DIRM

HEALTH & SAFETY POLICY

www.dirm.ca

EMERGENCY NUMBERS

Fire_____

Police_____

Ambulance_____

Hospital_____

Utilities (Call before you dig!)_____

Gas_____

Hydro_____

Water_____

Other_____

In the past, members of the public have used printed information that was outdated by subsequent improvements in knowledge and technology. We therefore make the following statement for their protection in future.

The information presented here is, to the best of our knowledge, current at time of printing and is intended for general application. This publication is not a definitive guide to government regulations or to practices and procedures wholly applicable under every circumstance. The appropriate regulations and statues should be consulted.

The occupational Health and Safety Act prescribes that every employer who has six or more workers at a workplace, prepare and review at least annually, a written occupational health and safety policy and develop and maintain a program to implement that policy.

This SAFETY POLICY AND REFERENCE MANUAL has been designed to be incorporated in whole or in part, into your occupational health and safety policy program.

Original Publication 1986 – Revised 2025

NOT A SAFETY PROGRAM

This SAFETY POLICY AND REFERENCE MANUAL IS NOT A SAFETY PROGRAM but can form a part of your program. In addition to using this Safety Policy and Reference Manual, each employer must develop and maintain an individual program to implement this policy. Programs will vary depending on the situations encountered in a particular workplace.

Program elements, may include all or some of the following:

1) Worker training (e.g. new employees, WHMIS, new job procedures)

2) Workplace inspections and hazard analysis

3) Analysis of the accidents and illnesses occurring at the workplace

4) A health and safety budget

5) A formal means of communication to address promptly the concerns of workers

6) Confined space entry procedure

7) Lock-out procedure

8) Machine guarding

9) Material-handling practices and procedures

10) Maintenance and repairs

11) Housekeeping

12) Protective equipment

13) Emergency procedures

14) First-aid and rescue procedures

15) Electrical safety

16) Fire prevention

17) Engineering controls (e.g. ventilation)

THIS IS NOT A COMPREHENSIVE LIST

Under the Occupational Health and Safety Act and Regulations, all contractors are required to:

1) Have a written Health and Safety Policy posted in a conspicuous location in the workplace.

2) Must develop and maintain on an ongoing basis, a program to implement that policy and make it work.

3) Must review the policy annually and make changes when appropriate

You are urged to develop your own Safety Program immediately. Your Construction Safety Association representative will assist you in this regard. Please note there is no charge for most CSAO Services.

Blank

SAFETY POLICY AND REFERENCE MANUAL

(To be removed and retained by the employer)

CONTENTS

Blank

POLICY STATEMENT

It is the policy of this company to perform work in the safest possible manner consistent with the Occupational Health and Safety Act and Regulations for Construction Projects.

It is our belief that every employee in the construction industry is entitled to work in a safe and healthy construction environment. Every reasonable precaution shall be taken to provide such an environment.

Our goal is to eliminate or minimize the hazards which cause accidents and injuries.

The directors and officers of this corporation shall take all reasonable care to ensure that the corporation complies with,

(a) The Occupational Health and Safety Act and the Workers Compensation Act and the Regulations
(b) Orders and requirements of inspectors and Directors; and
(c) Orders of the Minister.

POLICY COMMITMENT

Compliance with this policy will be regularly reviewed at all employee levels and violations will be recorded.

Repeated willful violations of this policy by any subcontractor or employee at any level will be considered cause for discipline or request for dismissal.

Signed

Benny Di Sotto February 10, 2026

RESPONSIBILITIES

THE CONSTRUCTOR

Shall insure that

A) Measures and procedures required by the Occupational Health and Safety act and Regulations for Construction Projects are carried out on the project;

B) Employers and employees on the project comply with the Act and Regulations;

C) Health and safety of employees on a project is protected by adhering to the Policy and Guidelines set out in this booklet.

THE EMPLOYERS AND SUBCONTRACTORS

Shall ensure that;

A) A competent person is appointed as supervisor

B) Information, instruction and supervision are provided;

C) Measures and procedures required by law are carried out in the workplace;

D) Equipment, materials and protective devices provided are maintained in good condition and used as prescribed;

E) Equipment, materials and protective devices required by law are provided;

F) Accident prevention education programs. WHMIS and first aid training courses are provided as prescribed;

G) A health & Safety Policy is implemented and maintained ad that a copy of the policy and Act is posted in the workplace;

H) Current MSDS record sheets are provided for all hazardous materials delivered to the workplace.

THE SUPERVISORS

Shall ensure that

A) Workers work in the manner and with the protective devices, measures and procedures prescribed by the Act and Regulations;

B) Workers use or wear the equipment, protective devices or clothing that the employer requires to be used or worn;

C) Workers are advised of any potential or actual danger to their health or safety;

D) Workers are provided with timely orientation (in writing where prescribed) as to the measures and procedures to follow for their protection.

WORKERS

Shall

A) Work in compliance with the provisions of the Act and Regulations;

B) Use or wear the equipment, protective devices or clothing that the employer requires to be used or worn;

C) Report to the employer or supervisor any problem with equipment which may endanger personnel;

D) Report to the employer or supervisor any contravention of the Act or the Regulations or hazard on the project;

E) Never work in a manner that may endanger anyone;

F) Never engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct on the project;

G) Not use or be under the influence of alcohol or non prescriptive drugs while on the jobsite;

H) Use appropriate eye protection when chipping, drilling, sawing or using chemicals or acids;

I) Maintain an orderly work area;

J) Control welding and cutting operations at all times to protect workers, materials and equipment;

K) When in doubt, ask for information or direction from the supervisor.

HEALTH AND SAFETY REPRESENTATION AND

JOINT HEALTH AND SAFETY COMMITEES

To further assist in promoting job safety, a Health and Safety Representative and a Joint Health and Safety Committee shall be selected on a jobsite as outlined by the Occupational Health and Safety act.

REQUIREMENTS FOR HEALTH AND SAFETYY REPRESENTATIVES

AND JOINT HEALTH AND SAFETY COMMITEES

NUMBER OF WORKERS AT A PROJECT REGULARLY	GENERAL REQUIREMENTS
- 5 or more	HEALTH AND SAFETY REPRESENTATIVE (SEE SECTION 8 (1)
-20 OR MORE	JOINT HEALTH AND SAFETY COMMITTEE OF AT LEAST 2 PERSONS SEE SECTIONS (9(2), 9(5)(A) AND 9(5A)
-50 OR MORE	JOINT HEALTH AND SAFETY COMMITTEE OF AT LEAST 4 PERSONS SEE SECTIONS 9(2), 9(5)(B) AND 9(5A) AT LEAST 1 LABOUR AND 1 MANAGEMENT REPRESENTATIVE MUST BE CERTIFIED (SEE SECTIONS 9(5F), 9(5G) AND 9(6A) WORKERS AND TRADES COMMITTEE (SEE SECTION 10)

THE DURATION OF A PROJECT MUST EXCEED 3 MONTHS

Before the Health and Safety Committee, Certification and worker Trades Committee requirements apply [see sections 9(1), 9(5) and 9(5g), and 10(1) respectively]

The minister is empowered to order the appointment of a health and safety representative or the establishment of health and safety committees in situations which do not meet the standard criteria.

INJURY PREVENTION

GENERAL PERSONAL PROTECTION

For your personal protection on the job, do not wear:

-Loose clothing or cuffs

-Greasy or oily clothing, gloves or boots

-Torn or ragged clothing

-Finger rings or neck chains

Shirts and long pants shall be worn at all times.

HEAD PROTECTION

Workers must obtain and wear, at all times on the job, a CSA certified Class B safety hat. (Do not paint or drill holes in the safety hat; replace damaged or cracked hats immediately.)

FOOT PROTECTION

1. At all times on the job workers must wear CSA certified Grade 1 footwear or CSA certified footwear with heavy duty toe and sole protection.

2. Workers purchasing new footwear should obtain CSA certified Grade 1footwear. Such footwear bear a green triangular patch stamped with the registered trademark of the Canadian Standards Association on the outside and rectangular green label on the inside.

3. Work boots should be fully laced and tied.

4. Replace badly worn or deteriorated footwear.

EYE PROTECTION

Suitable eye protection is recommended for workers drilling overhead or into concrete, masonry and drywall, when using powered actuated tools and when chipping, grinding or cutting.

HEARING PROTECTION

1. It is recommended that each worker have hearing protection available for use at his or her work station since continuous exposure to excessive noise from certain construction activities can lead to hearing loss.

2. Hearing protection is available in three general types:

- Earmuffs (when properly fitted and worn, these generally provide more protection than earplugs)

- Disposable earplugs (made of pliable material, one size fits all can be used once only)

- Permanent plugs (must be fitted to provide a good seal but can be washed and reused)

PERSONAL PROTECTIVE EQUIPMENT

In addition to mandatory hard hats and footwear, other personal protective equipment such as eye protection, hearing protection and fall-arrest devices must be worn when required.

There may also be a requirement for gloves, respirators or specially designed protective clothing under certain hazardous conditions.

FALL PROTECTION

A fall arrest system is required where a worker is exposed to a fall hazard of three metres or more. A full body harness is required for all workers working from a suspended platform, suspended scaffold, boatswains chair, entering a confined space, caisson inspection or if a worker must remain on a rolling scaffold over 2.4 metres in height while it is being moved.

All safety belts and lanyards must be CSA certified. Both the belt and the lanyard will carry a CSA label. Safety harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened. Lanyards must be 16 millimetres (5/8”) diameter nylon or equivalent.

The D-ring on the safety belt should be in the centre of the back. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept short as possible (no more than 1.5 metres – 5 feet) to reduce fall distance. When the lanyard is wire rope or nylon webbing, a shock absorber must be used.

All lifelines must be:

- 16 millimetres (5/8”) diameter polypropylene or equivalent
- used by only one worker at a time
- free from any danger or chafing
- free of cuts, abrasions and other defects
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline.

A worker must wear a fall arrest system with the lanyard tied off to either a fixed support or a lifeline whenever the worker is:

A) 3 metres (10 feet) or more above the floor, or
B) above operating machinery, or
C) above water or another liquid
D) above hazardous substances or objects

ACCIDENT PREVENTION

OGCA's Site Safety Checklist (Document # 901) is available to monitor the following recommended practices.

LADDERS

1. Ladders should be set up on a firm level surface. If the base is to rest on soft uncompacted or rough soil, a mud sill should be used.
2. Straight ladders should be tied off or otherwise secured to prevent movement.
3. When a task must be done while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top.
4. When climbing up or down, workers should always face the ladder.
5. Ladders should not be erected on boxes, carts, tables, scaffold platforms, manlift platforms or on vehicles.
6. Depending on length, straight ladders should be set up at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one third the vertical distance between these points.
7. Metal ladders, or ladders with wire reinforcing must not be used near energized electrical conductors.
8. All ladders erected between levels must be securely fastened, top and bottom to prevent movement. Extend 900 millimetres (3 feet) above the top landing and afford clear access at top and bottom.
9. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective must not be used and should be tagged and removed from the site.
10. Ladders should not be used horizontally as substitutes for scaffold planks. Runways or any other service for which they have not been designed.
11. Workers on a ladder should not be straddle the space between the ladder and other object.
12. Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

SCAFFOLDS

1. The erection, alteration and dismantling of scaffolds must be carried out under the supervision of a competent worker.
2. Scaffolds must be erected with all braces, pins, screwjacks, baseplates, and other fittings installed as required by the manufacturer.

3. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toeboard.

4. Scaffold platforms must be at least 460 millimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high they must be planked across their full width.

5. Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.

6. Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability.

7. Scaffold planks must be securely fastened to prevent them from sliding.

8. Scaffolds planks must be of good quality, free from defects such as loose knots, splits or rot, rough, sawn, measuring 48 millimetres by 248 millimetres (2”x10”) in cross section, and No. 1 spruce or better when new, and not span an unsupported distance greater than 2.1 metres (7 feet).

9. Scaffolds must be erected, used and maintained in a reasonably plumb condition.

10. Scaffolds must be equipped with proper ladder for access. Vertical ladders must be equipped with 150 millimetres (6 inches) standoff brackets and a ladder climbing fall protection devise or safety cage when there is a risk of a worker falling more than 3 metres.

11. Scaffolds over 15 metres (50 feet) in height and 10 metres in height if the scaffold is constructed of a tube clamp system must be designed by a professional engineer and constructed in accordance with the design.

12. Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.

13. Wheels or castors on rolling scaffolds must be equipped with braking devices on each castor or wheel and have the brakes applied when a worker is on the scaffold.

14. All workers' platforms should be constructed and maintained in accordance with design of the professional engineer.

GUARDRAILS

Guardrails consisting of a top rail, mid-rail and toeboard must be provided around work platforms on all scaffolds, floor openings, ramps and open areas where a worker can fall from one level to another. When guardrails or opening covers are temporarily removed, workers in the area must be protected by a fall arrest system. If workers, other than those doing the work have access to the area, hazard signs will be posted. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is completed.

ACCESS TO WORK AREAS

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secures in accordance with the Regulations under the Act. When work areas are above or below the ground, access to and egress from the work area must be provided and maintained in a safe condition.

TRENCHES

Work shall not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.

Where personnel are required to enter a trench, proper means of access must be provided.

Where personnel are required to enter a trench deeper than 1.2 metres (4 feet), the walls must be cut back on a one to one gradient or be supported as prescribed in the regulations.

Where the depth of the trench exceeds 6 metres (20 feet) or the width exceeds 3 metres (10 feet) the support must be designed by a professional engineer.

EXCAVATIONS

See the Occupational Health and Safety Act and Regulations for Construction Projects.

WALL BRACING

During construction, masonry walls require temporary bracing until installation of the permanent structural members. Masonry walls should not be built higher than ten times their thickness unless properly braced.

LIGHTING

Access to work areas, and work areas, should be adequately lit at all times.

WORKING FROM SWING STAGES

A worker who is on or is getting on or off a suspended platform must wear a full body harness connected to a fall arrest system tied off to a fixed support. If the stage is attached to outrigger beams, they must be tied back to the structure, as prescribed in the regulations.

FIRE PROTECTION

Fire extinguishers must be readily accessible at adequately marked locations. Properly maintained and promptly refilled after use. Also, they must be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on a tag attached to it.

At least one fire extinguisher must be provided where flammable liquids are stored, handled or used: where temporary oil-fired or gas-fired equipment is used: where welding or open-flame operations exist and on each storey of an enclosed building being constructed or altered: and for each workshop with 300 or fewer square metres of floor area.

Every fire extinguisher must be of a type whose contents are discharged under pressure and shall have an Underwriter’s Laboratories of Canada 4A40BC rating.

TRAFFIC CONTROL

A worker who is required to direct traffic shall be a competent worker: shall not perform other work while directing traffic: shall be given written instructions in a language the worker can read and understand setting out the signals the worker is to use: and shall have the instructions explained to him or her orally.

A worker who is directing traffic shall wear a vest that is reflective fluorescent coloured blaze orange or red.

SIGNAL MEN

Around heavy trucks and equipment a signalman is required when the operator’s view is obstructed or when the equipment is driven where the operator or another person may be endangered, as in backing up. A high visibility vest shall be worn when necessary.

TRUCKS

- Position the truck as close to the crane unloading area as possible to avoid over-reaching by the crane.

- The truck should be positioned on terrain as level as possible.

- Keep the truck and crane away from overhead power lines.

- Any truck backing up should be directed by a competent signalman.

- Truck wheels should be blocked or chocked during unloading.

- Before mounting the truck, scrape off your boot soles to avoid slips.

- Mount the truck platform in full view of the crane operator or signalman so that you do not get struck by the load or the crane hook.

- Climb up and down facing the truck, maintaining a 3-point contact at all times (two hands and one foot or two feet and one hand).

- If step and handrails are provided use them: stepping on tires or hubs affords poor footing.

- On heavy construction equipment such as trucks the starting system must be made inoperative or locked when the equipment is not in operation.

ROLL OVER PROTECTIVE STRUCTURES

In accordance with the ROPS regulation, equipment should be equipped with adequate rollover protective devices and operators should wear a restraining device.

HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE

1. Materials and equipment should be maintained, stored, pilled and transported in a manner that will not endanger workers.

2. Waste materials and debris MUST NOT BE STORED in areas of access and egress. Waste material and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute. Waste material and debris shall be removed as often as is necessary to prevent hazardous conditions arising and, in any event at least once daily.

3. Material to be lifted by a crane or other hoisting device must not be stored under overhead power lines. No material shall be stored, stacked or piled within 1.8 metres of an excavation, an opening in a floor or roof, or the en edge of a floor, roof or balcony.

4. It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor.

MATERIALS HANDLING

1. Whenever practical, heavy lifts should be done with mechanical lifting devices.

2. When manual handling is required, dollies, trucks and similar devices should be used.

3. Workers should know their physical limitations and the approximate weight of materials they are trying to lift.

4. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.

5. Communications between crane operators and ground crew shall be clear and concise and transmitted via radio where practical or by a competent signalman.

6. Use a "tag line" on all loads that are apt to swing while being raised or lowered.

7. Don't stand under loads.

8. Don't ride loads.

9. Stand clear of taut cables and lifting devices.

HAZARDOUS MATERIALS IDENTIFICATION AND HANDLING

All hazardous materials found in the workplace will be identified in accordance with the Workplace Hazardous Materials Information System (WHMIS) requirements of the Occupational Health and Safety act. Material safety data sheets will be available on the worksite.
All employees who work with, or in close proximity to, hazardous materials shall be sufficiently capable of recognizing and understanding the labeling on the materials;

understanding the material safety data sheets: and knowing how to safely use, store, handle and dispose of the materials.

CONFINED SPACE

A confined space has one or more of the following characteristics:

- Entry or exit opening is limited or restricted.
- May contain known or potentially hazardous atmospheres.
- Risk of entrapment or engulfment or other serious health hazard may exist or develop in the space.
- Rescue would be difficult.

Some examples of a potentially confined space are: sewer, tank, vessel, vault, windowless room, trench, pit, chlorine room, building on fire, stairwell, stack, cracking lower, reservoir, dike, ventilation or exhaust duct. To be within the law, employers must develop and use codes of practice for confined space entry. Therefore,

1. Do a hazard assessment before commencement of work to identify potential confined space risks.

2. For each confined space identified, write a code of practice which is specific to the particular situation in sight. The coldest practice defines, and easy to understand language, all the procedures workers are required to follow.
   It includes, a detailed description of the confined space, identification of all hazards, specification of the personal protective gear required, training requirements, ventilation needs, testing needs, detailed procedures for access and egress, special communication requirements, emergency contingency plans in the event of accident: and well-defined procedures for reducing or eliminating the hazards.

3. A carefully prepared and communicated emergency response plan, backed up by an effective training program, is an essential part of the code of practice. Right, test and implement your plan.

4. Conduct a pre-job meeting to ensure the hazards and procedures are understood by all workers involved. Every worker involved in the confined space entry must attend this meeting.

5. A safe work entry permit is required before work can begin. Obtain and post the permit at the access/aggress points of the confined space.

6. Clearly identify the permit space. Post warning signs (e.g., **DANGER, CONFINED SPACE);** put up barriers.

7. Identify and train watchpersons. They perform an essential role. Their responsibilities include:

   -Participating in communication system testing at the start of the job and after every work break.

   - Ensuring emergency response procedures are posted and required emergency response equipment is operational and available at the work location,

   - monitoring all life-support systems and air monitoring devices,

   - maintaining constant communication with the workers in the confined space,

   - **Never leaving the entry/exit location without a trained watch person in place while workers are in the confined space,**

   - ensuring access points are posted appropriately with warning signs to prevent unauthorized entry,

   - communicating any change and working conditions to the workers and support help,

   -controlling access to ensure only authorized and trained workers are in the confined space,
   - knowing, at all times how many people are in the confined space (log entry and exit),
   - ensuring only trained and properly equipped rescue workers enter the confined space in the event of an emergency.

   NEVER, EVER, ENTER A CONFINED SPACE TO RESCUE WORKERS WITHOUT WEARING AND USING THE PERSONAL PROTECTIVE GEAR PROVIDED FOR THIS PURPOSE AND HAVING A BACK UP PERSON OUTSIDE THE CONFINED SPACE.

8. Workers must sign the back of the permit, meeting minutes or safe work procedure to indicate they have been trained to work in the confined space and understand the safe work practices, procedures and protocols related to the confined space.

9. If job conditions change from those discussed at the pre-job meeting, review, revise and re-issue the safe work permit. Inform all affected workers of the changed conditions and any changes in operating or emergency protocols put into effect. Document the meeting.

10. Refer to the confined space entry training and safety program manuals for detailed guidance and instructions.

REMEMBER, EVERY CONFINED SPACE IS UNIQUE.

Supervisors and workers must take the development and implementation of confined space work procedures very seriously - **your lives may depend on them**.

CLASS A

Compressed Gas

CLASS B

Flammable and Combustible Material

CLASS C

Oxidizing Material

CLASS D

1. Materials Causing Immediate and Serious Toxic Effects

2. Materials Causing Other Toxic Effects

3. Biohazardous Infectious Materials

CLASS E

Corrosive Material

CLASS F

Dangerously Reactive Material

WHMIS Classes and Hazard Symbols

FIRST AID

SHOULD AN ACCIDENT OCCUR, IT IS ESSENTIAL THAT FIRST AID BE ADMINISTERED IMMEDIATELY BY A QUALIFIED FIRST AID ATTENDANT, FOLLOWED BY PROPER MEDICAL TREATMENT AS NECESSARY.

BASIC FIRST AID

Prompt and correct treatment of injuries, both on and off the job, cannot only reduce pain and suffering but save lives as well.

FIRST AID KITS

Every employer is required to have at least one first aid kit maintained in accordance with the workers compensation act. The workers compensation board form 82 must be posted adjacent to the first aid kit at the first aid station. The size and contents of the kit will vary with the number of workers on the project.
Where are the number of workers on a project exceed 200, a first aid room is required. Regulations require that each work please have a person trained in first aid.

Know where the first aid kit is located in the event of an emergency. Service vehicles should also contain of first aid kit and drivers should be familiar with its contents.

Basic first aid concentrates on three priorities, breathing, bleeding and burns, in that order.

BREATHING

If the casualty is not breathing, start artificial respiration immediately. There are various methods but the most efficient is the mouth to mouth technique outlined in the following pictures and instructions. (reprinted by courtesy of Saint John ambulance)

-check for breathing
-listen at the mouth and nose
-watch and feel for chest movement

-open the airway
-lift the neck
-pressed back on the forehead
-remove obvious foreign materials

-pinch nostrils
-take a deep breath

-make a tight seal at the mouth
- blow for quick breaths
- watch for fall of chest
- if air is getting into the lungs continue blowing at your normal breathing rate
- for an adult blow one breath every five(5) seconds
- for an infant or young child make a tight seal over the mouth
  and nose and blow gentle puffs one breath every three (3) seconds

BLEEDING

If the casualty is bleeding from an external wound, control the bleeding immediately. Apply Direct pressure to the wound with a clean, preferably lint free dressing. Lay the casualty down in a comfortable position. Elevate the injured part is possible. The simple formula for the control of bleeding is R-E-D: REST,
ELEVATE, DIRECT PRESSURE.

BURNS

For minor burns, flush the area with cool water to relieve pain and swelling. Cover the burn area gently with a clean, lint free, loose dressing and get medical help.

In the case of serious burns, cover the injured area with clean, damp dressing and get medical help.

Do not apply creams, lotions or appointments.

Do not prick blisters or pull clothing stuck to the burned area.

IN ALL CASES OF INJURY

THE EMPLOYER SHALL:

1. Make sure that first aid is given immediately, in accordance with the regulations.
2. Record the first aid treatment or advice given to the worker.
3. Complete and give to the worker a treatment memorandum 0GC8902 or WCB form 156 if health care is needed.
4. Provide immediate transportation to a hospital, Doctors office, or the workers home, if necessary.
5. Submit to the workers compensation board, within three days of learning of an accident, any information that may be required By the act.
6. Pay full wages and benefits for the day or shift on which the injury occurred when compensation is payable for loss of earnings.

THE WORKER SHALL:

1. Promptly obtain first aid.
2. Notify the employer immediately of any injury requiring healthcare and obtain from the employer a completed treatment memorandum OGCA902 or WCB form 156 to take to the doctor or the hospital.
3. Choose a doctor or other qualified practitioner, with the understanding that a change of Dr. cannot be made without permission of the board.
4. Complete and promptly return all reports forms received from the board.
5. Health care includes medical, surgical, optometrical and dental aid, the services of osteopaths, chiropractors, and chiropodists; hospital and skilled nursing care, and provision and maintenance of artificial members and appliances made necessary as a result of the injury.

CONCLUSION

Accidents have no set time or place. They often occur without warning and without regard for a person or place. We trust that with your help and commitment, we shall all be accident free.

Blank

SITE ORIENTATION AND START SHEET

1. Personal Data

   Name:_____

   Address:_____

   Phone:_____

   S.I.N.:_____

   Trade:_____ Project #:_____

   Start date:_____

2. Completion of Tax Form _____

3. Explanation of Project and duties required _____

4. Issue of Safety Policy Booklet _____

5. Discussion of:

   a) Personal Protective Equipment

      -Footwear _____

      -Hat _____

      -Eye Protection (when required) _____

      -Hearing Protection (when required) _____

      -Fall Protection _____

      -Other _____

   b) Tool Handling and Storage _____

   c) Accident reporting procedures _____

d) Location of:

- First Aid _____

-Fire Extinguishers _____

-Parking _____

-Phones _____

-Site Specific Hazards _____

-Change and Lunch Rooms _____

-Washrooms _____

6. Verification of WHIMIS Training _____

7. Introduction to Health and Safety Representative _____

8. Introduction to Supervisor _____

9. Safety Familiarity Tour _____

10. Items Issued:_____

_____

_____

I have received a copy of the:

_____

Booklet of “Safety Rules” and recognize that in accepting employment, I must abide by these rules, and further recognize that a violation of these

rules will be cause for my termination of employment.

Employee Signature:_____

Employer Representative's Signature:_____

Date:_____

QUICK REFERENCE GUIDE TO THE OCCUPATIONAL

HEALTH AND SAFETY ACT AND REGULATIONS

Description	Section
Access and Egress	Reg's 60 & 70-78, 115 & 3 point contact
Accompany Inspector	Part VIII (Act) – 54(3)
Cranes and Hoisting Devices	Reg's 37, 150-157, 166-168, 104-106
Confined Space	Reg's 60-63
Demlition	Reg's 212-221
Electrical Hazards	Reg's 45 (Lighting), 181-195
Elevated Work Platforms	Reg's 143-149
Equipment (General)	Reg's 93-116, 14(3), 52, 186-189
Excavations	Reg's 222-242
Explosive Actuated Tools	Reg's 117-121
Explosives	Reg's 196-206
Fire Protection	Reg's 52-58
First Aid	WSIB Reg. #950
Form work	Reg's 87-92
General Requirements	Reg's 31-34
Guardrails	Reg's 85-86
Health and Safety	Part II (Act)
Commmittees	9 (1-14), 65 (1), 62 (5), 42 (2) (3) (4), 25 (2) d
Representative	8 (1-10), 52 (1), 62 (5)

Housekeeping	Reg's 35-48, 72
Hygiene	Reg's 28-30
Inspection	Reg's 14 (3), 14 (4), 55 170, 60 (2), 62 (5), 94 118, 146, 152 158 (2), 161 (1), 170
Ladders	Reg's 78-84 & 240
Lighting	Reg. 45
Personal protective equipment	Reg's 21-27
Public way protection	Reg's 64-66
Ramps	Reg's 73-74
Refusal to work where	33
Health or Safety	Part V (act)
In Danger	44-49
Rolling scaffolds	Reg's 129
Roofing	Reg's 207-211
Scaffolds	Reg's 125-136
Signs	Reg's 44, 52 (1), 144 (8), 146, 184 (2), 187 (2)
Signaler/ Traffic Con.	Reg's 67-69, 104 to 106, 167 (3), 187 (3)
Storage of materials	Reg's 37-43, 122 (2)
Stairs	Reg's 75-77
Suspended platforms	Reg's 137-142
Temporary heat	Reg's 49-51
Toilets	Reg's 29
Traffic control	Reg's 67-69

Tower cranes	Reg's 157-165
Trenching/ excavations	Reg's 222-242
Welding and cutting	Reg's 122-124
Working alone	Reg's 224, 225, 246, 247
Communications	Reg's 18, 106 (3), 269-273, 340, 341
Documentation	Reg's 3, 6 (7) 8, 13 (1) (2), 25, 26, 27, 44, 55, 93 (3) 188 (7) 196 (2) OHSA 9 (10), 12 (2), 25 (2H) (2J), 33 (3), 57 (6), WCB Reg. 950-5
Emergency Procedures	Reg's 27, 53, 62, 71, 189 (4), 262, 264, WCB Reg. 950

REMEMBER

ACCIDENT

PREVENTION

IS EVERYBODY'S

BUSINESS!

Call toll-free

For fast answers about construction health and safety in Ontario

1-800-263-5024

www.ihsa.ca