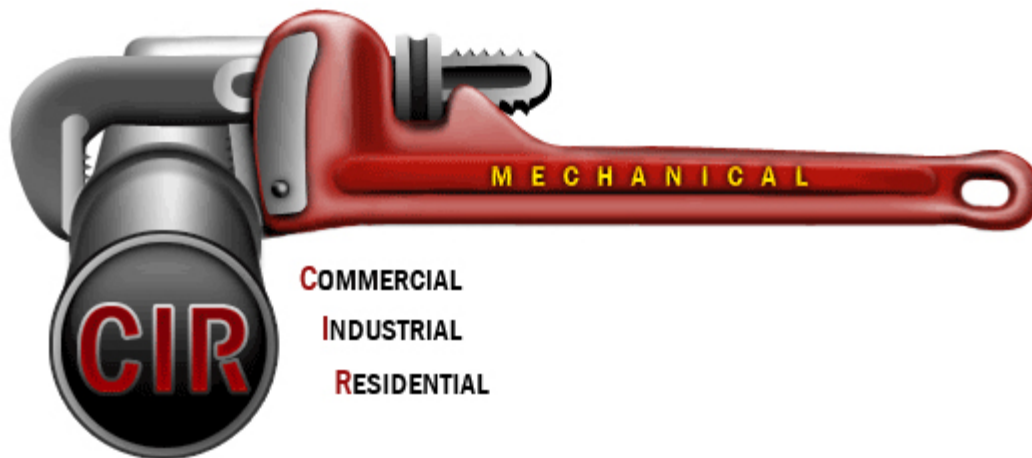


HEALTH & SAFETY PROGRAM



C.I.R. MECHANICAL LTD.
EMPLOYEE HANDBOOK



Purpose of This Book

This handbook is for the use of all employees and Contractor personnel working on C.I.R. Mechanical Ltd. jobsites and outlines the C.I.R. Mechanical Health and Safety program. It serves as a reminder for all to work safely and is a guide for the minimum health, safety and environmental rules and standards. It does not include all of the standards and guidelines for all jobs that workers may be required to perform. A comprehensive version of this Program will be maintained and available to all employees and contractors on each jobsite.

C.I.R. MECHANICAL LTD.
604.294.0038



Our Safety Policy

OUR SAFETY POLICY

C.I.R. Mechanical Ltd. is committed to a strong Health and Safety Program that protects its employees, contractors, customers, clients, the public and property from accidents and/or incidents occurring on our projects.

We believe that all accidents are preventable. Our goal is ZERO accidents. Active participation at all levels will ensure that our goal can be achieved.

C.I.R. Mechanical endeavours to provide proper and relevant employee training, job specific safe work practices, project and personal protection equipment, operation and maintenance procedures, and safety guidelines that focus management, employee and contractor awareness on reducing the risk of accidents and/or incidents in all activities.

C.I.R. Mechanical, contractor employers and contractor employees are responsible for fully complying with all health and safety standards and regulations, including the *Workers Compensation Act* and the *Occupational Health and Safety Regulation* (the "OHS Regulation"), and for co-operating with management in the implementation of the Health and Safety Program, worksite inspections, incident/accident investigations and in the continuous improvement of this program.

C.I.R. Mechanical is committed to safe and sustainable practices in all aspects of our operations and therefore will review and update our safety program on a yearly basis to adapt to industry changes, trends and requirements.

C.I.R. Mechanical management, contractor management and all employees are collectively responsible to ensure compliance with local government, occupational health, safety and environmental regulations.

Signed: _____

Date: Jan/9/2020



TABLE OF CONTENTS

1.0	Roles and Responsibilities	1
1.1	Definitions and Use	1
1.2	Management / Supervisor	1
1.3	Worker / Employee	2
1.4	Contractor / Sub-Contractor	3
1.5	Visitors	4
1.6	First Aid Attendant	4
1.7	Safety Coordinator	5
2.0	Joint Occupational Health & Safety Committee	6
3.0	Education / Training	8
3.1	Education and Training Policy	8
3.2	New / Young Worker Orientation	8
3.3	Toolbox Talks	10
3.4	Toolbox Safety Meeting Preparation and Presentation	10
4.0	General Safety Rules and Instructions Policy	11
4.1	General Safety Rules	12
4.2	Disciplinary Action Policy	13
4.3	Minor Infraction	13
4.4	Major Infraction	13
5.0	Specific Safety Rules	14
5.1	Alcohol and Drugs	14
5.2	Code of Conduct	14
5.3	Discriminatory Actions	14
5.4	Radios	14
5.5	Smoking	14
5.6	Violence	15
5.7	Cell Phone Policy	15
6.0	Personal Protective Equipment (PPE)	17
6.1	Selection	17
6.2	Care and Use	17
6.3	Personal Clothing	17
6.4	Footwear	17
6.5	Protective Headgear	17
6.6	Hearing Protection	17
6.7	Respiratory Protection	17
7.0	Accident / Incident Investigation and Reporting	18
7.1	Accident / Incident Investigating	18
7.2	Accident Scene (Location) Preservation	18



TABLE OF CONTENTS

8.0	Workplace Hazard Assessment and Control	19
8.1	Workplace Hazard Assessments / Job Hazard Analysis	19
9.0	Inspections	20
9.1	Informal Workplace Inspections	20
9.2	Formal Workplace Inspections	20
9.3	Safety Committee Inspections	20
9.4	Special Inspections	20
10.0	Environment / Exposure / Hygiene	21
10.1	Workplace Hazardous Materials Information System (WHMIS)	21
10.2	Environmental Protection	22
10.3	Exposure Control Plans	23
10.4	Concrete Grinding	24
11.0	Emergency Preparedness and Response	25
11.1	First Aid	26
11.2	Earthquake Plan	27
12.0	Records	29



ROLES AND RESPONSIBILITIES

1.0 Roles and Responsibilities

In the event this document or its associated material conflicts with applicable legislation the legislation takes precedence.

1.1 Definitions and Use

Regulation: the use of the word *Regulation*, with a capitalized letter R, means the current *Occupational Health & Safety Regulation* of the *Workers Compensation Act* of British Columbia and any related Policies, Guidelines, and Standards

The terms of reference in this section have been written to clearly indicate the areas of responsibilities and accountability in regards to accident prevention as it applies to the following individuals:

- Management / Supervisors
- Workers / Employees
- Contractor / Sub-contractor
- Visitors
- First Aid Attendant
- Safety Coordinator

1.2 Management / Supervisors

Management and Supervisory Personnel are responsible for ensuring that:

- Periodic meetings of management personnel are held for the purpose of reviewing health and safety activities and accident trends and determining necessary courses of corrective actions.
- Support and direction necessary for the effective implementation of the health and safety program are provided and health and safety policies, procedures and regulations are enforced.
- Workers are informed of any potential or actual dangers to their health and safety, are instructed in Personal Protective Equipment, safe work practices, rules and WCB requirements and policies. (Also See "Personal Protective Equipment Program" - Supplemental Programs and Appendices)
- Employees are not permitted to work when their actions indicate that the work would jeopardize themselves or others.
- Appropriate records and statistics are maintained and made available, where required, to inspectors, investigators or other regulatory personnel.
- Where required by the WorkSafeBC, a qualified coordinator/person is designated to be responsible for project health and safety activities.
- Where practicable, new work areas are inspected prior to commencement of work.
- Daily informal inspections are undertaken, for jobs anticipated to last more than two weeks, bi-weekly planned inspections of work areas, equipment, tools, work methods and practices are undertaken.



ROLES AND RESPONSIBILITIES

- Completed inspection reports are submitted to management at the earliest opportunity.
- Immediate action, as authorized by management, is undertaken to correct substandard safety practices and conditions identified through inspections or reported to management / supervisory personnel.
- All accidents required to be investigated by the WCB regulation, are investigated for the purpose of identifying causes and necessary corrective actions.
- Accident investigation reports are reviewed and necessary courses of corrective action are implemented through directives to appropriate personnel.
- A company representative accompanies WorkSafeBC officers performing inspections and is shown complete cooperation.
- Copies of the WCB Regulation and company Health and Safety Program are made readily available on the job site or workplace and accessible to workers.
- Copies of all WorkSafeBC Inspection Reports, received at the job site, are forwarded to head office at the earliest opportunity and posted on the job in a conspicuous place.
- If regulatory infractions are noted on a WCB inspection report, necessary corrective actions are authorized and implemented at the earliest practicable opportunity.
- Job site health and safety activities are coordinated with subcontractors and the principal contractor or owner.
- Where there is a workforce of twenty or more workers, company representatives are provided to participate in the project health and safety committee.
- An adequate supply of appropriate personal protective equipment is provided, used and maintained on the job site as required.
- Required first aid and emergency facilities are maintained on the job.
- Weekly tool-box safety meetings are held for personnel to:
 - a) discuss observed unsafe work practices and conditions,
 - b) review and implement corrective action to eliminate unsafe practices and conditions,
 - c) Encourage safety suggestions from workers.
- WHMIS-controlled products are identified and labelled and appropriate Material Safety Data Sheets (MSDS) are readily available.
- A procedure is developed for periodically checking the well-being of workers assigned to work alone under conditions that present a risk of disabling injury.
- A good example is set for all workers.

1.3 Workers / Employees

We expect all workers and/or employees to take an active part in the Occupational Health and Safety Program. This can be accomplished by, but is not limited to the following:

- They are familiar with and comply with all applicable requirements of the company Health and Safety Program and the WorkSafeBC Regulation.
- They report all unsafe conditions and practices to their immediate supervisor and take



ROLES AND RESPONSIBILITIES

corrective action, when practicable, to eliminate such hazards.

- They do not operate equipment unless they are authorized and trained to do so, all safeguards are in place and functional, and no person will be endangered.
- They immediately report to a company supervisor and the first aid attendant all work-related injuries and health problems and cooperate in the investigation of such incidents.
- If they have a physical or mental impairment which may affect their ability to work safely (e.g.: back problems, epilepsy), they inform their supervisor of the impairment and do not work where the impairment may create an undue risk to themselves or anyone else.
- They do not enter or remain at the workplace if under the influence of alcohol, prescription or illegal drugs which may impair their ability to do their job safely.
- They do not engage in any improper activity or behaviour (horseplay, scuffling, fighting, practical jokes or similar conduct) that may endanger themselves or others.
- They maintain good housekeeping and enter/leave their work area using safe routes.
- They wear appropriate personal protective equipment and maintain it in good working order.
- They do not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if there is reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person.
- They use WHMIS-controlled materials in accordance with WHMIS recommendations.
- They actively participate in tool-box safety meetings to help maintain safe conditions on site.
- They set a safe example for all other workers.

1.4 Contractor / Sub-Contractor

All contractors shall be made aware of our Occupational Health and Safety Program rules and regulations. The Contractor Supervisors and/or Foreman shall be responsible for the direct supervision and safety of their crew. They are accountable to the Project Superintendent for the performance of personnel through the safe work practices and procedures as well as any other applicable Acts and Regulations. It is the contractor/subcontractor's responsibility to perform the job in compliance with our safety standards or other applicable legislation.

Any infractions not immediately corrected as directed by C.I.R. Mechanical will result in the contractors/ subcontractors being advised of the breach of contract and the action that will be taken as a result of the breach according to company policy. It must be firmly established that our safety program protects all workers on the job, including all subcontractor's employees.

All contractor/subcontractors must:

- Read and understand our company Health and Safety Program. Must be knowledgeable of and comply with all regulations, laws and codes.
- Ensure all his/her employees complete a company orientation when/where required prior to his/her employees working on site.
- Enforce all established safety regulations and work methods. Take disciplinary action necessary to ensure compliance with the rules.
- Conduct a Job Hazard Analysis (JHA) for all tasks where moderate to high risk activities are



ROLES AND RESPONSIBILITIES

prevalent within the scope of work. Includes his/her work crew in the completion of these JHA's.

- Ensure that a trade safety representative will attend regular Site Safety Meetings.
- Hold regular "Tool Box Talk" meetings with his/her crew, record the meeting, and submit a copy to the project supervisor for review.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents and "near misses".
- Complete an accident/incident report ensuring all accidents/incidents are investigated and corrective action is taken to prevent re-occurrence. Copies of this report are given to the project supervisor.
- Inform each employee of the hazards associated with his/her job and provides the training in the safe work practices required to perform his/her job safely.
- Impart to each employee an understanding that violation of established safety rules will not be tolerated.
- Ensure that required safety equipment and PPE are provided and used for each job.
- Observe new hire employees closely until confident of workers ability to perform assigned duties safely.

1.5 Visitors

Each visitor is responsible for safe guarding his/her own health and safety.

All visitors must:

- Report to the project office and obtain permission for entry onto the project site.
- Participate in the orientation program and complete the required documents.
- Wear approved personal protective equipment. (Approved boots, hardhat, & high visibility vests).
- Comply with Local Government Safety Legislation and Safety Program Requirements.
- Report any unsafe acts or conditions to the Project Superintendent.
- Report any injuries sustained on the site to the Project Superintendent.

1.6 First Aid Attendant

The first aid attendant shall assist in the ongoing safety efforts in the workplace through efforts in promoting safety amongst all employees and subcontractors. This basic responsibility includes, but is not limited to the following:

The First Aid Attendant must:

- Administer First Aid as required.
- Ensuring that adequate first aid equipment is available, first aid room is neat, clean and properly stocked and meets all WCB requirements.
- Providing general induction and orientation to new workers.
- Reporting hazards to the site supervisor.



ROLES AND RESPONSIBILITIES

- Ensure workers who wear respirators are fit-tested and trained in the proper usage, care and maintenance of their respirators.
- Ensure the First Aid Log book is completed accurately and kept confidential.
- Coordinate the transportation of workers to a physician's office or hospital.
- Check with workers as to who holds a valid first aid certificate and maintenance of own first aid qualifications as required.
- Assist the Site Safety Officer when necessary.
- Implement and post a site safety plan.
- Setting a good example.

1.7 Safety Coordinator

The site owner is responsible for ensuring that C.I.R. Mechanical personnel are informed of any hazards related to owner operations or site conditions, and the procedures to be used to address those hazards.

The Prime Contractor, or in the absence of a prime Contractor, the Owner is responsible for coordinating site health and safety activities on a construction site that has two or more employers, and the site has overlapping or adjoining work activities that create a hazard to workers. In these situations the owner, or if the owner engages a prime contractor, the prime contractor will:

- Appoint a qualified coordinator to:
 - a) ensure coordination of health and safety activities for the location
 - b) inform employers and workers of hazards created
 - c) ensure hazards are addressed throughout the duration of the work activities, and;
- Post:
 - a) the name of the qualified coordinator
 - b) a site drawing showing project layout, first aid location, emergency transportation provisions, and the evacuation head count location
 - c) a set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of the Workers Compensation Act (WCA) and Occupational Health & Safety Regulation (OHSR)

For multi-employer worksites, as described above, each employer must:

- Give the Prime Contractor's Qualified Coordinator the name of a Qualified person designated to be responsible for their health and safety activities, and;
- Notify the Owner or the Prime Contractor if one has been engaged, in advance of any undertaking likely to create a hazard for a worker of another employer.



JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

2.0 JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The Workers Compensation Act requires employers to establish a Joint Health and Safety Committee in any workplace that regularly employs 20 or more workers (full and part time). The WCB may also require other workplaces to establish a health and safety committee.

The Safety Committee shall assist in creating a safe place of work, shall recommend actions which will improve the effectiveness of the safety program and shall promote compliance with WorkSafeBC OHS Regulation.

GUIDELINES

- The meeting must occur a minimum of once a month
- The meeting must be separate from weekly production meetings or General Site Safety Meeting
- The meeting must be documented and filed.

COMMITTEE MEMBERSHIP

- A minimum of 4 members.
- Half of the members of the committee shall be worker representatives chosen by the workers. In no case shall the employer's representatives outnumber the worker's representatives.
- There will be 2 co-chairs of the committee, one chosen from the employer representatives and one chosen by the worker representatives.

SAFETY COMMITTEE

Co-Chairperson's Duties

The Co-Chairpersons are responsible for:

- Arranging the meeting time, date and place;
- Preparing the agenda;
- Reviewing previous meetings and new materials;
- Chairing the meeting.

Committee Duties

A joint committee has the following duties and functions in relations to its workplace:

- To identify situations that may be unhealthy or unsafe to workers and advise on effective systems for responding to those situations;
- To consider and expeditiously deal with complaints to the health and safety of workers;
- To consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- To make recommendations to the employer and the workers on the improvement of the occupational health and safety and occupational environment of workers;
- To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations and to monitor the effectiveness;



JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- To advise the employer on proposed changes to the workplace or the work processes that may affect the health and safety of workers;
- To ensure that accident investigation and regular inspections are carried out as required by the regulation;
- To participate in inspections, investigations and inquiries as provided in the regulations;
- To carry out any other duties and functions prescribed by regulation.

Safety Committee Meeting Typical Agenda

The Safety Committee form shall be completed for each meeting.

- Call to order;
- Roll call – Chairman introduces any guests or visitors present;
- Review business arising out of previous minutes;
- Reading of relevant correspondence and reports;
- Incident / accident, near miss review;
- Recommendations and suggestions;
- Discuss the work schedule and its impact on safety;
- New business;
- Set date, time and location for next meeting;
- Adjournment.



EDUCATION / TRAINING

3.0 EDUCATION / TRAINING / COMMUNICATION

3.1 Education and Training Policy

C.I.R. Mechanical recognizes that training and education of workers is a vital part of our health and safety program. Our employees must have the knowledge and skills to do their work in a safe manner. Safety instruction will be provided to all workers, and workers are required to comply with these instructions.

Our program of worker education and training will consist of:

- Conducting worker orientation sessions for new workers and site specific orientations.
- Conducting Toolbox Talks on a regular basis during construction projects.
- Developing safe job procedures and instructing workers in these procedures.
- Monitoring ongoing requirements for health and safety instruction.
- Delivering specialized training for employees as may be required.

Job specific training of employees is conducted when, but is not limited to the following situations:

- When a new employee is hired.
- When an employee is assigned new or different work.
- When an employee is moved to a new site or location

This training will be conducted by the employee's immediate supervisor and will contain the following items:

- Review of safe work practices and procedures that apply to the specific job.
- Bring all known safety hazards that may affect the employee to his/her attention.
- Determine just what the employee can do and how he/she does it. This includes both discussion with the employee and observation of how he/she does the work.
- Provide the employee with all the information and Personal Protective Equipment (PPE), which is necessary for the employee to do the job safely and correctly.

Depending on the complexity of the job and the employees' skill/experience level, job specific training may take anywhere from a few minutes to several months. Ensure training documentation is kept on site and made available to C.I.R. Mechanical upon request. The on-going monitoring and coaching of the worker is a major duty and responsibility of that worker's immediate Supervisor/Foreman.

3.2 New / Young Worker Orientation

Employees of C.I.R. Mechanical will receive an orientation session. This new worker orientation will be used to review general health and safety program requirements as required by WorkSafeBC regulations. Orientations will also be conducted at the start of new projects that deals with site/project specific health & safety requirements.

Orientation of new employees and all contractors and their employees is mandatory and must be completed prior to commencement of work on all sites. It is the responsibility of the trade supervisor/foreman to ensure their workers complete the C.I.R. Mechanical Orientation prior to



EDUCATION / TRAINING

starting work.

The orientation will include safety information specific to the site/project and the expected duties the worker will perform. The site superintendent, health & safety coordinator, or worker's supervisor may conduct the orientation session. As a minimum the site specific safety orientation should include (but not be limited to) the following:

- The employer's and young or new worker's rights and responsibilities under the Workers Compensation Act and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work.
- The identification of worksite hazards, and the safe procedures for dealing with these hazards
- WHMIS information requirements set out in Part 5.3 of the WorkSafeBC Regulation, as applicable to the young or new worker's workplace.
- How to report hazards, injuries, accidents and near misses
- Information regarding current site-specific safe work procedures in use
- The requirements for personal protective equipment to be used generally on site, and for specific tasks
- The location of safety reference materials including:
 - Written safe work procedures
 - Health & Safety Manual
 - Material Safety Data Sheets (MSDS)
 - WORKSAFE BC Occupational Health & Safety Regulation (OHSR)
 - Workers Compensation Act
- The location of first aid facility(s), services and emergency equipment
- The means of summoning aid, including emergency signals
- Name of their supervisor and the site superintendent, and how to contact them
- Names of safety committee representative and how to contact them

The initial orientation training needs to be followed-up with further training of workers when any of the following conditions exist:

- The work to be conducted has not been done before, and new or modified work procedures are required
- There is an obvious skills and/or knowledge gap that prevents the worker from completing tasks as required
- A worker requests training for work activities with which they are not familiar
- WorkSafeBC directs that training is required

C.I.R. Mechanical will assist the employee in ensuring that the required training takes place. The training will be competency based in order for it to be effective and meet the test of due diligence. Competency based means that the essential skills and knowledge required to do the work correctly have been identified, included in the training, and passed on to the worker.



EDUCATION / TRAINING

3.3 Toolbox Talks

Toolbox Talks are a key element of worker education and training. Toolbox Talks must be conducted with a specific topic for discussion such as a safety rule, safe job procedure, a recent incident, health and safety committee meeting minutes, inspection results, etc. They will be used to discuss hazards and provide information on how we will minimize or remove the risk of injury. All workers on site must attend the Toolbox Talks, which will generally be 15 minutes or less in duration.

The following basic guidelines for Toolbox Talks are to be followed:

- Toolbox Talks are to be held before the commencement of a different scope of work.
- All workers must attend.
- Meetings should be limited to 10 to 15 minutes.

3.4 Toolbox Safety Meeting Preparation and Presentation

Preparing for Toolbox Safety Meetings involves:

1. Deciding on a topic:
 - think of your own experiences, observations and beliefs
 - think of your area of control, repeated problems, recent accomplishments, needs for improvement
 - think of your workers, their wants and needs, opinions and attitudes
 - keep notes of day to day occurrences that could form a basis for interesting safety talks
 - read safety related material and clip articles for later discussion
 - confine the topic to one main idea; don't try to talk about everything!
2. Summarizing your talk in point form for reference:
 - know what you are going to say
 - write down the key points, facts and examples
 - practice your talk – run through your material before presenting it to your workers, perhaps using a family member, a fellow supervisor or even a mirror as your audience

When you deliver your talk

- relate to the crew's attitudes, abilities and interests
- let the crew hear and see your talk – use brief demonstrations, simple graphs, displays, WCB posters, news articles, accident location, etc.
- involve your crew by encouraging questions and discussions
- keep your message clear and understandable
- answer spoken and unspoken questions – your crew will always have the following questions in mind: What does it mean to me? What do you want me to do? What's in it for me? What will happen if I opt out?



GENERAL SAFETY RULES AND INSTRUCTIONS POLICY

4.0 General Safety Rules and Instruction Policy

All C.I.R. Mechanical employees will be instructed in, and provided with, written rules and supplementary instructions as necessary to minimize accidents. C.I.R. Mechanical will determine which rules and supplementary instructions are needed by:

- reviewing inspection, accident investigation and first aid records
- observing employees performing their work activities
- evaluating worker or Joint Occupational Health and Safety Committee recommendations
- reviewing WorkSafeBC requirements
- analyzing new work processes and contract specifications

Supervisory staff is responsible for ensuring worker understanding of, and compliance with, general safety rules and instructions. The safety rules and instructions provided in our program may not cover all the health and safety requirements employees will be expected to follow for each different situation – they are intended to remind employees of the more obvious conditions. **If any employee has any concerns regarding the health or safety of a work process, they are encouraged and directed to consult with their immediate supervisor for additional instructions. The basic philosophy of C.I.R. Mechanical is**

“ Safety First! ”

There is no chance worth taking that may jeopardize the safety or health of any employee or the public.

Instructions will be enforced in the same manner as safety rules, the Workers Compensation Act (WCA) and Occupational Health and Safety Regulation (OHSR). Compliance with the WCA & OHSR and our safety program requirements is mandatory on all of our projects. Willful or negligent non-compliance with good health and safety practices by any employee may result in injury or damage, and will result in disciplinary action.



GENERAL SAFETY RULES AND INSTRUCTIONS POLICY

4.1 General Safety Rules

3. All workers on C.I.R. Mechanical projects are to follow the instruction of the Site Safety Officer and/or C.I.R. Mechanical Management concerning safety matters.
4. It is the responsibility of all employees to become familiar with their workplace and to ensure their own safety and the safety of their fellow workers.
5. Equipment operators are responsible for the safe maintenance, operation, and required documentation of the machines and equipment that they are operating. This includes strict adherence to the established work practices and safety procedures for that equipment.
6. Workers on C.I.R. Mechanical projects must use the necessary personal protective equipment when required or when instructed to do so by a Supervisor, or the Site Safety Officer.
7. Horseplay of any type is not permitted.
8. Hardhats, high visibility vests and safety boots must be worn at all times. The only amendment will occur when the Project Superintendent has made an exception in writing, based on a Job Hazard Analysis (JHA).
9. Maintain a clean site. Clear and unobstructed access must be provided to all work areas. Good housekeeping is essential.
10. Every worker must report any unsafe condition promptly to his or her immediate supervisor.
11. All injuries, no matter how minor, are to be reported immediately to the Site Safety Officer and/or First Aid attendant and to your Supervisor/Foreman.
12. Ensure that you know how to perform the task assigned to you safely! If you have any doubts or questions, ask your supervisor. It is more important to understand the way to perform your job safely than it is to go ahead and try something you are not sure of and risk injuring yourself or your fellow workers.
13. Read all danger and warning labels on containers and equipment. Follow any health/safety precautions. Know and understand before you use it!
14. Vandalism, theft, or misuse of safety equipment, tools, or other property will not be tolerated. Make sure you have the right tool for the right job and use it properly!
15. No shorts or sleeveless shirts shall be worn.
16. Workers shall not enter an excavation greater than four feet in depth unless the sides are sloped or a geo-technical engineer has certified it safe to do so, and submitted a signed and sealed authority.
17. Workers are to protect themselves from fall hazards by implementing appropriate protection measures.
18. If you create an impalement hazard (i.e. rebar dowels), then you must effectively guard the hazard.



GENERAL SAFETY RULES AND INSTRUCTIONS POLICY

4.2 Disciplinary Action Policy

All safety rules and procedures contained in the C.I.R. Mechanical Health & Safety Program shall be practiced and enforced by all site personnel. Compliance with this Health and Safety Program rules and instructions, WCB Regulation and any other applicable federal, provincial or local regulations is mandatory. Disregard or negligence in complying with good health and safety practices by any employee may result in unnecessary injury and will be cause for disciplinary action. When disciplinary action is required against non-compliance of a regulation or company instruction as set out in this safety program, the immediate supervisor shall utilize and follow the following guideline for disciplinary action and:

- Conduct an assessment of the incident.
- Render a decision for remediation and/or corrective action.
- Report the incident and remedial action to Head Office without delay.

Actions of a hazardous nature or are considered unacceptable or has been determined as a result of the assessment which will result in disciplinary action are:

4.3 Minor Infraction

Definition: Any infraction of government, corporate, or client rules that **does not** have the potential to cause serious damage or injury.

1st offense Verbal warning

2nd offense Written warning with notice placed in file

3rd offense Written warning and suspended from site without pay until further notice

4th offense Banned from all job sites

4.4 Major Infraction

Definition: Any infraction of government, corporate or client rules or legislation that **DOES** have the potential to cause serious damage or injury.

1st offense Written warning and/or time off without pay

2nd offense Suspended from site without pay until further notice

3rd offense Banned from all job sites



SPECIFIC SAFETY RULES

5.0 Specific Safety Rules

5.1 Alcohol and Drugs

The bringing of, or the consumption of alcohol or other non-prescription drugs on the job site or working while under the influence will not be permitted. Workers will be removed from the site and banned on all C.I.R. Mechanical projects. Any worker taking prescribed medications must report this to their Supervisor/Foreman and the Site Safety Officer and/or First Aid Attendant.

5.2 Code of Conduct

Engaging in horseplay, fighting, practical joking, unnecessary running or jumping and other similar conduct is forbidden and may result in disciplinary action. You are expected to act and work professionally at all times and show courteous behaviour to all workers and the general public. Knowing or intentionally engaging in hazardous behaviour is forbidden and may result in disciplinary action

5.3 Discriminatory Actions

Recent changes to the Workers Compensation Act (WCA) now include requirements for the prohibition of discriminatory actions against workers in regards to health & safety issues. C.I.R. Mechanical supports this initiative and will require compliance from all C.I.R. Mechanical staff and employees. You will not be disciplined in any way for acting on your health and safety responsibilities. Discriminatory actions (as defined in the Workers Compensation Act) against persons acting on their health and safety responsibilities will not be tolerated. Persons practicing discriminatory actions will be subject to company disciplinary procedures.

5.4 Radios

The uses of I-Pods, MP3 Players or Walkman's are not permitted on the job site. Portable radios are permitted unless they interfere with a worker's ability to recognize a site evacuation alarm; or disrupt other workers. The Project Superintendent may choose to ban all radios if volume levels are not respected.

5.5 Smoking

It is the policy of C.I.R. Mechanical to prevent illness or other hazards from smoking in the workplace. C.I.R. Mechanical will endeavor to prevent exposure to workers from second hand smoke.

Smoking is not permitted in the following locations on any C.I.R. Mechanical project site.

- During refuelling or around fuel storage areas;
- Any wood frame building
- Within the structure being built, no matter what stage;
- Areas where construction debris is being disposed of;
- Site offices, First Aid rooms, or sales areas;
- Other locations designated by the Project Superintendent as non-smoking areas.

Smoking will only be permitted outdoors, in areas designated by the Project Superintendent as



SPECIFIC SAFETY RULES

smoking locations. Workers found in non-compliance of this policy will be subject to disciplinary action ranging from suspension to termination dependent upon specific circumstances and repeat offenses, if any.

5.6 Violence

C.I.R. Mechanical is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behaviour will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities. This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Every effort will be made to keep employees safe at work.

Supervisors, Managers and/or Department Heads shall take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behaviour to the attention of the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behaviour. Law Enforcement support will be obtained as necessary to ensure workplace safety.

5.7 Cell Phone Policy

The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect you. Inappropriate use of communication devices at work can cause injuries as it is distracting and may interfere with the proper and safe use of equipment and machinery. Personal calls and/or text messaging during the workday also interfere with employee productivity.

Devices Covered: The devices covered by this Policy include cell phones, Blackberries, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the Company or the individual worker (collectively referred to as “Devices”). The use of earbuds is strictly prohibited while on site.

Activities Covered: The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, whether such vehicles are owned by the Company or the worker. The Policy applies to all conversations, whether personal or business-related.

Prohibited Uses:

General: Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas. These personal usage rules also apply to “texting” or “messaging.” Employees should ensure that their friends and family members are instructed of this policy.

While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Engaging in personal conversations;



SPECIFIC SAFETY RULES

- Playing games;
- Surfing the internet;
- Checking e mail;
- Sending or receiving text messages; and
- Listening to music

Driving: While operating a vehicle, workers may not answer a communication device unless and until they pull over in a safe spot. If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot.

Reminder: The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. So, while we cannot force you to adhere to these rules when you are not on duty, we strongly urge you to do so for your own safety and wellbeing and that of family, friends and third parties on the roadways.

Permitted Uses: We understand that cellphone use is sometimes necessary in the course of daily operations and expect workers who must use their phones to exercise discretion and abide by usage rules. Employees may use their phones to communicate with other workers only when it is necessary to do so. Supervisors must use the same discretion and use their phones only when it is safe to do so.

Violations: Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

6.0 Personal Protective Equipment (PPE)

C.I.R. Mechanical requires the use of personal protective equipment (PPE) where it is required by the Regulation, hazard assessment, or site rules.

6.1 Selection

PPE will be selected for each task based on the requirements of the Regulation, the manufacturer recommendations, and any applicable Safe Work Practice, Procedure, or JHA.

6.2 Care and Use

All PPE shall be maintained in good working order and used in accordance with the manufacturers recommendations. PPE shall be regularly inspected and replaced without delay when deficiencies are identified.

6.3 Personal Clothing

Workers shall be properly attired on C.I.R. Mechanical construction sites. The minimum requirement for personal clothing on a C.I.R. Mechanical Site is a shirt that completely covers the shoulders and reaches the waistline, and pants that meet the top of the footwear when standing. Furthermore, clothing shall be appropriate for the work being performed.

6.4 Footwear

Footwear meeting the requirements of the Regulation and providing protection appropriate to the overall conditions of the site must be worn and maintained in good condition.

6.5 Protective Headgear

Protective Headgear (hard hats) meeting the requirements of the Regulation must be worn in accordance with the Regulation where required by site conditions or rules.

6.6 Hearing Protection

CSA / ANSI approved hearing protection must be worn when the noise level in a work area exceeds the permissible occupational exposure limit; typically noise greater than 85 decibels. All workers on C.I.R. Mechanical projects must have their hearing tested annually and be able to provide a valid certificate as proof of testing.

6.7 Respiratory Protection

All workers on C.I.R. Mechanical projects who are exposed to potential hazards associated with airborne contaminants are expected to participate and comply with a project specific respiratory protection program which includes receiving proper instruction and training on:

- Responsibilities
- Use of Respirators
- Respirator Selection
- Dual Cartridge Respirators
- Pressure Fit Testing
- Inspection and Cleaning
- User Cooperation and Monitoring
- Records

All workers required to wear respiratory protection must be clean shaven where the respirator contacts the face to ensure a proper seal is maintained.



ACCIDENT / INCIDENT INVESTIGATION AND REPORTING

7.0 Accident / Incident Investigation and Reporting

7.1 Accident / Incident Investigating

The purpose of accident/incident reporting and investigations is to prevent a recurrence of the hazardous condition causing the event. WorkSafeBC requires all employers to report and investigate any accident which:

- resulted in injury requiring treatment by a medical practitioner
- resulted in death or critical condition with a serious risk of death
- involved a major structural failure or collapse
- involved the major release of a toxic or hazardous substance
- was a blasting or diving accident
- did not result in an injury but had the potential for causing serious injury (near miss).

All work-related accidents, injuries and diseases must be reported to your supervisor and the first aid attendant at the earliest opportunity. The first aid attendant will enter a written record of your treatment in the first aid record book and, where necessary, will complete a WCB Form 7(First Aid Report) and forward it to the project supervisor. You may be requested to complete a WCB Form 6A (Worker's Report of Injury or Industrial Disease to Employer) to give to your supervisor.

All accidents/incidents with potential of injury or property loss shall be reported to the Project Supervisor immediately. He/she will initiate an investigation, interview witnesses and implement corrective action. The contractor Supervisor is also responsible to conduct an accident/incident investigation and submit it to the Project Supervisor and/or Site Safety Officer.

An injury report must be made to the first aid attendant as well as your supervisor. Sign the treatment forms as written notification of accident and injury. If an injury occurs when no supervisors are present, phone the company office to report the accident. All reports must be made before the end of the shift if possible. If necessary, an injured employee may report direct to his doctor but must subsequently provide the company with information regarding:

- reasons for going directly to the doctor;
- date and time of visit; and
- doctor's directions.

All accidents involving damage to equipment or property must be reported to your supervisor. If the supervisor is not available, the damage must be reported to the company office. Near misses that could have resulted in a serious injury or property damage must be reported to your immediate supervisor. Worker's Report of Injury or Industrial Disease to Employer (WCB Form 6A) must be completed by injured worker when they are fit to do so.

7.2 Accident Scene (Location) Preservation

In the event of a serious accident, nothing must be removed from or changed on the accident location before a WCB representative has given clearance to do so except where necessary to facilitate rescue operations or to prevent imminent injury.



WORKPLACE HAZARD ASSESSMENT AND CONTROL

8.0 Workplace Hazard Assessment and Control

8.1 Workplace Hazard Assessments / Job Hazard Analysis

A hazard assessment or job safety analysis is recommended prior to the start of any new project, task or job. Its purpose is to anticipate, as much as is reasonable, any hazards or hazardous conditions that are inherent or could arise out of a new project, task or job. Once the hazards have been identified, the controls for eliminating or minimizing these hazards can then be determined and implemented. Hazard assessments should also be undertaken when major modifications are made to a project, task or job.

A Job Hazard Analysis System has been designed to anticipate any hazards that may be found in the workplace. A modified version of this system, or one designed to reflect the nature of the hazards found in other types of working environments may also be used.

C.I.R. Mechanical supports the implementation of regular and comprehensive inspections for identification and correction of health and safety deficiencies. As required by WorkSafeBC Regulation, inspections will consider work areas under our control as well as company buildings, tools, equipment, machinery, work methods and practices.

Work site hazard assessments and safety inspections are key activities in the prevention of accidents. Their purposes are to:

- identify existing and potential hazards
- increase awareness leading to the prevention of workplace accidents and illnesses
- ensure compliance with standards and regulations

WorkSafeBC requires that hazards to the health and safety of workers are identified and brought to management's attention. It is the workplace management's responsibility to ensure that the identified hazards are eliminated and, where this is not practicable, to ensure the hazards are controlled and that workers are protected from the hazards.

To meet this requirement, C.I.R. Mechanical and contractors will provide all necessary resources to ensure that hazard assessments and workplace inspections are effective and must conduct:

- hazard assessments prior to all new projects, jobs or processes, or the introduction of new equipment or hazardous materials
- regular workplace inspections
- hazard recognition and safety inspection training for inspectors
- time for inspectors to complete their duties
- established communication channels between inspectors, local safety committee and senior management
- quick action on recommended corrections

All assessments and inspections shall be documented to demonstrate due diligence.



INSPECTIONS

9.0 Inspections

The inspection process at the worksite is not to be limited to formalized inspections conducted by the project supervisor. The expectation is that there will be other active inspection processes in place.

Informal inspections will be conducted by supervisors on an ongoing basis in their areas of responsibilities. Formal safety inspections shall be conducted and documented by the Site Safety Officer or designate on the job site on a daily basis. C.I.R. Mechanical Inspection Program comprises of four types of inspections that are structured as follows:

9.1 Informal Workplace Inspections

All employees are expected to maintain continual awareness of hazards in their work areas. This is accomplished by supervisors conducting regular walk-throughs of their areas of authority and by workers checking their work areas prior to commencing work. No formal inspection report is required; however, any detected hazards must be corrected immediately if the task is within the employee's capabilities. If not, the hazard should be reported to the area supervisor or management for correction.

9.2 Formal Workplace Inspections

C.I.R. Mechanical projects will be inspected / audited on a quarterly basis by the company safety coordinator or his designate. Each site inspection will produce a site specific inspection report that will be forwarded and reviewed by each construction manager and superintendent. The site management team must ensure that any corrective action arising from these reports is taken so that the hazard is eliminated or controlled. These completed reports shall be compiled into a quarterly safety report to be forwarded to senior management and the Head Office Occupational Health and Safety Committee for review.

C.I.R. Mechanical will also conduct an annual internal Certificate of Recognition (COR) Audit as well as schedule an external audit (once every three years) to maintain the company's COR status and help us measure our progress. (As / Where Required)

9.3 Safety Committee Inspections

Safety Committee Inspections are workplace inspections that are conducted by site safety committee members at least monthly. An Inspection Report is completed, documented and filed and copies sent to the employer (contractor) supervisor of the inspected area and the safety committee for review. The area supervisor must ensure that corrective action is taken so that the hazard is eliminated or controlled.

9.4 Special Inspections

Special inspections take place immediately after a malfunction, accident or after a new work procedure or machinery is introduced. The area supervisor and a worker representative (preferably a safety committee member) conduct this type of inspection. An Inspection Record must be completed and distributed to C.I.R. Mechanical management and local safety committee for review. In addition, an Accident Investigation may be required for certain accidents (see Accident Investigation section of the manual).



10.0 Environment / Exposure / Hygiene Control

10.1 Workplace Hazardous Materials Information System (WHMIS)

Workplace information includes knowledge of the hazards of the workplace and of the materials used in the workplace. The Workplace Hazardous Materials Information System (WHMIS) is a major response to the worker's right-to-know about safety and health hazards of materials used in the workplace.

WHMIS legislation provides employees, employers and suppliers nationwide with specific vital information about hazardous materials through the key elements of:

- Controlled product labelling
- Material Safety Data Sheets (MSDS)
- Worker education and training programs

On the basis of WHMIS and other workplace information, C.I.R. Mechanical has developed work procedures that ensure worker health and safety. Workers must be educated in hazards and trained in work procedures.

Chemical Inventory

A current inventory of hazardous materials, which identifies all hazardous substances and their quantities at the workplace, must be maintained. A chemical inventory includes the chemical name (formula) of the material and the size of its container. Regular inventories allow for the following:

To check ethers and other chemicals with limited shelf life

- To remove surplus hazardous chemicals
- To remove chemicals that you have not used in the past 1 – 3 years.
- To correct incompatible storage.
- To identify the chemicals which are present.

WHMIS Program

C.I.R. Mechanical implements the WHMIS program using information provided through WHMIS as well as other information from the workplace. WHMIS information is in the form of labelling and MSDS. Other workplace information includes knowledge of the hazards of the workplace, use of hazardous materials that depend upon factors such as quantities used, work processes and work location.

To assist in the implementation of this WHMIS program, each employer / contractor will:

- Assign responsibility for program implementation within their company.
- Establish an inventory of controlled products.
- Collect data on products produced in the workplace and determine if they are controlled or not.
- Ensure that WHMIS labelling and data sheets are in place and submitted to the Site Safety Coordinator.



ENVIRONMENT / EXPOSURE / HYGIENE

- Provide workplace labelling where required for all products used within their scope.
- Prepare MSDS and appropriate labels for controlled products produced in the workplace.
- Determine the hazards of controlled products in the workplace.

Workplace Controls

Each employer shall establish workplace controls, based on hazard evaluations, which could include:

- Engineering controls: i.e. ventilation, process modification and isolation of the source.
- Administrating controls: i.e. work procedures, storage arrangements, maintenance and time scheduling.
- Personal protective equipment used only in situations where other controls are not practicable.
- Establishing emergency procedures
- First aid measures
- Fire-fighting / evacuation measures (notify fire departments of hazardous materials).
- Procedures to handle spills or accidental release.
- Providing worker education and training.

All employers are to ensure their employees have received WHMIS training. All supervisors and employees are to monitor products / materials arriving on site for WHMIS labels. Product/ materials displaying WHMIS labels indicate they are 'Controlled Products' and must be accompanied by MSDS. These products / materials are not to be used until the MSDS is available on site.

Prior to use of the Controlled Product, the Supervisor / Foreman will review the WHMIS label and MSDS and advise his / her employees of the safe work procedures to be followed. The Site Safety Coordinator shall keep a record of all hazardous products on site.

Copies of MSDS are to be given to the Site Safety Coordinator prior to the use of the product/ material in accordance with Government Regulations. This will enable the Project Superintendent to coordinate work procedures for all trades on site. MSDS information records must not be older than three years from the date they were developed.

10.2 Environmental Protection

C.I.R. Mechanical is dedicated to acting responsibly and demonstrating accountability in the management of the property and affairs of its projects with regard to protecting the environment. All employers, contractors and individuals associated with each project shall share this responsibility for protecting the environment.

The purpose of this Environmental Protection Program is to:

- ensure compliance with all applicable environmental regulations at all sites of activity.
- meet all legislated requirements as a minimum standard.
- provide communication and education about environmental issues.



ENVIRONMENT / EXPOSURE / HYGIENE

- provide a framework for establishing procedures that will ensure a consistent response to environmental issues.
- demonstrate responsibility and due diligence.

Worker Responsibilities

The responsibility of every worker, employee, or staff member is to:

- minimize environmental impact by participating in a Reduce, Reuse, Recycle program.
- follow established C.I.R. Mechanical or regulatory procedures and policies for the protection of the environment.
- report to their supervisor all accidents / incidents which may harm the environment.

Planning

The environmental impact of all new projects or activities shall be assessed at the Pre-Construction Planning stage. Ongoing monitoring will be conducted throughout the project by site management. Where possible, efforts will be taken to minimize any adverse impacts. Contractors and / or employers shall follow the guidelines set out by site management with respect to policies and procedures for waste management and environmental concerns.

Handling and Disposal

Disposal of hazardous wastes will be conducted in accordance with all applicable regulation, legislation and / or city by-laws that govern the area. All individuals handling hazardous materials or conducting activities that could impact the environment must be trained. Training records are to be documented and maintained up to date.

10.3 Exposure Control Plans

If a worker may be exposed to a harmful substance, the employer must ensure that:

- A walk through is conducted to assess the potential for overexposure, taking into account all routes of exposure including inhalation, ingestion and skin contact.
- Reassessment is conducted when there is a change in work conditions which may increase the exposure, such as a change in production rate, process or equipment.

An exposure control plan is required:

1. In general when:

- Exposure monitoring indicates that a worker is or may be exposed to an air contaminant in excess of 50% of its exposure limit
- Measurement is not possible at 50% of the applicable exposure control limit
- Otherwise as required by WorkSafeBC

2. Specifically for possible exposure to:

- Asbestos
- Blood borne pathogens
- Silica
- Lead
- Extreme heat or cold



ENVIRONMENT / EXPOSURE / HYGIENE

Employers / contractors who are required to develop Exposure Control Plans as per regulation must include the following (when applicable):

- Purpose and Responsibility
- Risk Identification Assessment and Control
- Education and Training
- Written Work Procedures
- Hygiene Facilities
- Health Monitoring
- Documentation

10.4 Concrete Grinding

An Exposure Control Plan is required for concrete grinding, cutting or coring. All concrete grinders must have an attached functioning vacuum system. This is a recognized “Engineering Control” system commonly used in this industry.

Engineering Control Systems include:

- NIOSH (Controllable Dust and Particulate Masking System)
- LEV (Local Exhaust Ventilation)
- Vacuum / Hose / Shroud (Equipment Ventilation)

Contractors and their employees are expected to follow a hierarchical process regarding this matter which is as follows:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment



EMERGENCY PREPAREDNESS AND RESPONSE

11.0 Emergency Preparedness

WorkSafeBC requires all employers to provide employees with a quick and effective response in the event of injuries or emergencies. First aid and emergency preparedness are an important part of this the Health and Safety Program.

The purposes of these services are to:

- ensure prompt and effective emergency responses.
- promote speedy recovery and to minimize the effects of injuries or exposures.
- provide workers with assistance when required.

The success of first aid and emergency preparedness depends on employees knowing what to do in any emergency situations. Supervisors are required to communicate emergency numbers and procedures to workers during orientation training and to regularly bring up this information during safety meetings. In addition, risks associated with the projects' work process and their control measures must also be communicated and understood. Annual emergency and evacuation drills are practiced to ensure awareness and effectiveness of emergency routes and procedures. All training, meetings and drills shall be documented.

Employers will provide all of the tools and resources required for these programs to be effective.

These include:

- appropriate emergency response plans and equipment.
- training and annual retraining of company emergency responders.
- time made available to allow key players to complete their duties.
- established chain of command for emergency situations.

Site Specific Emergency Preparedness Program

Formalized site specific emergency procedures will be prepared by C.I.R. Mechanical for each worksite where C.I.R. Mechanical is the prime contractor or sole contractor working on site. The Site Safety Officer and/or First Aid Attendant will establish the emergency response plan for medical and Fire Emergencies, which includes the Emergency Response Team. These procedures must be reviewed with all project personnel, which will be the responsibility of project supervisory personnel to do so. Everyone working at C.I.R. Mechanical projects is responsible for knowing the procedures. Anyone who is unfamiliar with the procedures must review them or speak with supervisory personnel for more information.



EMERGENCY PREPAREDNESS AND RESPONSE

11.1 First Aid

C.I.R. Mechanical is committed to ensuring that appropriate first aid is provided as quickly as possible for any injured company employee. We will provide and maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses, reducing absenteeism, maintaining productivity and meeting WorkSafeBC regulatory requirements.

Where required, C.I.R. Mechanical will provide and maintain first aid services, supplies and equipment as identified by the Workers Compensation Act (WCA) and Occupational Health & Safety Regulation (OHSR). First aid services, supplies and equipment will be made available to all employees during working hours.

In situations where the provision of first aid services, supplies and equipment is not the responsibility of C.I.R. Mechanical, we will make every effort to ensure that the responsible party makes the aforementioned provisions.

1. Workers who sustain a job related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and/or recording and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. A WorkSafeBC Form 6A must be completed by any worker injured on the job and then submitted to the Head Office at the earliest opportunity.
2. The first aid attendant will be in complete charge of all first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the attendant's decisions relating to first aid or emergency transportation.
3. Injuries that arise as a result of employment with the company will be reported to WorkSafeBC by submitting WorkSafeBC Form 7 if any of the following conditions occur:
 - the worker loses consciousness following the injury
 - the worker is transported or is directed to go for medical treatment
 - the injury is one that obviously requires medical attention
 - the worker states that they intend to seek medical attention
 - the worker has received medical treatment for the injury
 - the worker is unable or claims to be unable to return to their usual job, as a result of the job induced injury, on any work day subsequent to the day of injury
 - the accident results in or is claimed to have resulted in the breakage of eye-glasses, dentures, hearing aids or prosthetic devices
 - WorkSafeBC or the worker requests that an Employers Report of Injury or Occupational Disease (Form 7) be submitted to the Board

To help ensure that appropriate first aid and medical treatment is provided and workers are assigned to work activities compatible with their health, workers will be instructed in how to summon first aid and report injuries, encouraged to take first aid training, required to complete a medical questionnaire after hire and before starting work. First aid records and statistics will



EMERGENCY PREPAREDNESS AND RESPONSE

be kept for at least 3 years and will be regularly reviewed by management to determine trends and recommend corrective actions.

11.2 Earthquake Plan

As with a fire, it is impossible to determine the type and extent of the damage the building would receive. The intent of these guidelines is to offer a preconceived plan of action and to act as a tool for the education of workers. Earthquakes vary in duration, intensity and pattern and can be very destructive. Please read and consider these guidelines as you go about your job.

If you are inside the building:

1. Stay calm, drop, cover and hold on.
2. Do not attempt to exit the building while the shaking is occurring.
3. Get to a position of safety; i.e. away from objects that can fall on you and hurt you, away from edges of the slabs or floor openings. Sit in an inside corner or other structurally sound point and keep out from under any temporary forms or structures. Do not hesitate, move at once.
4. Do not leave your position of safety until the shaking stops. If you have no position of safety, do what you can to protect yourself. Get down in a forward position and hold your hands over your head clasped together to protect your neck, and keep your hard hat on.
5. After the shaking has stopped, move to the emergency assembly area shown on the site plan and report your name and any injuries. If you are hurt and unable to move, remain calm to conserve energy and call out for help. Rescue teams will be organized to search for the injured. If on the way to the assembly area you find an injured worker, report the location ASAP. Do not move an injured worker as you can complicate injuries. Move the worker only in life-threatening situations. Minimize back and neck movement.
6. Be aware of aftershocks, as you may have to repeat the above.
7. Greatest dangers:
 - Falling Objects
 - Swinging doors and broken windows
 - Fires
 - Electrical Hazards

If you are outdoors:

1. If possible, move to an open area.
2. Assume a position of safety and keep low.
3. Keep out of harm's way i.e. away from stored materials, trees, mobile equipment, gas or chemical storage, motor vehicles, crew and office trailers or any other objects that can fall on you.
4. After the shaking has stopped, move to the emergency assembly area and report in with your name and any injuries. If you are hurt and unable to move, remain calm to conserve



EMERGENCY PREPAREDNESS AND RESPONSE

energy and call out for help. As mentioned before, do not move an injured worker. Get help.

5. Be prepared for aftershocks.

After the earthquake has ended:

The Site Superintendent or his / her designate will ensure:

- Triage and first aid of injured workers has started.
- A head count be conducted listing the last known location of any missing workers.
- Rescue teams be formed to assist the injured and to search for any missing workers.
- If necessary, hazardous utilities, gas / electricity be located and shut off. No worker is to leave the site without authorization by the Site Superintendent.

Additional Information

In case of a major disaster, emergency shelter locations will be broadcast by Emergency Services Radio. At this time the local authorities will advise the public how to contact family members. If everyone stays calm, follows procedures and the direction of the Emergency Services, we will all get back to order sooner.



RECORDS

12.0 Records

Maintaining current health and safety statistics in a central location is a major part of a good health and safety program. Many policies, procedures, notices, statements and reports are necessary to fulfill legal and health and safety program requirements. C.I.R. Mechanical will maintain records and statistics relating to health and safety as required by the Workers Compensation Act (WCA) and Occupational Health and Safety Regulation (OHSR). Good record keeping will be used by C.I.R. Mechanical management to:

1. Monitor and evaluate the health and safety performance of the company, specific job sites, supervisory personnel and workers.
2. Identify common factors or trends in accidents and incidents to assist in the development of the Accident Reduction Program.
3. Monitor and evaluate the effectiveness of corrective actions.

Responsibilities

Workers

- Report all accidents, incidents, first aid occurrences and equipment damage to supervisors

Supervisors

- Send all relevant health and safety information to the head office and follow up with procedures to prevent subsequent occurrences

Management

- Maintain all records
- Monitor injury frequency
- Compile information for the annual health and safety review
- Ensure follow up of all action items from the annual review