height. Do not overload unit with materials or people (check specs). Annual NDT must be up-to-date. Communicate with other trades in the work area if needed so that everyone is aware of the task that is going to be performed.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
2.	B.	**Noise (PPE, Administrative)** All workers exposed to noise that exceeds 85 dBa or greater must wear hearing protection. Adhere to noise bylaws within the work site vicinity.	5	5	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
3.	C.	**Lighting (Engineering)** Stanley Construction is responsible for Access/Egress and Common areas. Contractors/Self-Employed Persons are responsible for task lighting.	3	5	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
4.	D.	**Controlled Products (Substitution, Administrative, PPE)** All controlled products that will be used on site must come to site with a Safety Data Sheet (SDS). A copy of this must be given to Stanley Construction for the MSDS binder. WHMIS labels must be located on all products on site at a minimum product name, safe handling procedures & reference to SDS. Where possible use an alternative product with less hazardous characteristics. Spill kits are required for any equipment that is on site with the potential of spills.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
5.	E.	**Biological- Virus, Bacterial, Waste (Engineering, Administrative, PPE)** Policy developed for construction sites. Workers educated on Covid-19 spread prevention. Bulletins distributed, hand sanitizer supplied and face masks required when within 2 meters of another person indoors. Ongoing sanitizing of common areas.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
6.	F.	**Chemical (toxic or corrosive) (Engineering, Administrative, PPE)** Current SDS on site and available to workers and WHMIS labels. Spills kits, environmental plan. TDG procedures. Fuel kept in double containment. PPE in use as per the SDS.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
7.	G.	**Mechanical Equipment (Engineering, Administrative, PPE)** Manufacturers specifications/engineering available. Maintenance kept as required by manufacturer. All equipment used for hoisting are to have an annual NDT on load bearing components. Pre-use inspections completed as per policy. Monitor indoor air quality if running equipment indoors. Lock-out/tag-out when removing guards, performing work on the equipment or when removing from service.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
8.	H.	**Compressed Air (Engineering, Administrative, PPE)** Inspect the compressor and hoses prior to use. Pins and whip checks must be in place. Direct air flow away from others. Hearing and Eye protection required. If working in a congested work area, control the area with ribbon or barricades and install signage to warn others of the operation.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
9.	I.	**Engulfment- water, chemicals (Engineering, Administrative, PPE)** Procedures and rescue plans must be in place if working over or adjacent to a body of water. If working in an enclosed area in or around chemicals a confined space rescue plan must be developed and implemented. Specialized PPE as per the rescue plans.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
10.	J & 2,5	**Struck by/contact with/caught in (Engineering, Administrative, PPE)** High visibility vests/stripes are to be worn when working around moving equipment/vehicles. Avoid wearing loose garmets when operating machines with rotating/moving parts. Communication and eye contact with operators. Use established walk-ways. Basic PPE. Deliveries and other traffic into the worksite must be controlled by flaggers in high traffic areas to mitigate public interference. Be courteous and respectful to the public at all times.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
11.	K	**Manual Lifting (Substitution, Engineering, Administrative, PPE)** Use a machine/device when possible. Two people to lift objects over 50lbs. Lift with legs and avoid twisting when lifting. Ensure solid footing. Keep the load close to your body. Wear gloves. Identify pinch points. Communication during a team lift (ie. count or "ready set")	4	2	8	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
12.	L	**Congested Work Areas (Elimination, Administrative, PPE)** Communicate with other workers/contractors in the area. Control the work zone when possible to avoid interference. Avoid working over/under another person. Coordinate work to mitigate congested areas.	3	3	9	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
13.	M & AA	**Repetitive Motion & Awkward Positioning (Eliminate, Administrative)** Implement a task rotation for repetitive work. Take micro breaks to rest and stretch.	3	4	12	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
14.	N	**Electrical (Elimination, Engineering, Administrative, PPE)** Inspect all power tools prior to use. When changing blades, disks, etc., disconnect the power. Only qualified person to work on electrical equipment/panels. Keep electrical panels kept closed and inspected monthly. Electrical rooms are to have signage and kept secure once live. Follow lock-out/tag-out procedures. Protect power cords by elevating or covering with a curb type apparatus to protect against pinches.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
15.	O	**Confined/Restricted Space (Elimination, Engineering, Administrative, PPE)** Complete and assessment to determine if the area is a Confined Space or a Restricted Space. Install fans to create air flow and exhaust system where possible. Assess for what type of potential exposure. Develop a Confined Space Work Plan that includes a rescue procedure. Only trained workers are to enter the confined space and/or be the confined space monitor. Air monitoring of the space either constantly or at set intervals. Follow the Confined Space SWP. Specialty PPE required as per the confined space procedure.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
16.	P	**Hoisting & Critical Lifts (Elimination, Engineering, Administrative, PPE)** Complete calculations of material weight verses crane load capacity. All lifting devices (cranes, hoists, etc.) are to have a valid annual NDT in place. Crane operators must have by certified. Tags lines are to be used to control the load. Wind conditions must be assessed prior to the lift and monitored during the operation. The lift zone must be controlled to prevent others from entering the area. Signalers must be identifiable and competent. All riggers must have training. Lift components (Chains,	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
		Cables, Shackles, Pins, Baskets, Lift points) must be CSA approved, have a load capacity label and inspected prior to the lift. Any lifting device that isn't commercially manufactured must be certified by a P.Eng. A log book and inspection checklist must be kept with the crane and be up-to date. Cranes must be equipped with a warning system. *Critical lifts- with 2 cranes or over 80% must have a Lift Plan that is reviewed and signed off by the operator and person in control of the worksite.					
17.	Q	**Open Holes (Elimination, Engineering, Administration)** All open holes are to be covered, secured and marked with a warning sign indicating the hazard. Hole covers must be designed to support potential weight loads. If a hole cover is removed for any reason, it must be replaced immediately. Openings above work areas where an object could fall through must be covered to protect workers below and/or the area controlled with barricades and signage installed.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
18.	R	**Structural Collapse (Engineering, Administration)** Assess all roof areas and suspended slabs for weight load limit when loading materials into the area. All structural steel, roof/wall structures must have wind bracing installed and follow specified sequence in the erection plan. During the build the area should be barricaded to prevent others from entering.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
19.	S, Y, 17, 23, 24, 25	**Heavy Equipment & Excavating/Trenching, Previously Disturbed soil, Overhead Power, Underground (Substitution, Engineering, Administration, PPE)** All equipment must be inspected prior to use. Any required repairs must be brought to the attention of the supervisor. All equipment must have a back-up alarm, fire extinguishers and a spill kit in the area. Eye contact with operators and persmission obtained from the operator to pass either in front or behind the equipment. Operators must be competent to	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
		operate the equipment. (Competency Assessment Form). Seatbelts are to be used when operating equipment. All underground and overhead utilities must be identified prior to starting work. Soil Classification required and stabilization (cut backs, shoring or trench box). Excavations require barricades and spoil piles are to be a minimum of 1 meter away from the edge of the excavation. Egress/Access to the excavation. The excavation is to be kept free of water accumulation.					
20.	T	**Stored Energy (Engineering, Administrative)** Material storage in open areas must be secured against potential wind gusts. Do not stack materials higher than 4 feet and use the appropriate dunnage. Controlled products are to be stored on lower shelves/racks. Identify pinch point on the daily FLHA and keep hands clear when using hand and power tools. Good communication when working with a partner.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
21.	U	**Fire / Explosion (Engineering, Administrative, PPE)** Hot Work Permits and fire watch when performing hot work (any time sparks are produced). Assess the works area for potential sources of ignition and remove combustibles before starting work. Use fire blankets and/or screens for cutting and welding operations. FRC may be required depending on the work type and hazard assessment. Fire extinguishers must be within 35 feet of the hot work zone. Inspect all equipment and tools prior to starting work. All compressed gas/fuels must be stored as per the SDS. Temporary heaters must be set up by a competent worker and inspected at set intervals.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
22.	V	**Hazardous Materials (Engineering, Substitution, Administrative, PPE)** 1. **Asbestos:** Qualified and trained workers to work on or in abatement work areas. A code of practice must be developed followed (as per Part 4 of the OHS code) to prevent the uncontrolled release of asbestos and protect all at the work site. Codes of practice includes (but not limited to): hoarding, signage, emergency procedures /equipment, labelling of waste containers, decontamination, protective clothing, third party inspection, worker exposure protocols (as per section 40 of OHS code).	5	1	5	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
		2. **Lead:** Qualified and trained workers to work on or in abatement work areas. A code of practice must be developed followed (as per Part 4 of the OHS code) to prevent the uncontrolled release of asbestos and protect all at the work site. Codes of practice includes (but not limited to): hoarding, signage, emergency procedures /equipment, labelling of waste containers, decontamination, protective clothing, third party inspection, worker exposure protocols (as per section 40 of OHS code).	5	1	5	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
		3. **Mould:** If mould spores are discovered at the work site, it must be reported to the superintendent immediately. An assessment and correction of the condition(s) responsible for the mould and abatement will take place. A code of practice is to be developed and followed for the removal of mould as per Part 4 of the OHS code.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
		4. **Silica:** Any worker exposed to silica dust will use a respirator. All who use respirators must be fit tested and follow the SWP for respirator use.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
		5. **Carbon Monoxide:** If it's necessary to operate equipment in a partially enclosed space, fans must be utilized to push-pull the air. Scrubbers must be installed of equipment when capable. Gas monitoring must be completed in restricted or confined spaces.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
	CC	6. **Hexavalent Chromium:** Lung cancer risk with exposure over time. Produced by welding fumes (hexavalent chromium and nickel.) Open air and half-mask respirator required. (fit tested) **Welding Operations (Engineering, Administrative, PPE)** Hot work permits must be completed daily and kept in Hot work locations. Fire watch, fire extinguishers, smoke eaters, fire blankets and screens must be in place. Warning systems (Danger/Caution tape with hazard tag that includes hazard, supervisor name and number) in place and a spotter for overhead welding when workers below are potentially at risk.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
		7. **PCBs (Polychlorinated biphenyl): (Administrative, PPE)** Present in certain types of old electrical equipment. Protective clothing and decontamination required.	5	1	5	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
		8. **Paint Fumes (Administrative, PPE)** Paint Fumes (Low VOC) in locations where the painters are spray painting the walls. Signage is used in all areas that other trades are completing tasks and are exposed to the paint over spray. Workers are advised to use the N95 mask to protect themselves from the paint fumes.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
23.	Z	**Grinder Use (Engineering, Administrative, PPE)** Grinders in use by various trades on site. All workers must use the appropriate PPE (Face Shield, Safety Glasses) and be trained for Grinder use. Guards and handles in place. Hot work permit to be used if sparks are being produced when working indoors or as per the client's policy. A copy of each form is to be kept at the Grinder use (Hot work) location.	4	3	12	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
24.	BB	**Working Alone (Administrative)** The Stanley working alone procedure will be implemented with a call-in schedule established as per the SWP.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
25.	CC & U	**Welding & Fire /Explosion (Administrative, PPE)** Hot Work Permits are required for any welding, grinding or other hot work. A 20lb fire extinguisher is required in the task location for any hot work. The fire extinguisher needs to be inspected monthly. Hot Work Permits must be available at the work location.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
26.	DD & 8	**Insufficient Laydown Area (Administrative)** On time delivery schedule developed when there is insufficient laydown/storage area and implemented.	3	3	9	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
27.	EE & FF	**Propane/Natural Gas & Fuel Storage Tanks (Administrative, Engineering)** Propane tanks & fuel storage tanks must be protected from being struck by equipment/traffic and must be kept in designated storage location away from buildings and potential hot work.	5	2	10	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
28.	GG	**Temperature Extremes (Administrative, PPE)** Temperatures in November and into winter colder temperatures may require temporary heat for the building installed and operational. Workers are to dress for the weather (in layers) Winter Falls Slips & Trips Prevention to be reviewed at toolbox meetings.	4	3	12	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Item #	Hazard/ Risk/ Condition	Controls	Severity	Likelihood	Risk	Company/ Person Responsible	Applicable Scope/ Task for the Project? (Yes/No)
29.	HH	**Site Security (Administrative)** Site security is the responsibility of all trades on site. Make sure that all materials, tools & equipment are secure before leaving the site at the end of the day. Lock all job boxes when not in use. Stanley is not responsible for any missing property of a trade contractor on site.	3	3	9	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
30.	1, 2, 17	**Existing client operations: (Administrative, Engineering)** When there are existing client taking place while completing exterior work on the building, communication must take place prior to work starting. Site fencing will be installed to delineate the worksite. If working overhead work, protection will be installed with danger signage and tape required in access/egress areas. Flaggers will be utilized when equipment/vehicles are traveling through client or public areas.	4	3	12	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
31.	30	**Housekeeping (Administrative)** Work areas will be kept clean and tidy to prevent trip hazards and other damage. Travel routes will be established as per the ERP.	4	4	16	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	
32.	32	**Scaffold Work (Engineering, Administrative)** Scaffold must be erected as per the manufacturer's specification and/or engineered drawings. Scaffold inspections are to occur every 21 calendar days and signed off on the tag. Platforms are to be kept free of debris. Access/egress to scaffolds over 2 levels must have an interior ladder. Guard rails must be installed on platforms over 3 meters.	5	3	15	Stanley Construction Superintendent & Employees/Contractors/Self-Employed Persons	

Pre-Job Formal Hazard Assessment and Control Measures

Completed by:	Name:	Signature:	Date:
Superintendent:			
Project Manager:			
Foreman/person:			

Worker Review:

Name (Print)	Signature	Date

See next pages for Critial Tasks and Positions List

Pre-Job Formal Hazard Assessment and Control Measures

CRITICAL TASKS (are highlighted) and POSITION LIST

Critical Task & Task List with Positions	Senior Manager	Project Manager	Administrator	Superintendent	Foreman/person	Carpenter	Apprentice Carpenter	Senior Construction Worker	Construction Worker	Equip Oper (cross trained worker)
Administration & Office Safety	√	√	√	√	√					
Back filling										√
Cell Phone Usage	√	√	√	√	√	√	√	√	√	√
Cleaning with Solvents					√	√	√	√	√	√
Concrete Foundations					√	√	√	√	√	
Confined Space Entry					√	√	√	√	√	√
Control of Traffic Flow on Work Sites-Flagging							√	√	√	
Defective Tools/Equipment Tagout				√	√	√	√	√	√	√
Driving	√	√	√	√	√	√	√	√	√	√
Driving Winter	√	√	√	√	√	√	√	√	√	√
Excavating & Trenching				√	√	√	√	√	√	√
Excavating to Expose Existing Lines				√	√	√	√	√	√	√
Fall Protection-working at heights				√	√	√	√	√	√	√
Hazard Control Signage		√	√	√	√	√	√	√	√	√
Manual Lifting & Carrying	√	√	√	√	√	√	√	√	√	√
Mechanical Vibration Tools					√	√	√	√	√	√
Working Adjacent to Public/Client	√	√	√	√	√	√	√	√	√	√
Operation of Air Tools					√	√	√	√	√	√
Operation of Aerial Work Platforms				√	√	√	√	√	√	√
Planned Lifts & Suspended Loads		√		√	√	√	√	√	√	√
Use of Portable Ladders (Step and Extension)	√	√	√	√	√	√	√	√	√	√
Power Tools				√	√	√	√	√	√	√
Hand Tools				√	√	√	√	√	√	√
Rebar Protection					√	√	√	√	√	√
Refuelling Equipment/Work Vehicles	√	√	√	√	√	√	√	√	√	√
Restricted Work Areas		√		√	√	√	√	√	√	
Scaffolding- Erection & Dismantle					√	√	√	√	√	
Thawing Frozen Ground				√	√	√	√	√	√	

Pre-Job Formal Hazard Assessment and Control Measures

Critical Task & Task List with Positions	Senior Manager	Project Manager	Administrator	Superintendent	Foreman/person	Carpenter	Apprentice Carpenter	Senior Construction	Construction Worker	Equip Oper (cross trained worker)
Use of Chain Saws					√	√	√	√	√	√
Use of Circular Saws					√	√	√	√	√	√
Use of Fire Extinguishers	√	√	√	√	√	√	√	√	√	√
Use of Grinders					√	√	√	√	√	√
Compressed Air				√	√	√	√	√	√	√
Tiger Torches				√	√	√	√	√	√	√
Working on Hills & Slopes		√		√	√	√	√	√	√	√
Gas Powered Cut-off Saw					√	√	√	√	√	√
Generators				√	√	√	√	√	√	√
Use of Respiratory Protection	√	√	√	√	√	√	√	√	√	√
Hammer Drill					√	√	√	√	√	√
Concrete Vibrator				√	√	√	√	√	√	√
Lock-outs					√	√	√	√	√	√
Jumping Jack					√	√	√	√	√	√
Compactor					√	√	√	√	√	√
Concrete Placing and Finishing				√	√	√	√	√	√	√
Skid Steer				√	√	√	√	√	√	√
Back Hoe										√
Impulse Nailer				√	√	√	√	√	√	√
Rebar Installation					√	√	√	√	√	√
Material Handling				√	√	√	√	√	√	√
Miter Saws				√	√	√	√	√	√	√
Table Saws				√	√	√	√	√	√	√
Reciprocating Saws				√	√	√	√	√	√	√
Air Gun				√	√	√	√	√	√	√
Concrete Floor Grinder				√	√	√	√	√	√	√
Propane and Natural Gas Heaters				√	√	√	√	√	√	√
Formwork				√	√	√	√	√	√	√
Housekeeping				√	√	√	√	√	√	√

This critical task and position list is a living document and is subject to change. Blank lines are to add additional tasks as required by the project.

TAB 3

INJURY MANAGEMENT POLICY

INJURY MANAGEMENT POLICY

Stanley Construction Ltd. is committed to the protection from accidental loss of all its resources, including employees and physical assets.

In fulfilling this commitment, to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
Management will strive to eliminate any foreseeable hazards, which may result in accidents, personal injury/illness or property damage. When injury does occur, management will make every reasonable effort to assist ill and injured employees in returning to the workplace including a modified work program.

All employees will be equally responsible for minimizing accidents within our facilities.
Safe work practices and procedures for all critical tasks will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, and employees.

All management functions will comply with the company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly and in accordance with established procedures and safe work practices.

I trust all of you will join me in a personal commitment to make safety a way of life.

The safety information in the policy does not take precedence over OHS legislation.
All employees should be familiar with this legislation.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

MODIFIED WORK PROGRAM POLICY

It is the policy of Stanley Construction Ltd. to provide temporary modified work (light duties) for employees who are unable to perform their duties as a result of a work-related injury.

The purpose for this policy is to provide employees with the opportunity to remain in the workforce with appropriate modified work until pre-injury employment can be restored.

Modified work will accommodate the worker with suitable light duties which will be compatible with physical restrictions or limitations resulting from the injury. WCB states that an early return to work program aids in faster recovery. Work assignments will be discussed with the employee on an individual basis and created to avoid endangering their recovery and to promote the gradual restoration to the pre-accident level of employment. The duration for modified work will be determined by their Physician's medical report. Once modified duties have been established between the employee and their supervisor, a Modified Work Offer will be written and signed by both employer and employee including:

- Duties required to perform
- Hours of work (part time or full time depending on the opinion of the physician)
- Duration of modified work
- Rate of pay

Employees must report any changes in their condition, see a medical practitioner and provide an update of their disability status to the employer. Communication is important between the employee and employer, ensuring a clear understanding of our modified work program and a successful return to pre-accident job tasks.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

OFFER OF MODIFIED WORK

Employee name:	Date:

In keeping to our policy to consider alternate employment (light duty) for any employee unable to perform their regular work due to injury, we are offering the following modified work placement as part of the return-to-work process.

The modified work position will include, but not be limited to the general list of duties alternate/light duties in the list below.

General List of Alternate/Light Duties	
• Attend Training • Facilitate Training • Perform Office Inspection • Perform Shop Inspection • Perform Work site Inspection • Equipment Inspection/Service • Pre-Job Planning • Inventory (PPE/materials) • Shop painting • Perform quality control • Dusting/degreasing equipment • Drive forklift • Inspect fire extinguishers & first aid kits	• Housekeeping -sweeping -washing vehicles/equipment/tools -general clean-up • Organization of tool/materials/supplies • Driving/Deliveries/Errands • Shipping prep • Administration -photocopying -filing -HSE manual updates/development -maintenance records log -update SDS log • Assembly

The hours of work will be from: _____ to _____, _____.

The duration of the modified work placement will be from: _____ to _____

During the modified work placement your supervisor will be:_____

Your rate of pay will be:_____

It is expected that you will perform some the duties outlined above. _____ will monitor your progress and meet with you weekly to adjust your duties and/or length of placement as required based on your ability and relevant fitness information. If you have any difficulties performing the modified work, please notify your supervisor immediately.

Offer accepted □

Offer rejected □

Employee signature:	Date:
Employer signature:	Date:

Important:

For WCB cases provide:

WCB Contact info: Tel 780-498-3999 Fax 780-427-5863

TAB 4

SAFE WORK PRACTICES

and

JOB PROCEDURES

Safe Work Practices Index

#25 Portable Ladders

#26 Power and Handle Tool Use

#27 Rebar Protection

#28 Refueling Equipment

#29 Restricted Work Areas

#30 Sandblasting

#31 Scaffolding

#32 Thawing of Frozen Ground

#33 Use of Chainsaws

#34 Use of Hand-Held Power Circular Saws

#35 Use of Portable Fire Extinguishers

#36 Use of Portable Grinders

#37 Use of Compressed Air

#38 Use of Tiger Torches

#39 Working in Hills and on Slopes

#40 Gas Powered Cut-Off Saws

#41 Generators

#42 Utility Knife Use

#43 Drill/Drive Piling

#44 Gantry Crane

SAFE WORK PRACTICE #1

TITLE	Backfilling
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated in backfilling operations
APPLICATION	As per job requirement
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. No backfilling shall commence until all workers are clear of working areas. 2. The operators of any vehicles being used in backfilling operations shall keep their swampers in sight at all times. 3. Operators/Swampers to be conversant in hand signals. 4. PPE (including high visibility vests). 5. Ensure only one designated worker to do hand signaling to avoid any confusion. 6. Ensure area being backfilled is barricaded until depth of excavation is no longer deep enough to be a falling hazard. 7. Ensure all cutbacks and shoring methods are stable prior to entering and excavation.

SAFE WORK PRACTICE #2

TITLE	Care And Handling of Propane Cylinders
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with the care and handling of propane cylinders
APPLICATION	No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.
PROTECTIVE MECHANISMS	Safe work procedure TDG (Transportation of Dangerous Goods) Legislation WHMIS PPE Permit system ERP (Emergency Response Plan)
SELECTION AND USE	TDG Manufacturer's specifications As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training TDG compliant
WORKER RESPONSIBILITY	1. Ensure WHMIS and TDG labels are attached and visible. 2. Cylinders are transported and secured in an upright position in a ventilated area. 3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles, tool vans. 4. Regulator to be installed on cylinder prior to use. 5. When checking for leaks use a soapy water solution. 6. When not in use, cylinder to be secured in upright position, valve closed, and regulator removed. 7. Cylinders should not be used if shoulder label/stamp is not legible. 8. When not in use, a plug or cap must be used to seal the opening of valve. 9. Ensure cylinders in storage or transit must be equipped with valve cap or collar and regulator removed. 10. Cylinder not to be painted over in any fashion. 11. Always wear gloves when handling cylinders. 12. Keep all tanks and bottles away from open flames and heat sources. 13. Absolutely no smoking around cylinders. 14. Ensure the bottle is not over 10 years old. 15. Tie bottle down when transporting.

SAFE WORK PRACTICE #3

TITLE	Cell Phone Usage
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	1. Make driving your first priority. 2. Whenever possible, let your Voice Mail take your incoming calls. 3. Do not engage in stressful or emotional conversations. 4. Utilize a hands-free device if necessary. 5. Ensure you know your wireless phone and its features such as speed dial and redial. 6. Avoid taking notes or looking up phone numbers while driving. 7. Ensure cellular phones are turned off when refueling. 8. Personal cell phone usage (including but not limited to texting or calls) is only authorized at coffee and lunch breaks (unless for pre-authorized calls or emergencies). 9. Absolutely no texting, taking calls or listening to music while driving any motorized vehicle) or working on a Stanley job site.

SAFE WORK PRACTICE #4

TITLE	Cleaning solvents and other hazardous materials
LAST UPDATE/REVIEW	December 14, 2019
GENERAL	Protecting workers from injuries associated with the use of cleaning Solvents and other hazardous materials
APPLICATION	Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning. Other hazardous materials are defined as anything that is defined as such by WHMIS.
PROTECTIVE MECHANISMS	WHMIS MSDS in place & current PPE Respiratory protection {if required} ERP (Emergency Response Plan) Please note: instructions for course registration are located on the Stanley intranet, in the Forms section in the file named "Safety Courses Registration Instruction"
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to ensure that SDS sheets on all materials are available on job sites.
WORKER RESPONSIBILITY	1. Ensure that you have recently completed WHMIS training as per the training instruction provided. 2. Ensure all WHMIS requirements are met. Please note that that MSDS information is readily available to employees at site offices or through your superintendent/foreman. 3. Check toxic hazards of all solvents/hazardous materials before use. (M.S.D.S.) 4. When breathing hazards exists, use the appropriated respiratory protection. 5. Use non-flammable solvents for general cleaning. 6. Store flammables and solvents/hazardous materials in special storage areas. 7. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables. 8. Do not use solvents/hazardous materials in areas where food may be contaminated. 9. Always use rubber gloves when working or cleaning with solvents or other hazardous materials, protecting skin from coming in contact with chemical. 10. Make sure area is well ventilated, when using and or storing solvents/hazardous materials. 11. Ensure no smoking signs are placed, where solvents are stored. 12. If switching solvents/hazardous materials from its original container, the new container must be appropriately labelled. WHMIS or workplace labels are applied to the containers of transferred/ decanted hazardous products.

	13. All solvents/hazardous materials must be located in the designated area. If no designated area has been established, please contact the site superintendent or foreman. 14. Supplier labels must be affixed to the original containers of controlled products

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SAFE WORK PRACTICE #5

TITLE	Concrete Foundations
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with concrete work
APPLICATION	Concrete foundations are structural members and will be completed as per approved specifications.
PROTECTIVE MECHANISMS	Safe work procedure Ground disturbance review MSDS Permit system PPE (Safety glasses must be worn when pumping, vibrating or pouring) ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Ensure Rebar Protection is in place (end caps). 3. Ensure excavation is of proper design. 4. Ensure you are conversant with concrete pour. 5. Ensure you are in operator's sight. 6. Ensure equipment is in good working order. 7. Flag person must back in all trucks. 8. At all times, avoid being in pump line of fire.

SAFE WORK PRACTICE #6

TITLE	Confined Space Entry
LAST UPDATE/REVIEW	Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with working in confined spaces
APPLICATION	The primary function is something other than human occupancy: and – has restricted entry and exit; and may contain potential or known hazards.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE (including CO2 returns) Site specific entry program ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site-specific entry
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures
WORKER RESPONSIBILITY	1. Worker must be competent and trained in confined space entry to identify the work procedures required to enter the confined space. 2. Ensure that there is reasonable means of egress from all parts of the confined space. 3. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. 5. Worker must be trained in H2S Alive or equivalent. 6. Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. 7. Continuous monitoring may be required of the vessel or confined space atmosphere to detect changing conditions. 8. Workers must be conversant with Rescue Procedures. 9. A monitor must be present at entry at all times when someone is in the vessel. 10. Proper lighting must be in place.

SAFE WORK PRACTICE #7

TITLE	Control Of Traffic Flow on Work Sites
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with traffic congestion on work sites
APPLICATION	Traffic at work sites must be regulated in such a manner to protect the safety and well being of all personnel and equipment.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Signs and barricades ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to identify potential hazards
WORKER RESPONSIBILITY	1. Ensure you have a valid operator's license. 2. Erect signs and barricades to direct traffic safely around worksite. 3. Restrict on-site traffic. 4. Obtain authorization to enter restricted work areas, leases or plant sites. 5. Vehicles should park pointed towards the exit with the doors closed, unlocked and the keys in the ignition. 6. Prior to operation, the operator must perform a walk around check of the vehicle. 7. Operate vehicles in a safe, courteous manner. 8. Someone must be flagging when a vehicle is backing up. Company vehicles must have a backup alarm. If not, please notify the site superintendent or foreman immediately. 9. Before approaching any motorized vehicle, please ensure eye contact is made with the operator.

SAFE WORK PRACTICE #8

TITLE	Defective Tools and Equipment
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with defective tools and equipment
APPLICATION	As per job requirement
PROTECTIVE MECHANISMS	Never use defective tools or equipment Double check and determine if the tool or equipment is defective Put a tag on defective tools and equipment (“tag out” rule) Make sure lock out tag is visible to users Send defective tools to a manufacturer for repair
SELECTION AND USE	As per safe job procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible for making sure that defective tools and equipment have a lock out tag and are not being used.
WORKER RESPONSIBILITY	1. Double check all tools prior to use including cords for cuts. 2. Never use defective tools or equipment 3. Put a lock out tag on tool or equipment 4. Send the tool to a manufacturer for repair. 5. Make sure cords have grounds.

SAFE WORK PRACTICE #9

TITLE	Driving
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with driving operations.
APPLICATION	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Company Rules Manufacturers Recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturers Recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	1. Ensure you have a valid operator's licence. 2. Be conversant with traffic laws and regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has an emergency road kit. 6. Ensure you are not under influence of alcohol or drugs. 7. Avoid driving when fatigued. 8. Ensure seatbelts are worn at all times when travelling. 9. Be familiar with vehicle and its capabilities. 10. Avoid offering rides to strangers or hitchhikers. 11. Perform a "walk around" prior to travelling. 12. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving. 13. Refer to SWP for "Cell Phone Use in Vehicles". 14. Ensure loads are compliant with D.O.T. regulations. 15. Ensure a flag person is in lace when backing up a vehicle. 16. Ensure a vehicle is equipped with a backup alarm and if there is not one, please contact the superintendent or foreman.

SAFE WORK PRACTICE #10

TITLE	Driving (Winter)
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023, by L. Clark
GENERAL	Protecting workers from injuries associated with winter driving
APPLICATION	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Company Rules Manufacturers Recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturers Recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	1. Ensure you have a valid operator's license. 2. Be conversant with traffic laws and regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has an emergency road kit. 6. Ensure to clear snow from all windows, lights and mirrors. 7. Avoid using cruise control on icy roads. 8. Accelerate and brake gently to reduce skids or spinouts. 9. Ensure winter clothing does not restrict movement, vision or hearing. 10. Ensure the fuel tank is full when possible. 11. Ensure you are familiar with the installation of snow chains. 12. Monitor weather reports for changing weather conditions. 13. Refer to SWP for "Cell Phone Use in Vehicles". 14. Ensure spotter is visible while backing in. 15. Ensure vehicle defrost is working. 16. If you start sliding in the vehicle, take foot off gas. 17. In icy conditions, use 4x4 or other traction control if equipped as an option. 18. Speed should be adjusted to match road conditions. 19. If visibility reduced to unsafe levels, pull over to a safe location until conditions improve.

SAFE WORK PRACTICE #11

TITLE	Electrical Apparatus - Live
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with working on live electrical systems
APPLICATION	Electrical apparatus, equipment and circuits shall be designed and operated in accordance with the Canadian Electrical Code.
PROTECTIVE MECHANISMS	Safe job procedure Permit system P.P.E E.R.P. [Emergency Response Plan]
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. When working on connections, shut off the power if possible. 2. Ensure what amperage and voltage you are working on. 3. Electrical installations should be carried out by a properly trained and qualified journeyman or registered apprentices. 4. Two or more journeymen should work together on any energized circuit with a potential to 480 volts or more between conductors. 5. Remove panel covers with care, ensuring cover screws or panel space fillers are removed. 6. Ensure ladders are made of non-conductive materials. 7. Be conversant with E.R.P. (Emergency Response Plan). 8. Ensure power is disconnected when removing or moving panels. 9. Always inspect cables for damage when connecting to an electrical source

SAFE WORK PRACTICE #12

TITLE	Electrical Systems Lockout
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated in working with electrical systems
APPLICATION	Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment then that equipment must be locked out and tagged prior to commencing work.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Lockout procedure PPE Lockout devices {padlocks, multiple lock hasps, tags} ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Switch off all appropriate devices (MCC, Distribution Panel, Disconnect). 2. Lock and tag Electrical Supply devices in the “OFF” position. 3. Test to be sure the equipment cannot be operated at the STOP-START switch. 4. Test to be sure electrical equipment is de-energized. 5. After completion of the task, remove padlocks and destroy tags. 6. Ensure any equipment shut down is organized to minimize effect to workers/the public.

SAFE WORK PRACTICE #13

TITLE	Equipment Activities Near Overhead Power Lines
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with equipment activities near overhead power lines
APPLICATION	Do not operate heavy equipment near or under a power line until they have obtained a permit and/or crossing agreement
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Crossing agreement Barricades warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and crossing agreement.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Perform worksite inspection
WORKER RESPONSIBILITY	1. Maintain minimum safe clearances. 2. Install warning devices and signs. 3. Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by *regulations* for the line voltage. 4. Position signs or other devices to determine the “Danger Zone”. 5. Be conversant with allowable clearances. 6. Adhere to all site-specific regulations. 7. Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures. 8. You are required to stay away from power lines by at least 7 meters.

SAFE WORK PRACTICE #14

TITLE	Excavating and Trenching
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting Workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
PROTECTIVE MECHANISMS	Safe job procedures Manufacturer's specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition
WORKER RESPONSIBILITY	1. Prior to commencement of any excavation ensure that all underground and/or overhead lines being crossed have been identified, exposed and well marked/flagged. 2. Control traffic near roads or busy access ways. 3. Use traffic controllers/flag persons. 4. Set up barricades. 5. Provide ladders in the immediate area for access/egress. 6. Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method. 7. Determining soil type in advance is important to create a proper plan. 8. Ensure that eye contact with the operator is maintained whenever you are near machinery. 9. Maintain a distance of 3 meters away from machinery/equipment at all times unless you are the operator. 10. Ensure soil pile is a minimum of 1 meter away from the excavation.

SAFE WORK PRACTICE #15

TITLE	Excavating To Expose Existing Lines or Underground Line Crossings
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with excavating underground lines and cables
APPLICATION	When it is necessary to disturb soil within existing cable pipeline conduit, then that pipeline, cable or conduit must be exposed before work is allowed in that area.
PROTECTIVE MECHANISMS	Crossing agreement Notification of owner Permit system Surveyor report P.P.E. Safe work procedure Barricades and warning signs ERP [Emergency Response Plan]
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Locate all Lines and determine the probable depth of the lines to be crossed. The superintendent or project manager is to arrange for a First Call and Private locator to locate any and all utility system. Alberta First Call will not do any locates of private utilities. This is done if the general contractor is doing the digging, to expose the utilities. 2. Sweep R.O.W. a/o site using radio detection units. 3. Existing pipeline(s) and/or cables must be exposed “BEFORE” commencing any mechanical excavation. 4. Hydrovac to expose critical areas to allow for mechanical excavation as per Regulations. 5. Probe for existing lines. 6. If for any reason these hand excavations are temporarily filled in, they shall be marked. 7. A Signal Person must be present at all times to direct the mechanical excavation during the line crossing construction. 8. Worker a/o operator must be conversant in proper hand signals. 9. Any and all sub-trades are required to have their own locate, as per government regulation. This includes piling rigs as well. 10. Make sure that all workers that are digging in a trench, have 2 ways of exiting the dig area. 11. Always have 2 workers working together, to ensure each other’s safety. 12. Document all depths of each utility that has been located. 13. During backfill of lines ensure compaction happens according to the

	proper procedure. 14. Ensure emergency contact list is present and up to date before commencing work.

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SAFE WORK PRACTICE #16

TITLE	Fall Protection
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protect workers from injuries associated by not utilising proper fall arrest protection
APPLICATION	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.
PROTECTIVE MECHANISMS	Permit system ERP (Emergency response plan) Fall protection plan PPE Manufacturer's specifications Safe work procedure Barricades and warning signs
SELECTION AND USE	Manufacturer's specification As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Determine type of equipment required
WORKER RESPONSIBILITY	1. Be fully conversant with protection system. 2. Ensure you know capabilities of Fall Protection Equipment. 3. Ensure barricades, ribbons and signs identify restricted areas. 4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. 5. Ensure you know your anchor points. 6. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc. 7. Utilise buddy system and continually check each other's harness and D ring to ensure that the harness is not to lose and or the D ring has not slipped down the back. 8. Ensure surface is clear of ice and debris. 9. Inspect ropes and all tie off points before every use. 10. Check inspection dates on all equipment prior to use. 11. Tie off is required when above 3 meters.

SAFE WORK PRACTICE #17

TITLE	Hazard Control Signage
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with improper use of warning signs
APPLICATION	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
PROTECTIVE MECHANISMS	Safe work procedures Government regulations Local jurisdictions Worksite traffic guidelines PPE
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Signage selection Hazard analysis
WORKER RESPONSIBILITY	1. Ensure signage is in good condition, clean, legible and suited to the purpose. 2. Ensure traffic control signage is to be of accepted standards. 3. Ensure signage is secured. 4. Routinely inspect signage for placement, cleanliness and physical damage. 5. Ensure road traffic control signage is covered when no activity is present. 6. Ensure you are fully trained to erect road traffic signage. 7. Ensure all workers are wearing reflective vests and flagging while working in traffic. 8. Ensure signal is placed in a location prior to entering the work area so workers or public are aware of hazard.

SAFE WORK PRACTICE #18

TITLE	Manual Lifting and Carrying
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.
PROTECTIVE MECHANISMS	Permit system Safe work procedure Safe lifting procedures PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Safe lifting procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions. 8. Ensure a clear path is in place including being aware of other workers before lifting. 9. Lift with legs and not your back.

SAFE WORK PRACTICE #19

TITLE	Mechanical Vibration Tools (Jackhammers, Tampers, Impact Drills)
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023, by L. Clark
GENERAL	Protecting workers from injuries associated with the use of mechanical vibration tools.
APPLICATION	Mechanical vibration tools are common tools in road building and in general construction industry which require trained workers to operate
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's specifications Permit system PPE Barricades and warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure vibration suppression material is applicable. 2. Ensure work site has barricades and warning signs in place. 3. Be conversant in job procedure and equipment. 4. Know the work limits associated with equipment, including levels of sensitivity, numbness of stiffness. 5. Ensure proper PPE is utilized for task, including hearing protection. 6. Protect hands from pinch points & wear gloves 7. Inspect tools before use. 8. Heavy equipment should never be used above your head – consider bringing working level up if possible. 9. Micro breaks are encouraged when working with this equipment.

SAFE WORK PRACTICE #20

TITLE	Motor Vehicle Operation
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023, by L. Clark
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
APPLICATION	This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulation Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	▪ Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements ▪ Compliance ▪ Enforcement
EMPLOYEE RESPONSIBILITY	1. Ensure you have a valid Alberta operator's license. 2. When operating your own, Stanley owned, or a rental motor vehicle on company business, employees are to notify appropriate Managers of intended travel routes, report all vehicle accidents, or any other circumstances. 3. Assure compliance with Working Alone Safety legislation. 4. Lock doors. 5. Drive defensively. 6. Back in when practical. 7. Ensure vehicle has an Emergency Road Kit. 8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. 9. Drivers and passengers must wear seatbelts at all times. 10. Be familiar with the vehicle and its capabilities. 11. Do not offer rides to hitchhikers or strangers. 12. All loads must be tied down properly. 13. Complete a walk around of the vehicle before driving (including an inspection of lights and tires). 14. A periodic inspection of oil levels is important.

SAFE WORK PRACTICE #21

TITLE	Office Safety
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards in the office environment
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) Manufacturer's recommendations Alberta Fire Code Local Legislation MSDS Working Alone Procedure
SELECTION AND USE	As per safe work procedure ERP MSDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Ensure you are conversant with emergency evacuation. 2. Ensure that all electrical cords are in good condition and are not overloaded. 3. Ensure that computer monitors are adjusted to correct height and kept clean. 4. Ensure fans/space heaters are used to manufacturer specifications. 5. Ensure floors and aisles are kept clear and not cluttered. 6. Ensure that only one drawer of filling is open at one time and that drawers are closed when not in use. 7. Ensure proper type of fire extinguisher is available. 8. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. 9. Operate microwave according to manufacturers specifications. 10. Ensure coffee makers are used according to manufacturer specifications. 11. Ensure photocopier is maintained according to manufacturers specifications. 12. Ensure chairs are in good repair. 13. Ensure rugs are kept clean and in good repair – free of tripping hazard. 14. Ensure paper cutter blade is placed in closed lock position. 15. Ensure all loose clothing is tied back when using paper shredder. 16. Clear ice and snow from sidewalks. 17. Close blinds and lock doors when leaving. 18. Keep combustible materials away from heaters.

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SAFE WORK PRACTICE #22

TITLE	Operation of Air Tools
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Regularly inspect tools and hoses before using. 2. Obtain underground utility locates for the work area. 3. Wear suitable clothing and personal protective equipment. 4. Use proper shoring or slope equipment when air back tools are used in ditch. 5. Get assistance before lifting or moving heavy objects. 6. Practice good housekeeping. 7. Keep loose fitting clothing away from rotating equipment. 8. Bleed air before disconnecting hoses. 9. Shut-off equipment while re-fuelling. 10. Do not use an air tool for any purpose other than what it is intended for.

SAFE WORK PRACTICE #23

TITLE	Operation Of Manlifts and Scissor Lifts
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissorlift until they have received adequate training, in accordance with manufacturers specifications.
PROTECTIVE MECHANISMS	Manufacturer's specifications Permit system ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required Inspect work site
WORKER RESPONSIBILITY	1. Erect warning devices. 2. Erect barricades and warning signs 3. Ensure Flagperson on site. 4. Swamper to be utilized and identified. 5. Ensure means of communication between operator and swamper. 6. Fall protection in place. 7. Make sure lift is on solid and level ground. 8. Never disconnect a safety device on any lift. 9. The use of a ladder on a lift is strictly prohibited. 10. Stay 7 meters away from power lines. 11. Do not move a lift while in the air. 12. Do not use lifts to lift materials. 13. Do not stand on rails. 14. Ensure a walk around and checking of fluids is completed prior to using.

SAFE WORK PRACTICE #23

TITLE	Operation of Aerial Work Platforms (AWP) and Scissor Lifts
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissorlift until they have received adequate training, in accordance with manufacturer's specifications.
PROTECTIVE MECHANISMS	Manufacturer's specifications Permit system ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required Inspect work site
WORKER RESPONSIBILITY	1. Read and follow manufacturer operator's instructions. 2. Perform a pre-use inspection (and document) 3. Ensure that the annual NDT is completed. 4. Use a site-specific fall protection plan that includes rescue procedures. 5. Walk the route before moving to the work location. 6. Ensure ground is firm and level. 7. Be aware of overhead power line proximity. 8. Avoid driving over electrical cords and or gas lines. 9. Ensure correct aerial platform is utilized for the task. 10. Do not overload the machine at any time. 11. Keep the work platform clear of tools and materials. 12. Close the gate or latch at the entry point to the platform. 13. No platform is to be made higher by the use of a scaffold, boxes, or ladders. 14. Use tool lanyards when working above 3 meters or in congested locations. 15. Wear the applicable safety harness attached to the machine when

	operating any aerial platform. (Travel restraint) 16. Get on and off the platform only when it is in the lowered position. 17. Do not drive the lift when elevated. 18. Do not apply lateral force (tipping hazard). 19. While operating an aerial work platform, the operator shall not use any hand-held device(s) while the equipment is being operated.
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SAFE WORK PRACTICE #24

TITLE	Planned Lifts and Suspended Loads
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with lifting operations
APPLICATION	Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Crane and hoisting equipment operation trade regulations Standard crane and hoist signals Engineered lift procedure PPE Barricades and warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Determine type of equipment Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Determine the weight of the load. 3. Determine the shape and the size of the load. 4. Determine the maximum height and final position of the load to be raised. 5. Determine the centre of gravity of the load so proper length of slings can be determined 6. Ensure that safety inspections are completed on equipment and rigging. 7. Ensure potential hazards are identified within the work area. 8. Communicate with all personnel involved of potential hazards. 9. Ensure clear communications with equipment operators are in place. 10. Ensure tag lines are utilized and constructed of non-conductive material. 11. Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator. 12. Ensure you are conversant with proper hand signals. 13. Ensure ground is firm and level. 14. Rigging only to be done by competent workers. 15. Only 1 person is authorized to give signals for each operation. 16. Must have crane certification

SAFE WORK PRACTICE #25

TITLE	Portable Ladders
LAST UPDATE/REVIEW	June 12, 2023, Reviewed/Revised by: Kat Thelwall & Peter Roasting
GENERAL	Protecting workers from injuries associated with the use of portable ladders
APPLICATION	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.
PROTECTIVE MECHANISMS	Safe work procedure Manufacturer's specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's specifications Provincial Regulations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Selection of equipment
WORKER RESPONSIBILITY	1. All ladders shall be inspected prior to performing a task. 2. Wooden ladders shall not be painted. 3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas. 4. Ensure surface is level and firm. 5. Ensure ladder is tied off and set at the proper angle. 6. Ladders should not be climbed higher than the third step from the top. 7. Three points of contact should always be maintained when climbing up or down. 8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles. 9. A ladder shall not be placed against unsafe support. 10. Watch for pinch points when setting up or taking down the ladder. 11. When using the ladder, it should be fully open. 12. Never stand on ladder backwards. 13. Portable ladders are placed against the top support at a minimum 4:1 incline 14. Upper supports of ladders used to access elevated work areas must extend a minimum of one meter above the elevated surface. 15. Never lean beyond the rails, keep your belt buckle between the rails.

* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation. The Alberta Construction Safety Association does not guarantee the accuracy of, nor assume liability for, the information presented here. Individual counselling and advice are available from the Association.

SAFE WORK PRACTICE #26

TITLE	Power and Hand Tool Use
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with the use of power and hand tools
APPLICATION	Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines.
PROTECTIVE MECHANISMS	Safe work procedures Permits {if required} PPE Manufacturer's specifications ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Review the project and prepare a list of required tools.
WORKER RESPONSIBILITY	1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 5. On/off switches must be functional and positioned so Operator has access. 6. Accessories can only be used that are designed for use with the tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked a/o splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only. 13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.

SAFE WORK PRACTICE #27

TITLE	Rebar Protection
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with rebar projections is an important consideration in the construction industry's Hazard Control System.
APPLICATION	In the absences of specific regulatory requirements, rebar end protectors shall be installed in areas traversed by workers where rebar projections represent a personal hazard.
PROTECTIVE MECHANISMS	Rebar protective mechanisms vary from specific on-site engineering design to over-the-counter commercially available cap protectors.
SELECTION AND USE	The most popular protective method is the utilization of end caps, which are easily installed by slipping them over the rebar ends. Specifically, there are tow types that are generally used and include the "Mushroom Cap:" and/or the "Square Cap". Mushroom Caps are generally installed on horizontal rebar projections and Square Caps on vertical rebar projections.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1) Workers must not remove rebar end cap protectors without permission from their supervisor and must report situations where rebar projections (which may cause personal injury) have not been adequately protected. 2) No loose clothing when working on rebar. 3) Make sure your boots are tied. 4) Only walk between bars. 5) Paint projecting rebar 6) Safety glasses, gloves and a long sleeve shirt must be worn.

SAFE WORK PRACTICE #28

TITLE	Refuelling Equipment
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with refuelling operations
APPLICATION	Refuelling of equipment is a daily task in construction industry which may be hazardous if not carried out properly
PROTECTIVE MECHANISMS	Safe work procedure Alberta Fire Code Applicable Legislation PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Applicable Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• Ensure you are conversant with regulations • Refuelling area is ventilated • Ensure equipment is shutoff prior to refuelling • Ensure there is no smoking or open flames in vicinity • Avoid spillage on equipment or ground • Ensure cellular phones are turned off • Ensure you have a spill kit close by. • Lift fuel cans properly. • Ensure proper fuel is used.

SAFE WORK PRACTICE #29

TITLE	Restricted Work Areas
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with working in restricted areas
APPLICATION	A Work Area will be designated as a “Restricted Area”, where there is a danger of contact with energized electrical equipment or hazardous substance.
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) PPE Permit system Hydrocarbon monitors Fire extinguishers Barricades and warning signs Lockout procedures
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Designate limits of restricted area Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	1. Establish and maintain clear exits. 2. Have safety and emergency breathing air apparatus available. 3. Place continuous gas monitors at strategic points. 4. Place fire extinguishers at strategic points. 5. Isolate system to be worked on. 6. Purge system. 7. Check for hydrocarbon leaks. 8. Ensure no alternate power sources. 9. Continually monitor area for changing conditions. 10. Ensure a person is monitoring outside work area. 11. Utilize sign in and sign out system. 12. Specialized PPE should be considered based on each job.

SAFE WORK PRACTICE #30

TITLE	Sandblasting
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with sandblasting operations
APPLICATION	When sandblasting operations occur strict guidelines must be followed to ensure protection to the worker, environment and/or the public.
PROTECTIVE MECHANISMS	Permit system Compliance to Legislation MSDS WHMIS Breathing apparatus Safe work procedure Manufacturer's specifications [Sand] Barricades and warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Establish "Critical Areas " Equipment selection Hazard analysis Inspect worksite
WORKER RESPONSIBILITY	1. Ensure no other activity is taking place adjacent to or on the item you are working on. 2. Rope off, barricade, or post signs of "No Entry" to restrict access to area. 3. During operations a safety watch to monitor conditions, traffic and standby at the air source. 4. Be conversant with communication systems. 5. Ensure proper sized air supply with regulated pressure and functional shut off readily accessible to Safety watch. 6. Ensure proper size and length of air hose c/w pins to secure twist lock connectors. 7. In extremely hot conditions a ventilation air hose may be needed attached to the *blaster's* hood. 8. Be conversant with safe work procedure. 9. Wet blast whenever possible to minimize dust

SAFE WORK PRACTICE #31

TITLE	Scaffolding
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with erecting and working with scaffolding.
APPLICATION	All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer's specifications and regulations.
PROTECTIVE MECHANISMS	Permit system Manufacturer's specifications Fall protection devices Safe work procedure PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Determine the type of scaffold required
WORKER RESPONSIBILITY	1. Ensure the scaffold is set up on a firm and level base. 2. Maintain the established minimum clearances from all power lines. 3. Provide a safe access ladder. 4. Ensure scaffold has a platform perimeter handrail. 5. Anchor or tie a *free-standing* scaffold according to regulations. 6. Do not use a ladder sloped against the side of a scaffold at any time. 7. A toe board is required on all platforms. 8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary. 9. Ensure proper safe scaffold tags are installed. 10. Utilize a tag line when hoisting material. 11. Minimize tools, material and debris on the platform. 12. Ensure a hand line with a tool bag for tools is utilized. 13. Do not climb cross braces.

SAFE WORK PRACTICE #32

TITLE	Thawing Of Frozen Ground Using Artificial Heating Methods
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with using artificial heating methods
APPLICATION	Thawing frozen ground using artificial heating methods must be closely monitored to prevent any incidents of fire, explosion or excessive heating.
PROTECTIVE MECHANISMS	Safe work procedure Environmental legislation Barricades and warning signs PPE Permit system (from local Fire Dept. if necessary) ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Type of heating device
WORKER RESPONSIBILITY	1. Ensure barricades and warning signs are in place. 2. Ensure no presence of flammable items such as wood, plastic, insulation, cardboard, or hydrocarbon products. 3. Ensure no presence of any electrical lines either above or below ground. 4. Ensure no presence of any infrared fire detection devices. 5. Ensure visibility is not restricted for workers and/or vehicles due to smoke and steam. 6. Check steam hose for secure connections and hose punctures. 7. Periodically check the depth of the thawing. 8. Do not walk on glycol lines. 9. Make sure to use appropriate power cords for ground thaw. 10. Check fluid levels on ground thaw in advance of using. 11. Ensure a repair kit for tires and lines is located onsite.

SAFE WORK PRACTICE #33

TITLE	Use of Chain Saws
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with use of chain saw
APPLICATION	Chain saws are primarily used in logging industry and to some extent in construction environment
PROTECTIVE MECHANISMS	Workers must be trained in safe use of chain saws. ERP (Emergency Response Plan)
SELECTION AND USE	As per manufacturers safe job procedures.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	This training must include a minimum of the following elements: 1. The proper personal protective equipment to be worn is set out in the manufacturer and OHS Legislation. 2. Ensure that the chain brake is functioning properly and adequately stops the chain. 3. The chain must be sharp, have the correct tension and be adequately lubricated. 4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used. 5. The chain saw must not be used for cutting above shoulder height. 6. Fueling must be done in a well-ventilated area and not while the saw is running or hot. 7. An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring. 8. When carrying/transporting a chain was the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off. 9. 2 hands must always be on the chain saw when operating. 10. Proper PPE including chaps, face shield and hearing protection must be worn. 11. If cutting trees, ensure the tree is falling away from yourself and others.

SAFE WORK PRACTICE #34

TITLE	Use of Hand-Held Power Circular Saws
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protecting workers from injuries associated with use of hand held power circular saws
APPLICATION	Commonly used in the construction industry for cutting various types of material
PROTECTIVE MECHANISMS	PPE (including safety glasses and hearing protection) Wear approved breathing protection when harmful vapors are dust are created Use a proper sharp blade for the job Assure that maintenance is done according to manufacturer's specification
SELECTION AND USE	As per manufacturers safe job procedures.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Disconnect power supply before making adjustments to the tool 2. Make sure the retracting guard has fully returned to its down position before setting the saw down 3. Use both hands to hold the saw while ripping 4. Ensure all cords are clear of the cutting area before cutting 5. Check the stock for foreign objects or any other obstruction which could cause the saw to "kick back" 6. Make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind. 7. Inspect all cords prior to starting the machine.

SAFE WORK PRACTICE #35

TITLE	Use Of Portable Fire Extinguishers
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
APPLICATION	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure Alberta Fire Code Manufacturer's recommendations PPE
SELECTION AND USE	As per safe work procedure Alberta fire code Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations Monthly check and rotation of fire extinguishers is required. Extinguishers must be re-charged once per year. Get used extinguishers refilled before putting back in rotation.
WORKER RESPONSIBILITY	1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check Cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check Pressure Gauge. 12. Use the sweep method to control. 13. Ensure you understand the proper fire extinguisher for the type of fire (A, B or C)

SAFE WORK PRACTICE #36

TITLE	Use of Portable Grinders
LAST UPDATE/REVIEW	March 18, 2023, by: Kat Thelwall & Jahir Watkis
GENERAL	Protecting workers from injuries associated with the use of portable grinders.
APPLICATION	Grinders are used on various materials in the construction industry
PROTECTIVE MECHANISMS	PPE (including hearing protection, face shield, gloves) Ensure proper guards are in place ERP (Emergency Response Plan) Do not use grinders around flammable materials or substances
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
USER RESPONSIBILITY	1. Never exceed maximum wheel speed, verify that the speed marked on the wheel is the same as the speed of the grinder. (RPMs) 2. Check for cracks and defects when mounting the cutting wheels. Do not over tighten the mounting nut. 3. Before starting the work, ensure that the grinder has a guard. 4. Run newly mounted wheels at operating speed to check for vibrations before use. 5. Only use the grinder for jobs it is designed for. Use the hazard assessment to determine the best tool for the job. 6. Inspect cords before use. If damaged, remove from service until repaired. 7. Use 2 hands on grinder (ensure secondary handle is installed). 8. Ensure a fire extinguisher is at the work location and use a screen or fire blanket to control sparks. 9. Complete a hot work permit before starting and remove combustibles from the work location. 10. Always use eye protection when operating a grinder. (safety glasses and a face shield).

SAFE WORK PRACTICE #37

TITLE	Use Of Compressed Air
LAST UPDAT/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Protect workers from injuries associated with the use of compressed air
APPLICATION	Compressed air is used in air powered tools. Tools can range from stapling guns to jack hammers
PROTECTIVE MECHANISMS	Wear PPE (eye protection and face shields) ERP (Emergency Response Plan) Ensure other workers are aware or have restricted access to the hazard area
SELECTION AND USE	As per safe work procedure Manufacturers Recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	1. Do not use compressed air to blow debris or dirt from a worker's clothes 2. Ensure that air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools 3. Ensure hose connectors have a quick disconnect pressure release type with a "safety chain/cable" 4.Cheak hoses regularly for cuts, bulges, or other damage, replace defective hoses 5. Ensure there is a proper pressure regulator and relief device in the system to ensure that the correct desired pressures are maintained 6. Ensure that the correct air supply is being used for the tool/equipment being used 7. Properly maintain equipment to manufacturer's requirements 8. Follow manufacturer's general instructions and comply with legislated safety requirements

SAFE WORK PRACTICE #38

TITLE	Use of Tiger Torches
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with the use of tiger torches.
APPLICATION	The primary function of the tiger torch is to preheat piping systems prior to welding
PROTECTIVE MECHANISMS	Safe work practise Permit system Manufacturer's specifications PPE Fire protection ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturer's specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure you are conversant with the operation if equipment. 2. Follow proper procedures for lighting torch. 3. Ensure fuel lines are in good working conditions. 4. Ensure proper cylinders are secured and regulators in place. 5. When not used for pre-heating operation, shut torch off. 6. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present. 7. Before commencing work, inspect propane tanks, check dates on propane tanks to ensure they have not expired, 8. While operating the torch, don't ever set it on a flammable material, be mindful of workers working around you and ensure you have the proper ventilation.

SAFE WORK PRACTICE #39

TITLE	Working In Hills and On Slopes
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with working in hills and on slopes
APPLICATION	Working in hills and on slopes is an integral part of pipeline/construction activity, requiring proper planning prior to work.
PROTECTIVE MECHANISMS	Safe work procedures Permit system Manufacturer's specifications Government Regulations Barricades and warning devices ERP (Emergency Response Plan) PPE
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Ensure you are conversant with ERP. 2. Ensure warning signs/devices are in place. 3. Ensure you are familiar with restraining devices and rigging. 4. Ensure you are familiar with the use of anchors, bridals and winches. 5. Be familiar with anchoring of pipe/equipment. 6. Ensure you are in view of operator at all times. 7. Ensure you wear appropriate PPE (including high visibility vests). 8. Ensure wheel chocks are utilized. 9. Be aware of rolling boulders or loose rocks. 10. Carry loads low to the ground when using equipment to move it. 11. Put on parking brake when parking equipment and vehicles. 12. Use outriggers on equipment and follow load charts.

SAFE WORK PRACTICE #40

TITLE	Operation of a Cut-Off Saw
LAST UPDATE/REVIEW	March 15, 2018
GENERAL	Protecting workers from injuries associated with using a Cut-off Saw
APPLICATION	Cut-Off Saws should be used in open areas
PROTECTIVE MECHANISMS	Safe work procedures Manufacturer's specifications Government Regulations PPE (face shield and hearing protection)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	1. Inspect saw prior to using, ensure blade is in good condition. 2. When refueling, saw must be off. 3. Do not use Cut-off saw for cutting above your head. 4. Make sure area is clear of debris. 5. Keep both hands-on saws, and both feet on ground and maintain balance at all times. 9. Be mindful of sparks and ensure a fire extinguisher is nearby. 10. Be aware of RPM of the blade and ensure it is used properly.

SAFE WORK PRACTICE #41

TITLE	Use of a Generator
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
GENERAL	Safe use of a Generator
APPLICATION	Generators should be used in open areas
PROTECTIVE MECHANISMS	Manufacturer's Specifications PPE Government Regulations
SELECTION AND USE	
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
	1. Read over Manual before use. 2. Never run Generator in enclosed area. 3. Muffler becomes very hot during operation and remains hot for a while after operation. DO NOT TOUCH. 4. Refuel in well ventilated area with the engine stopped. 5. Wipe up any spilled fuel at once. Use a drip tray. 6. Do not let Generator get wet, do not operate in rain or snow. 7. If engine begins to operate abnormally or becomes sluggish, turn off Generator immediately.

SAFE WORK PRACTICE #42

TITLE	Utility Knife Use
LAST UPDATE/REVIEW	Dec. 1, 2022
GENERAL	Protecting workers from cut injuries associated using a utility knife
APPLICATION	As per job requirement
PROTECTIVE MECHANISMS	PPE FLHA ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Identify the potential cut hazard on the daily FLHA. 2. Determine if the knife is the best tool for the task or if there is an alternate safer tool that can be used. 3. Inspect the knife prior to use. Make sure the blade is sharp. (Dull blades can result in a worker to use more force) 4. Keep blade retracted when not in use or when carrying it to the task location. 5. Ensure the work area is well lit, the cutting surface is stable and material being cut is secured. (Whenever possible use a vise or similar device to hold the material) 6. Use protective, cut resistant gloves when cutting. (Not leather) 7. Cut away from your body- ensure body parts are not in the line of fire in the event that the blade slips. 8. Remove any broken, dull, rusty, tools and blades from service and notify your supervisor. 9. Do not use excessive pressure when cutting. 10. Do not try to catch a falling tool. 11. Do not engage in discussion with co-workers when using a sharp tool. 12. Do not toss or throw the knife to another person.

SAFE WORK PRACTICE #43

TITLE	Drill/Drive Pilling Installation
LAST UPDATE/REVIEW	June 13, 2023
GENERAL	Protecting workers from cut injuries associated using pile driving
APPLICATION	Integral part in the construction of structures
PROTECTIVE MECHANISMS	Safe Work Procedure Site survey PPE FLHA ERP (Emergency Response Plan) Pile driving rig data Permit system
SELECTION AND USE	As per safe job procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Set up signs and barricades. 2. Line locations and scope of locations. 3. Hand expose lines and cables. 4. Maintain minimum clearance from underground, overhead lines and structures. 5. Be aware of pinch points. 6. Ensure tag lines are utilized. 7. Ensure proper isolation/ barricading/ covering/ of open excavations/ cages/ drive piles. 8. Ensure proper off-loading of piling materials. 9. Ensure that auger or drilling equipment is on stable ground and anchored properly. 10.Ensure you are visible at all times to the rig operator. 11.Follow piling safe work procedure step by step.

SAFE WORK PRACTICE #44

TITLE	Gantry Crane (Overhead Crane)
LAST UPDATE/REVIEW	Sept. 16, 2021
GENERAL	Protecting workers from cut injuries associated with using a gantry crane
APPLICATION	As per the job requirements
PROTECTIVE MECHANISMS	Safe Work Procedure PPE FLHA ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	1. Make sure the crane is suitable to lift the load. 2. Ensure ground conditions are stable and level or use mudsills or pads (lumber) 3. Visually inspect the crane prior to use. 4. Inspect rigging components prior to use and ensure load will not exceed load capacity of slings and other rigging components. 5. Ensure the area is clear of other workers, debris, obstacles and/or trip hazards. 6. Identify pinch points. 7. Make sure lifting device sits in the saddle of the hook. 8. Remove slack from the sling before hoisting the load. 9. Do a test lift by lifting a small amount to verify braking system is functioning. 10.Always move the crane controls slowly and smoothly. 11.Do not operate the crane if limit switches are not working or if a cable shows a defect. 12.Do not lower the block where there is less than 2 full wraps on the drum. 13. Do not lift a load from the side. Lift must take place from directly above the load. 14. Do not leave loads or slings dangling from the block. 15.Do not move loads over others. 16.Do not reverse the motor until it has come to a complete stop. 17. Set loads down on dunnage so that slings can be removed.

Safe Job Procedures

#1 Extension Ladders

#2 Eye/Face Protection

#3 Fall Protection

#4 Foot Protection

#5 Head Protection

#6 Hearing Protection

#7 Manual Lifting

#8 Power Saws

#9 Respiratory Protection

#10 Rolling Scaffolds

#11 Step Ladders

#12 Gas Powered Cut-Off Saw

#13 Backing up Equipment

#14 Fire Extinguishers

#15 Tiger Torches

#16 Generators

#17 Air Compressor

#18 Jack Hammer

#19 Blow Gun

#20 Hammer Drill

#21 Concrete Vibrator

#22 Lock Outs

#23 Jumping Jack

#24 Safe Trenching

#25 Grinders

#26 Materials

#27 Scissor or Man Lifts

#28 Miter Saw

#29 Air Gun

#30 Table Saw

#31 E.A.T. Tools

#32 Reciprocating Saw

#33 Retractable Lifeline

#34 Impulse Nailer

#35 Concrete Floor Grinder

#36 Propane Heaters

#37 Skid Steer Maintenance

SAFE JOB PROCEDURE #1

JOB TITLE	EXTENSION LADDERS
GENERAL	Setting Up and Using an Extension Ladder Safely
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Make sure work area is clear of electrical activity 2. Check ladder for cracks, splits, twisted or jammed parts, and loose screws, rivets or rungs. Also check and remove ice or snow on the steps. 3. Make sure ladder is placed on even ground and within reach of your work. 4. Put anti-skid adjustable feet, secure blocking, or have someone hold the ladder; do not use an unstable object. 5. Extend the ladder 1 m (3 feet) above a landing if you are using it for access. 6. Rest both side rails on the top support and secure it (ladder should be at a 4:1 ratio) 7. Facing toward the ladder, place one foot on the ladder, ensure it is stabilized, and then start climbing one step at a time using a three-point contact method. 8. Proceed to area of work and keep your torso between the ladder's side rails. 9. Descend the ladder using the three-point contact method, while facing the ladder. 10. Do not step onto the top 2 rungs. 11. For finished floors, use protection at base of ladder. 12. Tie off bottom of the ladder. 13. Only place against a stable surface. 14. Confirm weight ratings are appropriate for intended use and person going onto it. 15. Use a rope to hoist up tools. 16. Don't use unsecured ladder on a slope.

SAFE JOB PROCEDURE #2

JOB TITLE	EYE PROTECTION
GENERAL	Wearing Proper Eye/Face Protection
DEVELOPED BY	Stanley Construction Ltd. Reviewed by: Kat Thelwall, Jeremiah Gordon & Peter Roasting
LAST UPDATE/REVIEW	March 15, 2023
APPROVED BY	Paul Gantar
JOB STEPS	1. Know the company's safety policy and OH&S regulations on eye/face protection. 2. Clean your eye/face protection daily following the manufacturer's instructions and replace any scratched, pitted, broken, or bent glasses. 3. Adjust the face/eye protection to properly fit. For face shields adjust it to properly fit your hard hat and make sure it is tightly secured. 4. Ensure that field of vision is good. 5. Use a fog reducing wipe/spray. 6. Maintain and use eye/face protection at all times as per policy and as required. 7. Certain tasks require both safety glasses and a face shield- Grinding is one! 8. Store eye/face protection in a clean, dry place after done working. 9. Never lay your face shield down on its face as this will scratch or damage it.

SAFE JOB PROCEDURE #3

JOB TITLE	FALL PROTECTION
GENERAL	Preventative Measures to Falling
DEVELOPED BY	Stanley Construction Ltd.
APPROVED BY	Paul Gantar
JOB STEPS	1. Conduct a job site hazard assessment. Look for elevated work platforms, roofing, open holes, exposed edges and structural steel erection. 2. Follow the company's fall protection plan and OH&S regulations. 3. Select the right fall protection equipment and fully inspect each piece of equipment thoroughly prior to commencing work. 4. Inspect equipment for any damage or deformity and discard if any defaults or damage are discovered. 5. Make sure harnesses are worn properly. 6. Always use proper anchors 7. Apply safe work practices and procedures. 8. Use the buddy system when connecting lanyard and harness. 9. Never work alone. 10. Have a rescue plan. 11. Ensure lifeline is above work area. 12. Never clamp or knot lifeline.

SAFE JOB PROCEDURE #4

JOB TITLE	FOOT PROTECTION
GENERAL	Wearing/Maintaining Footwear
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Know company's policy and OH&S regulations on wearing proper footwear. 2. Must have steel toed & CSA approved work boots 3. Put a protective water resistance coating on your footwear before you use it. 4. Inspect footwear for damage. 5. Clean off any road salt or other substances. Take extra pre-cautions when working on a ladder or scaffold. 6. Remove any metal pieces that may be stuck in the soles. 7. Repair or replace defective footwear. 8. Lace up boots fully. 9. Ensure right boots are worn for appropriate conditions and/or season.

SAFE JOB PROCEDURE #5

JOB TITLE	HEAD PROTECTION
GENERAL	Wearing/Maintaining Head Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Know company's policy and OH&S regulations on head protection. 2. Inspect head protection for any defects 3. Replace any head gear or components according to manufacturer's instructions. 4. Remove any foreign objects in the head gear. (Do not put any stickers on the head gear). 5. Adjust head protection for a proper fitting. 6. Ensure that the hard hat has side impact protection. 7. Don't put hard hat on backwards unless it has an 8-point harness. 8. Wear a chin strap when working in the wind.

SAFE JOB PROCEDURE #6

JOB TITLE	HEARING PROTECTION
GENERAL	Wearing Hearing Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Know company's safety policy and OH&S regulations on hearing protection. 2. Workers are provided training on the hearing conservation program as part of the safety orientation and ongoing as required. 3. Use the right hearing protection for the job. 4. Assure the hearing protection is comfortable to wear during all exposure to noise. 5. Wear hearing protection at all times while working in a hazardous noise environment (exceeds 85 dBA). 6. Always have hearing protection with you.

SAFE JOB PROCEDURE #7

JOB TITLE	MANUAL LIFTING
GENERAL	Proper Lifting Technique
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Have proper PPE for the job 2. Check to see if the materials are hazardous and wear additional equipment if needed. 3. Place footing securely on ground. 4. Bend your knees and pick up the object with both hands. 5. Slowly raise the object keeping your head up and lifting with your knees (keep back straight). 6. Get Assistance if too heavy. 7. When team lifting communicate by counting before making the lift.

SAFE JOB PROCEDURE #8

JOB TITLE	POWER SAWS
GENERAL	Operating A Power Saw Safely
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Wear proper PPE. 2. Wear proper clothing or coveralls. 3. Set blade depth to about 3mm more than material, including finding a proper blade for the saw (while unplugged). 4. Secure the object being worked on. 5. Clear any extra objects or debris (screws or nails). 6. Make sure the retracting lower blade guard is working freely. 7. Plug in the saw. 8. Be sure the retracting lower blade guard is fully returned before laying the saw down. 9. Cut the object while keeping hands away from the cutting area (don't place them under the shoe, guard or material being cut) 10. Put the saw down once the guard is in place or the blade rotation has stopped.

SAFE JOB PROCEDURE #9

JOB TITLE	RESPIRATORY PROTECTION
GENERAL	Use/Storage of Respiratory Equipment
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure fit testing is complete. 2. Review the code of practice for Respirators on site 3. Ensure Mask is Clean and dry 4. Ensure proper face seal (Clean shaven) 5. Check SDS for type of filter/cartridge needed for application 6. Prior to inserting cartridge, check for positive/negative seal. –cover exhale valve and blow lightly (no air should come out) - cover inhale valve and inhale lightly (no air should come out) 5. Store inside sealed plastic bag.

SAFE JOB PROCEDURE #10

JOB TITLE	ROLLING SCAFFOLDING
GENERAL	Working on Scaffolding
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Must be erected and tagged by a competent worker. 2. Must not be more than 3 times the smallest base dimension. 3. If rolling, must have locking wheel devices. 4. Worker must not remain on scaffold while it is being moved. 5. Worker must not use Scaffold if it has a red tag, green/yellow tag that has expired, or no tag at all. 6. Fall protection must be used if above 3 meters. 7. Inspect daily. 8. Ensure railings and ladders are free of grease and oil to prevent slipping.

SAFE JOB PROCEDURE #11

JOB TITLE	STEP LADDERS
GENERAL	Use/Storage of Ladders
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure ladder is in good condition (check for cracks and broken parts) And CSA approved 2. Ladder must be placed on stable, level ground 3. Lock spreader bar in place when ready to use. 4. Worker must not perform work higher than the third step/rung from the top 5. Worker must remain with a 3-point contact with the ladder 6. If the worker is above 3 meters, fall protection is required. (Unless the worker is performing light duty for a short duration a different location) 7. Do not leave ladder unattended in extended position. 8. Always take down the ladder and store in a secure manner when not in use.

SAFE JOB PROCEDURE #12

JOB TITLE	GAS POWERED CUT-OFF SAW
GENERAL	Use of a Cut-Off Saw PPE eyes and ears
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Check fuel/oil, make sure you have enough to complete job, running out of fuel can be hazardous while making a cut 2. Clear area of debris and other workers. 3. Blade must be in good condition and on properly. 4. Start saw on the ground, not up in the air. Hold steady with your boot. 5. Push in decompression valve. 6. Pull out choke. 7. Pull start saw. 8. Once running, push in choke. 9. Make your cut. 10. Turn off saw while not in use. 11. Do not fuel machine in the same place you are working (could cause an explosion). Note: if producing sparks when cutting materials, a hot work permit may be required.

SAFE JOB PROCEDURE #13

JOB TITLE	SAFETY IN REVERSE
GENERAL	Backing up Equipment Safely
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVEIW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Must be a competent worker. 2. Operator must shoulder check before moving. 3. Ensure warning signal/device for reverse is working. 4. Operator must signal and/or make eye contact with co-workers. 5. If necessary, use a spotter. 6. If you become disorientated, stop machine/vehicle. 7. Upon completion of movement, machine must have parking brake applied.

SAFE JOB PROCEDURE #14

JOB TITLE	FIRE EXTINGUISHERS
GENERAL	Fire and Use of Fire Extinguishers
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Know where Fire Extinguisher is located and how to use it. 2. Remove from wall mount, truck, or storage area 3. Pull the pin 4. Point hose toward the base of then fire 5. Squeeze lever and fan back and forth at the base of the fire. 6. Always keep fire in front of you. 7. CO2 and Chemical fires (Class C), use short bursts on the fire. 8. Wood/rubbish and other combustible materials should be soaked thoroughly with water-even the embers.

SAFE JOB PROCEDURE #15

JOB TITLE	TIGER TORCHES
GENERAL	Safe Use of a Tiger Torch
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Make sure valve is off on torch. 2. Attach torch to the tank. 3. Open valve on the tank. 4. Turn gas valve on the torch to “light”. 5. Use a lighter/striker to ignite. 6. Open job is complete, close valve on the torch. 7. Close valve on the tank. 8. Disconnect the tiger torch from the tank and store in upright position. Note: Depending on the work area and/or application, a hot work permit may be required.

SAFE JOB PROCEDURE #16

JOB TITLE	GENERATORS
GENERAL	Safe Use of a Generator (EU 2600 or EU 3000)
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
DEVELOPED BY	Stanley Construction Ltd.
APPROVED BY	Paul Gantar
JOB STEPS	1. Turn Fuel valve lever to on position 2. Pull out choke knob 3. Turn engine to start position (do not use starter for more than 5 seconds. If engine fails, release and wait 10 seconds, repeat. 4. Push the choke knob to open position as engine warms 5. Manual start: Turn engine to on position 6. Pull starter grip lightly until resistance is felt, then pull the starter grip briskly, and return it slowly by hand 7. Push the choke knob to open as the engine warms 8. The Generator can not be used for both AC and DC simultaneously.

SAFE JOB PROCEDURE #17

JOB TITLE	AIR COMPRESSOR
GENERAL	Safe Use of an Air Compressor PPE: Eye & Ear protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Check oil and fuel levels. 2. Ensure air valves are in closed position. 3. Make sure engine “shut off” knob is pushed in. 4. Ensure throttle position is pulled outward for low idle. 5. Switch to start position and hold until engine turns over. 6. Use starter fluid if compressor is cold and won’t start. 7. To stop, pull out “shut off” knob. 8. Decompress air.

SAFE JOB PROCEDURE #18

JOB TITLE	JACK HAMMER
GENERAL	Safe Use of a Jack Hammer PPE: Eye & Ear protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Grease Jack hammer bits before inserting. 2. Attach Jack hammer to air hose. 3. Turn on Air Compressor. 4. Have feet firmly planted on ground and pay close attention. 5. Hold trigger in on handle to run. 6. After use, turn off compressor and decompress air before detaching. 7. Store in clean dry area.

SAFE JOB PROCEDURE #19

JOB TITLE	BLOW GUN
GENERAL	Safe Use of a Blow Gun PPE: Eye & Ear protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Twist lock Blow gun on to air hose. 2. Ensure safety cable is attached to both sides. 3. Make sure air valve on Blow gun is off, 4. Once compressor is running, make sure area is clear of other workers. 5. Turn valve on Blow gun to specified air flow. 6. When job is complete, turn off valve on Blow gun. 7. Shut down air compressor and release air.

SAFE JOB PROCEDURE # 20

JOB TITLE	BOSCH HAMMER DRILL
GENERAL	Safe Use of a Hammer Drill PPE: Eye & Ear protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Inspect the tool before use. 2. Insert drill specified drill bit. 3. Plug in and switch either to “drill” or “chipping” option. 4. Pull trigger to run drill. 5. While drilling, pull drill out periodically to remove debris. 6. When finished, unplug drill and remove drill bit. 7. Store Hammer drill in proper case.

SAFE JOB PROCEDURE #21

JOB TITLE	CONCRETE VIBRATOR
GENERAL	Safe Use of a Concrete Vibrator PPE: Eye & Ear protection, leather/rubber gloves
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Attach extension cord to vibrator (wrap cord around handle). 2. Inspect all cords. 3. Switch to ON when ready to use. 4. Enter perpendicular to concrete. 5. Submerge into concrete quickly and extract slowly. 6. Turn to Off when finished, clean off concrete and store in clean dry area. Other notes: - When carrying the motor portion of the vibrator ensure that there is a strap on the motor to assist. - Wear CSA rubber boots when required to step in concrete - Never pull the motor along the ground as it can get caught on something and cause a strain. - Never let the vibrator run outside of the concrete as you might burn out the head of the whip.

SAFE JOB PROCEDURE #22

JOB TITLE	EQUIPMENT LOCKOUTS
GENERAL	Safe procedure for locking out faulty/broken power tools
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Inform Supervisor immediately. 2. Attach “lockout” tag and keep out of tool crib or C-can. 3. If tool is not repairable, cut cord and dispose of it in trash container. 4. Competent Worker only to do repairs. 5. Send out for repair. 6. Bleed air tank 7. Oil tools regularly. 8. Ensure to have leashes for whip. 9. Check oil and fuel in compressor.

SAFE JOB PROCEDURE #23

JOB TITLE	JUMPING JACK
GENERAL	Safe use of a Jumping Jack
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Check oil and fuel. Determine whether mixed fuel is used. 2. Switch fuel line to on position. 3. Use choke for “cold” starts. 4. Ensure throttle is in start position. 5. Pull the cord. 6. Adjust choke once running. 7. Push throttle forward to full. 8. Walk behind letting the machine do the work. 9. Do not put yourself into a pinch point 10. Pull throttle back to idle position and turn off fuel line when finished using.

SAFE JOB PROCEDURE #24

JOB TITLE	TRENCHING & EXCAVATING
GENERAL	Safe Trenching and Excavating
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Plan your work, call before you dig. 2. Hand expose underground facilities. 3. Do not enter any trench or excavation deeper than 1.5m unless it is properly sloped or shored. 4. Determine soil classification. 5. Hazard assessment and emergency plan should be reviewed prior to excavation. 6. Egress/access points should be installed no more than 25 8 meters from a worker. 7. Do not store materials within 1 meter of the excavation. 8. Never leave an open trench or excavation, always use barricades, fencing or backfill as soon as possible.

SAFE JOB PROCEDURE #25

JOB TITLE	GRINDERS
GENERAL	Safe use of Grinders PPE: Face, Ears, and Hands
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	March 15, 2018
APPROVED BY	Paul Gantar
JOB STEPS	1. Inspect for defects and cracks. 2. Ensure guard is in place and adjusted. 3. Run wheel for 30 seconds before grinding – ensure wheel is spinning properly. 4. Ensure all components (including blades) are secured properly. Use the secondary handle. 5. Use right wheel for the job, don't grind wood, plastics and non-iron metals on ordinary wheels. 6. Never remove or disable guard even if it allows you to work faster. 7. Plug in, push in trigger to run. 8. Always unplug and store in clean dry area. 9. Unplug grinder to change out blades.

SAFE JOB PROCEDURE #26

JOB TITLE	MATERIALS HANDLING & STORAGE
GENERAL	Safe Handling of Materials and Storage
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Good housekeeping, proper lifting and load procedures are all important. 2. Plan each move, and only move when necessary. Check for overhead power lines. 3. If you can't lift or move, get help or use a machine. Bend your knees and lift your legs. 4. Always use dunnage. 5. When stacking, ensure stack will not be restricting and that it is secure. 6. Determine if there is any fire risk. Keep flammables away from potential ignition sources. 7. Ensure load is balanced prior to moving. 8. Use proper vehicle for particular lift.

SAFE JOB PROCEDURE #27

JOB TITLE	SCISSOR or AERIAL WORK PLATFORM (AWP)
GENERAL	Safe use of the Scissor/man lift
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATED/REVIEW	Update title Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure battery is charged. 2. Complete a pre-use inspection and document. 3. Determine whether cantilever is needed, set and lock into place. 4. Visually check switches, do not move joystick around until ready to operate. 5. Ensure area is clear prior to moving lift. Walk your route. 6. Ensure the travel surface is level. 7. Once job is complete and the lift is down, push red button to shut power off. 8. Always plug in when not in use. 9. Do not exceed weight limits and stay on level surface. 10. Communicate when making a move when there is more than one person on the lift. 11. Do not drive while lift is elevated. 12. Do not load the guard rails with materials. 13. Be aware of what is above while lifting. (Electrical or ceiling)

SAFE JOB PROCEDURE # 28

JOB TITLE	MITER SAW
GENERAL	Safe use of a Miter Saw
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Updated Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Set Miter saw on a level surface. 2. Ensure PPE (safety glasses) is in use. 3. Check that the guard is in place and the blade is in good condition. 4. Plug in saw. Hold in button and pull trigger to run the saw. 5. Keep hands clear 6. keep loose clothing/gear away from the saw. 7. After the cut is made, wait until blade has stopped before removing wood. 8. Place blade in down position to store. 9. Make cuts from front to rear. 10. Do not remove or tamper with safety button.

SAFE JOB PROCEDURE #29

JOB TITLE	AIR NAILER
GENERAL	Safe use of an Air Gun PPE: Eye & Ear Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Set air compressor for 100-120 psi. 2. Attach Air gun to air hose. 3. Push Air gun on to material and pull trigger to release nail. 4. Do not point Air gun at anyone. 5. Hold Air gun perpendicular to material. 6. After job is complete, turn off the compressor and release air. 7. Disconnect Air gun and store in proper case.

SAFE JOB PROCEDURE #30

JOB TITLE	TABLE SAW
GENERAL	Safe use of a Table Saw PPE: Eye & Ear Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure the blade is secure and the guard and anti-kickback finger is in place. Plug the saw in. 2. Set blade depth to a maximum of 6mm above material. Set fence to width of the cut. 3. Use a push stick if material is less than 4 inches. 4. Turn on power and push material through blade. (Use a miter when cross cutting.) 5. Keep hand clear. 6. After the cut is made, move around the saw to collect material. 7. When finished with the saw, lower the blade all the way down, disconnect power and cover for storage.

SAFE JOB PROCEDURE #31

JOB TITLE	EXPLOSIVE ACTUATED TOOLS
GENERAL	Safe use E.A.T. Tools PPE: Eye & Ear Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Inspect and ensure that E.A.T. gun is in good condition and clean. 2. Ensure area is clear of people and debris. 3. Use earplugs. 4. Load the gun by first placing nail in the barrel and then load shot. 5. Place material down, press barrel end of gun down on material until guard depresses in and pull trigger. 6. Keep finger off trigger until you are ready to use. 7. Never point gun at yourself or others. 8. Ensure gun is perpendicular to material. 9. Always unload gun and store in case. 10. Must have E.A.T. ticket to use.

SAFE JOB PROCEDURE #32

JOB TITLE	RECIPROCATING SAW
GENERAL	Safe use a Reciprocating Saw PPE: Eye & Ear Protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure Saw and cord are in good condition. 2. Plug in and ensure cord is away from cutting area. 3. Secure the blade into the slot. 4. If cutting into a wall, make sure you know what is inside the wall. (electrical) 5. Make your cut with both hands on the saw. 6. Take the blade out of the saw prior to storing.

SAFE JOB PROCEDURE #33

JOB TITLE	SELF-RETRACTING LIFELINE (SRL)
GENERAL	Safe use for a Self-Retractable Lifeline (SRL)
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Inspect lifeline for frays and ensure it is clean. (must occur each time) 2. Secure retractable lifeline with an approved cable and connector to your anchor point. 3. Ensure a 4-foot lanyard is used between your harness and the lifeline. 4. Secure the cable to 4-foot lanyard for fall arrest use. 5. Using buddy system, connect lanyard to harness. 6. Combined weight of person and tools must not exceed 310 lbs. 7. Any lifeline, harness, lanyard, rope grab or hardware that has been subjected to a fall must be removed from service. 8. Must be a trained worker and have a fall protection rescue plan in place. 9. The worker must not exceed an angle 30 degrees and never move away from the vertical axis of the retractable for more than 10 feet.

SAFE JOB PROCEDURE #34

JOB TITLE	IMPULSE NAILER
GENERAL	Safe use of an Impulse Nailer PPE: Eye protection
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Ensure gun is greased, clean and the battery is charged. 2. Load the gun with fuel cell, battery, and nail clips. 3. Push the gun onto material and pull the trigger to fire. 4. Release trigger and repeat. 5. Never point gun at yourself or others. 6. Remove fuel cell and battery when cleaning. 7. Ensure proper training prior to use.

SAFE JOB PROCEDURE #35

JOB TITLE	CONCRETE FLOOR GRINDER
GENERAL	Safe use of a Concrete floor Grinder PPE: Eye & Ear Protection, Dust Mask or Respirator (P100)
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Prior to use, inspect grinder and ensure the blade is in good condition and secure. 2. Plug in, ensuring that the cord is out of the way. 3. Ensure blade is down evenly on concrete floor and turn on the grinder. 4. Keep a firm grip on the grinder. 5. When checking progress, always turn off the grinder. 6. Do not touch the blade until it cools off. Important Notes: - Dust mask or respirator must be worn at all times. - Unplug the grinder when switching out the concrete disk or grinding stone. - Make sure there is adequate ventilation in the area you are grinding. - Communicate with other workers in the area in advance of doing this work and ensure they sign off on your hazard assessment. -

SAFE JOB PROCEDURE #36

JOB TITLE	PROPANE HEATERS
GENERAL	Safe use of Propane Heaters
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Inspect all hoses, fittings, and valves for damage. 2. Soap test on all fittings and connections. 3. Attach hose to propane feed and run hose to the heater. 4. Plug in heater, and open valves on both sides of the hose. (Propane and heater) 5. Use electric igniter to start. 6. Set heater at appropriate temperature. 7. Keep area clear of flammable materials. (At least 2m away) 8. Spray water/soap mixture on to connections, if mixture bubbles, turn off gas and refit connections. 9. See that the area has adequate ventilation.

SAFE JOB PROCEDURE #37

JOB TITLE	SKID STEER MAINTENANCE
GENERAL	Safe Skid Steer maintenance
DEVELOPED BY	Stanley Construction Ltd.
LAST UPDATE/REVIEW	Reviewed Nov. 2, 2023 by L. Clark
APPROVED BY	Paul Gantar
JOB STEPS	1. Must be a competent worker. 2. Reference operator's manual. 3. Document the pre-use inspection 4. Perform circle check and ensure tires are in good condition. (45 psi) 5. Check all fluids, engine oil, hydraulic oil, and coolant. 6. Grease pins (nipples) weekly. 7. Ensure gauges are working. 8. When refueling, turn off engine and do not smoke, 9. Ensure arms are locked prior to working under the bucket, hydraulics could fail resulting in serious injury or death. 10. Check that reverse alarm, lights, and horn are working.

TAB 5

RULES

SAFETY ENFORCEMENT POLICY

The management of Stanley Construction Ltd. is committed to the safety excellence of our employees by providing an injury and accident-free workplace. All employees and sub-contractors are to abide by the regulations, safety rules, and the use of safe work practices and safe job procedures for each job site.

Safety violations by direct Stanley employees (project managers, superintendents, carpenters, and construction workers) as well as indirect employees (sub-contractors and suppliers); will be handled in an objective but firm manner. The enforcement program progression follows the "**Ask, Tell, Remove" approach** (three strike rule) as follows:

- Incident #1 – Verbal warning issued to employee or sub-contractor and documented and kept on file.
- Incident #2 – Additional written warning issued to employee or sub-contractor. The individual(s) may be required to leave the job site immediately and return only when the superintendent is confident that adequate corrective measures have been taken. An employee of Stanley Construction Ltd. is also not eligible for any profit sharing on any jobs for a period of 1 year.
- Incident #3 – Employee or sub-contractor is permanently banned from any Stanley job site. This is to be recorded in the Stanley safety and statistics manual in the office as a permanent record.

** The safety information in this policy does not take precedence over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

Verbal & Written Warning Report Form

Warning # 1 ☐	Warning # 2 ☐	Warning # 3 ☐

This Verbal ☐ Written ☐ warning is issued to_____

on_____for_____

Details:

I _____acknowledge this Verbal / Written (circle one) warning is the result of my actions and that my employment can be terminated if I commit a similar infraction in the future. I pledge to make significant efforts to follow the rules and regulations that can be found within the Stanley Construction Ltd. Safety Manual in the future.

Signed:_____

Print:_____
Employee

Company:_____

Signed:_____
Superintendent/Supervisor

Print:_____

Date: _____

General Rules I

Mandatory Requirements

1. Wear hard hats, safety boots, safety vests/stripes and safety glasses at all times in all work areas throughout the project. See TAB 6 PPE section for specifics.
2. Report to your supervisor (or the process as spelled out by Stanley Construction Ltd.) all unsafe acts, unsafe conditions, and near miss incidents.
3. Report all injury or damage accidents immediately and consult with a health professional immediately. This includes instances where you are a victim of workplace violence or abuse.
4. Perform all work in accordance with safe work practices and your supervisor's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment in accordance with site rules and highway regulations.

Prohibitions

The following are prohibited at all times on all company property and all company job-sites:

1. Possession or consumption of alcohol and or legal/illegal drugs. Please note that Stanley is accountable for communicating the hiring client's (site operator's) Drug and Alcohol policy to subcontractors and our own internal employees upon request of the client.
2. Possession of firearms.
3. Fighting, horseplay, practical jokes.
4. Theft, vandalism.
5. Damaging or disabling or interfering in any way with safety, fire fighting or first aid equipment.
6. Arriving for work, remaining at work when ability to perform the job is impaired.

General Rules II

1. You have the right to refuse to perform any duty you reasonably believe endangers your safety or the safety of your co-workers. You have the right to know about the worksite hazards and controls. You have the right to participate in site safety meetings and hazards assessments.
2. You have the obligation to take reasonable measure(s) to prevent others from performing duties that endanger themselves or others and to notify the Superintendent and/or Supervisor.
3. Report ALL unsafe acts, unsafe conditions, and near misses.
4. Hardhats, steel toed boots, vests and safety glasses are to be worn in designated areas.
5. Fall protection must be warn if working above 3 meters.
6. Report injury or damage accidents immediately.
7. Only those tools in good repair and in good operating condition are to be used.
8. Perform all work in accordance with safe work practices.
9. Maintain good housekeeping in your work area.
10. Operate all vehicles and mobile equipment in accordance with site safety rules and highway regulations.
11. Arriving at work, or remaining at work, when ability to perform the job safely is impaired due to alcohol, illegal drugs or prescription drugs is strictly prohibited and will result in dismissal.
12. Smoking is permitted only in designated areas.
13. Explosive actuated tools shall only be used by persons that have been instructed and trained in their safe use.
14. Compressed gas cylinders shall be secured in an upright position.
15. Riding on equipment is prohibited. No person shall ride on any hook, hoist or other mobile equipment which is used strictly for handling materials.
16. Welding/cutting and burning operations shall be carried out by authorized personnel with appropriate PPE and fire prevention equipment.
17. Theft, vandalism or any other abuse or misuse of company property is prohibited and will result in dismissal.
18. No employee of Stanley Construction Inc. shall discuss work-related matters with the media.
19. Horseplay is prohibited.
20. Access to access/egress locations must be maintained.
21. Instruct all visitors to report to the Superintendent at the site office.
22. Blowing emergency air horn in a non-emergency situation is grounds for immediate dismissal.
23. All employees must comply with municipal, provincial, and federal bylaws.
24. No playing music on radios.
25. Cell phone use including text messaging is to be limited to coffee and lunch breaks.

Revised: May 23, 2023

General Craft Safety Rules

Carpenters

1. Construct and erect scaffolds, supports and all platforms from sound material with ample strength to carry the maximum material load as well as the weight of the workers that may be placed in them. Toe boards and handrails should be secured in place according to OH & S regulations.
2. Keep scaffolds, runways, or platforms free from tools, loose boards, and debris.
3. Take particular care in using a ladder. Be sure it is in safe condition; place it with care on firm footing.
4. Portable ladders are to be securely fastened, anchored, or made secure by using rope, ladder shoes, or other effective means.
5. Face the ladder when ascending or descending and use both hands. Tools or material should bee lowered or hoisted with a hand line; never carried.
6. All sharp-edged tools should be kept sharp. They are safer to work with then dull ones.
7. Do not carry sharp-edged tools in your pockets unless the edges are protected in a sheath.
8. For your personal protection wear suitable clothing. Do not wear loose or frayed clothing, particularly around power equipment. Keep work shoes in good condition so that footing will be solid and secure.
9. In driving nails, first set nails with several light hammer blows before striking nail with a sharp blow. This precaution will minimize the chance of the nail being deflected, flying and striking someone.
10. **ALL PROTRUDING NAILS** shall be pulled or bent.
11. Do not use a hammer with a hardened face on a highly tempered tool such as drill, file, die or jig. Chips may fly.
12. Be sure that all portable electric tools are in proper condition and grounded.

If You Are a Sawer

1. Guards and safety devices shall be in place and in proper condition.
2. Use a rip saw for ripping only – NEVER use for cross cutting.
3. Make use of a push stick when sawing short or narrow stock.
4. Use a stick or a brush to keep small pieces away from the saw. NEVER use your finger.
5. When ripping, stand out of line of stock being cut and wear a heavy protective apron to avoid injury from a possible kickback.
6. Keep surplus stock, tools, and other objects off of the saw table.
7. Turn off the power and wait until the saw comes to a stop before leaving the machine.
8. Never attempt to oil, clean, or adjust the machine while it's running.
9. Talk and sawing does not mix. Don't talk to others and don't allow them to talk to you while sawing.

In Using a Hand Saw

1. Keep the saw sharp; teeth properly set and clean.
2. Use a crosscut saw for cutting across the grain, a rip saw with the grain.
3. Start the cut with two long slow pull ups, guiding with the thumb. Then get the hand away and go.
4. To prevent sticking, keep the blade true with the cut. In wet or gummy wood, use a little oil or paraffin may help.
5. Don't "ride" the saw. If it doesn't cut well, it may need to be sharpened or set.
6. If you use one knee to steady the work, watch your balance.
7. Saw teeth can make a worse cut than sharp knife. Handle with care.

Cement Finishers

1. When handling bag of lime or cement, care should be taken to handle them in such a manner that they will not burst.

2. The following personal protective equipment should be worn or used by cement masons:

    a. Suitable clothing to protect all parts of the body from burns. Employees should not wear clothing that has become stiff and hard with cement as this will irritate skin and often cause serious infections.

    b. Goggles when grinding, drilling, chipping or while brushing concrete.

    c. Respirators with approved type filters and eye protection should be worn when there is an excessive concentration of dust.

    d. **RUBBER SAFETY BOOTS IN GOOD CONDITION** when working in concrete. Water mixed with cement will cause serious burns.

    e. Hard hats shall be worn at all times.

3. A protective skin cream is often helpful when used on the hands, face, and other exposed parts of the body in preventing cement or lime burns. Personal cleanliness and frequent washing with soap and water is the **BEST** preventative.

4. Lime shall be stored in a dry place. There is danger of fire when lime becomes damp and slaked.

Construction Workers

1. Handles of picks and shovels should be free from splinters and securely fastened to the head. When swinging a pick, make sure no one is near enough to be struck. Three meters spacing between workers is recommended when using a pick in trench work.
2. Do not run with a wheelbarrow, especially with the handle in an upright position. Wheelbarrows should not be overloaded, particularly on ramps. Guard against striking hands or knuckles on edges of doorways, columns, stacked material and so forth, while guiding a wheelbarrow.
3. In operating heavy tools at a level higher than the feet, it is often possible to support the tool from the same detached object of support in order to safeguard the feet.
4. Pressure should be released from air hoses before breaking connections in order to avoid the hazards of flying particles and the possible “whipping” of the hose itself. Make sure air hose connections are tight, wired or chained together to prevent accidental uncoupling.
5. Eye protection shall be worn by operators of pneumatic tools and by those working close to such operators.
6. Hammers should be equipped with safety tool retainers to prevent tools from flying from sockets when power is applied.
7. In-so-far as is possible, keep exposed parts of the body away from direct contact with cement.
8. Melting of tar, pitch, and asphalt should be done outdoors. Workers should stay on the windward side of kettle. Sufficient heavy clothing and goggles should be worn to protect operators from hot tar. Keep plenty of dry sand or a fire extinguisher near the kettles to smother any fire.
9. No one but the operator is to ride on the lift trucks.
10. In lifting, remember to keep back as straight as possible. It may be far from vertical but should not be arched. Lift with legs not the back.
11. Wear rubber safety boots when pouring paving slabs etc.
12. Wear goggles when using vibrators.
13. Wear rubber gloves and face shields when doing any acid cleaning or using solvents.
14. Bend or pull nails when stripping forms.

TAB 6

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) Policy

The following will be observed and practiced by the company and employees when the company undertakes any job or contract.

All employees are trained on the selection, use, and care of PPE through the onsite safety orientation and as required on an ongoing basis.

All employees, contractors, self-employer persons, guests and visitors will wear CSA approved safety boots, long trousers, sleeved shirts; CSA approved hard hats with lateral impact protection, safety glasses and any other specialty PPE required for the job site.

All PPE used by this company will be within the requirements of OHS regulations and CSA standards.

All PPE used by this company will be maintained in accordance with manufacturer's instructions and requirements.

Company issued PPE will be inspected at time of issue and before each use by the employee using the PPE.

All PPE that is of questionable reliability, damaged or in need of any repair will be removed from service immediately.

All PPE that has been removed from service will be tagged **"OUT OF SERVICE."** Any PPE tagged **"OUT OF SERVICE"** will not be returned to service until repaired and inspected by a qualified person.

The company will maintain appropriate inspection and service logs for specialty PPE.

No piece of PPE will be modified or changed contrary to the manufacturer's instructions or specifications or O.H. & S. Regulations.

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Regulations.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

BASIC PPE INSPECTION FORM

Project:	Date:

Check √ which applies and provide details if required.

HARD HAT	GOOD	REPLACE	MAINTENANCE REQUIRED	COMMENTS
CSA Approved & within expiry date				
Cleanliness				
Dents, Cracks, Gouges				
Suspension system & Adjustment				
BOOTS				
CSA Approved				
Cleanliness				
Rips, Tears, Cuts				
Tread, Seams, Punctures				
Exposed Steel Toes, Soles- cracked				
Laces Intact				
SAFETY VESTS, GLASSES, GLOVES				
Cleanliness				
Reflective strips effective				
Velcro or Closure usable				
Clear Lenses, Scratches,				
Gloves-Rips, Tears, Seams				

Worker Name:_____Date:_____

Signature:_____

“Info Sheet” for Foot Protection

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades which hare indicated by coloured tags and symbols.
The ***tag colour*** tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a ***triangle*** means puncture-resistant sole able to withstand 135 kg (300lbs) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at Alberta’s OHS Statute and Regulations or CSA Standard “Protective Footwear” Z195-02.

In construction, it is recommended that only the ***green triangle*** grade of footwear, which also gives ankle support, be used.

DO

- Choose footwear according to job hazard and CSA Standards
- Lace up boot and tie laces securely; boots don’t protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).
- Choose a high cut boot to provide ankle support (less injuries)

DON’T

- Wear defective safety footwear (i.e., exposed steel toe caps)
- Under protect your feet or modify safety footwear

**** For further information see the appropriate current Occupational Health and Safety Regulations****

“Info Sheet” for Harnesses, Body Positioning Belts, Lanyards and Life-Lines

General Information

Harnesses and Body Positioning Belts are used in construction to provide workers working at heights above ground level with freedom of movement and protection from falls. While a harness will safely save a worker from a fall when working at heights, the body positioning belt is strictly used a positioning device in conjunction with a harness when working over 3 meters. The lanyard and lifeline systems are attached to an engineered anchor or structural member and then back to the D ring on the back of the harness. Better quality systems usually have some form of shock absorber in the system.

If no fall protection is required, a body positioning belt can be used. If the fall is greater than two feet, a body harness is recommended to prevent further injuries caused by the sudden stop at the end of the fall.

A lifeline should NEVER be used as a service line. The only time a lifeline becomes a load bearing line is in the event of a fall. At all other times it should be just slack enough to permit free movement on the service lines.

In the construction industry, full body harness systems used with a shock absorber are preferred over waist safety belts.

It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

See CSA Standard:

- “Full Body Harnesses” CAN/CSA Z259.10-06
- “Energy Absorbers and Lanyards” Z259.11-05
- “Connecting Components for Personal Fall Arrest Systems” CAN/CSA Z259.12-01 (R2006)
- “Fall Arresters, Vertical Lifelines and Rails” CAN/CSA-Z259.2.1-98 (R2004)
- ” Self-Retracting Devices for Personal Fall Arrest Systems” CAN/CSA-Z259.2.2-98 (R2004)
- “Body Positioning Belts and Saddles for work positioning and travel restraint” CAN/CSA Z259.1-05

DO

- obtain expert advice before purchasing a fall arresting device
- properly train and practice with the system you decide to use
- use webbing type harness instead of leather harnesses
- use only the manufacturer’s components for replacement parts
- inspect carefully before each use (inspection to be performed by a trained worker)
- have the harness fitted snugly to the worker using the system

- **ensure that the anchor points are secure and able to support the load in the event of a fall**
- follow the manufacturer's instructions on care and use
- ensure all lines used with the systems have thimbles
- use only the proper safety rated fastenings with the system
- **use a full body harness with shock absorber whenever possible**
- **use the buddy system when making your connections**

DON'T

- modify, change, or put additional holes in the harness hardware
- jerry-rig the system
- use the system for any other than it's intended use
- use the lifeline for a service line

**** For further Information see the appropriate current Occupational Health and Safety Regulations****

"Info Sheet" for Limb and Body Protection

General Information

Due to the nature of the construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as **"job exposures"** (exposures to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials). PPE in the category would be items such as:

- leg, arm, chin and belly guards
- specialty hand pads and grips
- leather aprons and leggings
- full body suits
- flame and chemical resistant clothing and
- various types of plastic boot covers and overshoes

For more information on the type of specialty PPE you require, check your local OHS office. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full-service life from your specialty PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands include finger guards, thimbles and cots, hand pads, mitts, gloves, and barrier creams. Choose PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting a hand PPE, keep the following in mind: look for anything at the jobsite that may be hazardous to the hands. If gloves are to be used select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier, Material Safety Data Sheet (MSDS) or local OHS Office.

DO

- inspect hand PPE for defects before use
- wash all chemicals and fluids off gloves before removing them
- ensure that gloves fit properly
- use the proper hand PPE for the job
- follow manufacturer's instructions on the care and use of the hand PPE you are using
- ensure exposed skin is covered (no gap between sleeve and the hand PPE)

DON'T

- wear gloves when working with moving machinery (gloves can get tangled or caught)
- wear hand PPE with metal parts near electrical equipment
- use gloves or hand protection that us worn out or defective

**** For further Information see the appropriate current Occupational Health and Safety Regulations****

TAB 7

FALL PROTECTION

Fall Protection Policy

It is the Policy of Stanley Construction Ltd. that all employees who work at heights of 3.0m and over be protected from the hazard of falling. A site-specific Fall Protection Plan shall be developed and implemented, whenever a fall hazard exists.
The Fall Protection Plan must specify:

a) The Fall Hazards at the work site.
b) The Fall Protection system to be used at the work site.
c) The Procedures to be used to assemble, maintain, inspect, use and disassemble the Fall Protection system.
d) The Rescue Procedures to be used if a worker falls, is suspended by a Personal Fall Arrest System or Safety Net and needs to be rescued.

Our company has established a 100% Fall Protection Goal. This means no exposure to an elevated fall hazard is permitted.
Exposure will be prevented by:

1. Establishing walls opening guards, floor opening covers and/or guardrail systems.
2. Using work platforms and/or aerial lifts.
3. Restricting worker travel limits.
4. Use of Fall Arrest and/or Travel Restraint Systems.

It is the responsibility of the site supervisor to ensure a site-specific Fall Protection Plan is developed and implemented as required and that all affected employees are instructed in the contents of the plan. Further, the supervisor is responsible for ensuring that all employees follow the directions as set out in the plan.

All management functions will comply with the company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly and in accordance with established procedures and safe work practices. This includes proper area and equipment inspections prior to use and all defective equipment must be removed from use immediately.

I trust all of you will join me in a personal commitment to make safety a way of life.

The safety information in the policy does not take precedence over OHS legislation.
All employees should be familiar with this legislation.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

FALL PROTECTION PLAN

Project:		Date:

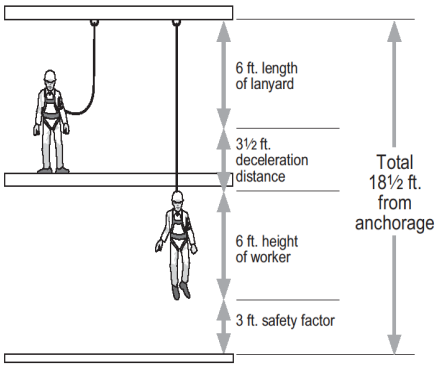
Type of Work:

Special Instructions:

Any worker who will be exposed to a fall over 3 meters or less than 3 meters with a possibility of injury due to a hazardous substance or object (s) below. CSA approved Harness, shock absorber, lifeline, rope grab (these must be compatible) and lanyards must be used for the fall arrest system. Retractable lanyard may be used with NO SHOCKER ABSORBER. When using a lanyard with a shock absorber, the shock absorber end must be connected closest to the harness. Ensure gates of carabiners are not the used for the strength point (Cross gate loading). Ensure "swing" distance is not more than 4 feet.

Anchors points to be able to withstand 5000lbf (22.2 kN). 225lbf= 1 kilonewton. Must be Structural or Engineered.

When using lanyards or safety lines, you must calculate the potential free fall distance.
6' lanyard + 3.5' shock absorber+6' D-ring height + 1' D-ring slippage+ 3' safety margin= 19.5' fall distance.
If using a safety rope/line you need to add in the slack distance of the rope.



How to determine total fall distance with a shock-absorbing lanyard.

Potential Hazards for Work at Heights:	Controls:
Falling from Roof	Fall protection/Travel Restraint/Guard Rails
Falling from Scaffolding-damaged planks	Inspect Planks, Secure the Planks
Holes in the Roof/ Shafts/Sharp metal edges	Identify holes and cover /Housekeeping/Watch for sharp metal edges (damage to lanyard or rope)
Ladders unsecured/ damaged	Inspect ladders/ Tie off if working for more than 15 minutes.
Man lifts (ALL)	Proper Training/ Travel Restraint System
Faulty Harness/Lanyards/Carabiner/Hooks/ Lifelines (Ropes)/Rope Grabs/SRL	Inspection of Fall Protection Equipment by competent and trained workers.
Slips/Trips	Housekeeping/ Avoid heights when conditions are icy

List Applicable Potential Hazards for the specific work performed:	Controls:

FALL PROTECTION SYSTEM USED:(fall arrest, guardrails, travel restraint)

FALL PROTECTION EQUIPMENT INSPECTION: Serial No.

Harness Type:	
Lanyard Type:	
Lifeline Type:	
Self-Retracting Device:	
Anchor Type:	

*****Please inspect all equipment prior to use and discard of all faulty equipment immediately.**

EMERGENCY RESCUE PLAN:

Written Site-Specific Procedures: (List equipment on site to use for rescue the procedure)

1.
2.
3.
4.
5.

Designated Rescue Team:

Position:	Roles & Responsibilities	Name & Cell Number
Superintendent	Initiate the rescue procedure, call 911 if needed, Administer First Aid	
Foreman	Take direction from Superintendent (if Super is not available, the foreman takes over lead position)	
Worker 1	Take directions from Super & Foreman (follow written rescue procedures)	
Worker 2	Take directions from the Super & Foreman (Follow written rescue procedures)	

Worker:

Print: Sign:

Supervisor Signature: Date:

FALL PROTECTION INSPECTION & MAINTENANCE

Project:	Date:

Harness and Lanyards

Component	Examine for:	OK	NA	Defective
D-rings	Cracks Movement at Attachment point Distortion or t other damage Corrosion			
Snap hook	Cracks Distortion of hook or latch Corrosion Wear in swivels and/or latch pivot pin Broken or weak latch springs Free from movement of latch over its full travel			
Stitching	Broken, cut or worn threads Damage due to heat or chemicals Deterioration due to UV or other factors			
Webbing	Cut, tears, mildew dirt, grease Abrasion damage where there is contact with hardware Excessive stretching Damage due to heat, corrosive or other factors Deterioration due to UV or other physical damage			
Adjusters **Buckles**	Distortion Cracks Corrosion			
Labels on both **Harness & Lanyard**	Serial # and Date Legible Product Inspection label legible Product description legible			
Ropes	Cuts, abrasion or fraying Damage due to contact with heat, corrosives, solvents etc. Thimbles cracked or broken			
Hardware on **Lanyard**	Corrosion or deformation Cuts or melts in material;			
Energy Absorber	Check for signs of deployment			

Retractable Lanyards

Component	Examine for:	OK	NA	Defective
Label	Serial n#, product inspection and description is legible			
Housing	Cracks, other deformations, corrosion or pitting Nuts, bolts and installation bracket			
Fall indicator	Indicator will have label exposed if it has been subjected to fall arresting forces			
Screws	All present			
Webbing	Excessive wear, torn, abrasions or distortion			
Anchorage **connection**	Anchorage connector is properly seated with the anchor point			
Lifeline retraction	Test retraction and tension by pulling out at least a meter and allow it to retract back. Lifeline should pull out freely and retract all the way back into the housing			
Braking mechanism	Check by tugging on the webbing line; should LOCK immediately. Pull second time to confirm			
Snap hook & **Karabiner**	Cracks, corrosions, distortions, deep nicks, dents, cuts, broken or weak latch springs			

Worker Name	Signature	Date:
Comments for Maintenance:		

TAB 8

MAINTENANCE PROGRAM

MAINTENANCE PROGRAM POLICY

All tools and equipment shall be properly maintained so as to reduce the risk of injuries to employees or damage to property.

Supervision shall ensure that all preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

All employees shall regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair. Any tools or equipment found to be in need of repair is to be immediately "tagged". At this point a decision is to be made on repair of the equipment jointly between field and office personnel.

Stanley Construction Inc. tools and equipment are in one of two categories:

- Small Tools (i.e., circular saws, drills, table saws, etc.)
- Heavy Equipment (i.e., Skid Steer Loaders (Case & Bobcat), motor vehicles, compaction equipment, etc.)

If a Small Tool is found to be in need of repair or is defective, Stanley Construction Inc. head office should be informed, and one of two actions is required:

1. Dispose and replace or
2. Repair

Heavy Equipment is to follow the regular maintenance schedule as noted on the following pages. Pre-use inspections are required for all heavy equipment and will be kept on with the machine and on file. Operators are to bring any issues to the attention of their site superintendent. Supervisors will review pre-use inspections prior to upload to files to ensure any repairs required are carried out.
All maintenance records for equipment are kept on file and logged to track the yearly maintenance.

For both Small and Heavy tools, receipts for repair are to be submitted to Stanley Construction Inc.

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

Equipment and Maintenance Schedule

Equipment Description	Year	Maintenance Schedule/Requirements
Ford F250	2004	Daily Inspection Report to be completed. 5000 km oil change and misc. maintenance by competent worker in accordance with manufacturer's specifications. Annual Commercial Vehicle Inspection. Recommendations by mechanic completed as required
Dodge Ram 1500	2015	Daily Inspection Report to be completed. 5000 km oil change and misc. maintenance by competent worker in accordance with manufacturer's specifications. Annual Commercial Vehicle Inspection. Recommendations by mechanic completed as required
Skid Steer- CASE		Equipment Daily/Pre-Use Inspection to be completed. Daily greasing. 500 hr. misc. maintenance by competent worker in accordance with manufacturer's specifications. Service by a qualified mechanic.
Skid Steer-CAT	?	Equipment Daily/Pre-Use Inspection to be completed. Daily greasing. 500 hr. misc. maintenance by competent worker in accordance with manufacturer's specifications. Service by a qualified mechanic.
Zoom Boom	?	Equipment Daily/Pre-Use Inspection to be completed. Daily greasing. 500 hr. misc. maintenance by competent worker in accordance with manufacturer's specifications. Service by a qualified mechanic.
Ground Thaw Unit	?	Pre-use Visual check.
Flatbed Trailer	2009	Daily visual check for hitch, tires, lights, brake switch, pins. Annual maintenance and inspection by a qualified mechanic. Recommendations by mechanic completed as required.
Various saws and other small tools		Daily visual check to ensure saw blades are properly attached and saw blade guards are secure. Check for loose screws and bolts, frayed cords. Annual Maintenance by qualified mechanic.
Generator-Honda		At 50 hours oil change, check air filter before each use, spark plugs as needed.
Plate Tamper(s)		At 50 hours oil change, air filter daily, spark plugs as needed.
Jumping Jack(s)		At 50 hours oil change, air filter daily, spark plugs as needed.
84" Pick-up Sweeper		

Mobile Equipment Pre-Use Inspection

Project:	Date:
Unit #	Serial #
Inspected by:	

Before operating equipment:

- Call before you dig. Utility Safety.
- Always face machine when getting in or out, never jump off machine.
- Proper PPE must be worn. Do not wear loose clothing.
- Carry the load low. Check for overhead hazards.
- Look before backing up. Ensure back-up alarm is functioning.
- Watch for holes, drop offs and obstacles.
- Never travel with a load obstructing your vision.
- Do not operate a machine if you have not had training.
- Do not operate a machine if it is in need of maintenance or repair.
- Turn off machine when changing hydraulic attachments.
- Reference operator's manual.
- Lock out tags must be used appropriately.

Check all safety items: mark n/a if not applicable.

Item	Check √	Item	Check √
Back-up Alarm		Bucket/Forks	
Horn		Pins Greased	
Oil level		FOPS/ROPS	
Fuel Filter		Grab Handles	
Operator's manual		Fire Extinguisher	
Antifreeze		Windshield Wiper(s)	
Parking Brake		Lift Arm Support	
Lights		Operator Seatbelt	
Beacon		Hydraulic Hoses	
Gauges		Tire Pressure	
Switches		Ties Wear/Damage	
Defrost		Missing/broken part	
Battery Fluid		Outriggers	
Wire/Hose Connections		Anchor points (AWP)	
Steering levers/wheel		Annual inspection up-to-date	

Comments on Repair(s)
Required:_____
_____
_____

Date repaired: _____ Signature: _____

Fire Extinguisher Inspection Form

Project:	Date:

Please ensure you tip over your fire extinguishers every month in order to keep the powder from compacting. There is a tag attached (maintenance chart on it) with space to fill in date and initials. Please nominate someone for monthly inspections. Thanks!

Location	Time/Date completed

Name:_____ Signature:_____

TAB 9

TRAINING POLICY / SAFETY MEETINGS

SAFETY TRAINING & MEETING POLICY

The purpose of this policy is to ensure that all employees receive adequate safety training and are competent to carry out assigned tasks.

Stanley Construction Inc. will provide and ensure that all employees participate in the following safety training:

- Orientations are for all employees and subcontractors, self-employed persons and visitors at each individual job site.
- Safe Work Practice training/review
- Job-Specific training & Competency Assessments within the first week of starting a new position
- Refresher and update training (i.e., every 3 years: First Aid, Fall Protection, Confined Space, etc.)

Competency assessments will be completed within 1 month of a new worker hired. Competency records for internal on-site training will be kept on file and recorded within the training log.

The minimum training for employees on site is Standard First Aid. Supervisors will take the LSE course.
Other courses that may be required (but not limited to):

- Fall Protection
- AWP
- Confined Space Entry
- Flagging

Orientation results will be documented via a "Quiz" (see attached). If the employee or sub-contractor receives a PASS score; a Stanley Construction Inc. Safety Orientation sticker will be issued to that individual. It is recommended that owner representatives and consultants also receive the orientations.

In addition, safety meetings involving all employees will be held at a minimum:

- One (1) time per year as an entire company that will cover:
  - Trends and safety statistics in the company
  - Health & Safety Management System Updates and changes
  - Industry trends
  - Opportunity for issues to be brought forward by any employee
- Quarterly Safety Committee Meetings which include representatives from all sites:
  - Trends in the company
  - Site reports and statistics
  - Discussion and general observations by any attendee
- Weekly on specific job sites for all employees on site
  - Review recent safety observations – site specific
  - Review trends within Stanley
  - Opportunity for issues to be brought forward by any site employee

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

Stanley CONSTRUCTION

STANLEY CONSTRUCTION LTD. All Safety Committee Meeting Template	Project #:	
	Date:	

Reviewed last Tool Box meeting?		Yes		No		**In Attendance:**	
Accident Investigation Report(s) reviewed?		Yes		No		Print Name	Initials
Incident Investigation Report(s) reviewed?		Yes		No			
Hazard Assessment reviewed?		Yes		No			
Adequate First Aid Equipment on site?		Yes		No			
Adequate First Aid Personnel on Site?		Yes		No			
Topics discussed / Safety incidents or concerns:							
Corrective Action(s) to be taken regarding the above:							

Safety Officer / Project Manager Review

Date: ______________________

Comments: ______________________

Site Health, Safety & Environmental Orientation

Project:	Date:

Employee/ Contractor:		Hire Date:	
Company:		Trade:	
Site Supervisor:		Orientation By:	

Topics Covered (place check mark)					
Introduction			**Safe Work Practices**		
		Company History			General Housekeeping
		Company Safety Policy			Scaffolds
Responsibilities for Safety					Floor and Roof Openings
		Worker			Ladders
		Supervisor			Excavations
		Manager			Manual Lifting
Emergency Procedures					Cutting and Welding
		Fire			Rigging and Hoisting
		Ambulance			Powder Actuated Tools
		Incident Reporting			Air Tools
General Rules					Working at Heights
		Alcohol, Drugs	**Meetings**		
		Horseplay, Fighting			Safety Committee
		Vehicle Operation			Toolbox
		Theft			Site Walk Through
Personal Protective Equipment			**Location Of:**		
		Hard Hats & Steel-toed Boots			Occupational Health & Safety Manuals
		Safety Glasses			Safety Data Sheets (M.S.D.S.) Binder
		Hearing Protection			Stanley Construction Ltd. Safety Manual
		Gloves	**Review Stanley Construction Ltd. Safety Manual**		
		Fall Protection			Safety Rules
		Respirators			Job Procedures
		Reflective Vests			Safe Work Practices

Environmental						
1	Have you been briefed on this site's specific environmental requirements?	Yes		No		
2	Do you have appropriate materials to contain spills, minimize environmental impacts of your work (e.g., a split kit)?	Yes		No		
3	Are you aware of relevant Environmental Legislation and Regulations in relation to the work you are performing and the area you are working?	Yes		No		
Do you have and/or know:						
1	WHMIS Training, that you must comply with the WHMIS standards & that relevant SDS sheets are located inside the site trailer?	Yes		No		
2	A powder actuated Tool Certificate?	Yes		No		
3	Do you know how to use a fire extinguisher?	Yes		No		
4	Do you understand following all safely rules are a condition for working on or visiting the site?	Yes		No		
5	Do you understand the 3 OHS Rights? Right to refuse, Right to Participate and the Right to Know.	Yes		No		

Trainer:			Employee/Contractor	

ORIENTATION QUIZ

1. You have the legislated right to refuse dangerous work.	T	F
2. Safe Work Practices, Job Procedures, and Rules are in the Stanley Construction Inc. Safety Manual.	T	F
3. Near Misses and Incidents should be reported to your supervisor.	T	F
4. You have the legislated responsibility to immediately report dangerous conditions and acts to your supervisors.	T	F
5. PPE (Hard Hats, Safety Boots) are NOT required on this site.	T	F

Worker Name:_____

Worker Signature:_____

Company: _____

Score: / 5 PASS or FAIL

(Min. Score = 5)

Supervisor Signature:_____

VISITOR ORIENTATION

Date:	Time:
Project Name:	
Stanley Escort:	

PURPOSE:
The purpose of the visitor orientation to inform all visitors to the worksite of the hazards, rules and emergency response procedures. The visitor orientation is for a one time visit and must be repeated with subsequent visits until the visitor has a full orientation.
The visitor is to check-off each point below:

□ At all times the visitor must be within ten (10) feet of the Stanley escort.

□ Visitors must comply with safety rules and established for the site and provincial legislation.

□ The visitor is made aware of the muster point location and emergency procedures.

□ Visitors must not enter areas that have entry restricted through the use of barriers, particularly areas designated as restricted with red “DO NOT ENTER” barrier tape.

□ While on site visitors must wear the personal protective equipment described by the designated escort. (Hardhat, CSA Approved Boots, Safety Glasses when required)

□ Visitors must remain aware of site hazards i.e., tripping hazards, overhead work, etc. (FLRA)

□ All personal injuries or damage to personal property while on site must be reported to your designated escort.

□ The visitor must report to Stanley Escort if they are witness to any incident or near miss while on the work site.

□ Permission from an authorized person is required for the use of cameras, video recorders and/or audio recorders.

Visitor Sign-in/Sign-out				
Print Name	Signature	Company Name	Time in:	Time out:

Stanley Escort
Signature:_____Date:_____

The escort is responsible for the actions of their visitors. The escort must see that the visitor has signed-out when leaving the worksite (or sign-out on their behalf).

Stanley CONSTRUCTION

ON THE JOB TRAINING & COMPETENCY ASSESSMENT

Project/Location:	Date:	Hire Date:
Trainee Name:	Trainer:	

General Worksite Tasks / Tool Use / Equipment Operation

Safe Work Practice/Safe Job Procedure Reviewed:

Task Steps: (Trainers/supervisors are to complete this area for the safe work procedure steps and do's/don'ts of performing the task in detail) Use the back side of page if required for additional steps.
Task details:
1. 2. 3. 4. 5. 6. 7. 8.

Competency Assessment:

Criteria for Competency	Trainer Initial	Trainee Initials
Ability to complete a FLRA for the task(s)		
Ability to follow the above safe work procedure steps without help		
Ability to complete a pre-use inspection and when (as required)		
Ability to wear the basic appropriate PPE (& specialized if required)		
Ability to put tools/equipment away properly (stored correctly)		
Ability to identify hazards with the task, tools, equipment or area		
Ability to recognize housekeeping issues and how to mitigate		
Ability to identify ERP muster point and emergency equipment location(s)		
Ability to identify the location of legislation and SDS information		
Understands that any damaged or broken tool/equipment is reported ASAP		
Understands the 3 OHS Rights (The Right to Know, The Right to Participate and The Right to Refuse)		
Understands that working safely and following SWP/SJP is a condition of employment.		

Trainer/Supervisor Signature:	
Trainee/Worker Signature:	

*The Competency Assessment is to be completed within the first week of employment when a new tasks/positions starts and repeated annually.

TAB 10

INSPECTIONS

INSPECTION POLICY

The purpose of this policy is to control losses of human, material and environmental resources by identifying and correcting unsafe acts and conditions.

Stanley Construction Inc. will maintain a comprehensive program of safety and environmental inspections at all job sites.

Responsibilities:
The senior managers are responsible for the implementation and monitoring of the health and safety management system. Senior managers are required to complete one inspection per project.

The Project Manager is responsible for the overall operation of the inspection program for the specific job site. The Project Manager should conduct documented inspections a minimum of once per month.

The Superintendent is responsible for directing formal inspections on the job sites that they control and should involve workers in such inspections. Frequency to be determined by the superintendent but should occur at a minimum frequency of once per month.

Foremen are responsible for conducting ongoing informal inspections of areas where their crews are working.

Workers are responsible for participating in and contributing to the inspection program.
Location Frequency:
Head Office and Storage/Yard- quarterly
Work sites- monthly

How will inspections be done:
General process includes:

1) Inspectors arrive on site, sign in, ensure safety orientation completed and then meet with site to inform them of inspection.
2) Complete inspection in 4 phases:
    a. Interview with site supervisor
    b. Site inspection – completing checklist located on next page.
    c. Interviews with additional workers
    d. De-brief with site supervisor on findings
3) Upload Inspection reports to online folder and post them on job site.

Identification of Corrective Actions and Controls & Sharing of Results
Site supervisors will follow-up and ensure corrective action items have been implemented.

These findings will be communicated:

- By the site supervisor to all employees on the site (including jobsite posting) and if any corrective actions affect other Stanley sites to all site supervisors.
- If a deficiency is found during the inspection, the inspector will assign the site superintendent to implement corrective action within a target date and completed date.

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

WORK SITE HSE INSPECTION REPORT

☐ Weekly ☐ Monthly ☐ Quarterly

Project:	**Location:**	**Date:**	
□ Work Site □ Office □ HSC □ Yard/Storage Area		Crew Size:	Subtrades:
Inspected By: (Print names)			

Priority Rating: 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable

Priority	Inspected Items	Priority	Inspected Items	Priority	Inspected Items
	Hazard Assessment Procedure		Fire Extinguishers		Confined Space Entry
	Code of Practice/Procedures		Smoking in Restricted Areas		Fall Protection Equipment &Plans
	Protection Of Public		First Aid and First Aid Kits		Safeguards i.e., Guard rails, Tools, etc.
	Excavation Procedures		Lockouts & Energy Control		Vehicle/ Equipment Condition
	OHS Acts, Regulations & Codes		Proper Lifting, Manual & Mechanical		Vehicle/Equip- Operator Certified or
	Traffic Control/Barricades		Cables, Ropes, Slings & Chains		Air Receivers & Compressors
	Hardhat, Vest, Steel Toes		Tools- Use, Storage and Maintenance		Gas Cylinders, Hoses & Regulators
	Other PPE i.e., Safety Glasses, Hearing protection		Electrical Wiring & Guards		Trans. of Dangerous Goods
	Fire Retardant Coveralls- Hot work		Materials, Storage & Handling		Environmental Compliance
	Grounding/Bonding Device		Waste/Disposal/ Housekeeping		Safety Promotion/ Education

Priority	Description of corrective action required	Corrective Action By Whom	Date/Time

Signature of Employee in Charge	Date

Comments

TAB 11

INVESTIGATIONS

INVESTIGATION POLICY

The purpose of this policy is to investigate accidents/incidents so that root and contributing causes can be determined and corrective actions can be implemented to prevent recurrence.

The following types of incidents shall be fully investigated:

- Incidents that require first aid treatment.
- Incidents that result in injury requiring medical aid.
- Incidents that cause property damage or interrupt operations with potential loss.
- Incidents that have the potential to result in either of the above such as close calls and near misses.
- Work Refusals
- Occupation Illness

All incidents that fall under Part 7 Section 33 of the OHS Act must be reported to OHS and to WCB or other regulatory agencies as defined by the OHS Act.

Responsibilities:

- All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
- Supervisors shall conduct initial investigations (interviewing of people directly involved and detailing any injury or property damage) and submit their report(s) to their superintendent promptly. This includes both Stanley and Contractor reports.
- Superintendents shall determine the need for and, if necessary, direct detailed investigations (interviewing of all people involved, utilization of external experts on situations, etc.). They shall also determine causes, recommend corrective actions, and report to the Project Manager.
- A refusal by any employee to do work, for safety reasons, will trigger a mandatory safety investigation.
- The Project Manager shall review all superintendent's reports, determine corrective action to be taken, and ensure that such action is implemented.
- The Project Manager must also communicate the results of the investigation to senior management and all employees at the work site.
- Stanley Construction Ltd. commits to providing investigation team members with training on investigation techniques.

Investigation Process

1) The site superintendent or foreman will secure the scene (if required) and begin the investigation immediately following the incident.
2) The site superintendent or foreman will send a message to senior management within 1 hour. See Incident Notification Flow Chart on next page.
3) The investigator will gather all onsite reports, including hazard assessments, witness statements from all parties involved and analyze.
4) The final report will be completed within 24 hours.
5) The findings/causes and corrective actions will be communicated to the work site, PM and senior management.
6) Corrective actions will be implemented, and the PM will follow-up with completion dates.

Identification of Corrective Actions and Controls & Sharing of Results

The final report will be made available to the other PM's and superintendents for review, to aid in prevention of a similar repeat incident.

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

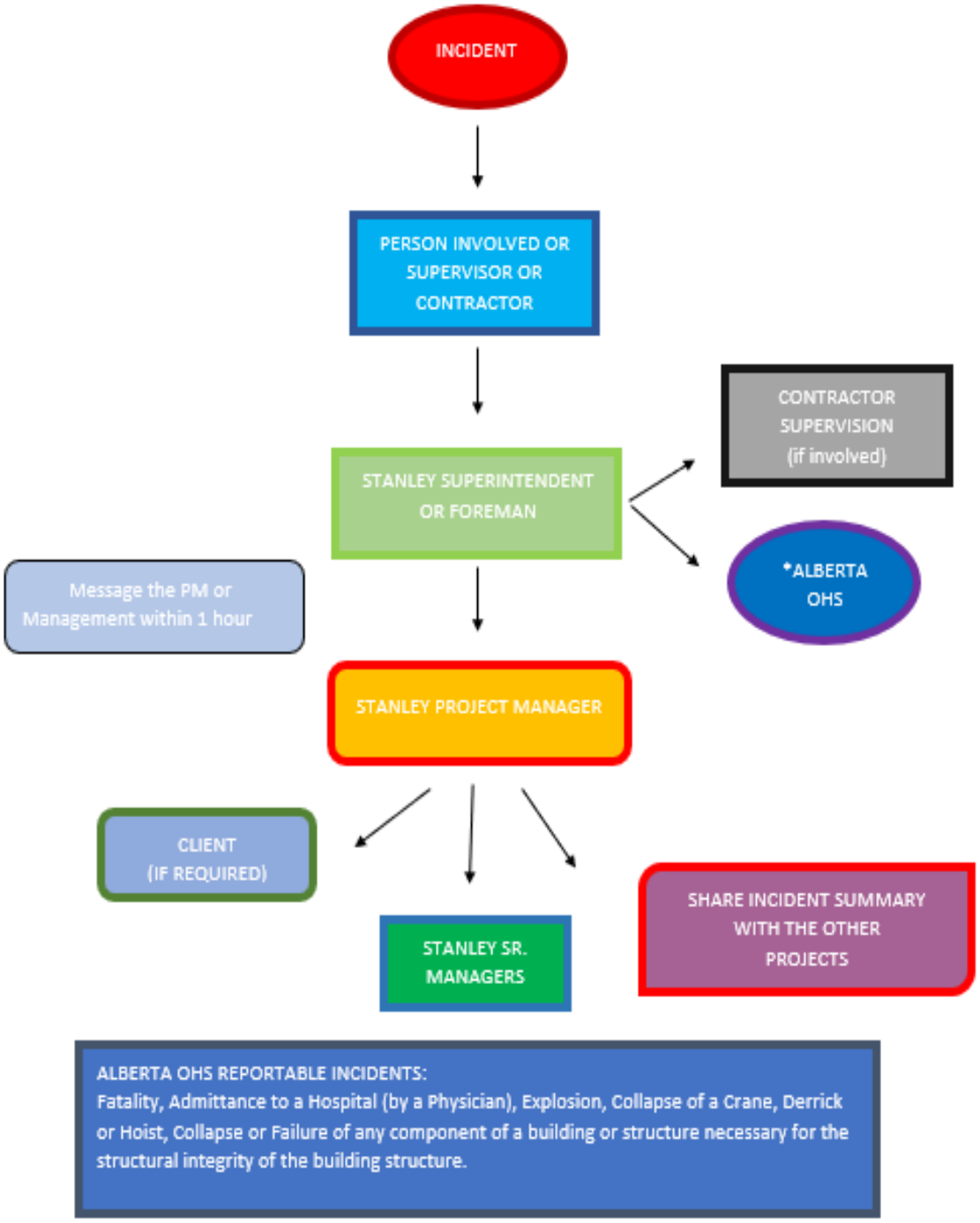
Signed:

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014
Rev: December 7, 2020

Rev. November 2, 2023

INCIDENT REPORTING NOTIFICATION FLOWCHART



NEAR MISS/ SUBSTANDARD CONDITION/ SUBSTANDARD ACT

DEFINITON OF A NEAR MISS

A **Near Miss** is an incident where no personal injury/illness or property damage occurred. It's an unplanned event where a "transfer of energy" took place that had the potential to cause injury/illness or property damage. Some also call it a "Near Hit".

Examples: A slip/trip/fall, dropped object, thrown object/debris, unexpected release of vapor, near hit with machinery/equipment, exposure to a chemical or release, a narrow escape from being caught in, live electrical contact, near vehicle collisions, collapse of a trench wall, sparks into combustible/flammable materials, etc.

Substandard Condition: A worksite condition that poses a hazard that could lead to an injury/illness, property or a near miss.

Examples: Cords across access routes, materials left unsecured at heights or where exposed to wind, materials/tools left near leading edges, poor house keeping, slippery conditions, improper guards or barriers, defective tools, damaged cords, inadequate ventilation (fumes, dust, vapors), improperly stored materials that could tip over or cause a trip hazard, etc.

Substandard Act/Behavior: A decision made by someone that could lead to an injury/illness, damage or a near miss.

Examples: Lack of fall protection when working at heights, not wearing the proper PPE, improper use of tools/equipment, standing or working in the line of fire, taking short cuts, operating without authority, use of defective equipment, servicing equipment without a lockout/tagout system, horseplay, distractions (cellphone use), improper loading/stacking, speeding, not wearing a seat belt, etc.

Substandard Conditions are to be documented on the **Worksite Inspection** form and the corrective actions implemented in a timely manner.

Substandard Behaviors/Acts will follow the "Ask, Tell, Remove" Policy. The second warning will be documented on the **Written Warning** form and kept on file.

INCIDENT INVESTIGATION FORM

Injury, Property/Equipment Damage & Serious Near Miss (Circle incident type)

Investigation Details:					
Project Name:			Project No.:		
Client:			Incident Location:		
Incident Summary:					
Company Reporting Incident:			Individuals Name:		
Reported To:			Reported By:		
Date & Time of Incident: Month Day Year			Time: AM PM		
Witnesses: Yes No			If Yes, Who?		
Injury Incident Type: (Circle one)					
Serious Near Miss	Medical Aid / First Aid	Modified Work	Lost Time	Fatality	Property Damage
If Property Damage: Provide estimated cost of losses of items, equipment, time, etc.					$
Post incident Alcohol & Drug Testing? ☐ Yes ☐ No					
Contractor Involved? ☐ Yes ☐ No If yes, Name:				Phone #:	
Contractor Supervisor Name:				Phone #:	

Work Activity:
Was the work scheduled? If not explain.
Tools/Equipment involved:
Description with a sequence of events leading up to the incident:

Sketch of the scene (or include photos):

Immediate Causes (Acts / Conditions)

Underlying Basic Causes (Personal Factors / System Factors):

Corrective Actions:	Assigned To	Date Completed

Incident Acknowledgement & Acceptance:

	Print Name	Signature	Date
Employee/Subcont.			
Supervisor			
Project Manager			
Sr. Manager			

Attach Supporting Documents included: JSA, FLRA, Photos, Drawing/Sketch, Inspection Form, Witness Statements, Fall Protection Plan, Confined Space plan, etc.

Comments:_____

_____

Witness Statement

Date:	Time:
Name of person/witness giving the statement:	Contact Number:
Name of person taking the statement:	Contact number:

Incident Details: Date of Incident: _____ Time of Incident:_____

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Signature of Witness: _____

Signature of person taking the Statement: _____

TAB 12

EMERGENCY PREPAREDNESS

EMERGENCY POLICY

On each job site the Project Manager and/or Superintendent will gather information such as the location of the nearest hospital, fire station, and first aid station so as to help minimize travel time to treatment for all employees.

The following documents are to be completed immediately at the start of the project:

- Emergency Contact List (see blank form attached)
- Emergency Response Plan (see example sample attached) - a map of muster points must be included

The Superintendent should prepare the Emergency Contact List and the Project Manager should prepare the Emergency Response Plan. A copy of each should be posted on site and another copy should be left at the office in the records and statistics binders for easy review when needed. It is recommended that the Emergency Action Plan be forwarded along with each sub-contract.

The Emergency Response Plan is to be tested annually when there are a minimum of 5 people on site and the project duration is 3 months or more. Depending on job site conditions, in general, Stanley's Emergency evacuation procedures should involve blowing an air horn three times and all workers are to immediately evacuated the site and report to the designated "muster point". The results of the test should be documented and submitted to the office.

This information contained within the Emergency Contact List and Emergency Action Plan is to prevent confusion during an emergency situation, for both supervisors and managers will be aware of the various procedures to follow on each job site should and accident occur.

All employees are to be aware of the action required, but should follow the instructions set by their supervisor.

** The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

EMERGENCY RESPONSE PLAN

Project:	**Date:**
Muster Point Location:	
Location:	
Hospital:	
Fire Station:	

POTENTIAL EMERGENCIES & PROCEDURES

Explosion/Fire	Notify the superintendent, control fire (if small), sound fire alarm if building is equipped, evacuate to muster point
Serious Injury/Fatality	Notify the superintendent, administer first aid if it's safe to do so
Spill/Flood	Notify the superintendent, caution off area if safe to do so
Collapse/Upset of Crane	Notify the superintendent, evacuate to the muster point
Collapse/Failure of a Structure or component of	Notify the superintendent, follow rescue team instruction, and/or evacuate to the muster point
Motor Vehicle Accident	Notify the site superintendent, office manager and PM. Follow Accident Protocol (page 192 in manual)
Weather (lightning, tornado, hail, high winds, ice storm, heavy rain)	Notify the superintendent, follow instructions, take cover, anchor loose materials if safe to do so

Report to OH&S 780-415-8690 or 1-866-415-8690

Superintendent:

NAME PHONE NUMBER

Stanley General Manager: Paul Gantar 780-699-6437 or 780-432-1958

In the event of an **EMERGENCY** occurring within or affecting the worksite, the (designated person/people)

Name:	Cell Number:
Name/Alternate:	Cell Number:

will make the following decisions on site to ensure the appropriate key steps are taken.

1. Call Appropriate Emergency Response. Delegate someone to meet EMS.
2. Clear all Personnel from Area of Incident. (Freeze the scene for OH&S investigation)
3. Initiate First Aid if necessary.
4. If necessary, sound Air Horn or Alarm for evacuation and meet at the Muster point.
5. Complete a head count and verify everyone is out of the area.

Location of Emergency Equipment:

First Aid Kit		Fire Hose	
Air Horn (s)		Telephone	
Fire Extinguisher		SDS Binder	

FIRST AID PERSONNEL ON SITE:

Name:	Cell Number:

Emergency Response Training Requirements:

Training	Frequency
First Aid Level C CPR/AED	3 Years
Mock Drills	Annually
Fire Extinguisher	Review At Startup
Companywide Safety Meetings	Annually

PROCEDURES FOR EMERGENCY EVACUATION:

In Case of (emergency/evacuation):

1. 3 Blasts of the AIRHORN- Evacuate job site.
2. Turn off equipment or tools
3. Meet at the MUSTER point.
4. Report results of the roll call to Superintendent.
5. NO SMOKING during evacuation in case of gas leak.
6. The transportation for ill or injured workers will be either by company truck or ambulance.

DESIGNATED RESCUE TEAM

NAME/POSITION	ROLES/RESPONSIBILITIES	Name/Cell Number
Superintendent	Sounds Air Horn, call 911, Initiate Rescue Procedures, Administer First Aid, Call Head Office, Freeze the Scene, Call OH&S,	
Foreman	Initiate First Aid, take directions from the Super, Take role call at Muster point. (If super not available, take on the superintendent roles), Lead Evacuation	
Worker 1	Administer First Aid if safe, take directions from Super/Foreman, Aid in Rescue, Meet at Muster Point	
Worker 2	Administer First Aid if safe, Aid in Rescue, take directions from Super/Foreman, Meet at Muster	
All Other Workers	Meet at Muster Point, Take directions from Super/Foremen	

Smoking in designated areas only. Hot work and Fire Safety Hazard Assessments must be done daily and posted.
See Site Map for Egress and Access points as well as locales of Muster Point, Fire Extinguishers and Air horn.

Completed by:	Date:

EMERGENCY RESPONSE PLAN MOCK DRILL

Location:	Date/Time:
Potential Emergency:	
Alarm Used:	
Location of FA Kit & Equipment:	

Emergency Rescue Team:
Print Names

Local Fire Station:	
Hospital Address:	

Also

No. of workers signed in		Time Airhorn Sounded	
Headcount at muster point		Time everyone mustered	

Emergency Procedures: (Description of events and areas in need of improvement)

Corrective Actions:	Action by:	Date Completed:

Safety Officer / Project Manager:_____

FIRE SAFETY PLAN

Project:	Date:
Muster Point Location:	
Location:	
Hospital:	
Fire Station:	

POTENTIAL EMERGENCIES & PROCEDURES

Explosion/Fire	Notify the superintendent, control fire (if small), sound fire alarm if building is equipped, evacuate to muster point
Serious Injury/Fatality	Notify the superintendent, administer first aid if it's safe to do so
Property Damage	Document with camera if it's safe to do so. Freeze the scene.
Hazardous Spill	Identify source and obtain spill kit if safe to do so.

Report to OH&S 780-415-8690 or 1-866-415-8690

Superintendent:

NAME PHONE NUMBER

Stanley General Manager: Paul Gantar 780-699-6437 or 780-432-1958

In the event of an **EMERGENCY** occurring within or affecting the worksite, the (designated person/people)

Name:	Cell Number:
Name/Alternate:	Cell Number:

will make the following decisions on site to ensure the appropriate key steps are taken.

1. Activate the fire alarm and/or airhorn.
2. Call Appropriate Emergency Response. Delegate someone to meet EMS.
3. Clear all Personnel from Area of Incident.
4. Initiate First Aid if necessary.
5. If necessary, sound Air Horn or Alarm for evacuation and meet at the Muster point.
6. Complete a head count and verify everyone is out of the area.

Location of Emergency Equipment:

First Aid Kit		Fire Hose	
Air Horn (s)		Telephone	
Fire Extinguisher		MSDS Binder	

Site-specific information:

_____

_____

_____

FIRST AID PERSONNEL ON SITE:

Name:	Cell Number:

Emergency Response Training Requirements:

Training	Frequency
First Aid Level C CPR/AED	3 Years
Emergency Mock Drills	Annually
Fire Extinguisher	Review At Startup
Companywide Safety Meetings	Annually

PROCEDURES FOR EMERGENCY EVACUATION:

In Case of (emergency/evacuation):

7. 3 Blasts of the AIRHORN- Evacuate job site.
8. Turn off equipment or tools
9. Meet at the MUSTER point.
10. Report results of the roll call to Superintendent.
11. NO SMOKING during evacuation in case of gas leak.
12. The transportation for ill or injured workers will be either by company truck or ambulance.

DESIGNATED RESCUE TEAM

NAME/POSITION	ROLES/RESPONSIBILITIES	Name/Cell Number
Superintendent	Sounds Air Horn, call 911, Initiate Rescue Procedures, Administer First Aid, Call Head Office, Freeze the Scene, Call OH&S,	
Foreman	Initiate First Aid, take directions from the Super, Take role call at Muster point. (If super not available, take on the superintendent roles), Lead Evacuation	
Worker 1	Administer First Aid if safe, take directions from Super/Foreman, Aid in Rescue, Meet at Muster Point	
Worker 2	Administer First Aid if safe, Aid in Rescue, take directions from Super/Foreman, Meet at Muster	
All Other Workers	Meet at Muster Point, Take directions from Super/Foremen	

Smoking in designated areas only. Hot work and Fire Safety Hazard Assessments must be done daily and posted.
See Site Map for Egress and Access points as well as locales of Muster Point, Fire Extinguishers and Air horn.

Completed by:	Date:

TAB 13

RECORDS AND STATISTICS

RECORDS AND STATISTICS POLICY

Stanley Construction Inc. is committed to maintaining all Records and Statistics for all job sites. Each site will upload Records and Statistics to the online folder on a regular basis and record Safety Statistics on the 4 week look ahead for applicable projects. These records provide ready reference to program activities and results and include number of: Near Misses, First Aids, Medical Aids, Lost Time Incidents, Safety Inspections, Orientations, Safety Meetings, and Investigations; for that period and overall cumulative numbers.

Our objective is to review all documentation and strive to eliminate any foreseeable hazards which could result on personal injury, incidents and/or property damage. Active participation by all jobsites will ensure any unsafe condition or job procedure to be identified and corrected.

The list below gives some examples of records and reports that should be kept on file:

- Emergency Response Plans
- Safety Training records (copies of certificates)
- Site Safety Orientation
- Hazard Assessments
- Toolbox/Tailgate Meetings
- Minutes of Health and Safety Meetings
- Maintenance Records
- Site Inspections
- Hot Work Permits
- Fire Safety Hazard Assessments
- Confined Space Entry (if applicable)
- Fall Protection Plan, Assessment & Rescue Plan
- Incident Investigation reports (confidential)
- First Aid Reports / Medical Treatment reports (confidential)

All records should be neat and readable, completed, signed/dated by the appropriate worker, supervisor and/or management. Depending on the size and nature or the project, summaries may be compiled daily, weekly, or monthly. All records will be kept on file for a minimum of 3 years.

* The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations. **

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014
Rev1: December 29, 2020

Rev. November 2, 2023

HEALTH & SAFETY SUMMARY FROM 4 WEEK FORECAST

Part 2: Safety Statistics		
	# Current Period	**Cumulative Project**
Near Misses		
First Aids		
Medical Aids		
Lost Time Incidents		
Safety Inspections		
Orientations		
Safety Meetings		
Investigations		

TAB 14

DRIVING POLICY

DRIVING POLICY

Safe driving in one of the most important daily tasks performed in our company. Stanley Construction Ltd. is committed to the health and safety of all employees. This policy is designed to assist drivers in understanding the most common factors contributing to accidents on the road causing injuries and damage. It is our goal to prevent injuries caused in motor vehicle accidents by making it a requirement that all employees driving fleet vehicles follow safe driving practices.

Responsibilities:

- Positive attitude for safe driving- Think and Look Ahead
- All drivers must carry a valid driver's license
- Do not break any laws (e.g., wear seatbelts, drive within speed limits, comply with traffic regulations, no cell phone usage)
- Adopt defensive driving habits (see defensive driving below)
- Report any accidents or near misses to management
- Check vehicles prior to use for safe operating conditions (see vehicle inspection list)
- Regular vehicle maintenance

Defensive Driving:

- Be aware of the most frequent improper actions contributing to collision:
  - following too close
  - running off the road
  - left turns across the path of oncoming traffic
- Be patient and alert (stress and fatigue have similar consequences to intoxication)
- Maintain at least a 2 second following distance under normal driving conditions and increase your distance in bad weather or on poorly maintained roads
- Reduce your speed prior to turning, curves in the road and as you approach the crest of a hill for unforeseen hazards
- Think ahead- if you must swerve to miss an object in your lane, move off to the right side if possible
- Be cautious around erratic drivers and aware of your surroundings

"The safety information in this policy does not take precedence over OHS Regulations. All employees should be familiar with the OHS Act and Regulations"

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

Rev. November 2, 2023

ACCIDENT PROTOCOL

IF YOUR VEHILCE BREAKS DOWN OR YOU ARE IN AN ACCIDENT…

- Remain Calm. Pull off the road and turn on hazard lights.
- Do not admit blame (not for you to decide)
- Turn engine off
- If someone is injured, call an ambulance. Use First Aid training. Check “ABC’s” and keep casualty warm
- Call Police if it is a serious accident
- Obtain names of person (s) involved in accident
- Record events of incident/accident, take photos if possible

All Vehicles are equipped with First Aid kits, List of Hospitals, Tow companies, Vehicle Inspection list, Accident Info Form and Emergency Kits.

WORK VEHICLE INSPECTION

Project:	Date:
Employee Name:	
VIN #	Unit #

Vehicle Information:

Category	OK	Needs Work	Date Completed
Maintenance and service			
Exhaust system			
Glass and mirrors			
Lights, signals, horn			
Tires			
Fluid levels			
Body damage (list if any)			
Seatbelts			
Windshield wipers			
Housekeeping			
Insurance/Registration			
Material or debris is tied down in pickup box and tarped loose loads			

Emergency Preparedness

Category	OK	Needs Work	Date Completed
First aid kit			
Spare tire and jack			
Water & food			
Cell phone charged			
Emergency info			
Blanket/Extra clothing			

Driver signature_____

TAB 15

FIRST AID POLICY

FIRST AID POLICY

Stanley Construction Ltd. Is committed to meeting all legislative requirements regarding First Aid facilities, training, records and reporting. It is our goal to provide the best possible care before medical attention can be provided. First Aid is designed to prevent further injury/illness, promote recovery and provide ongoing care until medical help arrives.

First Aid training will be provided to employees as required by OHS regulations. First Aid education is an important part of health and safety promotion by including information on injury/accident prevention, disease prevention, allergic reactions and medical conditions.

The roles and responsibilities of a First Aid attendant is to be defined in the site-specific Emergency response Plan. Each First Aider will be trained in their respective roles and proper procedures including:

- 911 call/sound/air horn/communications
- Clear personnel from the area of the incident
- Initiate First Aid
- Transportation of casualty (if required)
- Use of emergency equipment (fire extinguishers, lifts, ladders)
- Roll call (in case of evacuation)

All first aid treatment records are to be kept confidential and on file for a minimum of 3 years. A list of people holding first aid tickets is to be posted in job site trailers. First aid kits are to be located within easy access to all workers and kept stocked with supplies.

***The safety information in this policy does not take precedence over the OHS Act and Regulations. All employees should be familiar with the OHS Act and Regulations.

Signed: 

Paul Gantar, P.Eng.
Stanley Construction Ltd.
President

Date: June 30, 2014

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FIRST AID REPORT

Name:_____DOB:_____

Date of injury:_____Occupation:_____

Initial Reporting Date:_____Time of injury:_____

Description of how the injury/illness/exposure occurred (what happened)

_____
_____
_____
_____
_____
_____
_____

Description of the injury (signs/symptoms)

_____
_____
_____

Description of treatment given

_____
_____
_____

Witnesses

_____
_____

Arrangements made (return to work, medical and ambulance)

_____
_____
_____

First aid attendant name:_____ Signature:_____

Patient Signature: _____ Supervisor Signature:_____

***First Aid Records contain confidential information and shall be kept in a locked file cabinet or in the company private electronic files.**

FIRST AID CERTIFICATE RECORD

Project:	Date:

Name	Company	First Aid	Expiry Date

To be posted on the safety board at each project.

TAB 16

WORKING ALONE POLICY
&
SITE SECURITY

WORKING ALONE PROCEDURE

Project:	Date:

1. _____ will be working alone between the hours of: _____ am/pm and _____ am/pm on the following dates:
   - _____
   - _____
   - _____
   - _____
2. _____ is responsible for checking in with_____ at the following phone number_____ . Contact is to be made when arriving, every 2 hours after that and if any unsafe incident occurs or is encountered.
3. The method of contact will be made by either the employee cell phone or the site trailer land line. If electronic communication is not possible, working alone is not permitted.
4. If the worker does not call in within 20 minutes of the scheduled check in time, contact will then be attempted by _____ either by phone or by face to face.
5. As part of the orientation the superintendent or safety person will review this procedure, provide a copy to the worker and post in the job site trailer (or equivalent) prior to commencing working alone.
6. If there are any changes to this procedure, the worker will be notified and the procedure will be updated accordingly. The worker is expected to report any concerns in regards to this check in procedure.
7. Acknowledgements and Signatures:

My supervisor has explained the Working Alone Procedure for the _____ work site. I understand this procedure is for my well-being and will make contact as described above.

Signature of worker:_____Date:_____

Signature of supervisor:_____Date:_____

WORKING ALONE CALL IN LOG

Project:	Date:
Worker:	Supervisor:
Worker Cell #	Supervisor cell #

DATE: __________________

Time in	
Check in #1	
Check in #2	
Check in #3	
Check in #4	
Check in #5	
Check in #6	
Time out	

Supervisor Signature:________________________________

DATE: __________________

Time in	
Check in #1	
Check in #2	
Check in #3	
Check in #4	
Check in #5	
Check in #6	
Time out	

Supervisor Signature:________________________________

DATE: __________________

Time in	
Check in #1	
Check in #2	
Check in #3	
Check in #4	
Check in #5	
Check in #6	
Time out	

Supervisor Signature:______________________________

SITE SECURITY LOG

Project:	Date:
Guard's Name:	Cell #:

Category	Time	Observations	Initials
Time in			
Check in #1			
Check in #2			
Check in #3			
Check in #4			
Check in #5			
Check in #6			
Time out			

Signature of Security:_____

DATE: _____

Category	Time	Observations	Initials
Time in			
Check in #1			
Check in #2			
Check in #3			
Check in #4			
Check in #5			
Check in #6			
Time out			

Signature Security Guard: _____

Emergency Contacts

Superintendent:	Cell #
HSE/First Aid	Cell #

For all emergencies: Call 911 immediately

Project Address:_____

TAB 17

CONTRACTOR MANAGEMENT PROGRAM

CONTRACTOR MANAGEMENT POLICY & PROGRAM

Health, Safety & Environment (HSE) applies not only to Stanley Construction Ltd. personnel but to other affected parties such as visitors, contractors/subcontractors and other external worksite parties that are present or affected by Stanley Construction Ltd. activities. Stanley Construction Ltd. will take all reasonable precautions to ensure these personnel are safe including:

- Providing access to health and safety information such as hazard assessments, inspections and procedures as required.
- Communicating work site hazards and controls, as required.
- Communicating site health and safety responsibilities, as required.
- Communicating any changes to the work or site, as required.

Contractors/Subcontractors and Self-Employed Persons

Stanley Construction Ltd. may hire contractors/subcontractors or self-employed persons to complete certain tasks or jobs. Stanley Construction Ltd. will ensure that these persons are made aware of the following topics through a prequalification process, appropriate orientations and participation in the Stanley Construction Ltd. safety program.

- Stanley Construction Ltd. HSE policy.
- Subcontractor safety responsibilities.
- Hazards and controls.
- Emergency response.
- Site specific requirements including the client drug and alcohol policy.

Contractor/Subcontractor/Self-Employed Person Safety Responsibilities

- To understand and comply with Stanley Construction Ltd. HSE Program.
- Notify his/her direct Supervisor at Stanley Construction Ltd. of any unsafe conditions or acts that may exist at the facility or on the job site.
- To report ALL accidents/incidents, in writing immediately to Stanley Construction Ltd., and to participate in the investigation and assist in developing action items to correct any deficient areas.
- Carry out regular inspections of their work site to ensure a safe and healthy environment for all employees.
- Complete daily hazard assessments and Job Hazard Analysis (high hazard or unusual work)
- Maintain an up-to-date WCB account in the respective province and be able to confirm account status on request.
- Provide proof of liability insurance covering all equipment subcontracted to Stanley Construction Ltd.
- Provide and have available a copy of Emergency numbers.
- All equipment must be in sound mechanical condition and roadworthy.
- Must comply with all personal protective equipment regulations in place.
- Must provide proof that operators are competent and certified in the following:
    - The appropriate operator certification.
    - TDG.
    - Standard First Aid.
    - WHMIS.
- All contractors, sub-contractors must insist on safe performance of their employees by ensuring they are adequately trained to perform their duties.
- The *Competency Form* must be completed for the workers and supervisors assigned to the project.
- They must be aware of Stanley Construction Ltd. safety expectations and perform all duties accordingly.
- Contractual and regulatory requirements must be met.

- Contractors and sub-contractors are responsible for providing safety-related training and personal protective equipment for their employees.
- Attend Stanley Construction Ltd. Safety meetings when required.

Subcontractors and/or Visitors who fail to comply with OH&S Regulations and or Stanley Constructions Ltd. Safety rules WILL be considered in violation of the contract services and the contract services of the subcontractor will be suspended and potentially terminated.

Prequalification

Prior to performing work for Stanley Construction Ltd., contractors/subcontractors and self-employed persons will complete a prequalification questionnaire and submit all required documents. Stanley Construction Ltd. will review the questionnaire, safety program, safety training documents and safety statistics to ensure they meet minimum requirements. Contractors/subcontractors and self-employed persons will be selected based on their ability to provide the following documentation and their past safety record.

Required Documentation

All subcontractor's and self-employed persons must provide:

- Completed Subcontractor Pre-Qualification Form.
- Liability and vehicle insurance.
- WCB clearance letter for each province in which WCB is carried.
- WCB rate sheet for each province worked in for the current year.
- Specific training certification (H_2S, First Aid, WHMIS, TDG, etc.) for all workers that will be performing work for Stanley Construction Ltd.
- COR/SECOR certification (if applicable).
- Safety management system table of contents, if applicable.

If the contractor/subcontractor or self-employed person does not have their own safety management system in place, they will participate and follow the safety management system of Stanley Construction Ltd. Including but not limited to; weekly safety meeting attendance, daily hazard assessments, participation in work site inspections, JHA development and Fall Protection Planning when required.

Orientation

Workers of contractors/subcontractors and self-employed persons will receive a Stanley Construction Ltd. orientation before starting work. This orientation will cover Stanley Construction Ltd. and client policies including the drug and alcohol policy. They will also receive site specific orientations, including drug and alcohol policies, as required.

Emergency Response

All contractors/subcontractors and self-employed persons will be made aware of the Emergency Response Plan (ERP) for the job they are on. Contractors/subcontractors and self-employed persons will be actively involved in the emergency preparedness and response process including being briefed and trained on roles, expectations and responsibilities during an emergency.

Incidents and Near Miss Reporting

Contractors/subcontractors and self-employed persons are required to report incidents and near misses to a Stanley Construction Ltd. manager/supervisor. Stanley Construction Ltd. is responsible for reporting and investigating all incidents to the client. Incidents will be reported to the client's designate as per the client's reporting standards.

Evaluation

Worksite Inspections

When contractors/subcontractors and self-employed persons are onsite during a worksite inspection they will be included in the inspection and any corrective actions and follow up necessary.

Non-Compliance

Contractors/subcontractors and self-employed persons who do not comply with Stanley Construction Ltd.'s and client safety programs will receive a documented warning. If the problem is not corrected in a timely manner, termination of the contract with Stanley Construction Ltd. may occur.

The information in this policy does not take precedence over applicable government legislation, which all workers should be familiar with.

Signed: 

Date: November 2, 2023

Paul Gantar, P.Eng.
Stanley Construction Ltd
President

See Contractor Pre-Qualification Form on next page.

CONTRACTOR PRE-QUALIFICATION FORM

1. CONTRACTOR SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE		
COMPLETE LEGAL NAME OF COMPANY	OPERATING NAME (IF DIFFERENT THAN LEGAL NAME)	
OWNER OR PRINCIPAL IN CHARGE	TELEPHONE NUMBER	EMAIL
SAFETY CONTACT	TELEPHONE NUMBER	EMAIL
NATURE OF WORK BEING PERFORMED BY THE COMPANY:		

2. INFORMATION ON THE HEALTH & SAFETY PROGRAM (HSP)		
DOES YOUR COMPANY HAVE A HEALTH AND SAFETY PROGRAM (HSP)?	☐ YES	☐ NO
DOES YOUR COMPANY'S HSP HAVE A POLICY STATEMENT THAT CLEARLY OUTLINES THE COMPANY'S COMMITMENT TO SAFETY?	☐ YES	☐ NO
HAS YOUR HSP BEEN AUDITED BY A QUALIFIED AUDITOR? ☐ YES ☐ NO DATE OF LAST AUDIT:		
DOES YOUR HSP INCLUDE AN ENVIRONMENTAL ELEMENT THAN OUTLINES A COMMITMENT TO ENVIRONMENTAL PROTECTION?	☐ YES	☐ NO
IS YOUR COMPANY WILLING TO PRODUCE SAFE WORK PROCEDURES TO ADDRESS HAZARDS WITHIN YOUR SCOPE OF WORK?	☐ YES	☐ NO
DOES YOUR COMPANY HAVE A PROGRAM THAT EFFECTIVELY MANAGES PREVENTATIVE MAINTENANCE? (INCLUDING ANNUAL EQUIPMENT CERTIFICATION SUCH AS CRANES & OTHER HOISTING EQUIPMENT)	☐ YES	☐ NO
DOES YOUR COMPANY HAVE A PROGRAM THAT EFFECTIVELY MANAGES THE PROPER HANDLING AND DISPOSAL OF WASTE?	☐ YES	☐ NO

3. WCB COVERAGE AND EXPERIENCE RATING			
DOES YOUR COMPANY HAVE A WCB ACCOUNT IN GOOD STANDING?	☐ YES	☐ NO	WCB #:
DOES YOUR COMPANY HAVE A MODIFIED WORK PROGRAM?	☐ YES	☐ NO	

4. HEALTH & SAFETY PERFORMANCE			
LAST THREE YEARS	20____	20____	20____
NUMBER OF FATALITIES			
NUMBER OF LOST TIME INCIDENTS			
NUMBER OF MEDICAL AIDS			

5. REGULATORY COMPLIANCE			
HAS YOUR COMPANY RECEIVED AN OHS ORDER, DEMAND OR FINE IN THE LAST 3 YEARS? OR HAD TO REPORT A POTENTIALLY SERIOUS INCIDENT (PSI)?	☐ YES	☐ NO	
IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW:			
NO. OF ORDERS:	NO. OF DEMANDS:	NO. OF FINES:	NO. OF PSI's:
IF YES TO ANY OF THE ABOVE, MUST PROVIDE DETAILS ON THE NATURE OF THE ORDER, DEMAND, FINE OR PSI			
□ COR/SECOR □ Safety Policy Statement □ Certificate of Insurance □ WCB			

6. PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTS
□ COR/SECOR □ Safety Policy Statement □ Certificate of Insurance □ WCB

FOR STANLEY CONSTRUCTION USE ONLY (DO NOT FILL OUT)	
CONTRACTOR NAME:	
□ APPROVED □ CONDITIONALLY APPROVED (follow up required by PM) □ NOT APPROVED (follow up required by PM & HSE Committee)	
COMMENTS/SUGGESTIONS:	
REVIEWED BY:	DATE:
FOLLOW UP REVIEW APPROVAL (IF REQUIRED) REVIEWED BY:	DATE: