



HEALTH AND SAFETY MANUAL

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Health and Safety Policy

January 24, 2017

The management of KGS Environmental Group is committed to the health and safety of every employee. Our philosophy is that the well-being of our company depends of the health and safety of our workforce.

We are committed that the health and safety of our workforce will be maintained at all times which, in turn, will enable us to maintain our quality and production at the highest levels.

To achieve this goal, we shall endeavour to develop, implement and evaluate our health and safety program to be as effective as possible.

At all times employees must adhere to the requirements of the *Occupational Health and Safety Act* and the regulations made under that Act.

KGS Environmental Group is committed to providing the safest, healthiest workplace possible by requiring that all employees receive ongoing training in health and safety, maintaining communication between management and staff, and leading through actions rather than words.

A healthy and safe workplace is everyones responsibility, from the president, to newly-hired employees and our sub-contractors/sub-consultants.

Your assistance and support are a requirement to protect the health and safety of our workforce, our clients, and our company.

Kris Gaal, President
KGS Environmental Group Inc.

Joint Health and Safety Committee

The purpose of this section is to provide a “terms of reference” for the Joint Health and Safety Committee (JHSC) and to review the mandate of the committee.

The workers shall select committee members representing the workers. The company shall appoint the management members. The committee shall have equal number of management and labour members at all times. If, for any reason, a member of the committee ceases to be a member of the JHSC, they shall be replaced as soon as possible. In the event that an accident or incident investigation is required, a member of the committee may be party to the investigation.

A JHSC member representing the workers shall inspect the physical condition of the workplace at least once a month, or if not practical to do so, shall inspect a specific part or division of the workplace each month so that during a 12 month period the entire workplace is inspected.

The JHSC has various functions and powers within the workplace. They are able to identify hazardous situations, make recommendations to the employer and the workers regarding the health and safety of the workers, be consulted about and have a designated member that represents workers to be present during the conducting of any test for the purpose of health and safety. To obtain additional information in this regard, please refer to the OHS Act. All members of the JHSC shall receive training annually on safety specific issues relevant to the company’s specific operations.

*Note: if the company has less the 20 full-time workers, we do not require a JHSC but we will have a Health and Safety Representative as chosen by management and the employees. Their general duties, although similar to those of the members of a JHSC, can be found in the Act (RTSO 1990 c0.1) under Section 8.

Health, Safety and Environment Responsibilities

The Occupational Health and Safety Act (OHS Act) O. Reg. 213/91 outlines the duties of employers, supervisors and workers at the workplace. This is the foundation of KGS Environmental Group Health and Safety Responsibilities. The responsibilities listed in the following sections are the expectation of KGS Environmental Group but do not relieve from any legal responsibilities in O. Reg 231/91 and the Regulations for Construction Projects not listed. KGS Environmental Group expects that all personnel follow all responsibilities and duties outlined in the Occupational Health and Safety Act Regulations for Construction Projects.

Duties of an Employer

Occupational Health and Safety Act

s.25 (1) An employer shall ensure that,

- (a) The equipment, materials and protective devices as prescribed are provided;
- (b) The equipment, materials and the protective devices provided by the employer are maintained in good condition;
- (c) The measures and procedures prescribed are carried out in the workplace; and
- (d) The equipment, materials and protective devices provided by the employer are used as prescribed.

(2) (h) Take every reasonable precaution in the circumstances for the protection of a worker

Duties of a Supervisor

Occupational Health and Safety Act

s.27. (1) A supervisor shall ensure that a worker,

- (a) Works in a manner and with protective devices, measures and procedures required by the Act and the regulations; and
- (b) Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be worn.

(2) Without limiting the duty imposed by subsection (1), a supervisor shall

- (a) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- (b) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- (c) Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O 2990, c. O.1, s.27.

Duties of a Worker

Occupational Health and Safety Act (the "Act")

s.27. (1) A worker shall,

- (a) Work in compliance with the provisions of the Act and regulations:

- (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be worn;
- (c) Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or another worker; and
- (d) Report to his or her employer or supervisor any contravention of the Act or the regulations or the existence of any hazard of which he or she knows.

(2) No worker shall,

- (a) Remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Foreman/Supervisor

The Foreman/Supervisor has the responsibility for planning, leading, organizing, and controlling the safety program activities of their crew within an area. The Foreman/Supervisor is accountable and responsible to:

- Provide a role model in own safe work practices - Safety is the first consideration in all that we do;
- Participate in formal and informal inspections as indicated in the safety program;
- Recognize individuals or groups of individuals who make a positive contribution to safety;
- Enforces safety with immediate recognition/discipline;
- Review safety procedures relevant to work activities with crew prior to executing work;
- Ensure crews conduct pre-use checks of equipment, tools, and personal protective equipment to ensure they are in safe operating condition;
- Ensures that all their crew is fit for work duty;
- Develops, and reviews with the crew, Job Safety Analysis (JSA) for high hazard or unusual work activities daily or as required by the project;
- Access competency levels of personnel on the work crew, and the assignment of competent workers and mentors to less experienced personnel;
- Ensure proper safety equipment is available, meets inspection requirements and is used appropriately;

- Conduct a formal area specific orientation with newly hired and/or transferred employees;
- Report all incidents and lead/participate in any incident investigations;
- Ensure all direct reports have the correct safety commitment; and
- Communicate health and safety responsibilities and expectations with the crew.

Workers

The workers have the responsibility for executing their job in line with the project safety program. And are responsible to;

- Provide a role model in their own safe work practices - Safety is the first consideration in all that we do;
- Ensure that they have and use all the necessary safety equipment/personal protective equipment (PPE) for the job;
- Ensure that safety equipment and tools are in good repair and are inventoried and coded as required;
- Ensure the necessary training has been provided for the project specific tasks;
- Participate in all safety training in initiatives as required;
- Proper use of their safety training and protective gear on the job site;
- Participate in JSAs as required;
- Report all safety concerns to Foreman/Supervisor

Employer Responsibilities

The following items must be posted/readily available at each job site, as per the Occupational Health and Safety Act and O. Reg 231/91: The Employment Standards Act, 2000; the Workplace Safety and Insurance Act; the KGS Environmental Group Health and Safety Manual and KGS Environmental Group Site-Specific Health and Safety Plan. Other suggested documents to be aware of and have available could include the following:

- The most recent version of the Minister of Labour's poster, "**What you should know about the Ontario employment standards act**";
- A copy of the Occupational Health and Safety Act;
- The poster entitled "**In case of injury----1234**";
- DANGER signs in hazardous areas;
- Emergency procedures;
- A map to the nearest hospital, which should be clearly posted
- A list of telephone numbers for emergency and support services and methods with which to contact them; and
- A list of personnel responsible in emergency situations and how to contact them.

Workplace Violence and Harassment

Definition of Workplace Violence - An incident in which a worker is threatened, coerced, abused, or sustains physical, emotional or psychological harm or injury in, at or related to the workplace.

Definition of Workplace Harassment - Any unwanted or undesirable conduct that puts down or shows hostility or any aversion towards another person at the workplace. It is an act done by any person in the workplace intending to make the other uncomfortable. Harassment may be made by co-workers, customers, vendors or supervisors.

Workplace Harassment Policy

Harassment and Violence in the workplace is an occupational health and safety hazard and will not be tolerated. All workers have the right to work in an environment free of violence, fear and or intimidation. KGS Environmental Group is committed to protecting all employees from workplace violence and or harassment, and will have “ZERO TOLERANCE”. All employees are required to refrain from violence and harassment in the workplace.

Examples of workplace violence and harassment include destroying of property, throwing objects, expression of intent, any behaviour that is defined as harassment, obscene phone calls, intimidating presence, insults or condescending language, physical attacks including biting, slapping, kicking, punching, and choking, brandishing weapon or object that could be used as a weapon, theft, sexual assault, arson and obsessively directed behaviour such as stalking, or an intense focus on a grudge, grievance or romantic interest.

KGS Environmental Group is committed to do everything in its power to eliminate and control the risk of violence in a workplace. Employees who may have disagreements have the option of being separated to different job sites, in order to eliminate worker conflict. Job sites have temporary fencing set up to separate the site from public in high traffic locations. There are also hazard awareness signs installed to restrict access to sites, and the Violence and Harassment Policy posted at job sites to demonstrate to staff, clients and/or visitors that it is unacceptable.

Immediate Assistance and Intervention to Workplace Violence

Violence or harassment may require intervention or immediate assistance. The proper protocol is to notify the supervisor onsite and call 911 should the nature of the violence or

harassment suggest that type of urgency. Examples of this include physical attacks, brandishing weapons or objects that could be used as a weapon, arson (something currently on fire) or throwing objects.

Reporting Workplace Violence

It is mandatory to report violence in the workplace in order to maintain a safe working environment. Workplace violence should be reported immediately to a supervisor and/or management. Reports can be made either in person, by email, or by telephone. Reports of violence will be investigated promptly by KGS Environmental Group management. While it is important that confidentiality is maintained by all parties, it can be compromised where imminent danger is perceived, or it required by law to disclose information. An investigation will occur with the same process as any other workplace health and safety incident.

Consequences

Violence is a serious offence. Any individual found to have perpetrated an act of violence or act of harassment may be subject to disciplinary action up to and including suspension and/or immediate dismissal. In addition, individuals may be subject to action under the Criminal Code of Canada.

Workplace Violence Program

Assessment of Violence at KGS Environmental Group

Workplace violence has a greater risk of occurring in certain workplaces. Different factors may contribute to the level of risk, and so an assessment of violence was performed at KG Services to evaluate our risks. It was evaluated based on the following criteria: General Physical Environment Assessment, Direct Contact with Clients, Handling Cash, Work with Unstable or Violent Clients, Working Alone or in Small Numbers, Work in a Community-Based Setting, Mobile workplace, Work in High-Crime Areas, Securing or Protecting Valuable Goods, and Transporting People and Goods.

In every workplace, a General Physical Environment Assessment should be performed. It focuses on the nature of the workplace, and takes you through a survey of the workplace's physical environment and its security measures. It is found that our physical environment at the main office is on private property, with a security system in place and no access to the public. It also has multiple communication systems should for any reason an intruder or stranger become violent.

The physical and other hazards assessment of the job sites should be performed at the same time as the JSA. This will effectively capture the risks associated with that particu-

lar site, rather than to capture all hazards on a generic assessment. As an example, a certain job site may be in a high crime area, a circumstance that will change from project to project; other job sites may be in an industrial/manufacturing setting such as a plant, which will have its own operational unique job hazards.

Emergency Response

Although KGS Environmental Group set a goal of “zero incidents” in a safe working environment all employees must be prepared to respond to an emergency situation. It is therefore imperative to have an emergency response plan, which is specific to each work or job site location. This has been incorporated into KGS Environmental Group Site-Specific Health and Safety Plan.

It is necessary that all emergency response procedures are well communicated to employees and posted for quick reference. Emergency numbers will be posted or in plain sight of all project members. Maps to nurse stations and/or nearest hospital will also be posted. All of which will be included in the KGS Environmental Group Site-Specific Health and Safety Plan.

Fire extinguisher training will be provided to a qualified portion of the workforce and will be limited to basic knowledge of extinguisher operation and initial fire response. Training will also include inspection criteria and tagging to ensure each fire extinguisher is kept in good working condition.

Emergency Plan

Purpose

To ensure that an appropriate plan is in place for each workplace to assist workers and personnel in responding to any emergency situation. The requirements of this plan will generally be covered in the KGS Environmental Group Site-Specific Health and Safety Plan.

All workplaces require:

- A method for reporting the emergency;
- A list of workers responsible in emergency situations and how to contact them;
- Incident investigation and correction of hazards;
- A list of numbers for all project staff and for emergency services; and
- A map showing route to nearest hospital.

Guidelines for the Planning and Preparation on an Emergency Plan

All projects require formation of an emergency plan. The magnitude and complexity of the plan depends on the size of the project/ workplace. If the project is located within a plant which has an existing emergency/evacuation plan, the supervisor must learn those procedures necessary to complement the plant system and ensure a complete Emergency Plan for this project site. The plan can also be reviewed with local authorities. Elements typically required are as follows (many of which may be included in the KGS Environmental Group Site-Specific Health and Safety Plan):

- A method for reporting the emergency - generally the telephone is the most effective, however an alternative should be available (e.g., notification within the plant, or police notification from the nearest available phone, if the emergency disables the sites office phone lines);
- A list of personnel responsible in emergency situations and how to contact them;
- A plan for incident investigation and correction of hazard;
- A list of phone numbers of emergency and support services;
- A method for sounding the alarm;
- A description of potential emergencies; and
- A map of site that shows evacuation routes and “head count” locations, as well as the location of emergency equipment, first aid station(s), fire alarms, fire extinguishers.

Emergency Response Procedure Guidelines

The follow lists some typical emergency response procedure guidelines:

- TAKE COMMAND - Assign the following duties to a specific person;
- PROVIDE PROTECTION - protect the accident scene from continuing or further hazards- for instance traffic, operating machinery, fire or live wires;
- GIVE FIRST AID - Give first aid to the injured as soon as possible;
- CALL AN AMBULANCE - Call an ambulance and any other emergency services as required. Dialling 911 puts you in touch with all emergency services;
- GUIDE THE AMBULANCE - Meet and direct the ambulance (or other emergency services) to the accident scene;
- GET NAME OF HOSPITAL - For follow-up, find out where the injured person is being taken to;
- ADVISE MANAGEMENT - Inform senior management. They can then contact relatives, notify authorities (such as the police, MOL. etc.) and start the procedures for reporting and investigating the accident; and
- ISOLATE THE ACCIDENT SCENE - Barricade, rope off, or post a “guard” at the scene to make sure that nothing is moved or changed until the area is made safe and authorities have completed their investigation.

Fire Emergency Procedure

If you discover a fire:

- Notify everyone in the area of the fire situation;
- Leave the fire area, closing all doors behind you (if possible). Always use safest exit;
- As soon as possible call 911 or the applicable fire department phone number;
- Notify a supervisor or KGS Environmental Group management personnel; and
- Consider using a fire extinguisher if you believe you can extinguish the fire.

Procedure after Evacuation

Procedures following and evacuation include:

- The foreman/supervisor is responsible for ensuring that all workers are accounted for;
- Workers are to assemble at pre-planned staging area; and
- A roll-call will take place when all workers are assembled. This will determine if there are any missing person(s).

Controlling and Identifying a Fire Hazard

All workers are responsible for reporting, controlling, and identifying possible fire hazards at any job site. Typical fire hazard examples include: properly serviced and maintained fire extinguishers are to be kept near flammable liquids, no smoking near flammable liquids, ensure that staged equipment does not obstruct or block access or roads for safe evacuation.

- Reports of any deficiencies should be directed to the site foreman/supervisor;
- Return all spent fire extinguishers to your foreman/supervisor for inspection and recharging after use; and
- Fire extinguishers are to be inspected monthly by qualified personnel for any defects and a valid date of maintenance/recharging provided.

Safe Work Practices

Safe Job Procedures and Safe Work Practices and Procedures will be utilized as standard work processes, rather than a reference document. These procedures are the core of our program, and have been improved based on lessons learned and from the industries best management practices. KGS Environmental Group procedures have evolved in many cases to exceed Legislative requirements.

We utilize the following procedures and processes;

- Performing a site orientation and JSA prior to each project, outlining site specific health and safety hazards;
- Weekly safety talks;
- Equipment Inspection reports
- Review of Material Safety Data Sheets (MSDS), as required;
- Practicing good housekeeping;
- Task review as job changes occur;
- Reporting safety issues or problems;
- Emergency Response Plans;
- Personal Protective Equipment (PPE) Inspections prior to use; and
- Subcontractor orientation.

Hazard Assessments

Purpose

As a part of our goal of “zero tolerance” for incidents, accidents, and injuries; it is the policy of KGS Environmental Group to implement a systematic process for the identification and control of the hazards.

The RAC Process- Recognize, Assess and Control of Hazards

The three main processes of removing hazards in the workplace are recognize, assess, and control, or RAC.

Hazard RECOGNITION is identifying what kind of damage a hazard might cause, and determining whether there is a possibility of people being exposed or affected. Some hazards are not always obvious, and require a combination of skills, training, experience in a construction/environmental workplace, knowledge of the health and safety and knowledge of the OSHA and construction/environmental regulations. This is why hazard

assessment must be a team effort, as different employees bring different knowledge and experiences together in order to RECOGNIZE as many hazards as possible.

The ASSESSMENT of hazards is the next step to creating a safer healthier workplace using the RAC process. Once a potential hazard has been recognized, it must be assessed, which is the process of evaluating the hazard. It considers which workers, if any, are exposed or likely to be exposed to an identified workplace hazard and for what length of time.

The assessment must also address the seriousness of the hazard and the degree of urgency in addressing it. For example, if there is an uncovered or unguarded floor opening the hazard is very serious and must be addressed immediately; if a power cord on a power tool is fraying, an immediate solution is to tag it “Do Not Use” and then the repair and replacement can be addressed at a later date.

Hazard elimination or CONTROL is needed when a condition of a workplace is likely to or will adversely affect a worker. KGS Environmental Group recognizes that it is better in any situation to eliminate hazards completely, however that it is sometimes impossible in order to perform certain tasks.

If there is no way to eliminate the hazard, then a CONTROL must be put in-place to lower or eliminate the risk of injury or illness to the worker. There are three types of controls that can be used; controls at the source, control along the path, or control at the worker.

Controls at the Source - The preferred control method is, elimination of the hazard from the workplace at the source. If this is not feasible, the best alternative is the substitution of a non-hazardous or less hazardous material or process. An example of a control at the source is; there are hazardous fumes/vapours with the use of Product A, and it was found that Product B can do the same thing but has no hazardous fumes, so Product B was substituted. This eliminated the hazard of exposure to the vapours/fumes and therefore left the worker with no risk of injury or illness.

Control Along the Path - Some processes and products cannot be enclosed or isolated. It may be possible to remove a hazardous gas or dust with a local ventilation system. As an example, if there is no existing safer alternative product to Product A, then it may be possible to dilute the concentration of the hazardous fumes in the air with a local or general ventilation system (i.e., exhaust fans).

Control at the Worker - When neither control at the source, nor controls along the path are effective in removing a hazard, control at the workers end may be necessary. This control consists of special personal protective equipment (PPE) or clothing that must be worn during some parts of the work. As an example, if there are no existing safer alternatives to Product A, which hazardous vapours, and no ventilation system can eliminate the

risk of injury or illness to the worker, then respiratory protection, as prescribed on the Material Safety Data Sheet (MSDS) shall be given to the worker in order to protect them from injury or illness as a result of exposure.

Recommendation: Health and Safety Issue

To:	Date:
From:	Position: (Please Circle One) Supervisor Health & Safety Rep/Committee
Please Respond By: <i>(Written Response Required Within 21 Days)</i>	Jobsite:
Health and Safety Problem: (Try to answer the 5 w's)	
What is the problem: _____ _____	
What do you think the consequences of not fixing this problem are: _____ _____	
When did this problem happen: _____ _____	
Who is involved: _____ _____	
Recommendation: (Suggest IMMEDIATE for a problem which could result in death/lost time injury)	
Please Indicate Timeframe to Complete : ____ weeks ____ months or IMMEDIATE (circle)	
C.C. Health and Safety Rep, Site Supervisor, President, Project File	

Hazard Assessments – Classifying Hazards

Ranking Hazards by Risk

Once a hazard has been identified, hazard ranking provides us with a gauge to determine where to start, as with most elements in a safety program, our priorities will be determined by addressing the worst first. Any task which scores a 7 or higher by using the following values is classified as a critical task.

Task Severity

- 6 – Permanent disability or a loss of life or body part, and/or extensive loss of structure, equipment or material, quality, production or other losses exceeding \$10,000;
- 4 – A loss time or illness without permanent disability, or disruptive property damage, a quality, production or other loss of more than \$5,000 but not exceeding \$10,000;
- 2 – Minor injury or illness, without loss time, or disruptive property damage or a quality, production or other loss of \$1000 - \$5,000; and
- 0 - No injury or illness, or a quality, production or other loss of less than \$1,000

Task Probability

Four factors are to be taken into consideration when calculating probability:

- 1 - Hazardous – How inherently dangerous is the task?
- 2 - Difficulty – How prone to quality, production, or other problems is the task?
- 3 - Complexity of the task?
- 4 - Chance of loss if task is improperly performed?

A scale from -1 to +1 is used as follows;

- -1 = Less than average probability of loss
- 0 = Average probability of loss
- +1 = Greater than average probability of loss

Task Frequency Analysis

Use the following table to determine the value of frequency.

Number of persons performing task	Number of times task is performed by each person		
	Less than daily	Few times per day	Many times per day
Few	1	1	2
Moderate Number	1	2	3
Many	2	3	3

Accident Reporting Policy

Accidents where an injury occurs, or prescribed in the OHSA, must be reported to the Ministry of Labour. This policy outlines the proper flow of communication regarding accident reporting. All workers are required to report any injuries to the site foreman/supervisor onsite and to KGS Environmental Group management.

Communications

Should an accident occur on the job site, the workers must follow the Emergency Response Procedure which has been established at the job site. The foreman/supervisor on the job site must inform KGS Environmental Group management of any accident, and the details of it. Once senior management has the details of this accident, they then must assess and initiate an appropriate investigation and notify the Ministry of Labour, as required and should an injury have occurred. They must also notify the worker's emergency contact.

If the worker is killed, or critically injured for ANY reason, the Ministry of Labour must be notified immediately. A written report, as prescribed in the OHSA (s.51) & Construction Regulations (s.8) must also be sent to the Ministry of Labour within 48 hours of such

an accident. Should the accident disable a worker from performing their usual work, or should the worker require medical attention, from an accident, fire, explosion, or incident of workplace violence, KGS Environmental Group management shall notify the Ministry of Labour in writing within 4 days as prescribed in the Construction Regulations, s.9.

There are accidents where even though no injury occurs; the Ministry of Labour must be notified. The following are the list of occurrences as per the Construction Regulations, O. Reg. 213/91, s.11 (1):

- A worker falling a vertical distance of three meters or more;
- A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system;
- A worker becoming unconscious for any reason;
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts;
- Structural failure of all or part of false work designed by, or required by this Regulation, to be designed by, a professional engineer;
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure;
- Failure of all or part of the structural supports of a scaffold;
- Structural failure of all or part of an earth - or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench;
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it; and
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

All reporting must also be done in accordance with the OHSA s.53, which requires certain accidents also be reported to the Ministry of Labour. Any reporting to the Ministry of Labour shall be done as per the OHSA & Construction Regulations. Details, supporting documents and drawings will be supplied as prescribed herein.

Incident Investigation Policy

(Incident Investigation and Reporting)

Purpose

It is a policy at KGS Environmental Group that all incidents will be investigated by man-

agement. The purpose of this policy is to establish a standard for the investigation of incidents and occurrences that have resulted in or have the potential for loss.

Injury Incidents

On all projects the following injury incidents shall be investigated:

- All medical aid, restricted duty and lost time incidents; and
- Any incident involving costs for a Workers Compensation claim.

First aid injuries will be investigated to include the following:

- Nature of Injury;
- Part of Body;
- Cause of Injury;
- Type of Incident; and
- Primary Causes.

Non-Injury Incidents

Contributing Factors to Non-injury incidents that require investigation are:

- Fires;
- Equipment and vehicle damage;
- Near misses; and
- Environmental releases or spills.

Investigations of Class 3 Incidents will be carried out by first line supervision, provided they have had training or previous experience in incident investigation.

Instances of Workplace Violence and Harassment

Class/Loss Potential Definition

Major Incidents (Immediate Reporting)

- Equipment - \$25,000 damage;
- Injury – Lost Time and Fatality cases;
- Near Miss – SPF 10 to 12;
- Environmental – confined space impact likely to exceed \$25K in clean-up/reclamation costs; and
- Instances of workplace violence which result in serious injury/fatality, or which require immediate assistance to be summoned.

Serious Incidents (Immediate Reporting)

- Equipment - \$1,001 to \$24,999 damage;
- Injury – Medical Aid and Restricted Duty cases;
- Near Miss;
- Environmental – causes or likely to cause an adverse impact, includes all three incidents reportable under Ontario MOE legislation. Class 3; and
- Instances of Workplace Violence which require medical aid.

Minor Incidents (Same Day Reporting)

- Equipment - \$1,000 damage;
- Injury – First Aid Cases;
- Near Miss;
- Environmental – no significant adverse impact The SPF rating is based on the sum of the severity, probability and frequency of the near miss. Numerical values are obtained by adding the assigned values in the incident Classification Definitions, which are attached;
- Instances of Workplace Violence which require first aid;
- Instances of Workplace Harassment

Root Cause Analysis

Common to all Incident Reports are the sections of Immediate Cause and Underlying Causes, which are broken down to include substandard actions/conditions and personal/job factors respectfully. These categories will be used to determine common route causes across all Class and Incident types. Primary Causes and Contributing Factors are contained in the Incident Classification Definitions attachment.

All incident investigations shall be reviewed and signed by the Foreman/Supervisor, as well as KGS Environmental Group management.

Incident Investigation Report			Report No.
PROJECT NAME:	PROJECT NUMBER:	OCCURRENCE DATE :	REPORT DATE :
		TIME (24 HRS.):	TIME (24 HRS.):
CONTRACTOR INVOLVED:		TIER CONTRACTOR INVOLVED:	
Check (") Incident Type:			
FIRST AID <input type="checkbox"/>	MEDICAL TREATMENT CASE <input type="checkbox"/>	RESTRICTED WORKDAY CASE <input type="checkbox"/>	
LOST WORKDAY CASE <input type="checkbox"/>	NEAR MISS <input type="checkbox"/>	PROPERTY INCIDENT <input type="checkbox"/>	ENVIRONMENTAL SPILL <input type="checkbox"/>
PROPERTY SUBCLASS:			
EQUIPMENT <input type="checkbox"/>	VEHICLE <input type="checkbox"/>	MATERIAL <input type="checkbox"/>	FIRE <input type="checkbox"/> SECURITY <input type="checkbox"/>
AREA AND/OR UNIT INCIDENT OCCURRED:			
			OTHER <input type="checkbox"/>
PROVIDE SPECIFIC LOCATION WITHIN AREA:			
INJURY INFORMATION:			
ACUTE <input type="checkbox"/>	CHRONIC <input type="checkbox"/>		
Worker(s) Name:		Trade Craft & Class:	Experience:
Nature of injury:		Source of injury:	
Part of Body:		Type of accident:	
Treatment:			
INVESTIGATION TEAM PLEASE PRINT FULL NAMES			
NAME:	COMPANY:	POSITION/TRADE:	
PERSON(S) INVOLVED IN INCIDENT: (please Print)			
		TRADE	POSITION
		YEARS AT CURRENT POSITION	
DESCRIPTION OF INCIDENT: Relevant events that happened prior to the incident, during the actual incident and immediately after			
Actions that followed the incident. Who, what, when, where, why and how.			
NOTE: CONSTRUCTION MANAGER/SUPERINTENDENT SIGNATURES NOT REQUIRED FOR MINOR FIRST AID			

WAS A SAFETY RULE, PROCEDURE OR PRACTICE VIOLATED?		CHECK Y/N	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, describe the infraction and support it by referencing the applicable sections from the project health & safety manual.				
IF THERE WAS AN INFRACTION, HOW WAS THE WORKER(S) / CONTRACTOR MADE AWARE OF THE REQUIREMENTS? (ATTACH DOCUMENTATION)				
<input type="checkbox"/> JSA <input type="checkbox"/> TRAINING <input type="checkbox"/> REORIENTATION <input type="checkbox"/> SAFETY VIOLATION ISSUED <input type="checkbox"/> OTHER				
ENVIRONMENTAL INFORMATION:				
MSDS Reviewed prior to clean-up:		Location: _____		
YES <input type="checkbox"/>		NO <input type="checkbox"/>		
GENERAL LOCATION:				
IDENTIFY TYPE AND QUANTITY OF MATERIAL RELEASED:				
PROPERTY DAMAGE INFORMATION:				
Equipment Type/No:		Serial Number:		
Equipment Leased from:		Leaser Notified:		NAME: _____
		Yes No		
Cost of repair:		<input type="checkbox"/> Estimate: <input type="checkbox"/> Actual: .		
RECORDABILITY (Completed by Safety)				
Class 1 - Major Incidents				
<input type="checkbox"/> Property damage > \$25,000.00 Damage		<input type="checkbox"/> Injury - Lost Time		
<input type="checkbox"/> Environmental - confirmed major impact with >\$25,000 estimated reclamation costs		<input type="checkbox"/> Injury - Fatality (circle)		
		<input type="checkbox"/> Near Miss		
Class 2 - Serious				
<input type="checkbox"/> Property damage - \$1,001 - 24,999		<input type="checkbox"/> Injury - Medical Aid		
<input type="checkbox"/> Environmental - causes or likely to cause an adverse impact (Reportable under Ontario MOE legislation)		<input type="checkbox"/> Injury - Restricted Duty Case		
		<input type="checkbox"/> Near Miss -		
CLASS 3 - MINOR INCIDENTS				
<input type="checkbox"/> Property damage - < \$1,000.00		<input type="checkbox"/> Injury - First aid cases		
<input type="checkbox"/> Environmental - No significant adverse impact.		<input type="checkbox"/> Near Miss -		
Near Miss Loss Potential Classification = Severity + Probability + Frequency (SPF)				
Severity How severe could the incident have been		Probability How likely is the incident to reoccur		Frequency How often is the task done
Catastrophic: Could cause death, Widespread occupational illness or loss of facilities. 4		Probable: Likely to occur immediately or soon 4		Daily 4
Critical: Severe injury, serious illness, or equipment damage greater than \$25,000.00 3		Reasonably Probable: Likely to occur eventually 3		Weekly 3
Marginal: Non-serious injury, illness or property/equipment damage >\$1,001 to 24,999 2		Remote: Could occur at some point 2		Monthly 2
Negligible: Minor injury requiring first aid or property/equipment damage <\$1,000 1		Extremely Remote: Unlikely to occur 1		Annually 1
SPF Loss Potential: (equals the total value of the circled values) **				

NOTE: CONSTRUCTION MANAGER/SUPERINTENDENT SIGNATURES NOT REQUIRED FOR MINOR FIRST AIDS.

Incident Investigation Report	Report No.				
IMMEDIATE CAUSES – CHOOSE ONE ONLY					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">SUBSTANDARD ACTIONS</td> <td style="width: 50%; text-align: center; padding: 5px;">SUBSTANDARD CONDITIONS</td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <input type="checkbox"/> 1. Operating equipment without authority <input type="checkbox"/> 2. Failure to warn <input type="checkbox"/> 3. Failure to secure <input type="checkbox"/> 4. Operating at Improper Speed <input type="checkbox"/> 5. Making safety devices inoperative <input type="checkbox"/> 6. Using defective tools or equipment <input type="checkbox"/> 7. Failing to use PPE properly <input type="checkbox"/> 8. Improper loading <input type="checkbox"/> 9. Improper placement <input type="checkbox"/> 10. Improper lifting <input type="checkbox"/> 11. Improper Position for Task <input type="checkbox"/> 12. Servicing Equipment in Operation <input type="checkbox"/> 13. Horseplay <input type="checkbox"/> 14. Under influence of Alcohol or Drugs <input type="checkbox"/> 15. Using Equipment Improperly <input type="checkbox"/> 16. Failure to follow Procedure </td> <td style="vertical-align: top; padding: 5px;"> <input type="checkbox"/> 17. Inadequate guards or barriers <input type="checkbox"/> 18. Inadequate or improper protective equipment <input type="checkbox"/> 19. Defective tools, equipment or materials <input type="checkbox"/> 20. Congestion or restricted action <input type="checkbox"/> 21. Inadequate warning system <input type="checkbox"/> 22. Fire and explosion hazard(s) <input type="checkbox"/> 23. Poor housekeeping and/or material organization <input type="checkbox"/> 24. Excess or prolonged noise exposure <input type="checkbox"/> 25. Radiation exposure <input type="checkbox"/> 26. Temperature extremes <input type="checkbox"/> 27. Inadequate or excess illumination <input type="checkbox"/> 28. Inadequate ventilation <input type="checkbox"/> 29. Hazardous environmental conditions </td> </tr> </table>	SUBSTANDARD ACTIONS	SUBSTANDARD CONDITIONS	<input type="checkbox"/> 1. Operating equipment without authority <input type="checkbox"/> 2. Failure to warn <input type="checkbox"/> 3. Failure to secure <input type="checkbox"/> 4. Operating at Improper Speed <input type="checkbox"/> 5. Making safety devices inoperative <input type="checkbox"/> 6. Using defective tools or equipment <input type="checkbox"/> 7. Failing to use PPE properly <input type="checkbox"/> 8. Improper loading <input type="checkbox"/> 9. Improper placement <input type="checkbox"/> 10. Improper lifting <input type="checkbox"/> 11. Improper Position for Task <input type="checkbox"/> 12. Servicing Equipment in Operation <input type="checkbox"/> 13. Horseplay <input type="checkbox"/> 14. Under influence of Alcohol or Drugs <input type="checkbox"/> 15. Using Equipment Improperly <input type="checkbox"/> 16. Failure to follow Procedure	<input type="checkbox"/> 17. Inadequate guards or barriers <input type="checkbox"/> 18. Inadequate or improper protective equipment <input type="checkbox"/> 19. Defective tools, equipment or materials <input type="checkbox"/> 20. Congestion or restricted action <input type="checkbox"/> 21. Inadequate warning system <input type="checkbox"/> 22. Fire and explosion hazard(s) <input type="checkbox"/> 23. Poor housekeeping and/or material organization <input type="checkbox"/> 24. Excess or prolonged noise exposure <input type="checkbox"/> 25. Radiation exposure <input type="checkbox"/> 26. Temperature extremes <input type="checkbox"/> 27. Inadequate or excess illumination <input type="checkbox"/> 28. Inadequate ventilation <input type="checkbox"/> 29. Hazardous environmental conditions	
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Provide an explanation of why the specific <i>Immediate Causes</i> were identified.					
Substandard Actions/Work Practices:					
Substandard Conditions:					
UNDERLYING CAUSES – CAN CHOOSE MULTIPLE					
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Provide sub-categories (SCAT chart) below and explanation of why the specific <i>Basic Causes</i> were identified.					
Personal Factors:					
Job Factors:					
ATTACHMENTS OF WITNESS STATEMENTS, PHOTOGRAPHS, SKETCHES, TRAINING RECORDS ETC.	Yes No				
List of Attachments:					
DOES THE INCIDENT CRITERIA MEET STATUTORY OR CORPORATE REPORTING REQUIREMENTS?	Yes No				
To WHO:	TIME/DATE REPORTED:				
WHAT <u>TASK</u> WAS THE WORKER, CREW OR EQUIPMENT INVOLVED IN WHEN THE INCIDENT OCCURRED?					

NOTE: CONSTRUCTION MANAGER/SUPERINTENDENT SIGNATURES NOT REQUIRED FOR MINOR FIRST AIDS.

Incident Classifications Definitions

SEVERITY- (potential for loss)

4	Catastrophic	Could cause death, widespread occupational illness, loss of facilities
3	Critical	Severe injury, serious illness, property and equipment damage
2	Marginal	Non-serious injury, illness or damage
1	Negligible	Minor injury, requiring first aid or less

PROBABILITY- (likelihood of recurrence)

4	Probable	Likely to occur immediately or soon
3	Reasonably Probable	Likely to occur eventually
2	Remote	Could occur at some point
1	Extremely Remote	Unlikely to occur

FREQUENCY – (potential rate of recurrence)

4	Daily	2	Monthly
3	Weekly	1	Annually

PRIMARY CAUSES

SUBSTANDARD ACTIONS	SUBSTANDARD CONDITIONS
Operating equipment without authority	Inadequate guards or barriers
Failure to warn	Inadequate or improper protective equipment
Failure to secure	Defective tools, equipment or materials
Operating at improper speed	Congestion or restricted action
Making safety devices inoperative	Inadequate warning system
Using defective equipment	Fire and explosion hazards
Failing to use personal protective equipment properly	Poor housekeeping/disorder
Improper loading	Noise exposure
Improper placement	Radiation exposure
Improper lifting	Temperature extremes
Improper position for task	Inadequate or excess illumination
Servicing equipment in operation	Inadequate ventilation
Horseplay	Hazardous environmental conditions
Under influence of alcohol and/or other drugs	Other:
Using Equipment Improperly	
Other:	

CONTRIBUTING FACTORS

PERSONAL FACTORS	JOB FACTORS
Inadequate Physical/ Physiological Capability	Inadequate leadership and/or supervision
Inadequate Mental/ Psychological Capability	Inadequate engineering
Physical or Physiological Stress	Inadequate purchasing
Mental or Psychological Stress	Inadequate maintenance
Lack of knowledge	Inadequate tools and equipment
Lack of skill	Inadequate work standards
Improper motivation	Excessive wear and tear
Other:	Abuse or misuse
	Other:

Injury incident demographics that will be identified in the investigation process and subsequently analyzed for trends are:

- Part of Body;
- Nature of Injury;
- Source of Injury; and
- Type of Incident.

Incident causation factors will also be investigated and identified by the investigation team, for all incident types including injury. These factors will support the implementation of corrective actions to prevent a recurrence of the incident being investigated, as well as provide data for project incident trends.

Incident Causation Factors will be investigated and are identified as follows:

Immediate / Direct Causes

- Substandard Actions; and
- Substandard Conditions.

Basic / Underlying Causes

- Personal Factors; and
- Job Factors.

The make-up of the investigation team will depend on both the severity and type of the incident. Foreman/Supervisors and KGS Environmental Group management personnel will be directly involved in all investigations.

KGS Environmental Group management personnel will lead all serious and major incident investigations. Safety personnel will provide support to foreman/supervisors and management for minor and serious incident investigations and participate on the Senior Management Team for the investigation of major incidents or those with major potential.

INJURY ANALYSIS REFERENCE LIST

NATURE OF INJURY	PART OF BODY
Puncture Laceration Contusion Abrasion Sprain/Strain Fracture Dislocation Burn Frostbite Hernia Concussion Hemorrhage (Internal) Occupational Illness Foreign Body (Eye) Other	Head - Bony Structure Eye Teeth Hand Wrist Arm Foot Ankle Leg Chest Cervical - Back/Neck Internal Other
SOURCE OF INJURY	TYPE OF ACCIDENT
Vehicle/Mobile Equipment Hand Tool- Knife Hand Tool - Other Rotating/Moving Machinery Power Tool Ladders Scaffold Working Surface Crane/Rigging Manually Handled Material Welding/Grinding Tools Toxic Substances Other	Struck by Moving Object Struck Against Stationary Object Struck by Falling Object Struck by Flying Particle Fall from Elevation Fall on Same Level Repetitive Motion Caught On Caught Between Body Action Contact with Electricity Contact with Heat Contact with Cold Contact with Air/Water Pressure Exposure to Toxic Substance Other

Drug & Alcohol Policy

Purpose

The protection of those employed by KGS Environmental Group and those working around us is of extreme importance.

The use of illegal drugs, alcohol or misuse of prescription drugs seriously diminishes our ability to provide a safe working environment. Anyone involved in this conduct jeopardizes not only themselves but others around them.

A Zero Tolerance Policy is in effect for the use of illegal drugs, alcohol, or the misuse of prescription drugs.

Drug & Alcohol Policy

As stated earlier, the use of illegal drugs, alcohol, or the misuse of prescription drugs seriously diminishes our ability to provide a safe working environment. Anyone involved in this conduct jeopardizes not only themselves but those around them. Because of this we have adopted a zero tolerance policy for the use of illegal drugs and alcohol. Anyone found under the influence at work will be immediately released.

Workers will receive training as part of their orientation on the job to ensure they have:

- An understanding and know the purpose of the Drug and Alcohol Policy;
- An awareness of their responsibilities to meet the work standards under the Drug and Alcohol Policy, and to ensure the safety of themselves and others;
- An awareness of the adverse effects that the use of illegal drugs, misuse of prescription drugs and the use of alcohol has on safety and work performance;
- Knowledge of resources available if they require professional assistance.

The following web site outlines the negative impact of substance abuse and resources to assist those who may have or know someone with substance abuse in their lives.

It is confidential, anonymous and free of charge.

www.drugandalcoholhelpline.ca

Alternatively, one may telephone 1-800-565-8603

Company Rules

1. Employees will abide by all applicable legislation including, but not limited to, the Criminal Code of Canada, the Occupational Health & Safety Act and Construction Regulations.
2. Employees are to follow all policies and procedures in the KGS Environmental Group Health and Safety Manual and the KGS Environmental Group Employee Manual.
3. Any employees who drive a company vehicle must abide by the Ontario Highway Traffic Act.
4. No mobile phones may be used on the job, unless it is for business purposes, such as contacting the main office, ordering supplies/equipment, or for contacting authorities in case of an emergency.
5. No employee is permitted to use alcohol or drugs while on the job. Any employee who is found to be under the influence of illegal drugs or alcohol, or who is found to possess drugs or alcohol is subject to immediate dismissal.
6. Employees who are not able to report to the job site are required to call in to their supervisor to inform them. It is imperative for us to know who will be on site every working day in case of an emergency.
7. All employees must abide by any rules of contractors, owners, or organizations for locations at which KGS Environmental Group works and will be subject to.
8. Each project may have additional site-specific or client-specific rules which employees must follow. This shall be determined at the start of the project. These rules must not be in contrary to the rules listed above.
9. Employees must wear CSA approved hard hats, high visibility outerwear and CSA approved safety boots at EVERY job site as a minimum requirement.

Please note that any individuals found to be in violation of the above rules, are subject to the Disciplinary Action Policy. The seriousness of discipline will depend upon the seriousness of the violation.

These may include;

- Verbal warning for corrective action;

- Written notice of job rule violation;
- Suspension without pay; and
- Immediate dismissal.

Disciplinary Action Policy

Purpose

This procedure is established as the guideline to assist in applying consistent disciplinary action on all projects. It is not considered all-inclusive and disciplinary action must be determined based on the circumstances of each situation.

General

Consistent disciplinary action should be applied for violations of job rules or safety policies and procedures and not only be applied when people get “caught” through their involvement in accidents involving near misses, property damage or injuries. Disciplinary action taken due to violation of job rules, safety procedures or negligence that has resulted in an accident shall be determined after the investigation is complete to ensure all facts are established.

Enforcement

Written notices of violations, which are often viewed as a negative enforcement tool, can also work in a positive manner. Written notices indicating that compliance with safety policies is expected often saves much time and repeated verbalization of the issues. Workers will take a written notice more seriously, and for those workers who continually refuse to comply with safety requirements, further disciplinary action can be considered based on the evaluation of previous documentation.

Disciplinary action can be in the form of a written notice, temporary suspension or termination. The action need not be progressive, but is dependent on the circumstances. All notices of violations shall be documented by KGS Environmental Group management. Suspension without pay shall be considered, extending from the rest of the shift to several days, when the severity of the violation requires more than written notice and is considered too severe.

Foreman/Supervisors are primarily responsible for the implementation of the safety program. Before they are able to enforce the program requirements, it is their responsibility to ensure their crews are aware of the elements that apply to the work they are involved in. Foreman/Supervisors are the key to effective control of operations because they are in

Return to Work and Re-Employment Policy

KGS Environmental Group maintains the belief that all workers have a right to a safe and healthy working environment. While we strive for zero injuries, in some unfortunate instances, workers sustain an injury that leaves them off work to recover. Other injuries may leave a worker disabled or permanently unable to perform their previous duties.

Upon receiving a report of a work-related injury or illness which will result in a lost time injury, KGS Environmental Group will complete the following:

- Implement an investigation of the accident which caused the injury/illness. Some illnesses may occur over a period of time and an investigation will be implemented accordingly;
- Notify the Ministry of Labour as prescribed;
- Supply the worker with all appropriate physical fitness forms for their doctor to complete;
- Create an offer of Modified Work when the worker supplies to us their fitness forms properly filled in by their doctors;
- Allow the worker to take time off as needed for rehabilitation appointments and doctor's appointments that are related to the injury; and
- Put controls into place, including PPE, procedures, changing practices, and promoting worker awareness to prevent the injury and/or illness from occurring again.

Signed: _____

Date: _____

Modified Work Program

Purpose

The purpose of this policy is to provide a guideline for the safe return to the workplace of workers who are disabled due to occupational injury or illnesses and are unable to temporarily perform their regular duties.

Responsibilities

The procedures, duties, and responsibilities outlined in this program are in effect at all projects where there are KGS Environmental Group employees. The intent is to provide for injured employees during rehabilitation until they are able to resume regular work duties.

- KGS Environmental Group will ensure that a temporary Modified Work Program is provided for all injured employees;
- Only work that is a meaningful and productive part of the operations shall be considered for the Modified Work Program;
- All Modified Work must comply with WSIB Temporary Modified Work Program Policy; and
- Modified Work must be within the physician's recommended medical restrictions.

Medical Treatment Procedure

Employee:

- Takes Fitness Form to a doctor at least every two weeks for regular medical assessments;
- Must report to the WCB Coordinator/site nurse weekly, at a minimum;
- Informs supervision of any issues or concerns;
- Provides up to date information on any restrictions and medical status;
- Ensures compliance with assigned Modified Work Duties and conditions; and
- Attends all medical appointments and return to work following appointments.

Supervision:

- Assigns appropriate work based on identified medical restrictions and ensures that the worker is not directed to perform work that they are not medically approved for
- Ensures employee's time is submitted as required and time is charged to an active

- direct account; and
- Accountable for identifying job tasks available in their area.

Employer:

- WCB Coordinator/site nurse reviews medical restrictions with supervisor and employee prior to assignment of modified duties;
- WCB Coordinator/site nurse contacts WSIB Case Manager weekly to discuss ongoing modified duty work cases;
- WCB Coordinator/site nurse ensures completion of the Modified Work Offer by the supervisor and employee and forwards it to WSIB; and
- WCB Coordinator/site nurse notifies WSIB of any changes in employee's status.

1 An employee requiring medical treatment will be provided with:

- Information letter to the treating medical physician; and
- Fitness Form, prior to leaving the workplace.

2 The employee must be directed to provide the Information Letter and Fitness Form to the health care provider.

Definitions

Modified Work Modifying the Existing Job – an employee's existing job is changed to remove those parts of the job that the employee is currently unable to do because of the injury.

Provide Transitional Work – an employee will perform regular job duties; however, less time is spent doing these duties. For example, an employee may work 4 hours/day for the first week, 6 hours/day for the second and then return to regular hours on the third week.

Providing an Alternate Job – an employee is provided with alternative duties other than their usual.

Training – an employee is sent for professional training/certification to enhance job skills.

Any Combination of the Above – Modified Work may be made by combining any of the above listed formats (e.g., training for 2 days followed by alternate work).

Sedentary Duty Lifting 10 lbs. max

- Occasional lifting and/or carrying; and
- Primarily sitting with occasional walking/standing.

Light Duty Lifting 20 lbs. max.

- Frequent lifting and/or carrying up to 20 lbs;
- May require walking/standing to a significant degree; and
- May involve sitting with pushing and pulling of arm and/or leg controls.

Medium Duty Lifting 50 lbs. max.

- Frequent lifting and/or carrying up to 50 lbs; and
- May involve sitting with pushing and pulling of arm and/or leg controls.

We, at KGS Environmental Group are committed to a modified work program for employees who are recovering from a workplace injury/illness. Our aim is to rehabilitate employees, without sacrificing their safety or well-being.

If the employee is unable to perform their regular duties, we ask you to complete the attached Fitness Form. This will enable us to offer the employee modified work and accommodate the employee's current physical capabilities based on the restrictions you have identified.

We can provide additional information about the worker's job, if required. If you have any questions or concerns regarding this program, please call me directly. If there is a fee for completion of this form, please forward the invoice to myself.

We thank you in advance for your cooperation in assisting us to rehabilitate our employees during their recovery period.

Sedentary Duty Lifting 10 lbs. max.

- Occasional lifting and/or carrying; and
- Primarily sitting with occasional walking/standing

Light Duty Lifting 20 lbs. max.

- Frequent lifting and/or carrying up to 20 lbs.
- May require walking/standing to a significant degree; and
- May involve sitting with pushing and pulling of arm and/or leg controls.

Medium Duty Lifting 50 lbs. max.

- Frequent lifting and/or carrying up to 50 lbs.; and
- May involve sitting with pushing and pulling of arm and/or leg controls.

Personal Protective Equipment (PPE) Policy

Purpose

The purpose of this policy is to establish a standard for the mandatory use of personal protective equipment.

Minimum Requirements

All workers are expected to inspect and maintain issued equipment; any unusable/damaged equipment will need to be replaced; equipment issued is to be returned when no longer required or if damage has rendered it unusable.

Personnel required to utilize fall protection will be trained in its use, inspection and limitations. Harnesses and connecting hardware will be inspected before each use.

All workers on the project, who are required to wear respiratory protection, will be fit tested, prior to use. Beards and other facial hair diminish the respirator fit and its effectiveness.

Hearing protection will be mandatory in posted areas. Personnel will carry appropriate hearing protection at all times in construction work areas, in the event that protection should be required.

Hardhat class requirements are defined as ANSI Class B, or CSA Class E.

Personal Protective Equipment requirements for chemical hazards will be established from information obtained from Material Safety Data Sheets (MSDS)

All personnel entering work areas on the project are required to abide by the following minimum requirements:

- Full length pants;
- Long sleeve shirts at some facilities;
- Short sleeve shirts at most facilities (Not the sleeveless type);
- CSA Grade 1 Safety Boots (green triangle)
- CSA approved hard hat;
- High visibility (fluorescent) outerwear (i.e., vest at a minimum)

Note: Protective gloves should be worn during all work activities unless there is interference with task.

General Requirements

The following are general requirements for the use of personal protective equipment:

- All PPE shall meet statutory requirements as well as CSA, ANSI, NIOSH or MSHA approvals where applicable;
- All PPE shall be used and maintained in accordance with manufacturers specifications;
- Personal protective equipment shall not be altered unless authorized by the manufacturer;
- All personal protective equipment that is damaged or in need of repair shall be removed from service. This equipment shall be returned and red tagged with an explanation of the defect or problem; and
- Personal protective equipment shall be inspected by the worker prior to each use and as required for scheduled inspections.

Failure to comply with PPE requirements will result in disciplinary action. All required training for PPE use must be current as well as other specific training for specialized equipment.

Head Protection(Personal Protective Equipment)

Purpose

The purpose of this policy is to establish the requirements for head protection. APPROVALS AND CLASS Industrial protective head wear must be approved under CSA Standard.

General

All hardhats must be worn with the beak facing forward as designed to be worn by the manufacturer. The company name and the name of the employee are to be displayed on the hard hat.

Never throw, bend or alter hard hats. Hard hats that show signs of deterioration or cracks as well as head gear (inside suspension) with broken straps or deformed and broken retainer clips should be replaced. Hard hats with excessive paint build up should be returned to your supervisor for replacement.

Respirator Selection and Use (Personal Protective Equipment)

Purpose

The purpose of this policy is to establish guidelines for the use of air-purifying respiratory protection.

General

All respirators shall be approved by MSHA and NIOSH.

- Your Supervisor will ensure the proper selection of respirators on the basis of hazards to which the worker may be exposed. This can be determined by reviewing the MSDS;
- Instruction and training of the workers in the proper use of respirators and their limitations will be completed by the Foreman/Supervisor;
- Regular cleaning and disinfecting of respirators will be the responsibility of the wearer;
- Store respirators in a convenient, clean and sanitary location;
- Inspect routinely used respirators during cleaning. Frequency and procedures for inspecting emergency respirators such as self-contained breathing devices will be included in instruction and training of workers.

A respirator is a device worn by a person to protect against the inhalation of airborne contaminants or oxygen deficient atmospheres. Respirators used in construction and maintenance activities are generally either air purifying or supplied air type.

Information presented in this policy will deal with these classes and common types of respirators. This information is based on standard industry requirements. Manufacturers' specifications must be reviewed for limitations and specific requirements prior to use.

Air purifying respirators are designed to filter gaseous and particulate contaminants such as dusts, mists, vapours and fumes. Air purifying respirators shall not be used in oxygen deficient atmospheres or those immediately dangerous to life and health (IDLH).

Disposable type air purifying respirators use the mask itself as the mechanical filter. Primarily used for nuisance dust, some disposable type respirators are also rated for mists, vapours and fumes. These are not generally recommended.

Half Mask Respirators

Half mask air purifying respirators use replaceable mechanical filters, chemical cartridges, or a combination of both, to remove contaminants from the air. Chemical cartridges are specific to the hazard and are usually colour coded for reference. Mechanical filters used in conjunction with chemical cartridges will increase their life, by preventing particulate from plugging the cartridge.

Mechanical filters and chemical cartridges should be changed when breathing starts to become difficult. Chemical cartridges shall also be replaced if the contaminant being filtered is detected through the sense of smell or taste. This condition is commonly known as “break-through” and is the result of the cartridge becoming saturated. Where half mask respirators interfere with the use of other PPE, an alternative full mask should be used.

Powered Air Purifying Respirators

Powered Air Purifying Respirators (PAPR) are a type of air purifying respirator that uses a battery powered motor to assist with filtration of contaminants or supply positive pressure to the mask. Powered Air Purifying Respirators are usually full face.

Supplied Air

These atmosphere supplying devices deliver breathing air through a supply hose, from a breathing air bottle or compressor, to the wearers face piece. Face pieces are usually full face, but can be fresh air hoods if used for sandblasting or cooling.

NOTE: Although SB hoods are supplied air systems they are not to be used for entries where the atmosphere is IDLH or oxygen rich or deficient. This atmosphere supplying apparatus can consist of a backpack compressed gas cylinder with air lines, regulator and full face mask.

Atmosphere supplying respirators are usually used when:

- There is a deficiency of oxygen;
- There is a concentration of the contaminant that exceeds the protection factor of air purifying equipment;
- The contaminant has poor warning properties at or above the Occupational Exposure Limit (OEL); and
- The atmosphere is considered to be immediately dangerous to life and health.

Self Contained Breathing Apparatus (SCBA)

Local SCBA or unit packs are for emergency service only. All personnel donning a SCBA will be adequately trained. Training will meet or exceed the standard.

Fall Protection(Personal Protective Equipment)

Purpose

The purpose of this policy is to establish the requirement for Fall Protection.

Approvals

Safety harnesses, lanyards, lifelines and fall arresting devices must be approved under CSA standards.

General

Safety harnesses and lanyards complete with shock absorbers and locking snaps are mandatory requirements for personal fall protection. Safety belts are not permitted. Fall protection shall be used at all unprotected elevations of 6 feet/1.8 meters and above.

Workers shall review and follow the manufacturer's instructions on care and use of harnesses. Harnesses shall be adjusted so they fit snugly to the body. Lanyards shall only be attached to secure anchor points. Anchor points shall be capable of supporting 5000 lbs min. Care shall be taken to avoid damage from heat or sharp objects. Special connection devices are required for these areas and will be issued as required.

Horizontal and vertical lifelines and components shall be a manufactured system used in accordance with the specifications, or a system designed, used and installed in accordance with the specifications of a professional engineer.

Fall arrest systems or equipment shall only be used for the purpose intended. Fall arrest equipment should only be used in a load bearing manner in the event of a fall. This means that no fall arrest equipment is to be used for anything other than what it was designed for (e.g., safety lines used as hoisting ropes).

Inspection

In addition to inspection prior to each use, fall arrest equipment shall be documented, dated and initialed that inspection has taken place. Harnesses shall be numbered for reference on documentation during scheduled inspections.

Personal fall protection device inspections shall be conducted by a competent worker. Any fall protection device that has been used in an arrest situation is to be removed from service immediately. Any and all equipment involved in an arrest situation is to be turned

into your Foreman/Supervisor so that it can be included with the investigation report. All fall arrest systems will be re-inspected prior to reuse if deemed safe for use.

Harness and lanyards shall be inspected for the following:

- Damaged stitching;
- Rivets;
- Twisting or deformation of buckles, d-rings, quick connect fittings or lanyard snaps;
- Wear, cuts, or burns on the harness, lanyards or rope lifelines; and
- Damage to the shock absorber boot or visual indicators that the shock absorber has been engaged.

Horizontal and vertical lifelines and components shall be inspected for the following:

- Wire rope or cable damage (in accordance with the criteria in the Safe Job Procedure for Rigging);
- Deformation or twisting of anchorage hardware;
- Function and wear of components such as rope or cable grabs; and
- Proper sag required for horizontal static lines.

Any fall protection equipment that shows of deterioration shock, burns etc. is to be removed from service immediately. All damaged equipment is to be given to the Foreman/Supervisor.

Hearing Protection (Personal Protective Equipment)

Purpose

The purpose of this policy is to establish a standard for hearing protection. Hearing protection shall comply with the Standard CSA-Z94-2 M1984, "Hearing Protectors."

Exposure Limits

Occupational exposure limits:

Hearing Protection is required at 85 dBA and above.

It is difficult to measure every worker in construction in order to establish exposure limits, due to changing work environments and locations.

Industrial construction and maintenance work areas often exceed exposure limits. For

this reason it is recommended that workers carry hearing protection at all times, for use as required

A good “rule of thumb” for the requirement of hearing protection is when it is difficult to hear a normal conversation from about 5 feet (1.5 metres).

All sandblasting, water-blasting, grinding and vacuum operations require the use of hearing protection.

Impulse Noise

It is mandatory to wear Hearing Protection in posted areas. Double protection, muffs and plugs may be required above 102 dBA.

Confined Space Entry

Work activities within a confined space are generally strictly regulated by the jurisdiction in which the work is being performed. Generally, confined space is defined as any space large enough and so configured that an employee can bodily enter and perform assigned work, having limited or restricted openings for entry and exit, and is not designed or intended for continuous occupancy. These procedures may be used as a guideline for work in other jurisdictions but Foreman/Supervisors are responsible for checking local regulations to ensure that they fully meet the requirements of the jurisdiction in which the confined space work will be conducted.

Regardless of the jurisdiction of the confined space, it is KGS Environmental Group policy that KGS Environmental Group employees will not conduct work in confined spaces needing supplied air because of the stress and hazards associated with working with this type of equipment.

Construction, Excavation and Trenching

Work activities involving construction, excavation and trenching are also strictly regulated by the jurisdiction in which the work is being performed. KGS Environmental Group procedures for excavation and trenching in Ontario are provided in the KGS Environmental Group Employee Manual. These procedures may be used as a guideline for work in other jurisdictions but Foreman/Supervisors are responsible for checking local regulations to ensure that they fully meet the requirements of the jurisdiction in which the work will be conducted.

It is important to clearly identify the responsibility for the excavation both during KGS Environmental Group (or KGS Environmental Group subcontractor's) working hours and after hours. Access of equipment and personnel to the work area must be controlled. Should the excavation be in an area where people are likely to enter the area of the excavation while it is unattended, the Foreman/Supervisor must either take responsibility for this (and arrange for fencing, security service or other means of controlling access) or transfer this responsibility to the client or consultant representative in charge. The client or consultant representative in charge must agree to this transfer of responsibility in writing. KGS Environmental Group employees are not to leave the area of the excavation if they feel it is likely that someone will enter the area of the excavation unless instructed to do so by the Foreman/Supervisor, client or consultant representative in charge.

Driving & Towing Equipment

Policy

It is a policy at KGS Environmental Group that anyone operating a commercial motor vehicle must have their Class G motor vehicle license. We require a copy of the driver's license and submit it to our insurance company to ensure that they are covered by our policies. All drivers must follow the Highway Traffic Act and any municipal parking by-laws while operating a vehicle owned by KGS Environmental Group.

Vehicle Maintenance

Copies of all maintenance records are kept in a separate file by each vehicle/equipment. These include major repairs, oil changes, and any minor repairs made including tires, changing headlights, windshield wipers.

Procedure

The following is the proper procedure to follow prior to using a vehicle:

- Perform the daily inspection of the vehicle as per the Daily Vehicle Inspection Report booklet;
- Ensure that the driver's log is filled in with the starting odometer reading;
- Ensure that the fuel tank is full, or that adequate fuel is available to reach your destination;
- Ensure that copies of the insurance, ownership and safety certificate are current and available. If none are available contact the main office immediately;
- If towing a piece of equipment, the Daily Vehicle Inspection Report must be filled in for the trailer or equipment also;

- Ensure that the equipment is attached properly and that under no circumstances it will become detached from the vehicle while moving. If you believe there is a chance for this, you are to contact the main office immediately for further instruction;
- Ensure that the lights are working on the vehicle and trailer for braking, left and right turn signals etc;
- Check when the last service was performed on the vehicle and if it is needed, ensure that it is taken somewhere for it to be serviced;
- Drive to the destination in a safe manner that will not endanger anyone. Follow all the rules and regulations set out in the Highway Traffic Act; and
- Follow all municipal by-laws including posted signs when parking the vehicle.

Mobile Equipment

General

All equipment shall be maintained and operated in accordance with manufacturers specifications.

Equipment shall be inspected daily, and shall not be operated if conditions pose a hazard to safe operation.

Equipment shall be operated by qualified and competent personnel or personnel under their direct supervision.

All operators of personnel hoists such as telescopic or knuckle boom work platforms or scissor lifts shall have training in the operation, preferably through a program established by the manufacturer, prior to use. Log books are to be completed prior to use each day.

All operators of forklifts shall have training in the operation of the equipment prior to use.

Care must be taken around pinch points of large equipment. Personnel shall not walk under suspended loads, or equipment components.

Loads shall not be left suspended while the equipment is unattended.

Equipment with poor visibility or oversized loads shall be moved or “spotted” with the assistance of a signal person. Signal persons should be identified with a high visibility fluorescent vest. A walk-around shall be done prior to moving.

Personnel shall not ride on or in equipment, unless in a seat designed for the purpose and equipped with a safety belt. Seat belts must be used at all times.

Any safety devices on equipment shall not be tampered with.

Personnel shall stay away from cables or ropes being used to pull other equipment. Do not walk between running equipment and stationary objects.

Personnel shall not work on equipment or equipment components suspended by hydraulic pressure. Work shall only be done on equipment or components that are safely blocked or secured to prevent movement.

Designated parking areas for employee vehicles and mobile equipment will be established on a project basis in order to ensure that adequate access to site by emergency vehicles is provided.

DAILY VISUAL INSPECTION – MOBILE EQUIPMENT

HOUR METER READING							
Week End Date:	(v) Passed		(X) Repair		(N) Not Applicable		
	MONTH-			YEAR-			
DAY OF THE WEEK	SUN	MON	TUES	WED	THURS	FRI	SAT
1. ENGINE OIL, COOLANT, FUEL LEVELS							
2. HOSES-BELTS							
3. TIRES- WHEELNUTS- RIMS							
4. GAUGES							
5. LIGHTS- REFLECTORS							
6. BACKUP ALARM & LIGHTS							
7. HORNS & MIRRORS							
8. CERTIFICATION PAPERS							
9. BRAKES, ADJUSTMENTS, & PARKING BRAKE							
10. STEERING							
11. BATTERY EMERGENCY EQUIPMENT, FIRE EXTINGUISHER							
12. BATTERIES & CHARGING EQUIPMENT							
13. AIR LEAKS, LOW AIR BUZZER & LIGHT							
14. OPERATORS MANUAL & LOAD CHART							
15. LUBRICATED							
16. OIL LEAKS							
17. SWING BRAKE & HOUSE LOCK							
18. HYDRAULIC RESERVOIR & OIL LEVEL							
19. TORQUE							
20. OIL LEVELS							
21. AIR TANKS DRAINED DAILY							
22. HOUSEKEEPING							
OPERATOR- (INITIAL)							
DAILY HOUR METER READING							

Solvents and Controlled Products Handling

Purpose

To establish the general requirements for handling solvents and controlled/hazardous products.

General

Whenever possible solvents shall be used that are non-flammable, non toxic or have a low health and low flammability risk.

Prior to the use of any product that has potential health or fire risk, it will be ensured that the MSDS is reviewed with all personnel involved. The MSDS shall also be reviewed for specific PPE requirements for handling toxic or flammable products. These requirements will vary according to the specific nature of the hazards and conditions of use.

All toxic or flammable products shall be stored in a manner that leakage from primary containers would be captured within secondary containment devices.

All used solvents, flammables, or toxic products shall be disposed of in accordance with MOE requirements. Manifests and generator numbers are required.

Flammable products shall not be used where there is a potential of a source of ignition.

Heat Stress

Where Heat Stress Can Occur in Construction

Construction operations involving heavy physical work in hot, humid environments can put considerable heat stress on workers. Hot and humid conditions can occur both indoors and outdoors.

Some examples of where heat stress can occur indoors are:

- Steel mills and foundries;
- Boiler rooms;
- Pulp and paper mills;
- Electrical utilities;
- Petrochemical plants;
- Furnace operations;
- Oil and chemical refineries;

- Electrical vaults;
- Interior construction and renovations; and
- Sandblasting and painting the interior of an elevated water storage tank.

Some examples of where heat stress can occur outdoors are:

- Road building;
- Homebuilding;
- Landscaping;
- Work on bridges;
- Trenching;
- Pouring and spreading tar and asphalt;
- Working on flat or shingle roofs; and
- Excavation and grading;

The Effects of Heat Stress

The human body functions best within a narrow range of internal temperatures ranging from 36°C - 38°C. A construction worker performing heavy work in a hot environment builds up body heat. To get rid of excess heat and keep the internal temperature below 38°C, the body uses two cooling mechanisms; the heart rate increases to move blood (and heat) away from the heart and lungs and other vital organs to the skin, and sweating increases to help cool blood and the body. Evaporation of sweat is the most important way the body gets rid of excess heat.

When the body's cooling mechanisms work well, core temperature drops or stabilizes to a safe level (around 37°C). However, when too much sweat is lost through heavy labour or working under hot, humid conditions, the body doesn't have enough water left to cool itself. The result is dehydration, and the core temperature of the body rises above 38°C. A series of heat-related illnesses, known as heat stress, can then develop.

Heat stress disorders range from minor discomforts to life-threatening conditions:

- Heat rash – most commonly known as prickly heat, it is the most common problem in a hot work environment. Symptoms include red blotches, extreme itchiness in areas persistently damp with sweat, and a prickling sensation where sweating occurs. Treatment – cool environment, rest, cool shower, thorough drying;
- Heat cramps – under extreme conditions, the body may lose salt through excessive sweating and heat cramps can result. This spasm in larger muscles – usually the back, leg and arm muscles and can create hard painful lumps in the muscles. Treatment – stretch and massage muscles, replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids. These should be readily made available on all KGS Environmental Group job sites;
- Heat exhaustion – occurs when the body can no longer keep blood flowing to sup-

- ply vital organs and send blood to the skin to reduce body temperature at the same time. Symptoms include weakness, difficulty continuing work, headache, shortness of breath, nausea or vomiting, and feeling faint or actually fainting. Treatment – casualties respond quickly to first aid. If not treated properly, heat exhaustion can lead to heat stroke, which is a very serious disorder and a medical emergency. CALL 911, and help the casualty to cool off by resting in a cool place, drinking cool water, removing unnecessary clothing, loosening clothing, and showering or sponging with cool water. It takes at least 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion;
- Heat stroke – occurs when the body is no longer able to cool itself and body temperature reaches a critical level. **WARNING – HEAT STROKE REQUIRES IMMEDIATE MEDICAL ATTENTION. CONTACT 911.** Symptoms of Heat Stroke – confusion, irrational behaviour, loss of consciousness, convulsions, lack of sweating, hot/dry skin, abnormally high body temperature – for example 41°C. Treatment – CONTACT 911 and provide immediate, aggressive, general cooling. Immerse casualty in tub of cool water, or place in cool shower or spray with cool water from a hose. Wrap casualty in cool, wet sheets and fan rapidly. Give water to casualty if they are conscious, but do NOT give anything by mouth to an unconscious person.

Risk Factors

Some personal risk factors that can impact heat stress are age, weight, poor physical condition, previous heat illnesses, heart disease or high blood pressure, recent illness, alcohol consumption, medication, or lack of acclimatization.

Environmental factors can affect the risk of heat stress, which include radiant heat, humidity and air movement. These factors need to be assessed on-site and each job site and each task have varying degrees of environmental factors. This should be addressed on the daily project safety assessment (JSA).

Factors of the job being performed also effect the risk level of heat stress. These include the clothing and personal protective equipment which must be worn, and the workload. Heavy physical work such as heavy lifting means that the body will generate more heat. If KGS Environmental Group is performing work for which we must wear Tyvek suits it hinders the body's evaporation of sweat, which is the most important cooling mechanism.

Controls for Heat Stress

Training and Education: Heat stress training contains elements such as knowledge of heat stress hazards, recognition of risk factors, danger signs and symptoms, the awareness of first aid procedures, and the dangers of alcohol, caffeine or other drugs in hot work environments. Training should also include employee responsibilities in avoiding heat

stress.

Engineering Controls: Engineering controls are the most effective means of preventing heat stress disorders and should be the first method of control. Engineering controls seek to provide a more comfortable workplace by using reflective shields to reduce radiant heat, fans and other means to increase airflow in work areas, and mechanical assistance devices to reduce the amount of physical work. Given the constantly changing nature of construction sites, engineering controls are not usually feasible. Proper work procedures are therefore required to prevent heat distress disorders.

Work Procedures:

- Work or rest schedules are one of the main lines of defence against heat stress.
Work or rest schedules shall be determined on a daily basis, as the temperatures are constantly changing. As well as temperature, humidity plays a factor in how the body responds to its cooling mechanisms and must be taken into consideration. If possible, regular breaks should be taken in a cooler area;
- Provide unlimited amounts of potable cool water to drink in a convenient/accessible location;
- Increase air movement by using fans where possible;
- Schedule hot work during a cooler period of the day;
- Make allowances for workers who must wear PPE and equipment that retains heat and restricts evaporation of sweat;
- Wear light, loose clothing that permits evaporation of sweat;
- Drink small amounts – about 8 oz. every half hour or so. Don't wait until you're thirsty;
- Avoid beverages such as tea, coffee, energy drinks or alcohol that makes you pass urine more frequently;
- Where PPE must be worn, ensure the lightest weight clothing and respirators available are worn. Wear light coloured garments that absorb less heat from the sun, and use PPE that allows sweat to evaporate;
- Avoid eating hot, heavy meals. They tend to increase internal temperature by redirecting blood flow to the digestive system, and away from the skin.

Cold Stress

Cold is a physical hazard in many construction workplaces. Cold stress, or hypothermia, can affect construction workers who are not protected from the cold. This cold may result from two types of environments, a natural environment and a refrigerated environment. Wind chill is heat loss resulting from the effects of air temperature and the wind velocity on exposed skin.

Places in the workplace that are exposed to wet, cold and/or windy conditions:

- Roofs;
- Bridges;
- Open/unheated cabs;
- Large steel structures;
- High buildings; and
- Refrigerated rooms, vessels or containers

Effects of Cold Stress

The human body tries to maintain a core (internal) temperature of 37°C (98.6°F) by reducing heat loss and increasing heat production. In lower temperatures, it is not always possible for the body to keep itself warm, resulting in hypothermia and frostbite.

Three Stages of Hypothermia

Stage One (Mild)

- Blue lips;
- Shivering; and
- Poor coordination

Stage Two (Moderate)

- Mental impairment;
- Confusion;
- Poor decision making;
- Disorientation;
- Inability to take precautions from the cold;
- Slowing of heartbeat; and
- Slow breathing

Stage Three (Severe) – Unconsciousness

- No shivering;
- No detectable breathing; and
- Slowed, irregular heartbeat

The third (severe) stage of hypothermia resembles death and patients must be treated as though they are alive.

Workers may also have medical conditions that will increase the risk of cold injury such

as diabetes, asthma, heart disease or white finger disease.

Frostbite

Frostbite occurs when skin freezes from cold exposure or exposure to cold surfaces. This is especially true with metal objects as heat is rapidly transferred to them from skin.

Some symptoms of frostbite include sharp, prickly sensation, numb and waxy looking skin, and in severe cases, blistering on the affected areas. Frostbite can also cause gangrene if not treated as the blood flow is restricted when blood vessel damage occurs from frozen tissue.

Controls

The best protection against cold-related health risks is to be aware of the hazards and to be prepared to protect against them.

The following are some ways to control the hazard of cold stress:

General

- Ensure workers are medically fit to work in low temperatures;
- Personnel working in a cold, isolated places should have backup at all times;
- Provide hot drinks, regular breaks;
- Ensure workers are aware of the wind chill factor; and
- Monitor and record the temperature and wind chill if possible (using device or flag).

Clothing & PPE

- Wear several layers of clothing;
- If weather is wet, ensure outer layer is waterproof;
- Encourage use of hats, hoods and balaclavas when appropriate to keep the heat from escaping from the head; and
- When working with metal handles of tools/control bars, gloves should be worn or the handles should be insulated.

Shelter

- Heated shelters (such as trailers) should be available nearby;
- Workers experiencing signs of euphoria, shivering, frostbite, fatigue, irritability or drowsiness should return to sheltered area;
- Hot beverages should be available within the shelter; and
- An enclosure with heat shall be made if performing work outside on a roof, etc. if at

all possible.

Training

- Ensure that all workers are trained prior to working in the extreme cold; and
- Training should include proper PPE, safe work practices, guidelines for eating and drinking, risk factors that increase health effects of cold exposure, and how to recognize the warning signs of frostbite and hypothermia including the first aid treatments and rewarming procedures.

Manual Lifting

(Safe Job Procedure)

Back injuries represent 25% of all lost time injuries in construction, and more than half of these are a result of lifting excessive weight or lifting incorrectly.

The following safe job procedure is to be used in order to prevent these injuries:

Job Steps

- Size up the load and if you think you need help, ask for it;
- Ensure that the pathway is clear;
- If you need a dolly or other device, use it as necessary;
- Get a good footing. Use a wide balanced stance with one foot slightly ahead of the other;
- Bend your knees and get a good grip on the object to be lifted;
- Keep your back straight, lift with your legs, and keep the object being lifted close to your body;
- Keep your balance and do not twist or turn as you lift; and
- To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

Use of Ladders

(Safe Work Practices)

Wooden ladders shall not be painted or treated except with clear finishes. Ladders shall be inspected prior to each use. Damaged ladders shall be taken out of service immediately.

Fibreglass ladders, which are not good conductors, shall be used when there are require-

ments for work in proximity to electrical equipment. Wooden ladders are not recommended as they are usually reinforced with wire on the rails and can be conductive when wet. Aluminum ladders shall not be used in proximity to electrical equipment.

All ladders shall be tied off at the top and held by another worker until tie-off is complete.

Workers operating off ladders more than 2m (6ft) in elevation shall wear full body harnesses tied to a substantial structure other than the ladder. When working off the ladder the body shall not be extended in a manner that allows the belt buckle to pass beyond the rails.

Note: Ladders are not a substitute for safe work platforms. The primary purpose of ladders is for access/egress. Ladders shall be placed on a solid base, at proper angles and set up on a firm level surface. The area around the ladder must be free of debris and tripping hazards. Ladders shall extend a minimum of 1m (3ft) above the top of a platform or landing.

Always maintain 3-point contact and face the ladder when climbing up or down. Do not carry tools or materials in your hands when climbing. Use a rope for hoisting or lowering. Workers shall not stand on the top three rungs of any ladder. On a stepladder the cap is not considered a rung.

Ladders shall not be placed near doorways, roadways or equipment access routes, unless the door or access route is made temporarily inoperative and signs are posted. Materials shall not be placed in proximity to the base or landing of any ladder. Keep footwear clean of mud, grease or other slippery materials, which could cause loss of footing.

Ladders have now been designated by the MOL as follows: Ladders will only be used as a last resort and for short duration work, (under 30 minutes per use) or when it is not reasonably practical to use another approved method for performing the work safely.

Extension Ladders

Extension ladders shall be placed at a ratio of 1:4, base to height.

Extension ladders shall have a minimum overlap of 1m (3ft) on the sections at all times. Fly sections shall be secured to prevent unintentional movement of the fly section latches, if the ladder is moved.

If extension ladders are used for access, the ladder is to extend at least 3' above the landing and is to be secured at the top and bottom to prevent movement. Ensure ladders are free of defects prior to use.

Step Ladders

Do not place ladders against flexible or moveable surfaces. Get help to avoid over exertion when erecting awkward or heavy ladders. One worker should secure the base of the ladder while the other walks it into position. Stepladders shall only be used on a clean, level and solid base. Stepladders shall only be used in the fully open position with the spreader bars locked.

Remember whenever working on a ladder you must be within the centre of gravity of the ladder and must have two feet on the rungs at all times while working.

Compressed Air

(Safe Work Practices)

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a detriment rather than a benefit.

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes;
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools;
- All hose connectors must be of the quick disconnect pressure release type with a whip check;
- Wear personal protective equipment such as eye protection and face shields. Restrict access to the area or ensure other workers in the area are aware of hazards;
- Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced;
- A proper pressure regulator and relief device must be in the system to ensure that correct pressures are maintained;
- The proper air supply hoses must be used for the tool/equipment being used; and
- The equipment must be properly maintained according to the manufacturer's requirements.

Lifting Practices (Hoisting)

(Safe Work Practices)

Evaluating the Load

Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities.

Balance Loads

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the determined centre of gravity.

Landing the Load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

- Select only appropriate slings for the task and NEVER exceed the working load limits;
- Make sure the hoist or crane is directly over the load;
- Use slings of proper reach. Never shorten a line by twisting or knotting;
- With chain slings, never use bolts or nuts;
- Never permit anyone to ride the lifting hook or the load;
- Make sure all personnel stand clear from the load being lifted;
- Never work under a suspended load, unless the load is properly supported;
- Never leave a load suspended when the hoist or crane is unattended;
- Inspect all slings thoroughly at specified intervals and maintain them in good condition;
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it;
- Ensure that safety latches on hooks are in good working condition;
- Ensure that the signaller is properly identified and understands techniques of proper signalling; and
- Make sure a tagline is used to control the load.

Lifting Practices (Rigging)

(Safe Work Practices)

Rigging looks like an easy operation that requires no particular skill or experience. However, many workers have lost fingers, hands or suffered more serious injuries because they thought, “anybody can do that”.

Here are some dos and don'ts to remember:

- Workers will ensure that the maximum load rating of rigging components as recommended by the manufacturer are not exceeded;
- All rigging, hooks and components will be checked for excessive wear and damage prior to use;
- One member of the crew will act as the designated signal person and will wear the

- appropriate distinctive vest, armlets etc.;
- The signal person will review the signals to be used with the crane operator;
 - The signal person is the only one to signal for a lift and must be careful not to order a move until he has received the “all ready” signal from each member of the crew;
 - Be sure you are in the clear before you give an “all ready” to the signal person;
 - Be sure your hand is clear of pinch points;
 - Watch out for the roll or swing of the load. Anticipate the direction of the swing or roll and work away from it;
 - Never place yourself between material, equipment or any stationary object and the load swing;
 - Stay away from stacked material that may be knocked over by a swinging load;
 - Never stand under the load, and keep from under the boom as much as possible;
 - Look over the location where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load;
 - When lowering or setting the load, be sure your feet and all other parts of your body are out from under the load;
 - Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from;
 - Use tag lines to control the loads; and
 - Damaged rigging must be clearly tagged “Out of Service”, removed from the work area and either repaired or replaced.

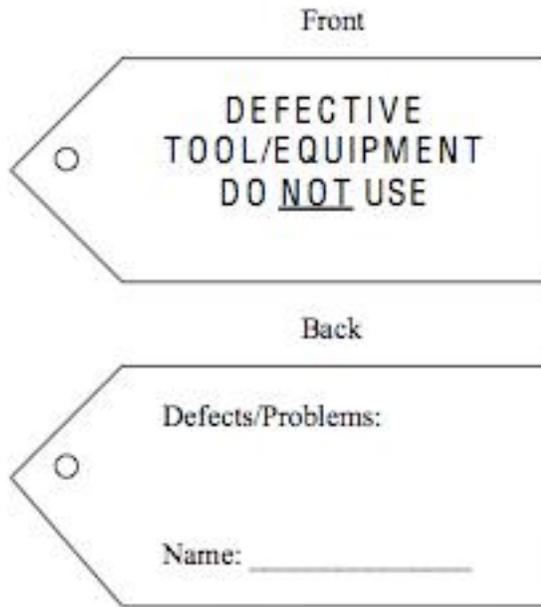
Defective Tools/Equipment Policy

Maintenance of Vehicles and Equipment

Defective tools requiring repairs should be tagged with a red tag. Users must note defects or required repairs on the red tag as specifically as possible. An example of the tag is included below.

Tools/Equipment that cannot be repaired to perform in the intended manner shall be removed from service.

Vehicles and equipment such as trucks, forklifts, personnel hoists, cranes, etc. will be maintained and repaired in accordance with the manufacturers specifications, or if required inspected and tagged by a person specifically trained or approved by the manufacturer to perform these inspections



Workplace Hazardous Material Information System (WH-MIS)

Key Elements

1. LABELLING
2. SUPPLIER LABELS
3. WORKPLACE LABELS
4. MATERIAL SAFETY DATA SHEETS (MSDS)
5. TRAINING

This procedure establishes the requirements for a project WHMIS program. Its purpose is to protect employees against exposure by establishing a system of identifying controlled products, their properties, and methods of safe handling.

Controlled products are divided into six (6) main classifications:

- Class A - Compressed Gasses
- Class B - Flammable and Combustible Material
- Class C - Oxidizing Material
- Class D - Poisonous and Infections Material
- Class E - Corrosive Material
- Class F - Dangerously Reactive Material

Please refer to the WHMIS Table of Symbols and Classes for the symbols.

There are four (4) key elements of a successful WHMIS program, labeling, material safety data sheets, training and document control.

There are two (2) types of labels required by WHMIS legislation to alert employers and workers to the dangers of products and basic safety precautions.

The supplier label has a hatched border and contains the following information categories; product identifier, supplier identifier, MSDS reference, hazard symbols, risk phrases, precautionary and first aid measures. Suppliers are responsible to ensure labels are attached to containers or included with the shipment for attachment at site.

Workplace labels have to contain the following three (3) information categories: the name of the product, information of the safe handling of the controlled product, and the location of the MSDS on the project. Workplace labels are placed on containers at the workplace when products are decanted or have illegible or missing supplier labels. Commercial labels are available, but can have problems sticking if in contact with solvents or fuel. If a solid background is available on the container, information may be written with permanent marker, as no label format is required by legislation.

Workplace Hazardous Material Information System (WH-MIS)

(Safe Job Procedure)

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) contain the following information categories;

- Product information;
- Hazardous Ingredients;
- Physical Data;
- Fire and Explosion Data;
- Reactivity Data;
- Toxicological Properties;
- Preventative Measures;
- First Aid;
- MSDS Preparation Information

MSDS are important, because they are the most comprehensive part of the system. MSDS shall be used, by supervision, for hazard reviews of controlled products. Legislation requires that MSDS are updated every three years or when new hazard information is discovered.

MSDS must be provided by the supplier, and copies of all products used at site must be available to all workers and employees.

All personnel must receive training on the WHIMIS system, including information on labeling, hazard symbols and MSDS at least every three years.

WHMIS Symbols and Classes Table

WHMIS SYMBOLS AND CLASSES		
	CLASS A Compressed Gas	Contents under high pressure. Cylinder may explode or burst when heated, dropped or damaged.
	CLASS B Flammable and Combustible Material	May catch fire when exposed to heat, spark or flame. May burst into flames.
	CLASS C Oxidizing Material	May cause fire or explosion when in contact with wood, fuels and other combustible material.
	CLASS D, Division 1 Poisonous and Infectious Material: Immediate and serious toxic effects	Poisonous substance. A single exposure may be fatal or cause serious or permanent damage to health.
	CLASS D, Division 2 Poisonous and Infectious Material: other toxic effects	Poisonous substance, may cause irritation. Repeated exposure may cause cancer, birth defects, or other permanent damage.
	CLASS D, Division 3 Poisonous and Infectious Material: biohazardous/infectious material	May cause disease or serious illness. Chronic exposures may result in death.
	CLASS E Corrosive Material	Can cause burns to eyes, skin or respiratory system.
	CLASS F Dangerously Reactive Material	May react violently causing explosion, fire or release of toxic gases, when exposed to light, heat, vibration or extreme temperatures.

Sample of Manufacturer's WHMIS Label

Sample

NETTOYANT XYZ CLEANER

<p>Causes Burns Very Toxic Material</p> <p>Avoid Contact with Skin</p> <p>In case of skin or eye contact, flush with copious amounts of water for 15 minutes and seek medical attention</p>	<p>Cause des brûlures Produit très toxique</p> <p>Éviter tout contact avec la peau</p> <p>En cas de contact avec la peau ou les yeux, laver à grande eau pendant 15 minutes et consulter un médecin.</p>
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See Material Safety Data Sheet
Voir la fiche signalétique

ABC Chemical Company Ltd.
Fabricant de produits chimiques ABC

Sample WHMIS Label

Spill and Leak Procedures

(Environmental Procedures)

Prevention

The following requirements shall be followed in order to minimize potential leaks and spills on the project;

- All equipment shall be inspected for leaks and repaired as required prior to arrival on the project;
- The use of stationary fuel tanks on projects shall be minimized. Tanks with secondary containment shall be grounded prior to use;
- Gasoline cans and solvents shall be stored only in approved vented areas;
- Absorbent pads or other methods of containment shall be used as required for oil changes and servicing to prevent spills; and
- Ensure that operating equipment is not staged near drains, sewers or waterways without adequate secondary containment in the event of mechanical failure.

Spills

The following actions shall be taken in the event of a spill:

- Berm or place absorbent on the spill area to prevent it from spreading;
- Flag-off or isolate the spill area with red “Danger Do Not Enter” tape;
- Review the product MSDS for information on product hazards, handling and PPE requirements;
- Clean up the spill using absorbents;
- Ensure any contaminated soils are also removed;
- Place spilled material in 205-litre (45 gallon) drums and label for disposal;
- Check with supplier/local landfill authority for disposal requirements; and
- All spills on the project must be reported through the Foreman/Supervisor immediately.

Reporting

External reporting to the Ontario Ministry of Environment Spills Action Centre (SAC) will be coordinated through the Foreman/Supervisor or Client/Consultant. Environmental Report Forms must be completed for all releases.

Investigation Policy

Spill Reports shall contain the following:

- The cause of the spill. The location. The time and date and the Quantity

Environmental Hazard Analysis

(Environmental Procedures)

Environmental Risks Associated with the Job Covered by this Work Plan:

- Equipment leaks;
- Paint storage and mix areas; and
- Refuelling of equipment by others.

Directives to Follow in Case of Crisis:

- Dike to contain spill;
- Soak up material with sand/clay/or absorbent materials;
- Pick up all material and place in containers for disposal; and
- Ensure lids are placed on containers and labeled for disposal.

List of People/Agencies to Contact in Case of Spill

- Kris Gaal (519) 771-6220;
- Jordan Huszczo (416) 669-8792
- MOEE Spills Reporting (800) 268-6060*

*to be completed by KGS Environmental Group and or the Owner or their consultant and generally only if spilled material is either of a significant quantity, liquids enter sewers or waterways, spill migrates off the property or will create a lasting impact to the environment.

Spill Prevention

- Spent thinners and paint material are to be taken off site to be disposed of as per applicable legislation;
- Spent abrasive having been tested prior to disposal, will be disposed of in an approved disposal site;
- Spill kit to be readily available at site in the event of a spill;
- Paint storage and mix area is to be positioned away from sewers and drains;
- Keep liquids and waste drums away from traffic areas;
- Ensure that all equipment is in good working order prior to use;
- Ensure that all storage containers are compatible with their contents i.e., solvents in

plastic drums. Use whenever possible the container in which the material was shipped from the manufacturer.

Preventing Spills – How to Store Materials (Environmental Procedures)

When working with hazardous materials, it is the company's responsibility to ensure that precautions are taken to prevent spills. When spilled materials are hazardous you can run into many problems, among which are high clean up costs, possible long-term liability and worker safety issues. The following provides basic information about how to collect and store materials – especially chemicals, in order to prevent spills.

An accumulation area is a special area set aside for storing hazardous materials and wastes. It does not need to be large, but it does need to be safely managed. In KGS Environmental Group accumulation areas we try to:

- Restrict access to a few well trained people. Make sure they understand health and safety and waste management regulations;
- Keep wastes away from hi-traffic areas;
- Store wastes away from bay doors to prevent spills to the outside environment;
- Don't store hazardous materials near drains or catch basins;
- Store hazardous materials according to compatibility;
- Mark the site clearly with a sign that reads "**Hazardous Waste Accumulation Area**" or "**Hazardous Product Accumulation Area**";
- Have a spill kit on hand with appropriate absorbents and neutralizing materials and a plan for how to properly use them;
- Post emergency phone numbers in case of spills or accidents;
- Store items on an impermeable surface, not on dirt or gravel areas; and
- If you store items outside, make sure the area is covered and in a secured area.

Electrical Safety

Purpose

To prevent a dangerous condition where a worker could make electrical contact with energized equipment, or a conductor. Or a potential for the worker to receive an arc flash burn, thermal burn, or blast injury.

General

All flexible power cords and extension cords must be free of cuts and splices. Only 3 pronged – grounded cords are to be used in conjunction with a ground fault interrupter.

All cords are to be inspected prior to use and removed from service in the event of signs of damage. Extension cords that show signs of burning or blackness should be removed from service for inspection and repair.

This type of burning at the ends of an extension cord is typically caused by using a cord which is undersized for the current being carried or because the connection is not snug allowing the connection to arc.

All connections required for equipment within temporary distribution panels and transformers are to be performed only by qualified electricians.

All 12V lines must also be inspected prior to use. These low voltage lines are to be free of cuts and splices. At no time should a tap repair be made on a broken line. These lines are to be treated like any electrical cord and be repaired properly. Take the time and inspect all electrical cords prior to their use.

Operating Equipment Near Energized Power lines

Incidental power line contact is a major hazard and has the potential for severe consequences. KGS Environmental Group, its employees and subcontractors must be aware of electrical hazards when equipment such as a crane, excavator, dump truck, elevating work platforms, ladders, rolling scaffolding or other heavy equipment and vehicles are going to be operating near an energized overhead electrical conductor.

When equipment operates within reach of the minimum permitted distances from live overhead power lines, written procedures will be put in place to prevent contact from occurring. Copies of these procedures are to be made available to every employer on the project.

The following safety measures as required by the Construction Regulations will be used:

- The placement of enough warning devices in the area of the hazard so that at least one will be visible to the operators. These warning devices must be visible in any conditions under which the operator is required to work (e.g., fog or rain). The warning sign must meet section 44 of Construction Regulations with the voltage to be included. This sign could read, “Danger! Electrical Power Lines Overhead.”
- Ensure equipment operator has been provided with written notification of the electrical hazard prior to beginning work;
- Ensure there is a sign warning of the hazard that is visible to the operator at the operator’s station. This may come as a sticker with the machine, however it must be checked for legibility;
- Before the operator starts work, ensure that the employer of the equipment operator provides and explains the procedures to the equipment operator; and

- A competent worker must be designated as a signaller to warn the operator when any part of the equipment, load, or hoist line may approach the minimum distance.

The signaller must then be in full view of the operator and have a clear view of both the equipment and conductor.

In order to prevent an incident or accident resulting from contact with an overhead power line, the first line of defence is to properly prepare for work that must be completed. If possible, power lines may be able to be moved, insulated, or de-energized. The local utility must be contacted in any of these circumstances, and may provide this service.

It is important to identify the voltage of the service by checking markings on the utility pole and calling the utility.

Emergency Procedure for Contact Between Equipment and Overhead Power lines

In the event of contact between equipment and overhead power lines:

- Stay on Equipment. Do not touch equipment and the ground at the same time. Touching anything in contact with the ground can be fatal. Stay on the equipment unless forced off because of a life-threatening hazard such as fire.
- Keep Others Away. Warn everyone not to touch the equipment or its load. That includes buckets, outriggers, load lines, and any other part of the machine. Beware of time- delayed relays. After line damage trips a breaker, relays may still try to restore power. They may reset automatically two or three times;
- Break Contact. If possible, break contact by moving the equipment clear of the wires. This may not be feasible where contact has welded conductors to equipment, the hoist line, or the load;
- Call the Local Utility. Get someone to call the local utility for help. Stay on the equipment until the utility shuts down the line, and CONFIRMS that power is off. Report incidents of power line contact so that the utility can check for damage that could cause the line to fail later;
- Jump clear. If forced to leave the equipment, jump carefully off the equipment onto the ground landing only on your feet, with your feet together. Touching the equipment and the ground at the same time can be fatal. Touching the ground at different points can also be fatal. Shuffle slowly away from the equipment using very small steps to minimize the contact area with the ground;
- Report the contact. Under the Act and Regulations, if accidental contact with an energized power line carrying 750 v or more occurs, it must be reported in written notice to the Electrical Safety Authority, Ministry of Labour, JHSA (if any) or health and safety representative, and the trade union. This must be done whether or not any injury occurred. An incident report must also be filled out and kept at

the job site.

Housekeeping

Purpose

To ensure that a high standard of housekeeping is maintained by KGS Environmental Group at all projects.

General

It is everyone's responsibility to maintain a high standard of site cleanliness, which means disposing of waste, picking up debris and cleaning up trash daily. Ensure that hoses, cables and duct work are run as straight and orderly as possible to prevent tripping hazards and keeping walkways and access routes as free as possible.

Never allow equipment to block fire routes or electrical panels.

If you use it - Return it

If you break it - Tag it

If you spill it – Clean it up

If you use it - Maintain it

Remember --- Mom does not work here! An orderly clean site is a safe site

Elevated Work Platforms

(Safe Work Practices)

An elevating work platform should only be operated by a worker who has been instructed in the machine's operation.

Inspection is to be done on a daily basis, as per manufacturer's instructions.

All workers on an elevating work platform are to wear a harness and lanyard at all times.

Elevating work platforms are only to be used on working surfaces for which the machine was designed.

Elevating work platforms are to be used up to but not exceeding the maximum rated working loads. All loading is to be evenly distributed.

No overhanging load is to be lifted on an elevating work platform.

All equipment is to have alarms and emergency controls.

When an elevating work platform is used to lift materials, ensure that the materials are firmly secured to the platform.

Do not place makeshift platforms, such as boxes, or access equipment, such as ladders and scaffolds, on an elevating work platform to gain access to areas above.

An elevating work platform shall not be driven in a raised position.

The platform on an elevating work platform shall not be extended by any means other than an extension device from the manufacturer.

Planks or similar platform materials shall not be used to bridge a gap between elevating work platform and other work areas.

Elevating work platforms shall not be used in high wind conditions.

Elevating work platforms shall not be used for pulling, pushing and/or dragging materials.

Employee Acknowledgement

Date: _____

I _____ have reviewed the KGS Environmental Group
Safety Manual
(Print Name)

I agree to work in compliance with the standards of care as outlined. I understand that working in a safe manner is a condition of employment.

I also agree to report any unsafe conditions or workplace accidents immediately to my foreman/supervisor or a representative of the KGS Environmental Group management team.

Name: _____ Witness: _____
(signature) (signature)

Subcontractor Policy

All subcontractors utilized on KGS Environmental Group projects will submit documentation verifying the following:

- Good standing with the WSIB (Valid Clearance Certificate);
- Current valid insurance coverages;
- Signed Subcontractor Policy; and
- Copies of relevant and valid training records/certifications for workers who will be on the job site.

In addition, subcontractors working for KGS Environmental Group at any work site, prior to starting work, shall complete a pre job hazard assessment which identifies all hazards and potential hazards and the actions taken to control them. KGS Environmental Group may require the submission of a formal “Safety Plan” for any more formal project. This requirement will be outlined in the purchase order, or formal subcontract agreement. The “Safety Plan” shall include applicable policies, hazard assessment(s), communications, and an emergency plan.

While working for KGS Environmental Group on a project, the subcontractor shall participate in any site safety meetings and play an active role as a member of the work site safety committee (if applicable).

Subcontractors shall conform to all KGS Environmental Group policies including, but not limited to, PPE, Drugs and Alcohol and General Rules & Discipline.

KGS Environmental Group project representative will be provided with documentation to verify the ongoing activity related to health and safety as dictated by corporate policy and the nature and complexity of the project.

Acknowledged by: _____
Print and Sign

Company Name: _____

Date: _____

Management Review Policy

In order to ensure that our policies and procedures are relevant to the nature of our business and to satisfy the ever-changing legislation – it is necessary to complete a management review once per year. This review will be performed during the off season, in January and February. Each year, KGS Environmental Group will form a list of items that we need to address, perhaps a policy which needs to be updated/amended, or a work practice for which a better, safer alternative has been found.

These will be changed, or put into place however it is necessary for the changes to be followed through. That is why it is important for us to perform regular audits of our health and safety inspection reports (both supervisory and for the health and safety representative). Goals for the year will also be made in order to keep focused on the fact that no matter how good past performance has been, the efforts must be maintained to be able to achieve safety excellence on an on-going basis.

The following list will be taken into consideration while preparing the annual review of this manual:

- Industry best practices;
- The OHSA and Construction Regulations;
- Regulation 833 – Regulation respecting Control to Exposure to Biological or Chemical Agents – made under the OHSA;
- Inspection Reports from job sites and the main shop;
- Industry statistics;
- Any incidents, injuries, accidents, or near misses;
- Ministry of Labour Orders

All reviews will be done on the Health and Safety Management Review form, which can be found in the management review file.