



Health and Safety Manual & Employee Handbook

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This handbook was compiled in the interest of health & safety for all workers. For a more complete understanding of statutory requirements, please refer to THE OCCUPATIONAL HEALTH AND SAFETY ACT.

Conditions of Employment

Welcome to Battano Construction. We strive to provide a safe and rewarding workplace, and feel that with your efforts we can offer this to all workers.

In accepting employment with Battano Construction, you must accept specific responsibilities and obligations in regard to the Health & Safety Program. Participation is mandatory, and failure to comply could result in disciplinary action or dismissal.

General Information

Please find below, remuneration policy and general company procedures for your information.

- Recalls are on a seniority basis
- Payday is biweekly on Friday of the week following the weeks worked
- Vacation pay is paid out biweekly with regular pay
- Regular work hours are up to 55 hours per week. Overtime is paid after 55 hours
- Workers get a ½ hour unpaid lunch break daily
- Meal allowance is provided for out of town jobs
- Travel time to out of town jobs is paid, however only drivers are paid for the return trip
- The first 4 weeks of employment are considered a probationary period
- Performance evaluations will be completed twice per year
- Workers are required to provide and use at all times, CSA approved work boots, hard hat, vest and proper work gloves
- Personal information such as cell number, address, emergency contact etc must be kept current. Please notify the office of any changes
- New workers are eligible for the worker benefit program after 3 months of employment
 - Premium is shared 50% paid by Battano, 50% paid by worker, deducted biweekly from paycheque
 - Participation in the benefit program is mandatory, however health and dental benefits may be waived provided the worker has this coverage under a spouse or parent
- New workers are eligible for the group RRSP plan after 3 months of employment
 - Battano will match worker RRSP contributions to DPSP up to a maximum of 3%, locked in
 - Up to 110 hours bi-weekly maximum eligible for the RRSP/DPSP contribution
 - DPSP contributions revert back to Battano if worker leaves company employment prior to 2 calendar years of service
- For subsequent years of employment waiting periods are waived
- When making company purchases on credit/gas cards, please mark Job/Location on all credit card receipts and vehicle with plate number on all gas receipts

Safety Information

- All safety information is located on the wall outside the main office door.

WHMIS

- All workers will receive general WHMIS training. In addition, specific training on hazardous substances will be conducted by Health & Safety Reps as required.

Administrative Regulations

- Worker must provide a minimum of 6 weeks' notice of vacation request. Please notify the office and your site foreman
- Worker must provide a minimum of 2 weeks' notice of doctor, dental or other appointment. Please notify the office and your site foreman
- If an absence from work is necessary, a doctor's note is required
- If worker has a major health issue and must be off work for an extended period, Battano Construction will provide continued coverage under the Chambers Group plan for a period of 3 (three) months
- Workers removing company equipment & machinery from the shop are to sign out each piece of equipment taken, and record the condition at the start and on return
- Workers with company cell phones are supplied with the phone for business calls only, non-emergency personal calls are prohibited
- Personal use of company credit and gas cards is prohibited

Please direct any questions to your Foreman.

Intent

Battano Construction Limited is committed to providing a safe, healthy workplace which promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work toward the constant improvement of our workplace. To assist the organization in maintaining an exemplary work environment, we require that all employees of Battano Construction conduct themselves in an ethical and professional manner at all times.

Guidelines

To preserve the core values and business principles upon which our organization is founded, we have compiled a list of unacceptable behavioural actions that have been classified as either:

- Hazardous to employee safety;
- Criminal;
- A negative influence on workplace morale; or
- Detrimental to the success of our business.

Battano Construction reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates Battano Construction's *Code of Conduct* standards and policies.

Unacceptable Actions/Behaviours

Unacceptable behaviours shall include but not be limited to the following:

- Causing physical harm to another person;
- Threatening or harassing behaviour;
- Wilful damage or destruction to employer property or employee property;
- Possession of a weapon while on employer premises or while conducting business on behalf of the employer;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies, and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal, or improper business activities;
- Job abandonment;
- The use, possession, sale, manufacture, or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- The use of alcohol or illicit narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his or her duties;

- Arriving to work late without providing advance notice or reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives, or performance metrics required for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all employer practices, policies, and procedures.

Health & Safety Program and Rules

Battano Construction Limited has compiled this manual for the safety and welfare of our employees and the public.

At Battano Construction we are sincerely concerned with accident prevention. We do not expect our employees to work with defective tools or equipment, nor do we want them to take unnecessary risks that may result in personal injury or property damage.

With a positive attitude and genuine co-operation, our accident prevention program will benefit everyone by creating a safer workplace.

In order to implement this policy, Battano Construction Ltd. will:

1. Consider all accident and illness prevention measures to be important to the company
2. Provide, as reasonably as possible, for the safety and health of its employees by:
 - a. Maintaining adequate first aid facilities
 - b. Providing on the job training in safe procedures for operating equipment and vehicles
 - c. Insisting that all employees work in a healthy and safe manner, observing established accident prevention regulations, and using required safety equipment
 - d. Promoting awareness and maintaining an effective safety program

Battano Construction Ltd. will comply with the Occupational Health & Safety Act and all other related legislated requirements.

Accidents, as a result of unsafe acts or conditions, or failure to obey safe work practice guidelines, must be reduced to an absolute minimum. Every employee must be encouraged to think and act with care for their own safety, the safety of co-workers, and the safety of the public.

Nick Battigaglia

Nick Battigaglia, President

February 12, 2020

Date

HEALTH & SAFETY POLICY

It is the policy of this company to perform work in the safest manner possible and in accordance with the *Occupational Health and Safety Act* and the regulations made under the Act.

Protecting employees and the public from workplace injury and disease is our major continuing objective.

All employees must work in compliance with health and safety legislation and with the practices and procedures spelled out by this company.

It is in the best interest of all parties to consider accident prevention in every activity. Commitment to health and safety is an integral part of the company.

Compliance with health and safety procedures will be regularly reviewed. Violations will be recorded and addressed.

It is this company's policy to do everything possible to ensure that each employee works in a safe and healthy environment.

On Site & General

- CSA approved steel-toed safety boots and hard hats must be worn at all times
- Reflective fluorescent safety vests must be worn when working on, or by, any roadway
- Proper eye protection must be worn when cutting concrete, grinding, or welding, or when there is a reasonably perceived risk of debris causing eye injury
- Sufficient ear protection must be worn when working on or near loud equipment or vehicles
- Dust masks must be worn when cutting concrete
- Loading and unloading heavy machinery must be done with a 'spotter' to ensure the procedure is carried out safely
- Only authorized company personnel shall use company vehicles and equipment
- Accidents or incidents while operating company vehicles or equipment must be reported to the immediate supervisor as soon as possible
- Flagman must be provided on roadways where an accident may result
- All vehicles and equipment are to be kept in good working order. Any needed repairs must be duly noted to the immediate supervisor

Violence & Harassment in the Workplace

NOTICE TO ALL EMPLOYEES

On June 15, 2010 Bill 168 came into effect.

What is Bill 168?

Bill 168 is an amendment to the Occupational Health and Safety Act entitled *Violence and Harassment in the Workplace*.

What does Bill 168 mean to me?

Bill 168 was put in place to protect workers from violence and harassment in the workplace.

What do I do if I feel I, or a co-worker has been a victim of workplace violence or harassment?

All instances should be reported to your supervisor immediately.

Where can I find more information?

More information may be obtained from:

http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=2181

Workplace Violence & Harassment Defined

OHSA sec.1(1) Definition – Workplace Violence

“workplace violence” means,

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Definition - Workplace Violence

“workplace violence” means the threatened, attempted, or actual behaviour of a person that causes or is likely to cause physical injury to an employee in the workplace.

Examples include but are not limited to:

- a) Physical attacks such as kicking, hitting, pushing
- b) Verbal or written threats that express an intent to harm
- c) Threatening behaviour such as shaking fists, or destroying property

OHSA sec.1(1) Definition — Workplace Harassment

“workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Definition - Workplace Harassment

“workplace harassment” or bullying means persistent or excessive negative behaviour towards a worker in the workplace which includes but is not limited to:

- Engaging in verbal abuse e.g. yelling, name calling, making threats
- Belittling a worker’s opinions
- Spreading malicious rumours
- Undermining or sabotaging a worker’s work
- Deliberately ignoring or excluding a worker (silent treatment)

Violence & Harassment Policy Statement

Battano Construction is committed to providing a workplace free of violence and harassment. Any such incidents will not be tolerated, and will be dealt with on a case by case basis.

- All cases of violence or harassment are to be immediately reported to your supervisor.
- All cases of suspected domestic violence on behalf of another are to be immediately reported to your supervisor.
- In a case of violence, the employee is to summon immediate assistance from another nearby employee.
- All employees need to be aware of their right to refuse work in a violent situation. “A worker can now refuse to work if he or she has reason to believe that he or she may be endangered by workplace violence” [OHSA S.43 (3)(b.1)]
- Refer to ‘Notice’ & Workplace & Harassment Defined’ for more information

Workplace Violence & Harassment Policy

The management of Battano Construction is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace violence or harassment will not be tolerated from any person in the workplace. All employees of this company are expected to follow this policy on company premises, or while an employee is conducting company business at other locations. Any act of violence or harassment

committed by or against any employee is unacceptable and will be subject to Battano Construction's discipline policy and/or legal action.

For the purpose of this policy, violence and harassment includes but is not limited to:

- The use of, or attempt to use, physical force by a person against an employee, in the workplace, that causes or could cause physical injury. For example: hitting, shoving, pushing, or kicking.
- Any threat, behaviour or action directed at an employee and interpreted to carry the potential to harm or endanger the safety of the employee. For example: threatening language, shaking fists, destroying property or throwing objects.

Battano Construction will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and harassment.

Management will investigate and deal with all incidents and complaints of workplace violence or harassment in a fair and timely manner. The policy and program will be reviewed and updated, if required, annually.

Supervisors must ensure that all measures and procedures set out in this policy and the supporting program are carried out in the workplace.

Workers are expected to comply with this policy and program and to report any concerns or complaints to their supervisor.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or harassment, or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence or harassment.

With everyone's cooperation, Battano Construction will continue to be a safe and healthy workplace.



Customer Service Policy & Procedures

Providing Assistance & Services to People with Disabilities

Our mission

The mission of Battano Construction is to provide assistance to those with disabilities.

Our commitment

In fulfilling our mission, Battano Construction has developed this policy for its workers, the public and contractors using the principles of independence, dignity, integration and equality of opportunity.

Providing services to people with disabilities

Battano Construction is committed to excellence in assisting its workers, the public and its contractors, including people with disabilities and we will carry out our functions and responsibilities in the following areas:

- We will communicate with people with disabilities in ways that take into account their disability
- We will train staff on how to interact and communicate with people with various types of disabilities
- We will assist those with disabilities in negotiating the necessary detours that our job sites create
- We are committed to providing fully accessible telephone service to our employees and customers. We will train staff to communicate with other employees and customers over the telephone in clear and plain language and to speak clearly and slowly
- We will offer to communicate with employees and customers by email, fax or mail if telephone communication is not suitable to their communication needs or is not available
- We will ensure that our staff are trained and familiar with various assistive devices that may be used by people with disabilities
- We are committed to providing accessible documents to all of our employees and customers. For this reason, documents will be provided in the following formats on request:
 - Hard copy
 - Large print
 - Fax
 - Email
- We will answer any questions employees and customers may have about the content of the document in person, by telephone, or email.

Use of service animals and support persons

We are committed to welcoming people with disabilities who are accompanied by a support person or service animal. We will also ensure that staff are properly trained in how to interact with people with disabilities who are accompanied by a service animal and at no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

Notice of temporary disruption

Battano Construction will provide employees and customers with notice in the event of a planned or unexpected disruption in the facilities usually used by people with disabilities. This notice will include information about the reason for the disruption and its anticipated duration.

Training for staff

Battano Construction will provide training to all employees. This training will be provided on start of employment and updated every 3 years.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- Battano Construction's policies, practices and procedures

Staff will be trained on policies, practices and procedures that affect the way that services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

Feedback process

The goal of Battano Construction is to meet and surpass expectations while assisting its employees, the public and contractors with disabilities. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way Battano Construction provides assistance to people with disabilities can be made by email, fax, telephone, verbally or through our website. All feedback will be directed to administration. Providers of feedback can expect to hear back within 7 days.

Complaints will be addressed accordingly on an individual basis.

Modifications to this or other policies

We are committed to developing service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities.

Any policy of Battano Construction that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Questions about this policy

This policy exists to achieve service excellence to people with disabilities. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to Battano Construction administration.

This policy along with notice on feedback/feedback forms are available on the Battano Construction website (www.battano.ca), at the Battano Construction office located at 268 Wallace Rd North Bay, and with each site foreman.

IMPAIRMENT POLICY

Company Policy

Battano Construction is committed to providing a safe work environment for its employees.

Battano recognizes the potential negative effects of impairment caused by alcohol, drugs (recreational or prescribed), cannabis (recreational or therapeutic) or any other substance or condition such as fatigue or stress, on the organization. With this in mind, Battano has implemented this impairment policy to address the hazards that those individuals who come to work or become impaired throughout their shift, pose to themselves, their co-workers, and the general public.

Substance abuse is not acceptable in the workplace, and to this end Battano has adopted this zero tolerance policy. The policy applies to all employees of Battano Construction. This policy is also extended to subcontractors.

For the purposes of this policy, the following are prohibited:

- Being impaired while at work, or an inappropriately short time prior to reporting to work
- The possession or use of illicit drugs or alcohol on Battano premises, worksites, or in Company vehicles
- The presence in the body of any impairment causing substance while at work

Disciplinary Action

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

Work Rules Governing Impairment

Employees are not to report to work or be at work if they are impaired.

Employees who are not capable of competently and safely performing their job duties will not be permitted to work and will be required to leave the premises/job site.

Battano reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of a substance abuse problem, or completion of an investigation into a possible violation of the policy.

It is the responsibility of the worker to report to his/her superior if they feel that they are unable to perform their duties due to any type of impairment. Any worker who feels that they have an addiction issue should feel welcome to address this with their superiors and they will be provided with support in obtaining professional assistance.

Drug & Alcohol Testing

If there is reasonable cause to believe that an impaired employee has been involved in a workplace incident/accident the Company will require the employee to submit to alcohol/drug testing.

Early & Safe Return to Work Policy

Injured Worker's Early and Safe Return to Work Policy

Return to work Definition: Return to work is the process or strategy of safely returning employees to the workplace on a timely basis.

Philosophy: The Management of Battano Construction is committed to cooperating with all of their employees who have been injured on the job site and will do everything they can for an early and safe return to work. At Battano Construction, we will provide a modified work program to any of our injured employees until he/she is able to return to their pre-accident job, wherever possible.

Roles and Responsibilities:

Employer will:

Employer:

- Contact injured worker ASAP and stay in regular contact. Cooperate in providing suitable work.
- Give WSIB information as required.
- Provide workers with Functional Abilities Form to take to the testing practitioner for completion.
- Educate workers about the return to work program.
- Set specific time frames for the return to work.
- Review worker's progress regularly.
- Pay full wages and benefits for the day or shift on which the injury occurred.
- Make certain that workers understand their obligations to cooperate.
- Set clear procedures to follow in reporting injuries.

Worker will:

Worker:

- Contact supervisor immediately of any injury. If not available, phone office and contact employer.
- Stay in regular contact.
- Help identify and cooperate in suitable work arrangements.
- Give WSIB information as required.
- Return to work within 24 hours with the completed form to develop with the employer an early and safe return to work.
- Choose a doctor or qualified practitioner. Note: A change in doctor cannot be made without permission of WSIB.

- Goals:** Battano Construction will:
- Assess each individual's situation according to any practitioner's report and recommendations and will provide some kind of modified work to suit the degree of injury.
 - Assist in the employee's active recovery and encourage the worker to return to work to their pre-accident job, wherever possible.
 - Identify jobs that are suitable for accommodating injured workers on a temporary basis in order to facilitate the early and safe return to work program and limit any loss of their earnings.

Accommodations: A change or modification to the job or workplace so that the work is within the injured or ill person's functional capabilities and the risk of injury is reduced.

- Types of Accommodations:**
- Reduce hours
 - Graduate RTW hours
 - Re-assign duties
 - Restructure the job
 - More frequent rest breaks
 - Mini stretch breaks (10-15 minutes)
 - Anti-vibration tools (e.g. anti-vibration jackhammer)
 - Make heavy tools available at waist height
 - Light shop work, general clean-up
 - Painting trailers, containers (light work with brush)
 - Washing trucks/equipment cleaning
 - Secondary supervision/foreman
 - Safety representative/accident investigator
 - Training in their selected field, where possible
 - Project traffic control/signal person

First Aid: First Aid Stations are available at all job sites. Employees with Valid First Aid Certificate will provide first aid assistance when required.

DISCIPLINE POLICY

Employees must follow company and legislative standards in order to maintain a safe and healthy work environment. Disciplinary actions may be necessary to deal with non-compliance. In cases of serious infractions that endanger others, step 2 will be skipped.

First Offence: Verbal Warning

1. The worker will be given a verbal warning.
2. The worker will be advised that the next infraction will result in a written warning.
3. The warning will be documented and kept in the employee's personnel file.

Second Offence: Written Warning

1. The worker will be given a written warning.
2. The written warning will include notification that the next infraction will result in termination of employment.
3. A copy of the written warning will be documented and kept in the employee's personnel file.

Third Offence: Dismissal

1. The worker will be dismissed immediately.
2. The dismissal will be confirmed in writing (via mail).
3. A copy of the dismissal will be kept in the employee's personnel file.

- No employee shall engage in theft, vandalism or any other abuse or misuse of company property
- No employee shall engage in the reckless or negligent use of company equipment or vehicles
- No employee shall arrive at work or remain at work when his or her ability to perform the job safely is impaired

Disciplinary Action

Prohibitions

- No employee shall be in possession of, or work under the influence of alcohol or drugs
- No employee shall be in possession of firearms or other weapons
- No employee shall damage, disable or interfere with safety, firefighting or first aid equipment
- No employee shall engage in horseplay, fighting or practical jokes, or otherwise interfere with other workers at any time
- No employee shall discriminate or harass another employee

Smoking Policy

The Smoke Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke. An enclosed workplace means the inside of a building, structure, vehicle or piece of equipment that any employee works in during the course of employment. A person who does not comply with the act could be fined up to \$5000.

Battano Construction Ltd will strictly adhere to the Smoke Free Ontario Act (S.O. 1994, Chapter 10) as well as all Municipal Smoke Free bylaws and the Smoke Free regulations under the Education Act.

Workers who smoke are at higher risk of contracting certain diseases. The goal of the Smoke-Free Ontario Strategy is to reduce the number of smokers. It is also trying to decrease smoking-related deaths by 5,000 over the next 5 years.

Workers who want to stop smoking may find help and resources by visiting the Smokers' Helpline on the Canadian Cancer Society's website: smokershelpline.ca. A wide range of quitting resources are also available through the Ministry of Health Promotion and Sport on its website: ontario.ca/page/support-quit-smoking.

Workplace Inspections Policy and Procedure

Policy

Workplace (shop & site) inspections will be conducted to identify and correct potential safety and health hazards. Standard inspection checklists will be used to conduct these inspections. Shop inspections will be performed monthly during the construction season. Site inspections will be performed weekly for the duration of the job.

Purpose

The purpose of this policy is to provide a format for ensuring that inspections are conducted and consistent. Battano Construction is responsible for ensuring the proper application of this procedure. All workers will follow the standard and participate in inspections. All employees have roles & responsibilities in the program. The success of this program relies on the participation of all employees.

Procedure

Responsibilities

President

- Conduct a formal inspection of the shop once every year using the workplace inspection checklist. Ensure corrective action is taken to address hazards identified
- Review General Foreman's inspections. Initial and date the inspection report

General Foreman/Production Manager

- Conduct formal inspections semi-annually using the Workplace Inspection Checklist. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to president
- Review health & safety reps monthly shop inspections and foreman's weekly site inspections. Ensure appropriate corrective actions are taken. Initial and date the inspection reports and file in job file
- Review and comment on quality of inspection reports
- Review semi-annually with president the status of site foreman's inspections

Site Foreman

- Conduct formal site inspections weekly using the Site Inspection Checklist. Ensure corrective action is taken to address hazards identified. Provide copies of your inspection to General Foreman at the end of the week

H&S Rep

- Conduct formal shop inspections monthly using the Shop Inspection Checklist. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to General Foreman

All Workplace Parties

- All workplace parties must conduct daily informal inspections of their workplace and take action to correct hazards

All identified hazardous conditions should be eliminated or controlled immediately. When this is not possible:

- Interim control measures should be implemented immediately
- Warning signs should be posted at the location of the hazard
- All affected employees should be informed of the location of the hazard and the required interim controls
- Permanent control measures should be implemented as soon as possible

Training

- All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the Workplace Inspection Checklist

Fueling Policy

Required Safety Equipment: Gloves & Safety Glasses

Special Equipment & Tools: Drip Tray

Steps:

1. Set parking brake & turn off all sources of ignition
2. Put drip tray under the fuel filler
3. Zero fuel meter
4. Touch nozzle to unit before inserting in filler
5. Fill unit
6. When pump shuts off do not top up
7. Do not leave unattended
8. Portable containers must be filled on the ground, never in the vehicle (i.e. back of pickup truck/trailer)
9. Record date, time, amount and if clear or coloured on fuel log

IN CASE OF SPILL, USE EMERGENCY SPILL KIT AND NOTIFY SUPERVISOR

POLICY FOR WORKER CELL PHONE USE

Purpose:

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 because it's distracting and may interfere with proper and safe use of equipment and machinery. Devices and headphones or wireless ear pieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

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. The Policy applies to all conversations, whether personal or business-related.

Prohibited Uses:

a. General

While in the workplace during work hours, workers are expected to focus on work and may not use any device for any inappropriate purpose, including but not limited to: • Engaging in personal conversations; • Playing games; • Surfing the internet; • Checking e mail; and • Sending or receiving text messages.

b. Driving

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

Violations:

Workers who violate this policy will be subject to disciplinary measures up to and including dismissal.

OWNER RESPONSIBILITIES

- Prepare and review annually the written company policy
- Review the program to implement the policy annually
- Provide the necessary resources to implement, support, and enforce the company policy and program in accordance with the *Occupational Health & Safety Act* and the regulations made under the act
- Promote the exchange of h&s information with outside groups such as regional labour-management h&s committees and trade associations
- Meet all legal requirements for investigating and reporting critical injuries, accidents, incidents, occurrences, and other events
- Conduct an annual review with site foreman and general foreman
- Cause health and safety reps to be selected & maintained
- Attend at least one monthly health and safety meeting at a project each year
- Review site training plans and ensure that adequate resources are available

SUPERVISOR SAFETY MEETINGS

Responsibility	Item
Management	<p>Ensure that all supervisors participate in the company's annual meeting.</p> <p>Assess supervisors' attendance at safety meetings as part of their performance evaluations.</p> <p>During orientation for supervisors, explain requirements for meeting attendance.</p> <p>Ensure that records of all safety meetings, including safety talks, are received and kept at head office.</p>
Supervisor	<p>Attend the company's annual meeting.</p> <p>Attend all monthly supervisors' meetings held at the company office.</p> <p>Hold weekly safety talks on sites, using the topic provided by the company for that week.</p> <p>Record and submit attendance sheets for weekly safety talks to head office.</p> <p>Implement the Internal Responsibility System on the job by promptly responding to health & safety issues raised by workers or health & safety reps.</p>

GENERAL FOREMAN RESPONSIBILITIES

- Implement, support and enforce all aspects of the program at the project level
- Communicate with the owner on Ministry of Labour requirements such as notice of project and notices of accidents and injuries
- Establish an on-site system for maintaining and processing injury reports, Ministry of Labour orders, WHMIS, inspection reports and other administrative requirements
- Coordinate h&s functions (for example, safe work procedures and accident investigations) involving owner/client, subcontractors and direct-hire personnel
- Oversee site planning and approve a site plan that covers access, traffic control, materials handling, storage and sanitation
- Review the site h&s program with supervisors and subcontractors before they start work, identifying responsibilities and prompt cooperation
- Review safe work procedures for the site
- Ensure that site security and public way protection are provided
- Hold post-traumatic stress debriefing if required
- Maintain CMV management records
- Attend annual and monthly safety meetings

SITE FOREMAN RESPONSIBILITIES

- Implement, support and enforce all aspects of the program at crew level
- Prepare fire protection and emergency response plans
- Identify special site hazards and outline appropriate safe work procedures and training
- Prepare traffic control plan
- Ensure that h&s aspects of each task have been reviewed with crew
- Oversee with h&s rep review of MSDSs before using hazardous materials
- With h&s rep, assist in accident investigations as needed
- Report critical injuries
- Report h&s problems to general foreman and correct hazards immediately
- Ensure that all safety rules violations are recorded
- Ensure that all equipment is accurately checked out and recorded
- Ensure that log books and service logs are being filled in correctly
- Perform driver training/instruction
- Ensure that driver hours of service limits are being observed
- Ensure CMV interim inspections are performed
- Ensure that all diesel from company tanks is recorded
- Review Ministry of Labour orders, and h&s directives with crew
- Attend annual and monthly H&S meetings
- Record daily production

HEALTH & SAFETY REPRESENTATIVE RESPONSIBILITIES

- Complete h&s rep training course
- Perform worker WHMIS training & testing
- Perform worker AccessON training & testing
- Perform worker OSHA Health & Safety at Work training & testing
- Oversee worker violence & harassment risk assessment checklist
- Perform worker/new worker orientation & check list
- Assist in reviewing and implementing the h&s program for the project
- Review h&s aspects of each task with crew
- Review MSDSs & other WHMIS issues with crew before using hazardous materials
- Inspect work areas weekly to identify any hazards
- Inspect tools and equipment at least weekly and ensure proper maintenance
- Perform daily housekeeping checks
- Perform monthly shop inspections
- Perform truck & trailer inspections
- Perform annual risk assessment
- Report hazards and make written recommendations to site foreman
- Perform accident/incident investigations & reporting
- Lead and participate in h&s meetings & record minutes
- Ensure that CMV/heavy equipment rules & company rules are being adhered to

Requirements for Health & Safety Representatives

Number of Workers at a project regularly	General Requirements
5 to 19	1 Health & Safety Representative

ROLE OF HEALTH & SAFETY REPRESENTATIVE

General Duties

The health & safety rep

- Performs worker orientation
- Reviews site specific tasks with crew
- Reviews site specific WHMIS issues with crew
- Performs site, shop, equipment & housekeeping inspections
- Confers with supervisors, workers and Ministry of Labour inspectors when necessary
- Assists in investigating accidents
- Leads weekly toolbox meetings
- Helps to mediate disputes over unsafe conditions

Requirements

- The constructor must cause the workers on a jobsite to select at least one health & safety representative where the number of workers regularly exceeds five
- The selection must be made from among workers who do not exercise managerial functions
- The selection must be made by workers
- The employer and workers must provide the representative with any information and assistance necessary to carry out site inspections

Training

Chosen rep must take *Construction Health & Safety Representative* home study training course. Participants will learn how to be an effective rep, with the ability to identify hazards and take action to protect workers on the job. Training covers:

- Legislation
- Safety and health hazards
- The health and safety rep's role
- Jobsite inspections
- Communication
- Accident investigation

After completion of the exercises, participants register for a performance evaluation from the Infrastructure Health & Safety Association (IHSA). IHSA offers an optional review before each evaluation. Successful trainees will receive a certificate.

WORKER RESPONSIBILITIES

- Work in accordance with all aspects of the company health & safety policy and program, the project health & safety program, the *Occupational Health and Safety Act*, and the regulations made under the Act
- Report hazards or unsafe conditions to supervisor
- Report all accidents, injuries, and near misses to supervisor
- Follow emergency response plans when necessary
- Clean up work area at least daily. Good housekeeping is of primary importance in maintaining a safe workplace. Many injuries occur due to trips & falls. Tools, equipment and refuse left on the ground are trip hazards and should be picked up.
- Inspect personal protective equipment (PPE) before use and report any defects or damage to their supervisor

NEW WORKER ORIENTATION PROCEDURE

The new worker may be new to the site, new to the trade, new to the company, or new to construction. Any worker coming to a project for the first time should be considered a 'new worker'.

New hires must be told and, if necessary, trained and shown what is expected of them in

- Work performance
- Safe operation of tools and equipment
- Procedures and hazardous materials
- Proper use of personal protective equipment or clothing
- Health & Safety Program

New hires must be oriented/refreshed before beginning work

WORKER ORIENTATION

Responsibility	Item
Management	<p>Develop orientation checklist for new workers</p> <ul style="list-style-type: none"> • Review checklists completed and submitted by foremen • Take action to rectify deficiencies
Supervisor	<p>Review items on checklist with new workers before they start work.</p> <p>Identify items of concern or requiring follow-up such as training in fall protection, Health & Safety at Work, WHMIS, Violence & Harassment and AccessON.</p> <p>Explain tasks so that workers understand what is required – comprehension is essential to health & safety.</p> <p>If necessary, assign the new worker to a competent worker to assist and ensure compliance with health and safety requirements during first few days on the job.</p> <p>Monitor performance and take appropriate action to ensure that worker can do job and identify hazards. If necessary, provide additional instruction.</p> <p>Provide orientation for sub-trade supervisors.</p>
Worker	<p>Listen to instructions and ask questions to ensure proper understanding.</p> <p>Inform supervisor of any concerns or special experience regarding work assignments.</p> <p>After completing orientation, confirm instructions or ask for clarification.</p>
Subcontractor	<p>Orient employees to ensure compliance with constructor's policy and procedures.</p>

WORKER RIGHTS

All workers have the following rights and should be aware for the safety of themselves and those around them:

RIGHT TO KNOW

About potential hazards and training required on machinery, equipment, working conditions, processes and substances

RIGHT TO PARTICIPATE

In the processes of identifying and resolving health and safety concerns, and

RIGHT TO REFUSE UNSAFE WORK

That is work that a worker believes to be dangerous to either their own health and safety or to that of another worker

Safety Work Refusal Procedure

Worker Has Reason to Believe Work Likely to Endanger Himself or Another Person

WORKER

Promptly reports circumstances to supervisor; remains in safe place

WORKER

Remains in safe place unless assigned to reasonable alternative work or given other directions pending investigation and decision

*one of whom must be made available, the representative is entitled to pay for time spent there

SUPERVISOR

Investigates forthwith in presence of the Health & Safety Rep or a worker selected by the workers*

Disagreement
WORKER CONTINUES TO REFUSE

EMPLOYER/WORKER
Notifies Inspector

INSPECTOR
Investigates in presence of worker, employer, worker representative*

GIVES decision in writing to: worker, employer, representative as soon as is practical

Agreement

Return to Work

(Worker has reasonable grounds to believe work still likely to endanger himself or another worker)

(disputed machine, workplace not to be used pending investigation and decision unless other worker informed of refusal to work and reasons therefore)

Return to work

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Responsibility	Item
Management	<p>Ensure that workers wear:</p> <ol style="list-style-type: none"> 1. CSA-certified Grade 1 footwear at all times on the project 2. CSA-certified class B head protection at all times on the project 3. Reflective wear (vest, shirt or coat) at all times on the project <p>Provide CSA-certified eye protection as required Provide CSA approved hearing protection as required Provide CSA approved dust mask as required Provide CSA approved gloves as required Provide training in PPE for all workers and for any new hires starting work on a project. Keep records of workers trained in PPE and provide records to constructors when requested.</p>
Supervisor/Foreman	<p>Ensure that all PPE used by workers on site meets CSA or other applicable standards under the Construction Regulation (O.Reg. 213/91).</p> <p>Include the inspection, maintenance, and use of PPE in worker orientation.</p> <p>Provide or arrange with management for any specialized training in PPE-for instance, respirator use and maintenance.</p> <p>During job hazard analysis, identify any hazards arising from work or materials and make appropriate PPE available to all exposed workers.</p> <p>Ensure that workers understand that failing to use, or improperly using, any required PPE will result in disciplinary action.</p>
Worker	<p>Wear:</p> <ol style="list-style-type: none"> 1. CSA-certified Grade 1 footwear at all times on the project 2. CSA-certified class B head protection at all times on the project 3. Reflective wear (vest, shirt or coat) at all times on the project 4. Any additional PPE, such as gloves, dust masks, hearing or eye protection, provided or required by your employer <p>Inspect PPE daily for wear and damage. Report any defective employer-supplied PPE to your foreman so that it can be replaced.</p>

SUBCONTRACTOR RESPONSIBILITIES

- Before starting work, ensure compliance with all aspects of the project h&s policy and program. Make it clear to employees that failure to comply can result in termination of contract
- Provide training in the requirements of the project h&s program
- Coordinate all activities through the site superintendent
- Provide, inspect, and maintain personal protective equipment (PPE) as required for direct-hire employees
- Monitor site conditions daily
- Record (and report where required as an employer) all injuries, accidents, and near misses
- Clean up work areas at least daily
- Conduct regular safety talks for employees
- Provide site specific training as required
- Provide compensation and time necessary to h&s reps
- Provide adequate facilities (toilets, wash-up, tool storage, first aid etc.) for employees
- Notify site superintendent of any lost-time injuries, medical aid cases, and reportable occurrences on the project
- Cooperate in accident investigation and reporting

First Aid

In all cases of accident, incident or injury:

The Employer Shall

- Furnish first aid in accordance with regulations
- Record first aid given
- Provide immediate transportation to a hospital or doctor if warranted
- Provide workers compensation board with an Employer's Report of Accident (Form 7) and any further information which may be necessary or requested.

The Employee Shall

- Know, understand and comply with Battano Construction's rules & policies, and the Occupational Health and Safety legislation
- Wear the safety equipment, personal protective devices, clothing, and footwear required by Battano Construction
- Promptly obtain necessary first aid
- Notify the employer immediately of any accident, incident or injury

Supervisors' responsibilities

- Be responsible for on-site safety
- Ensure that all employees are educated to work in a safe manner, and that they use all protective devices and procedures required to protect their health and safety
- Advise all employees of potential or actual hazards and dangers
- Provide each employee with adequate training to perform their tasks safely

Employees' Responsibilities

- Comply with all of Battano Construction Ltd's safety policies & program
- Wear personal protective equipment and clothing as required by the employer
- Utilize appropriate safety devices
- Use proper lifting techniques
- Notify the immediate supervisor of any potential hazards, risks, or unsafe practices
- Perform all work in accordance with safe work practices and your supervisor's direction
- Inspect all tools and equipment prior to use to ensure they are in safe operating condition and appropriate for the job. All tools determined to be unsafe should be tagged and taken out of service
- Operate all vehicles and mobile equipment in accordance with site rules, regulations and manufacturer's specifications
- Report any near-misses, unsafe conditions, accidents, incidents or damage to property or equipment to immediate supervisor
- Keep his/her work area neat and orderly

Accident Reporting Procedure

1. The *Workplace Safety and Insurance Act* requires employees to report all accidents as soon as practical to their employer after an injury has occurred.
2. Battano Construction's Health & Safety Reps will be responsible for accident reports, and administration will be responsible for reporting to WSIB. Routine correspondence involving the WSIB will be handled by administration.
3. **All injuries** resulting from on the job accidents **however small**, shall be reported immediately to the Health & Safety Rep, who shall record it in the First Aid log.
4. An employee whose injury requires health care shall, if possible, prior to going to the doctor or hospital, obtain a **Treatment Memorandum form** from the Health & Safety Rep and return it and all other related forms to the Health & Safety Rep as soon as possible.
5. If the injured person sees a doctor, a WSIB Form 7 must be completed by administration and sent within three days to the WSIB.
6. The injured worker will obtain an 'Employee Accident Report' and from his/her Health & Safety Rep, fill it in and return it to the Rep as soon as possible.
7. The Health & Safety Rep will complete an *Accident Investigation Report* form, forwarding a copy to administration. Administration will also follow-up with any employee who is absent from work due to a compensable injury at regular intervals until the employee returns to work. Every effort will be made to return the injured employee back to the essential duties of his/her job or to find other suitable employment.
8. Administration must be notified immediately, by the Health & Safety Rep, of the name of the employee who has an accident or illness which could result in a Lost Time Injury or a Health Care claim.
9. When a worker reports an acute, chronic occupational illness, the Health & Safety Rep will investigate using the same procedure as the investigation of an accident.
10. A file of every individual WSIB claim will be maintained in the administration office.

Fire & Emergency Prevention Procedure

All employees must become familiar with the fire and emergency procedures and will ensure that the following rules are understood and followed:

- a. All locations of fire extinguishers in your immediate project site area are known
- b. Employees should be able to recognize any fire hazards

Although the best 'Fire & Emergency Prevention Procedure' is to follow good safe work habits and carry out regular safety inspections of equipment and project site areas, it is still possible for emergencies to occur. A person on discovering a fire or emergency will alert the people in the immediate area and advise the supervisor of the location of the fire or emergency

Supervisors should ensure that all personnel are accounted for and proceed to evacuate if required

FIRE & EMERGENCY EVACUATION PLAN

Battano Construction will perform a fire evacuate drill on annual basis, at the time of the spring safety meeting.

The purpose of the drill is to:

- Identify any weaknesses in the procedure
- Test the procedure
- Familiarize new workers with the procedure

Who should take part?

All occupants of the building.

General Guidelines:

- Drill to be led by safety reps (in case of real fire reps to call 911)
- Co-ordinate with other workers
- Prevent unintentional Fire Department attendance
- Consider weather conditions. If weather is inclement, reschedule drill
- Check that escape routes are clear of obstructions

Carrying out the Drill:

- Designate a worker to act as an 'observer'
- Evacuate and congregate at west end (front) of building
- Designate a worker to do a roll call once congregated

Monitoring & Debrief:

Throughout the drill, the 'observer' should pay particular attention to:

- Communication difficulties
- Use of nearest available escape route
- Difficulties opening exit doors
- Inappropriate actions (e.g. stopping to collect personal items)
- Doors not being closed as people leave

On Completion of the Fire Drill:

- Discuss the drill and encourage feedback
- Complete the fire drill record

Emergency Preparedness

1) Hazard Identification/Assessment

At the start of each new project and periodically throughout, assess the site for hazards. Assign roles to workers in the event of emergency. Hazards could include but are not limited to:

- Materials handling
- Temporary structures
- Material storage
- Environmental concerns
- Proximity to traffic and public ways

Consult with contractor regarding potential hazards

Determine any required job specific resources (ie MSDS)

Consider what could go wrong, what the consequences may be, and what action should be taken in the case of emergency. Assign roles to workers as part of the plan.

2) Emergency Resources

At the start of a new project, confirm with the contractor that 911 service is available in the area, and if there are any limitations to the service. If 911 service is not available, determine and post fire, police and ambulance phone numbers.

Check equipment and resources as follows:

- Fire extinguishers are charged and easily accessible
- First aid kits are properly stocked and easily accessible
- Personnel trained in first aid are on site
- Health & Safety Rep is on site

3) Communications System

Cell phone is the form of communication used for all intercompany communication on any project. Identify to all workers, which workers have cell phones, the phone number, and site address/location. This information should also be posted at the site. Point out to workers, the location of emergency phones installed by the contractor.

4) Administration of the Plan

- Be sure each worker is aware of and understands their role and responsibilities (from sections 1 & 2)
- Be sure that the required resources are adequate

5) Emergency Response Procedure

An emergency can be reported from any source—a worker on site, an outside agency, or the public. Remember that circumstances may change during the course of an emergency. Any procedures you develop must be able to respond to the ongoing situation.

The following list covers basic actions to take in an emergency. These steps apply to almost any emergency and should be followed in sequence.

- **Stay calm** – your example can influence others and thereby aid the emergency response
- **Assess the situation** – determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken? Try to identify the cause that must be controlled to eliminate immediate, ongoing, or further danger
- **Take command** – the most senior person on the scene should take charge and call, or delegate someone to call, emergency services and explain the situation. Assign tasks for controlling the emergency. This action also helps to maintain order and prevent panic.
- **Provide protection** – eliminate further losses and safeguard the area. Control the energy source causing the emergency. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses
- **Aid and manage** – provide first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all workers to a safe location. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival.
- **Maintain contact** – keep emergency services informed of situation. Contact utilities such as gas and hydro where required. Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.
- **Guide emergency services** – meet services on site. Lead them to emergency scene. Explain ongoing and potential hazards and causes if known

6) Communication of the Procedure

To be effective the Procedure must be communicated to all site personnel. The following activities should be considered:

- Review the procedure with any subcontractors and new workers to ensure that it covers their activities adequately

- Review the procedure with suppliers to ensure that it covers any hazards that the storage or delivery of their materials might create
- Review new work areas with owner/contractor to ensure that new hazards are identified and covered in the procedure
- Review the procedure with the health and safety rep on a regular basis to address new hazards or significant changes in site conditions
- Post the procedure in a conspicuous place

The emergency response procedure must continually undergo review and revision to meet changing conditions.

7) Debriefing and Post-Traumatic Stress Procedure

Hold a brief (30-40 minute) debriefing session to assess worker attitude after the emergency (refer to *Coping with Critical Incident Stress at Work* brochure).

The recovery process, or what happens after the emergency response has been completed is a critical step in the plan.

Many emergency tasks may be handled by people who are not accustomed to dealing with emergencies. People may have seen their work partners and friends badly injured and suffering great pain.

Once the emergency is over, the attitude should not be “okay, let’s get back to work”. Some of the people involved may need assistance in order to recover. In some cases, professional counseling may be needed. As part of the site emergency planning, construction companies should have measures in place to deal with post-traumatic stress. For more information, refer to the brochure *Coping with Critical Incident Stress at Work*. Local hospitals and medical practitioners may also be able to help.

Debriefing is necessary to review how well the plan worked in the emergency and to correct any deficiencies that were identified. Debriefing is critical to the success of future emergency response planning.

TRAFFIC CONTROL PRACTICES & PROCEDURES

Responsibility	Item
Employer	<p>Ensure that supervision and workers are equipped with all the devices, vehicles, and equipment legally required for traffic control on Ontario roadways by the MTO's <i>Ontario Traffic Manual Book 7-Temporary Conditions</i> and the MOL's Construction Regulation (O.Reg.213/91 section 67 - 69).</p> <p>Before the job begins</p> <ul style="list-style-type: none"> • Recognize and assess possible hazards • Obtain necessary local government approvals • Develop a written traffic protection plan based on the MTO's <i>Ontario Traffic Manual Book 7-Temporary Conditions</i> • Keep a copy of the plan on the project at all times <p>Cover general traffic control and safety procedures in worker orientation</p> <p>Prepare written traffic control instruction in a language the traffic control person understands and provide training</p> <p>Plan for and issue all necessary traffic control equipment and materials, including personal protective equipment (PPE)</p>
Supervisor	<p>Review and modify traffic control procedures daily or as required for the protection of workers and the public</p> <p>Ensure that the employer's program for traffic control is implemented and maintained</p>
Employer	<p>Designate competent worker</p> <p>Determine emergency plan/response</p>
Worker	<p>Use all the equipment and follow all the procedures specified by management and supervision</p>

Hazard & Spills Handling & Reporting Procedure

Hazard Reporting Procedure

1. An employee who identifies a workplace hazard or potential hazard is to report the hazard to his/her immediate supervisor using the *Hazard Report Form* obtained from the Health & Safety Rep
2. The supervisor who has received the hazard report is responsible for investigation of the issue, and for taking corrective action
3. The supervisor receiving the hazard report is responsible for the classification of the hazard. The hazard will be classified an A, B, or C
 - Class A – imminent danger hazard
 - Requires immediate, corrective action in order to reduce risk of potential loss of life, body part, and/or extensive loss of structure equipment or material
 - Class B – hazardous condition/activity
 - Not imminently dangerous but with the potential for serious injury or property damage
 - Will be attended to as soon as possible
 - Class C – low hazard
 - A condition or practice with probably potential for causing a non-disabling injury or non-disruptive property damage
4. The Hazard Report will then be resolved in the order of their hazard classification priority
5. All Hazard Reports must be addressed within 24 hours and a copy including planned corrective action and date is to be returned to the employee who submitted the Hazard Report
6. If an employee is not satisfied with a proposed solution to the identified hazard or a potential hazard they should:
 - a) Discuss the recommendation with their supervisor
 - b) If still dissatisfied, the employee should discuss the Hazard Report with the Health & Safety Rep who can raise the concern with the supervisor

WORK PROCEDURE FOR WORKING NEAR HYDRO LINES WITH EQUIPMENT

- Best safety practice: never get closer than 3 metres (10 feet) to an overhead power line!
- When using any piece of equipment near hydro lines rated at 750 volts or more, the minimum distance between the energized lines and any part of the equipment shall be at least 3 meters.
- Where it is difficult for the operator of the piece of equipment to maintain the desired clearance by visual means, an employee shall be designated to observe the distance between the equipment and the line so as to give timely warning to the operator. This should be the **ONLY** job the designated employee is performing when this hazardous condition exists.

Minimum Allowable Distance from Power Lines:

<u>VOLTAGE</u>	<u>MINIMUM DISTANCE</u>
750 to 150,000	3 metres
150,001 to 250,000	4.5 metres
Over 250,000	6 metres

During Construction

- Maintain warning signs
- Assign a spotter when equipment is closer than the minimum approach distance
- Position equipment more than one boom length away from power line

OVERHEAD POWER LINES – POLICY & PROCEDURES

Purpose:

To provide a uniform policy and procedure for safe work in the vicinity of overhead power lines and ground neutral wires and meet all applicable legislative requirements while doing so.

Scope:

The company guidelines shall be established for the company as a whole to be used as a basis for all sites the Battano Construction Limited may work where any crane, hoisting device, backhoe, power shovel, delivery or dump truck, or other vehicle or equipment is operated near an energized overhead electrical conductor. Particularly if it is possible for a part of the equipment or its load to encroach upon the minimum distance permitted under section 188 of the Construction Regulations.

Responsibility:

Health & Safety Reps shall:

- Provide necessary training materials to personnel working in proximity to overhead electrical hazards
- Ensure this policy and procedure is implemented at all projects
- Review and advise General Foreman on any issue in relation to this policy

Project Manager shall:

- Provide copies of this policy to all subcontractors

General Foreman & Site Foreman shall:

- Assess all projects for overhead power lines and the implementation of this policy and safe work procedure
- Appoint a designated signal person who performs one task and one task only when in proximity to the minimum distance of overhead power lines as stated in the table above
- This signal person is solely responsible for the safe maneuvering and movement of equipment around or under overhead power lines
- Ensure any signal persons appointed are competent and these personnel have received adequate hazard awareness training
- Ensure strict adherence to this policy

Method:

Prior to beginning any work, Foremen or their designate, must review the site for overhead power lines and if present determine the nominal phase to phase voltage rating of all overhead

wires that may pose a threat to the work activity to determine the safe proximity distance specified in Regulation 188.

Where power lines exist:

- The site shall be assessed to determine the risk and location of overhead wires that may pose a threat to normal day to day construction activities. This assessment shall occur with the site supervisor and appointed signal person.
- A signal person shall be appointed on all projects. This signal person must perform only the task of signaling when in proximity to overhead power lines
- Legible signs shall be posted conspicuously on the site, warning of the danger due to overhead wires. These signs should be attached to hydro poles or may be free standing directly under the overhead power line.
- Signal persons shall be in place at all times when working in the proximity of overhead wires warning the operator each time any part of the equipment or its load may approach the minimum distance.
- The signal person shall:
 - Be trained, knowledgeable of the hazards and experienced to perform the work
 - In full view of the operator at all times
 - Perform one task and one task only
 - Give clear and concise instructions and signals when approaching overhead wires
 - Ensure the minimum distance to overhead wires is maintained at all times
- If at any time the signal person is unsure of the requirements, all activities must immediately stop

Note: in addition to the overhead power lines policy and procedures, all personnel must adhere to the following:

- Hard hats, safety vests and safety footwear are mandatory when operators exit their vehicles and equipment at all Battano Construction job sites.
- Drivers and operators must obey all speed limit, stop and yield signs at all project locations. Drivers and operators must not reverse their vehicles without the assistance of a designated signal person.
- Battano Construction will not accept, tolerate or condone any breach of any statutory requirements of this policy, The Ontario Occupational Health & Safety Act, or the Highway Traffic Act.

CRITICAL INJURY

Critical injuries are described in Regulation 834: *Critical Injury – Defined*.

A critical injury

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe
- Involves the amputation of a leg, arm, hand, or foot but not a finger or toe
- Consists of burns to a major portion of the body, OR
- Causes the loss of sight in an eye

In the event of a critical injury, the employer must immediately notify

- A Ministry of Labour inspector
- The health and safety representative

Notification may be by telephone, telegram, fax, or any other direct means.

Within 48 hours after the critical injury, the employer must send a written report to the Ministry of Labour.

The report must include

- The name and address of the constructor and the employer, if the person involved is a worker
- The nature and the circumstances of the occurrence and the bodily injury sustained by the person
- A description of any machinery or equipment involved
- The time and place of the critical injury
- The name and address of the person involved
- The names and addresses of all witnesses
- The name and address of any legally qualified medical practitioner by whom the person was or is being attended for the injury, AND
- The steps taken to prevent a recurrence

Material Handling & Storage Procedure

For proper lifting, plan your move:

- a. Size up the load and make sure pathway is clear
- b. Get help as required
- c. Use a dolly or other device as required
- d. Use a wide-balanced stance with one foot slightly ahead of the other
- e. Get as close to the load as possible
- f. Tighten your stomach muscles as the lift begins
- g. When lifting, keep your lower back in its normal arched position and use your legs to lift
- h. Pick up your feet and pivot to turn-do not twist your back
- i. Lower the load slowly, maintaining the curve in your lower back

Two-person lift:

- a. Lifters should be of similar height. Before starting the lift, lifters should decide on lifting strategy and who will take control
- b. When carrying on stairs, use your stomach muscles to help support and protect your back. If possible, the tallest and/or strongest person should be at the bottom of the load

Mechanical help:

- a. Use a cart or dolly for transporting tools and equipment whenever possible
- b. Consider using pallets when surface conditions allow
- c. Wheelbarrows and dual wheels are a great improvement over single wheels

Material Storage

- a. When planning the site, include adequate material storage areas, restricted access areas and storage enclosures
- b. Ensure sub-contractors before their job begins establish materials storage requirements (including MSDS)
- c. At pre-job meetings allocate storage and delivery areas and identify material handling facilities available on site
- d. Provide adequate lighting, security and fire protection for storage areas
- e. Inspect material storage locations and facilities regularly to ensure safety of all materials, especially hazardous materials such as compressed gasses and flammable liquids. Ensure that flammable liquids are stored in appropriately marked containers
- f. Storage areas should be at least 1.8 metres from excavations or any open edges where material may fall off

- g. Near openings arrange material so that it cannot roll or slide in the direction of the opening
- h. For flammable materials, use copper grounding straps to keep static electricity from building up in containers
- i. For hazardous chemicals, follow manufacturers recommendations for storage
- j. Do no pile bagged material more than ten bags high
- k. Ensure compressed gas cylinders are stored and moved in the upright position. Secure cylinders upright with chains or rope
- l. Stack all lumber on level sills, remove nails, support lumber at every 4-foot space and cross pile when the pile is more than 4 feet high
- m. Ensure proper fire protection is available in all storage areas. This includes proper fire extinguishers and proper worker training in use of extinguishers.

Heat Stress Prevention

Prevention

Heat disorders are dependent on the worker's age, gender, physical fitness, level of acclimatization, activity level, use of prescription drugs, and environmental factors (temperature, humidity levels). To assess the environmental factors, the wet bulb globe temperature (WBGT) or Humidex is the most widely used standard. The goal of a heat stress prevention program is to keep the deep body temperature below 100.4 degrees Fahrenheit or 38 Celsius. Methods to prevent heat stress include:

Engineering Controls:

- Control measures include opening windows or using fans to create air flow. Outdoor work areas need to have a shaded area accessible to the employees. Shaded areas can be created using tarps or canopies or shaded tree areas.
- Emphasize the use of mechanical power when necessary to reduce physical demands.
- Increase air movement to allow evaporation.

Administrative Control

- Present a morning tailgate talk emphasizing heat stress management both on and off the job. Initiate the buddy system so that no worker is out of view of workmate(s).

Acclimatization

- Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more should have a 3-5 day period of acclimatization. This period should begin with 50% of the normal work load the first day and gradually build up to 100% on the last day.

Work Conditions

- Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is an alert issued.

Work/Rest Cycles:

- Heavy and less critical work activities should be rescheduled. Tasks should be rotated among workers.
- Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery.
- Shade or a mist fan break room should be provided.

Fluid Intake:

- Fluids such as water or electrolyte replacement drinks are readily available at work site.
- It is recommended that workers drink 8 oz. of liquid every 20 minutes.

Personal Protective Equipment:

During work in hot environments, workers should use the lightest weight or breathable protective garments that give adequate protection.

- It is strongly recommended that workers use sun block with adequate protection.

GUIDELINES FOR WORK/REST REGIMEN

The **humidex** is a measurement used by Canadian meteorologists to reflect the combined effect of heat and humidity. It differs from the heat index used in the United States in using dew point rather than relative humidity.

Guideline available on the CSAO website recommend that when the humidex readings are above 35 Celsius, there needs to be an adjustment to the work/rest ratio.

HUMIDEX °Celsius	LIGHT WORK			MODERATE WORK			HEAVY WORK			WATER
	Full sun	Partly cloudy	Shade or no shadow	Full sun	Partly cloudy	Shade or no shadow	Full sun	Partly cloudy	Shade or no shadow	
36°C	15	C	C	A	C	C	A	15	C	16 oz. every 15 minutes
38°C	25	C	C	A	15	C	A	25	C	
40°C	A	C	C	A	25	C	A	A	C	
42°C	A	15	C	A	A	C	A	A	15	16 oz. every 10 minutes
44°C	A	25	C	A	A	15	A	A	25	
46°C	A	A	C	A	A	25	A	A	A	
48°C	A	A	15	A	A	A	A	A	A	
50°C	A	A	25	A	A	A	A	A	A	

C= continuous work permitted

15-25= minutes of rest per hour (including rests, pauses and operational waiting periods during work or equivalent showing of pace of work)

A = adjust the work (e.g. delay work until cooler or implement other controls, such as increased breaks)

Light Work: Flat welding, instrument fitting, pipe fitting, bench grinding, bench fabrication, drilling at grade, light rigging, etc.

Moderate Work: Position welding, position grinding with large grinder, impact guns on small bolts, heavy rigging etc.

Heavy Work: Lifting, pulling, pushing heavy material without mechanical equipment, using large hand equipment such as large impact guns or sledgehammers, prolonged overhead grinding etc.

For humidex inquiry, please go to

www.weatheroffice.ec.gc.ca/canada_e.html

SYMPTOMS AND FIRST AID REQUIREMENT

The following table indicates symptoms and treatment for the six different types of heat stress.

TYPES OF HEAT STRESS	SYMPTOMS	TREATMENT
Heat Rash	Red bumpy rash with severe itching	Change into dry clothes and avoid hot environment. Rinse skin with cool water
Sunburn	Red, painful or blistering and peeling skin	If the skin blisters, seek medical aid. Use skin lotions (avoid anesthetics) and work in shade if possible.
Heat Cramps	Painful cramps in legs, stomach or arms. Cramps may be an indication of more serious condition.	Move to cool area, loosen tight or restrictive clothing. Drink fluid replacement to replenish vital nutrients. If cramps continue, seek medical attention.
Fainting	Sudden loss of consciousness after at least two hours of work, cool moist skin and weak pulse.	Get medical help immediately. Assess breathing and heart rate. Loosen tight or restrictive clothing. If person regains consciousness, offer sips of cool water.
Heat Exhaustion	Heavy sweating, cool moist skin, weak pulses, person is tired, weak or confused and complains of thirst, vision may be blurred.	Get medical help immediately. This condition can progress quickly to heat stroke. Move person to cool shaded area. Remove excessive clothing, spray with cool water, and fan to increase cooling. Deliver ongoing until medical aid is provided.
Heat Stroke	Person may be confused, weak, clumsy, tired, or acting strangely. Skin is flushed, red and dry, pulse fast, headache or dizziness. Person may lose consciousness.	Get medical help immediately. Time is very important. Remove excess clothing, spray with cool water, and fan to increase cooling. If person loses consciousness, monitor breathing and heart rate. Place person in recovery position. Deliver ongoing care until medical help is provided.

Cold Stress

When you are cold, blood vessels in your skin, arms & legs constrict, decreasing the blood flow to your extremities.

Wind Chill

The wind accelerates heat loss.

Frostbite

This means that your flesh freezes. Blood vessels are damaged & the reduced blood flow can lead to gangrene. Frostbitten skin looks waxy & feels numb. Once tissue becomes hard, it's an emergency.

Treatment

- Get medical aid
- Warm area with body heat-do not rub
- Don't thaw hands & feet unless medical aid is distant & there's no chance of refreezing.

Hypothermia

This means your core temperature drops

Symptoms

- Shivering, blue lips & fingers, slow breathing and heart rate, disorientation & confusion

Treatment

- Hypothermia can kill-get medical aid immediately
- Carefully remove casualty to shelter (Sudden movement can upset heart rhythm.)
- Keep casualty awake
- Remove wet clothing & wrap casualty in warm covers
- Apply direct body heat-rewarm neck, chest, abdomen, & groin but not extremities

Here's How to Control Cold Stress:

- Wear several layers of clothing rather than one thick layer to capture air as an insulator
- Wear synthetic fabrics next to the skin to 'wick' away sweat
- If conditions require, wear a waterproof or wind-resistant outer layer
- Wear warm gloves
- Wear hats & hoods. You may need a balaclava
- Tight footwear restricts blood flow. You should be able to wear thick socks
- If your clothing gets wet, change into dry clothes immediately and get checked for hypothermia

Vehicles, Tools & Equipment

Unsafe equipment or tools will not be used. Unauthorized personnel will not use equipment, operate machines, or drive Company vehicles.

A. Operation of Company Vehicles

All vehicles must be operated within the Highway Traffic Act

Battano is committed to safe driving practices. Every employee who drives a Battano vehicle is responsible for its safe operation and condition

Driver's abstracts are to be provided yearly prior to the start of construction season

General

- Only authorized company personnel shall use company vehicles
- Drivers must be properly licensed for the vehicle they are operating
- Heavy truck drivers must be in compliance with Hours of Work regulations
- Heavy truck drivers are to submit completed monthly logbooks to the office
- Drivers are to insure load security and observe vehicle weight allowances
- Drivers are to ensure that all required documentation (license, ownership, CVOR certificate, insurance) are present in the vehicle before departure
- It is mandatory for all drivers & passengers to use safety belts at all times while in Company vehicles. Drivers are to keep the safety belts accessible for use
- Drivers of company vehicles are expected to obey the rules of the road, and follow all MTO guidelines and regulations
- Drivers must operate all vehicles in accordance with site rules and regulations
- Drivers are prohibited from using cell phones while driving
- Drivers are prohibited from eating while driving
- Reckless or negligent use of company vehicles is prohibited and won't be tolerated
- Accidents, incidents, MTO inspections or driving infractions while operating company vehicles must be reported to the proper authorities and immediate supervisor as soon as possible
- For insurance purposes, all company vehicles must be returned to company yard at the end of each work day (if working locally) and at the end of each work week
- Drivers authorized to use a company vehicle for transportation between home and work, are prohibited from using the vehicle for any other personal transportation
- Employees using company vehicles for personal travel must record the kilometers travelled in the mileage chart as 'own service'
- Company vehicles are to be returned free of garbage and in good condition
- In extreme or dangerous weather conditions, drivers are to pull off the road and wait for the system to pass, or locate accommodations
- Passengers will not engage in loud or boisterous activity that may distract the driver

Inspections

- All vehicles are to be kept in good working order. Any needed repairs must be duly noted on the inspection form and reported to the immediate supervisor
- Heavy trucks are to have a daily trip inspection
- Daily circle checks are to be performed on all vehicles
- Vehicle and trailer inspections are to be performed as required dependent on the vehicle. If you are unsure of the schedule for your vehicle, speak to your supervisor

B. Company Equipment

- Only authorized company personnel shall use company equipment
- Operators must operate all equipment in accordance with site rules and regulations
- Operators are prohibited from using cell phones while in operation of equipment
- Operators are prohibited from eating while in operation of equipment
- Reckless or negligent use of company equipment is prohibited
- Accidents or incidents while operating company equipment must be reported to the proper authorities and immediate supervisor as soon as possible
- Company equipment is to be returned free of garbage and in good condition

Equipment Inspections

- All equipment is to be kept in good working order. Any needed repairs must be duly noted and reported to the immediate supervisor

Transportation Safety Rules

Note: *Ontario Traffic Manual, Book 7 – Temporary Conditions (Field Edition)* produced by the Ministry of Transportation is available at the Battano Construction office whenever required for a work site. Supervisors will ensure that work crews review the manual before work on a project site that requires traffic control begins. This manual provides basic uniform requirements for traffic control and shall be used in conjunction with the following procedures

1. Where a worker may be endangered by vehicular traffic on:
 - a) A project on a public way
 - b) A public way on a project, they shall be protected by as much of the following measures as are necessary for their protection:
 1. Workers directing traffic by signs
 2. Warning signs
 3. Barriers
 4. Lane control devices
 5. Flashing lights or flares
 6. Safety reflective vest
 7. Hard hat

2. A worker who is required to direct traffic shall be given written instructions in a language he can read and understand, setting out the signals he is to use and the instructions shall be explained to him verbally.
3. A worker,
 - a) Directing traffic
 - b) Who may be endangered by vehicular traffic while he is working on a public way shall wear a vest which shall be reflective fluorescent and coloured blaze orange or red
4. A sign used to direct traffic shall be:
 - a) Diamond in shape
 - b) Made of material having the rigidity of plywood at least 6mm thick
 - c) 45cm in width and 45cm in length and mounted at one corner on a pole 1.2m in length
 - d) Red-orange reflective fluorescent in colour on one side with corner areas coloured black so that the red-orange area forms a regular eight-sided figure and with the word **STOP** in clear legible white letters 15cm in height located in a central position on the sign
 - e) Chartreuse reflective fluorescent in colour on the other side, with the word **SLOW** in clear legible black letters 15cm in height located in a central position on the sign
 - f) Maintained in a clean condition

Commercial Motor Vehicles Management Record

Part A – Management’s monitoring of CMV fleet compliance to regulations/policies

(Complete within every 6-month period)

1. Check to ensure that pre-trip inspection forms are being filled out correctly and kept on file for 3 months
2. Ensure that drivers are submitting log book pages and pre-trip inspections on a daily basis. At a minimum records should be delivered to head office once per week if the vehicle and driver are working out of town
3. Ensure that drivers are maintaining a daily log book and are observing ‘hours of work’ legislation. Ensure that driver log books are kept on file for 6 months
4. Ensure that vehicle maintenance records for each CMV are up to date and are kept on file for 24 months
5. Ensure that Battano’s 60-day inspection (maintenance) records are completed and are kept on file for 24 months.
6. Ensure that CMV driver abstracts for all workers who drive CMV’s are on file and dated within the last 12 months

7. Ensure that there is a level 2 CMV company abstract on file and that it is dated within the last 12 months
8. Update & review driver training yearly

HOURS OF SERVICE

1. A driver may not drive a truck after having:
 - Driven for 13 hours; or
 - Been on duty for 15 hours
 2. A driver may not drive a truck after having been on duty for:
 - 60 hours in 7 consecutive days; or
 - 70 hours in 8 consecutive days; or
 - 120 hours in 14 consecutive days
- Drivers delayed by unexpected driving conditions may exceed the allowable on duty time by 2 hours
- Once in every 7 days, the required 8 hour off duty period may be reduced to as little as 4 consecutive hours by adding the number of reduced hours to the next 8 hour off duty period

Note: the above is for reference only. Accurate hours of work legislation may be obtained by consulting a Transportation Enforcement Officer or other Ontario Ministry of Transportation official

STATEMENT OF TYPES AND FREQUENCY OF VEHICLE INSPECTIONS

All commercial motor vehicles owned or leased by Battano Construction shall receive a complete inspection within every 60-day interval during the normal operating season.

If a commercial motor vehicle is operated during Battano Construction's off-season, a complete inspection must have been conducted within the past 60 days.

This inspection shall be duly noted in the maintenance records for company commercial vehicles.

Sample Vehicle Inspection Form
(to be filled out daily by all drivers)

Vehicle _____ Date _____

Odometer _____ Inspected by _____

TRUCK:

Component	OK	Defect	Details
Steering			
Brakes			
Lights			
Wipers/Washer Fluid			
Fluid Levels			
Tires			
Leaks			
Horn			
Windows/Mirrors			
Loose/Missing Parts			
Body Panels			

TRAILER:


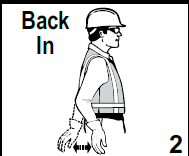

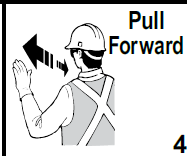

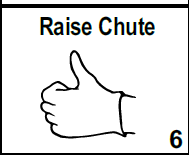
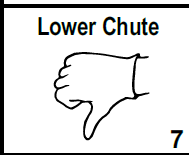
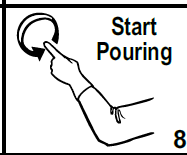
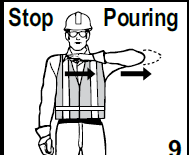
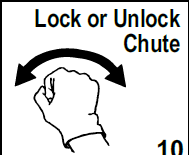

Component	OK	Defect	Details
Tires			
Lights			
Hitch			
Structure			

Notes: _____

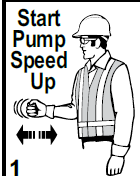
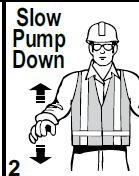
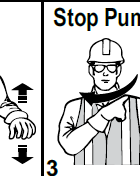
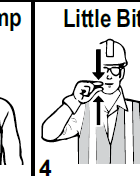
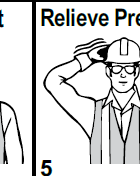
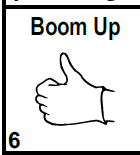
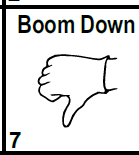
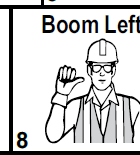
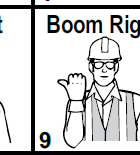
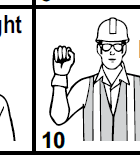
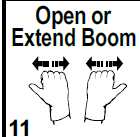
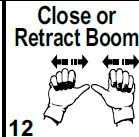
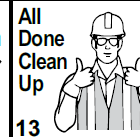

Ready-Mix Driver & Concrete Pumping Hand Signals

Demonstrate the hand signals below. Ask your crew to practice them so that they become natural.

READY-MIX DRIVER HAND SIGNALS

 <p>Head In</p> <p>1</p>	 <p>Back In</p> <p>2</p>	 <p>Back Up</p> <p>3</p>	 <p>Pull Forward</p> <p>4</p>
 <p>Stop</p> <p>5</p>	 <p>Raise Chute</p> <p>6</p>	 <p>Lower Chute</p> <p>7</p>	 <p>Start Pouring</p> <p>8</p>
 <p>Stop Pouring</p> <p>9</p>	 <p>Lock or Unlock Chute</p> <p>10</p>	 <p>Slow Down Drum</p> <p>11</p>	<p>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</p> <p>12</p>

CONCRETE PUMPING HAND SIGNALS

 <p>Start Pump Speed Up</p> <p>1</p>	 <p>Slow Pump Down</p> <p>2</p>	 <p>Stop Pump</p> <p>3</p>	 <p>Little Bit</p> <p>4</p>	 <p>Relieve Pressure</p> <p>2 Taps</p> <p>5</p>
 <p>Boom Up</p> <p>6</p>	 <p>Boom Down</p> <p>7</p>	 <p>Boom Left</p> <p>8</p>	 <p>Boom Right</p> <p>9</p>	 <p>Stop Boom</p> <p>10</p>
 <p>Open or Extend Boom</p> <p>11</p>	 <p>Close or Retract Boom</p> <p>12</p>	 <p>All Done Clean Up</p> <p>13</p>	<p>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</p> <p>14</p>	 <p>IHSA.ca Work Safe for Life</p> <p>V007</p>

EMERGENCY PHONE NUMBERS

North Bay Police

Emergency.....9-1-1
Non-Emergency Calls.....705 472 1234
General Information.....705 497 5555

OPP

General Information.....1 888 310 1122

Hospital

North Bay General.....705 474 8600
Poison Control.....1 800 222 1222

North Bay Ambulance.....9-1-1

North Bay Fire Department

Emergency.....9-1-1
General Information.....705 474 5662

Battano Construction Limited.....705 476 2485

North Bay Hydro.....705 474 8100
Ontario Hydro.....1 800 664 9376
Ontario One Call ID#91400.....1 800 400 2255
North Bay Public Works.....705 474 4340
Cogeco.....705 498 8458

Ministry of Labour.....1 877 202 0008

Winter Road Information.....1 800 268 4686

Ministry of Environment (North Bay).....705 497 6865
Environmental Spill Reporting.....1 800 268 6060

General Acknowledgement

I have received a copy of the Battano Construction Company Employee Safety Manual and understand that the contained rules must be obeyed at all times.

I have read the Chapters and Sections of the Manual that pertain directly to the duties which I am required to perform.

Signed: _____

Print Name: _____

Date: _____

This page is to be signed and removed and given to your supervisor.