



OCCUPATIONAL HEALTH & SAFETY

Policy and program
NICOLINI CONSTRUCTION LTD
Information & General Procedures

Introduction

Our Health and Safety Manual is designed to give the reader an overview of general rules and procedures for working on any of Nicolini Construction's Sites. This document is intended to be read in conjunction with the site specific health and safety plan. Please ensure that your office and your site personnel have read and understood this document prior to starting work on site. Should you have any concerns or comments please contact the project manger at Nicolini Construction Ltd. Otherwise you are required to complete the acknowledgement form and present it to the site authority.

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Company Policies



Health and Safety Policy

The Management of Nicolini Construction Ltd. is vitally interested and committed to the health and safety of its employee as well as, the Safety of the environment, the community and its residents. Dedicated to reducing risk of injury and occupational disease by making every effort to provide a safe, secure and healthy work environment is the Corporations pledge to each employee.

The Corporation, as employer, has established general rules and procedures for the safety of the individual worker. As a result, this information and general procedure manual clearly identifies site rules, the emergency resources and procedures, and the roles and responsibilities of all parties involved.

Nicolini Construction will ensure that a Site Specific Health and Safety Plan will be established on each construction project Site Specific Health and Safety Plan will consist of Pre-Job Hazard Assessment, Emergency Response Plan and Communication Systems. All supervisors and workers will be responsible to the continued up keeping and enforcement of the Plan to ensure their Protection and Safety.

Management and Supervisors will be accountable to communicate The Health and Safety Policy, procedures and Site Specific Plan to all parties through Orientation Programs, the Health and Safety Committee and Jobsite Inspections. Consequently all parties will be required to acknowledge acceptance of their Health and the Safety responsibilities. Workers will be required demonstrate adequate training in compliance with our Policy, as well as establish safe work practices and procedures in their specific work tasks.

As President of Nicolini Construction Ltd., I give you my personal promise that every reasonable precaution will be taken for the protection of workers. I reiterate our obligation to Health and Safety as it forms an integral part of this organization and commit to constantly improve our policy and procedures in the best interest of Health and Safety.

NICOLINI CONSTRUCTION LTD.

A handwritten signature in black ink, appearing to read 'Michael Nicolini', is written over a faint, dotted-line signature strip.

Michael Nicolini
President

Safety Orientation Policy

All on-site new workers and visitors must receive a general Health and Safety Orientation before commencement of work. The objective of the Orientation Program is to provide all on-site workers and visitors with consistent safety information. The education and training would develop the acquired knowledge and awareness to protect themselves and others from injury in the work place. Each person must know and understand their job related activities, duties and responsibilities prior to commencement of work.

This orientation includes a verbal presentation which explains the site rules, policies, practice and procedures as well as site awareness and the roles and responsibilities of each person entering the site. The presentation will include the applicable safety legislation and a brief overview of (WHMIS)/Hazard Communications (HAZ.COMM.) Systems. During this presentation, items reviewed and discussed will be marked on the safety orientation checklist.

If any worker is in doubt concerning any part of the orientation, their safety roles or responsibilities, they should contact their respective first line supervisor for clarification before undertaking or continuing any work-related activities.

Each person must have a clear understanding of company expectations with respect to health and safety.

NOTE: All personnel will be required to complete the Acknowledgement form upon completion of the Health and Safety Orientation to attest that they have read through and agree to abide with the Safety Policy and that they have attended the Employee Orientation.

Personal Protection Policy

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 are required to wear protective headgear at all times. (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 work boots should obtain CSA certified Grade 1 footwear. Such boots bear a green triangular patch stamped with the outside and a rectangular green label on the inside.
3. Work boots should be laced and tied.
4. Replace badly worn or deteriorated work boots.

EYE PROTECTION

Cover goggles must be worn by workers drilling overhead or into concrete, masonry and drywall, when using powder actuated tools, and when chipping, grinding or cutting.

PERSONAL PROTECTIVE EQUIPMENT

In addition to mandatory hard hats and safety boots, other personal protective equipment such as eye protection, hearing protection and fall-arrest devices must be worn when required. Any requirements for gloves, respirators or specially designed protective clothing under hazardous conditions must be met.

SAFETY HARNESSES AND LANYARDS

A worker must wear a safety harness with the lanyard tied off to either a fixed support or a life-line whenever the worker is 3 metres (10 feet) or more above the ground, above operating machinery or above hazardous substances or objects.

All safety harnesses and lanyards must be CSA certified. Both the harness and 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 15 mm (5/8") diameter nylon or equivalent. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept as short as possible to facilitate job duties. When the lanyard is wire rope or nylon webbing, a shock absorber must be used.

NOTE: Safety belts may be used only as a travel restraint on a level working surface.

Modified Work Policy

The Management of Nicolini Construction Ltd, is vitally interested in assisting in the rehabilitation of injured workers.

Nicolini Construction Ltd. will make every effort required to provide a fair and consistent policy for rehabilitating employees who have been injured on the job. The corporation recognizes the benefits of a formal rehabilitation program.

The Modified Work Program will be offered to all temporarily disabled employees. Overtime will not be offered. Normal lay-off procedures will remain in effect. Employees working on the Modified Work Program will be paid the regular rate of pay they were receiving on the date of their accident.

The Modified Work Program will not normally exceed six months duration.

The Corporation, therefore, undertakes to provide meaningful employment for temporarily disabled employees, thereby returning valuable human resources, benefits and productivity to the corporation.

NICOLINI CONSTRUCTION LTD.



Michael Nicolini
President

I hereby attest that I read and understood the above Modified Work Policy and agree to comply with this policy.

COMPANY :
DATE :
EMPLOYEE SIGNATURE : _____

(DETACH THIS PAGE AND RETURN TO THE MAIN OFFICE)

Violence Policy

The protection of our workers and those working around us is of great importance. Our ability to provide a safe and healthy work environment is in part dependent on the working relationship between all workers. For this reason we have a ZERO tolerance position towards any form of violence or abuse between workers. Should any type of confrontation arise where anyone worker feels intimidate or threatened will be grounds for immediate disciplinary action and may lead to discharge.

Behavior Safety Policy

Behavior safety forms an integral part of all our construction sites. All workers and visitors are required to conduct themselves in a manner such that they do not jeopardize themselves and other workers around them. This includes but is not limited to the appropriate use of equipment and machinery. Ensure the equipment and machinery is in proper working order and is utilize for its intended use. We reserve the right to request proof or proper training certificates when operating equipment.

Any worker or visitor found to be conduction him / herself in such a way in which they or any other persons on site are but at risk of danger or injury will be grounds for immediate disciplinary action and may lead to discharge.

Refer to the **General Rules** Section for **Site Safety Rules** and a guideline for **Disciplinary Action**.



General rules and responsibilities

Site Safety Rules

- Everyone is responsible for safety
- Receive a Site Safety Orientation
- Always Use Personal Protective Safety Equipment
- House Keeping
- Report All Accidents
- Advise on any special medical required
- Report any concerns or hazardous conditions immediately
- No Smoking, alcohol or illegal drugs
- No Violence
- Don't be shy. Remind other workers about safety
- Never put your own or someone else's safety at unnecessary risks.
- If you have an idea for a safer, more efficient way to do something, suggest it to your supervisor.
- No worker will be disciplined or dismissed for working in accordance with Nicolini's Health and Safety Policy or the Occupational Health and Safety Act.

Disciplinary Action

The following disciplinary actions will be taken for safety infractions:

1. **NICOLINI CONSTRUCTION LTD. EMPLOYEES**

- A) On the first offence, the worker will be given a written warning.
- B) On the second offence, the worker will be sent home for one day without pay.
- C) On the third offence, the worker will be fired.

2. **SUBCONTRACTOR EMPLOYEES**

- A) On the first offence, the worker will be given a written warning with a copy faxed to his main office.
- B) On the second offence by the same employee, the subcontractor will be told to remove that employee from this project.
- C) If a subcontractor receives four or more written warnings for safety infractions **HIS CONTRACT WITH NICOLINI CONSTRUCTION LTD. MAY BE TERMINATED.**

**IF THE SAFETY INFRACTION IS OF A SERIOUS NATURE, THE INDIVIDUAL MAY
BE SENT HOME WITHOUT PAY OR TERMINATED WITHOUT PRIOR WARNING.**

Roles and Responsibilities

2.3.1 Management's Responsibilities

- Promote and enforce safety awareness and the Safety Policy.
- Investigate thoroughly all accidents involving lost time, injury, and/or property damage, and/or hazardous incidents in order to prevent recurrence.
- Support any action taken by anyone working on the Site or work place in the interest of safety.
- Review and update the "Safety Policy and Procedures" annually or as needed.
- Conduct company "Safety Meetings" at least once a month.
- Conduct unplanned Site/workplace inspections including work conditions and methods together with worker intervals.
- Monitor injured workers progress and offer modified duties during the rehabilitation stage.

2.3.2 Superintendent's Responsibilities

- Ensure that a safe and healthy working environment exists.
- Ensure compliance with Nicolini's Health and Safety Policy.
- Ensure that the requirements of the Occupational Health and Safety Act and Regulations for Construction and all other applicable legislation, are met
- Ensure that all necessary signs are posted on site/work place
- Ensure all necessary documents are available on site/work place
- Protect the health and safety of the public to the best of his ability
- Must have a valid First Aid Certificate
- In the case of an accidental injury or damage, follow the procedures entitled "Emergency Procedures" and "Accident Investigation" found in section 2.5 and section 4.0 of this document
- Investigate all incidents/accidents immediately and take any appropriate corrective measures
- Take action immediately to correct any hazardous conditions or dangerous practices discovered or reported
- Advise workers of any known hazards on the job
- Conduct safety meetings prior to and during projects on a regular basis. Minutes are to be kept; copy sent to the main office and any action taken to correct concerns should be noted
- Facilitate election of Health and Safety representative or committee where necessary
- Cooperate with Health and Safety Representative in order to achieve goal of a safe and healthy work environment
- Conduct site/work place orientation and training as required for any new worker; submit a signed new worker's receipt to the office
- Supply and maintain or have maintained in good operating condition, all equipment, tools and personal protective (safety) equipment necessary for the job
- Provide pre-task safety instruction and attend such training programs as required by the Company
- If medical attention is required due to a work-related accident, the worker must be accompanied to the doctor or hospital by a responsible supervisor or management representative, and transportation provided if required.
- Must provide and properly maintain clean condition, suitable and convenient privy or water closest accommodation for employees
- Ensure that a competent and reliable worker is in charge in the absence of the Site Superintendent.

2.3.3 Worker's Responsibilities

- Must report for work with CSA approved "green patch" footwear, "Class B" hardhats and work gloves in good condition. Ask your supervisor to provide any other personal protection safety equipment required for your job

Information & General Procedures

- Always comply with the Occupational Health and Safety Act. A copy is available at the site office at all times
- Attend training programs as required by the Company
- Maintain a clean and tidy work area at all times
- Always try to work in the safest possible manner, for yourself and others
- Report any hazardous conditions or practices or contravention of the Act to your supervisor immediately
- Actively participate in removing hazards
- If safety hazards cannot be removed or resolved immediately, they must be reported to a supervisor right away
- Always remind co-workers when you see them working unsafely or not wearing proper safety equipment
- Report all accidents, injuries (however minor), damage and close calls immediately to your supervisor
- If you require medical treatment (hospital or doctor) due to an injury at work, you must be accompanied by a responsible supervisor or manager
- Advise supervisor of any previous accidents, illnesses or limitations you have so that appropriate work may be given to you
- Do not use or be intoxicated by alcohol or illegal drugs on the jobsite/work place; report others found doing so
- Know that accidents will be investigated thoroughly. This is to prevent similar accidents and losses from recurring in the future and to correct hazards, not to find the "guilty" party or to lay blame
- Follow instructions, provide information and co-operation during emergencies and investigations. **DO NOT** speak to reporters but refer them to the main office for comment

2.3.4 Subcontractor's Responsibilities

- Each sub-contractor is responsible for ensuring that all of his workers, workers' acts and job policies conform to the Nicolini Construction Ltd. Safety Policy as well as the requirements of the Occupational Health and Safety Act, and regulations for Construction Projects.
- The sub-contractor's elected health and safety representative shall actively participate on the Project Safety Committee as requested by our Project Superintendent
- The sub-contractor's superintendent/foreman shall report all accidents to the proper authority and the Project Superintendent
- Sub-contractors shall be held responsible for the daily cleanup of their work areas
- All sub-contractors' employees must wear hard hats and safety boots at all times
- When justified by work conditions, subcontractors' employees shall use eye protection and shall wear a fall arrest systems
- Sub-contractors that remove safety gates or other safety barricades to work in certain areas shall replace same prior to leaving the area or immediately after work is complete, whichever situation arises first
- Sub-contractors shall supply a First Aid Kit of recommended size and capacity for the number of their employees on the project

All sub-contractors are responsible for the training of their staff as required by WHMIS legislation. Only personnel trained and certified under the WHMIS legislation shall be permitted to work on our projects.



General procedures

Emergency Response Procedure

An emergency response plan will be established and posted on the job as part of the site specific health and safety plan. The Emergency Procedure is broken-down in the following ten steps.

1. **Take Command.** Take command of the situation, **ISOLATE THE AREA, REMOVE DANGER,** and assign duties to specific people.
2. **Provide Protection.** Protect the accident scene from continuing or further hazards – for instance, traffic, operating machinery, fire or live wires.
3. **Give First Aid.** Give first aid to the injured as soon as possible.
4. **Call a response unit.** Call an ambulance and any other emergency services required. Contact information will be posted on site and review as part of the Site Orientation.
5. **Guide the emergency response team.** Meet and direct the emergency response team to the accident scene.
6. **Get Name of Hospital.** For follow-up, find out where the injured is being taken. The injured person must be accompanied to the hospital by a management representative. The representative must ensure that the Modified Work Program Physician's Report is completed and submitted to the main office.
7. **Advise Management.** Inform senior management. They can then contact relatives, notify authorities, and arrange post-traumatic stress aid as required. Once the injured has been secured and management will then start procedures for reporting and investigating the accident.
8. **Isolate the Accident Scene.** Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.
9. **Identify Witnesses.** Begin accident investigation.
10. **Wait.** Stop all work and Wait for further instructions from Management.

Evacuation Procedure - Due to Fire

An emergency evacuation plan will be established and posted on the job as part of the site specific health and safety plan. The Emergency Procedure is broken-down in the following steps.

❖ If you discover fire

- activate the nearest manual fire alarm to warn occupants and other workers.

OR

- call fire department, giving the location name and address and the nature of the fire.

❖ When the evacuation signal sounds,

- Cease all work, turn off all equipment and secure the area
- Evacuate immediately using the nearest safe exit
- If you encounter smoke on your exit route use alternate exit
- Move away from building and report to designated area
- Await further instruction from authority

Accident Investigation Procedure

- All accidents will be thoroughly investigated by the Site Superintendent and/or Management
- All accidents will be investigated immediately
- The purpose of accident investigation is not to lay "blame" on anyone, but to find out how the accident happened and how similar accidents may be prevented or avoided in the future
- No person shall alter the scene of an accident except for the purpose of preventing further injury or damage
- Full co-operation from all involved parties, including witnesses, is both expected and appreciated
- No one who is legitimately injured by an accident at work will be denied assistance or compensation, provided that they obtain the appropriate medical attention and report the accident immediately.
- The results of the investigation are to be recorded on the "Accident Investigation" Sheet. All applicable sections must be completed and signed by the supervisor. It should then be forwarded immediately to the main office's safety representative within 24 hours of the accident.
- The Accident Investigation sheet is then to be reviewed by the Corporate Management Representative and, if necessary, a Form 7 (Worker's Compensation Board Accident Report Form), must be completed and submitted to the Workers' Compensation Board. If the report is anticipated to take more than twenty-four hours, the Workers' Compensation Board should be notified of the accident in writing. The letter should be sent by registered mail and include the following information:
 - name of person injured and social insurance number
 - date and time of accident
 - address of injured person
 - nature of accident
 - accident location
 - name and address of doctor treating, if any
 - that an investigation is underway and a full report will be provided upon completion thereof. The Workers Compensation Board must receive notification (Form 7 or letter) within the next three days.

Inspections procedures

- The workplace health and safety representative for Nicolini Construction Ltd. will conduct regularly scheduled workplace inspections
- Inspections will focus on the physical condition of the workplace, personal protective equipment and workers operation procedures.
- The inspections will take place once a month during normal working hours. The exact time and day will be mutually agreed upon by the superintendent and the health and safety representative.
- The "Job Operations and Conditions" checklist will be completed and signed by the health and safety representative and the superintendent.
- The superintendent will follow up on any areas of non-compliance with the Operations Health and Safety Act.

Workplace Meeting procedures

1. A joint health and safety committee will be established for this project should there be more than twenty (20) workers for a period longer than three months.
 - The committee will consist of the following individuals:
 - Nicolini Construction Site Superintendent
 - Nicolini Construction Site Health and Safety Representative
 - An elected health and safety representative from each and every trade working at the site (if necessary)
 - Minutes will be recorded and posted at the jobsite office.
 - Safety meetings will be conducted on a monthly basis. These will be brief, informal meetings attended by all workers. Discussion should include general safety topics and hazards specific to the project and current operations. The meeting topic, attendance and duration will be recorded.
2. "Tailgate" safety meetings will be held weekly or as required. These will be brief, information meetings attended by all workers. Discussion should include general safety topics and hazards specific to the project and current operations. The meetings topics, attendance and duration will be recorded.

Lockout Procedures

It is anticipated that Lockout Procedures will be required for Electrical and Mechanical, work to be performed at the project. As work progresses at the site, both Mechanical and Electrical subcontractors will provide Nicolini with their tagging and lockout procedures which will then be posted on site.

Workplace Hazardous Material Information Systems (WHMIS)

LABELS

All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (WHMIS) requirements of the Occupational Health & Safety Act.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (M.S.D.S.'s) provide more in depth information than is given on supplier labels. M.S.D.S.'s are available from your foreman or project superintendent.

EMPLOYEE TRAINING

All employees must be trained in, and know how to, recognize hazardous materials; read and understand labels and M.S.D.S.'s and know how to work with hazardous materials in a safe manner.

Workplace specific training will be provided to new employees by their foreman.