TRIUNE
CONSTRUCTION GROUP

2023-2024

Occupational Safety and Health Plan Construction

TRIUNE
CONSTRUCTION GROUP

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1.0 HEALTH, SAFETY & ENVIRONMENT POLICY

1.1 Policy

Triune Construction Group is committed to ensuring the health, safety and welfare of all their employees, employees, contractors and/or sub-contractors, customers, and visitors to their sites. It is also committed to maintaining pollution-free operating practices and to comply with any relevant standards and guidelines.

All levels of employees, contractors and/or sub-contractors are to acquaint themselves fully with the contents of this policy statement to ensure compliance within their area of responsibility.

Triune Construction Group's Occupational Health and Safety Program is the guide to safe operation and pollution prevention for all Triune Construction Group company locations. This Occupational Health & Safety Program and applicable policies and procedures conform to the OSHA State Regulations & Guidelines and the US Environmental Protection Agency.

1.2 Objectives

The Triune Construction Group intends to provide a safe workplace by:

- Developing a comprehensive occupational health, safety, environment and welfare program;
- Assigning responsibility to all levels of management for compliance with all aspects of this program;
- Continuously identifying hazards in the workplace and either eliminating them or reducing the risk associated with them;
- Providing appropriate training, instruction and education to all employees, contractors and/or sub-contractors; and
- Enforcing this policy equally among employees, contractors and/or sub-contractors, customers and visitors.

1.3 Responsibilities

All employees, contractors and/or sub-contractors have a duty to maintain vigilance and foresight in identifying and correcting hazards to health, safety or the environment. When necessary, they are to contact their Supervisor to take the appropriate steps to eliminate or reduce mitigate hazards at work. The Joint Health and Safety Committee and/or Safety Representative including Management will be contacted where doubt or uncertainty may exist with respect to appropriate actions to be taken.

All employees, contractors and/or sub-contractors have a regulatory duty to take reasonable care of themselves and others that may be affected by their acts or omissions. They are expected to know and comply with the requirements of this policy and the health and safety policies and procedures that specifically apply to any worksite and/or department.

1.4 Commitment Statement

By placing my signature below, I personally endorse this policy and expect that all employees, contractors and/or sub-contractors have the same high level of commitment that I do to the health, safety and welfare of our employees, contractors and/or sub-contractors, contractors, customers, visitors, our clients and the general public at large to the protection of the environment affected by our operating procedures.

_____ _____

Signature: Manager of Triune Construction Group Date Signed

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2.0 RIGHTS AND RESPONSIBILITIES POLICY

2.1 Policy

Triune Construction Group is committed to ensuring the health and safety of all their employees, contractors and/or sub-contractors and visitors to their sites. All levels of employees, contractors and/or sub-contractors have certain responsibilities when it comes to ensuring the health, safety and welfare of themselves and their fellow employees, contractors and/or sub-contractors.

2.2 Employer Responsibilities

1. Provide a safe and healthy workplace;
2. Develop, initiate and maintain a comprehensive Occupational Health and Safety Program;
3. Appoint company Joint Health and Safety Committee and/or Safety Representative members;
4. Ensure that regular safety inspections are conducted and appropriate follow up action is taken as necessary to correct all unsafe conditions;
5. Ensure accident/incident investigations are conducted and appropriate follow up action is taken as necessary to correct all unsafe conditions;
6. Ensure all employees, contractors and/or sub-contractors are adequately trained and educated in all company safe work procedures, safe operating procedures and policies;
7. Ensure that regular management and safety meetings are held;
8. Provide personal protective equipment and conduct training in the use and maintenance of such equipment;
9. Maintain safety records, documents and statistics; and
10. Provide First Aid and its facilities.

2.3 Supervisor Responsibilities

1. Ensure that all new employees, contractors and/or sub-contractors receive a safety orientation when they start employment with Triune Construction Group;
2. Ensure compliance by all employees, contractors and/or sub-contractors and outside contractors under their supervision with the company's safe work procedures, safe operating procedures and policies;
3. Ensure that all employees, contractors and/or sub-contractors under their supervision are adequately trained and are properly instructed in the safe performance of their tasks;
4. Conduct regular departmental safety inspections of their areas including both equipment and work practices;
5. Investigate all accidents and/or incidents involving their employees, contractors and/or sub-contractors and complete the Triune Construction Group Accident Investigation Report – taking whatever corrective action is necessary to prevent future similar accidents; and
6. Investigate and correct any alleged unsafe conditions in their area and ensure that proper follow-up action is taken.

2.4 Employee Responsibilities

1. Learn, follow and comply with all company safe work procedures, safe operating procedures and policies;
2. Comply with State OHS Regulation, Employee, contractor and/or sub-contractors OSH State Regulations and US Environmental Protection Agency;
3. Report any unsafe conditions to their Supervisor immediately;
4. Participate and make recommendations in correcting unsafe conditions and the overall health and safety program;
5. Ensure personal protective equipment is properly used where required; and
6. Report any injury to the First Aid Department and/or their Supervisor immediately.

2.5 Contractors and Sub-contractors Responsibilities

Each contractor shall take reasonable care to protect his employee, contractor and/or sub-contractor's health and safety as well as the health and safety of other employee, contractor and/or sub-contractors who may be affected by his/her acts or omissions. The basic responsibilities include, but are not limited to, the following:

1. Planning work with health and safety considerations;
2. Following a health and safety program that is structured to meet the needs of the job site as well as the pertinent Legislation;
3. Participating in the site safety systems;
4. Co-operating with the site personnel and other contractors in all matters of health and safety;
5. Advising the appropriate site personnel of all health and safety matters which may impact on the operation of the site (includes incidents and hazards);
6. Conducting regular inspections of their work area while on site;
7. Conducting an investigation in the event of an incident and to provide site personnel with a copy of the investigation report;
8. Holding regular structured tail board meetings with employee, contractor and/or sub-contractors on site in addition to pre-job meetings as needed;
9. Understanding and following the Emergency Response Plan;
10. Participating in site processes such as emergency drills;
11. Promoting health and safety at all times while on site;
12. Conducting safety orientations with company employees, contractors and/or sub-contractors; and
13. Maintain safety program certification requirements and audit standards required by industry or association.

2.6 Visitors Responsibilities

1. Report to the office prior to accessing any worksite;
2. Do not proceed until you have been orientated and have been given permission to do so;
3. Follow orientation guidelines and rules;
4. Obey all warning and instructional signs;
5. Do not enter restricted areas;
6. Where applicable, wear proper personal protective equipment; and

7. Report any unsafe conditions or incidents to project personnel.

3.0 HAZARD AND RISK MANAGEMENT POLICY

3.1 Policy

The management of Triune Construction Group is responsible for developing a system of risk management that is based on the process of hazard identification, evaluation and control. The hazard identification and risk management process must be clearly understood by all company employees, contractors and/or sub-contractors and the company is committed to providing training and instruction in this discipline.

3.2 Process

The hazard and risk management system is based on the following criteria:

a. An inspection program that assesses company worksites, work methods and practices, structures and equipment and contractor operations in accordance with regulatory requirements.
b. A hazard communication process where hazards that are identified are communicated to affected parties.
c. Development of a risk assessment and rating process for identified hazards and implementing control measures based on the associated risks.
d. Assigning responsibilities for taking corrective action.

3.3 Responsibilities

Triune Construction Group will provide training, instruction and support to company employees, contractors and/or sub-contractors involved in the hazard identification and risk management process. Provide direction and support in the development of inspectional criteria, equipment maintenance processes and documentation requirements.

Supervisors

Implement the hazard identification and risk management process. Assist with the development of the inspectional program that covers all workplaces, equipment, vehicles, buildings, tools and work methods.

Employee, contractor and/or sub-contractors

Participate in the hazard identification process during pre-work and regular work activities. Implement control measures and communicate the action taken with supervisors. Document the hazards identified and the action taken. Follow established safe work procedures and instructions.

3.4 Definitions

"Hazard" is defined as any source having the ability to cause harm or damage or a situation that has the potential to cause harm or damage.

"Risk" is a measurement of the possibility and potential severity of a loss from occurring. The challenge is to minimize the risk of a hazard from becoming more severe and subsequently causing major injury, disease or property damage. Putting "controls" in place does this.

"Controls" are practices, procedures and standards, which a company and ultimately a employee, contractor and/or sub-contractor use to prevent incidents from occurring or to limit the amount of harm or damage that occurs when an incident happens.

3.5 Risk Control

There are 3 steps involved in risk control:

1. Recognize the Hazard – identify hazards with a particular job or worksite.
2. Evaluate the hazard or situation –what controls could eliminate or reduce the risk?
3. Control the Hazard – plan, implement and evaluate control measures that provide the greatest protection to employee, contractor and/or sub-contractors.

3.6 Types of Controls

There are four types of controls that are commonly used to minimize risk:

1. Eliminate the hazard.
2. "Engineering" controls provide the highest level of hazard control and are considered the best methods because it involves the removal of the hazard through the use or substitution of engineered machinery or equipment. The installation of seat belts on mobile equipment is an example of this.
3. "Administrative**"** controls include safe work procedures, processes, methods or instructions that are developed and implemented to ensure employee, contractor and/or sub-contractor safety.
4. "Personal Protective Equipment" is the most common and accessible kind of control and involves direct protection of the employee, contractor and/or sub-contractor. It is the last line of defense in the hierarchy of controls.

3.7 Risk Rating and Ranking

Hazards identified at the worksite must be evaluated as to the degree of risk associated with the unsafe work condition or practice. Triune Construction Group will utilize the risk ranking method of "A, B, C" where:

a. "A" identifies an imminent hazard that requires corrective action immediately.

b. "B" identifies a hazardous condition or practice, which is not imminently dangerous but requires corrective action without delay.

c. "C" identifies a low hazard situation or practice that requires documenting and tracking as to corrective action.

4.0 WORKPLACE INSPECTIONS POLICY

4.1 Purpose

Triune Construction Group shall ensure that regular safety inspections are conducted for all areas of the workplace, including buildings, structures, grounds, tools, equipment, machinery, and work methods and practices; at intervals that will prevent the development of unsafe working conditions.

Regular safety inspections of the workplace are intended to:

a. Identify conditions and unsafe acts with the potential to cause injury or disease;
b. Determine necessary corrective measures; and
c. Prevent unsafe work conditions from developing.

4.2 Policy

1. Any unsafe or harmful condition must be reported to the Supervisor immediately and remedied without delay.

2. A workplace safety inspection can be conducted by the Supervisor, Joint Health and Safety Committee and/or Safety Representative members and/or employees, contractors and/or sub-contractors that are familiar with the work process.

3. Employees, contractors and/or sub-contractors shall be adequately trained and educated to inspect their machinery, tools, and equipment regularly, following the manufacturer's recommendations and the OSHA Regulations.

4. A visual workplace inspection of tools, machinery and equipment must be conducted on a **daily basis** depending on the work process and the type of hazard(s) involved and/or might develop.

5. A workplace inspection of buildings, structures and grounds must be conducted on a **monthly basis** depending on the work process and the type of hazard(s) involved and/or might develop. Findings of all inspections must be recorded on the **Triune Construction Group Safety Inspection Checklist Form**. The Safety Inspection Checklist forms must be kept and filed for due diligence purposes.

6. A copy of all safety inspection records shall be made available to Supervisor, Joint Health and Safety Committee and/or Safety Representative members and as well as to all Triune Construction Group employees, contractors and/or sub-contractors, where it is easily accessible, by posting the findings on the company safety bulletin board throughout the various sites.

7. Information obtained through inspections must be reviewed by Management and decisions shall be taken as soon as possible as to the corrective action required.

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5.0 SAFE WORK PROCEDURES POLICY

5.1 Purpose

Triune Construction Group has established written Safe Work Procedures in place for addressing significant hazards or for dealing with circumstances that may present other significant risks and liabilities when conducting on the job duties.

Safe work procedures are generally written methods or guidelines outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

5.2 Policy

1. All safe work procedures will be kept in a designated location at each Triune Construction Group worksite location(s) to ensure Safe Work Procedures are easily accessible to all employees, contractors and/or sub-contractors at any time.

2. All Triune Construction Group employees, contractors and/or sub-contractors will be trained in the contents of and have access to the Safe Work Procedures at all times. Safe Work Procedures can also be posted in the area where the work activity occurs.

3. All Safe Work Procedures will be developed in consultation with Management, the Joint Health and Safety Committee and/or Safety Representative and employees, contractors and/or sub-contractors who conduct the assigned task.

4. Safe Work Procedures shall be reviewed whenever a job duty or function changes, new equipment is introduced, or employee, contractor and/or sub-contractors return after an extended period of absence.

5. In addition, Safe Work Procedures may need to be adjusted as the result of recommendations from a workplace safety inspection or from an investigation into an accident.

6.0 ACCIDENT – INCIDENT INVESTIGATIONS POLICY

6.1 Purpose

The purpose of this policy and investigating accidents and incidents is to prevent a recurrence of the hazardous condition causing the event. This policy presents a practicable approach to investigating workplace accidents and incidents by emphasizing how to find the root cause(s), conduct an investigation, and make effective recommendations to prevent similar occurrences from ever happening again.

Triune Construction Group will investigate serious accidents as well as any incidents that:

- Result in an injury or illness to an employee, contractor and/or sub-contractor requiring medical treatment;
- Did not involve injury or illness to an employee, contractor and/or sub-contractor, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury or illness to a employee, contractor and/or sub-contractor;
- Occur resulting in loss or damage sustained to material, equipment or property.

Accident and Incidents in the workplace will be investigated for the following purposes:

- To fulfill legal requirements;
- Determine the cause of accidents and incidents;
- To ascertain compliance with applicable safety regulations;
- To determine the cost of an accident, and
- To determine what happened and why, so the steps can be taken to prevent a recurrence.

6.2 Definitions

"Accident" means an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

"Incident" means an unexpected event that did not cause injury or damage this time but had the potential. "Near miss" and "dangerous occurrence" are also terms for an event that could have caused harm but did not.

6.3 Policy

1. The Supervisor, employees, contractors and/or sub-contractors and/or the Joint Health and Safety Committee and/or Safety Representative members with appropriate training in conducting accident investigations must complete an accident / incident investigation.

2. The following steps shall be taken to adequately complete an incident investigation:

    a. Report the accident and/or incident occurrence to the Supervisor immediately;

b. Provide first aid and medical care to injured person(s) and prevent further injuries or damage;

c. Investigate the accident / incident;

d. Identify the causes of the accident / incident;

e. Report the findings of the investigation;

f. Develop a plan and recommendations for corrective action;

g. Implement the plan and recommendations for corrective action;

h. Evaluate the effectiveness of the corrective action; and

i. Make changes for continuous improvement.

1. The personnel conducting the investigation must prepare and complete a Triune Construction Group Accident & Incident Investigation Report.

2. The incident report must include the following information:

   a. The place, date, and time of the accident/incident;

   b. The names and job titles of persons involved and/or injured in the accident/incident;

   c. The names of witnesses;

   d. A brief description of the accident/incident;

   e. A statement of the sequence of events that led up to the accident/incident;

   f. Identification of any unsafe conditions, acts, or procedures that contributed to the accident/incident;

   g. Recommended corrective actions to prevent similar accidents/incidents;

   h. The name of persons who investigated the accident/incident

3. The Supervisor, Management team, Safety Representative and/or members of the Joint Health & Safety Committee shall implement recommendations for corrective action immediately.

4. Management shall review and evaluate the Triune Construction Group Incident Investigation Report.

6.4 Accident Investigation Procedures

Use the following list as guidelines for all accident investigations:

1. Conduct the accident investigation at the exact site of the injury as soon after the injury as safely possible. (TAKE PICTURES OF ACCIDENT SCENE).

2. Ask the employee involved in the accident and any witnesses, in separate interviews, to tell you in their own words exactly what happened. Do not interrupt or ask for more details at this time, just let the employee describe it in his or her own style. Have the employee write down what happened. If the employee does not speak English, let him/her write down the description in his/her native language.

3. Repeat the employee's version of the event back to him/her and allow him to make any corrections or additions.

4. After the employee has given his/her description of the event, ask appropriate questions that focus on causes.

5. When finished, remind the employee the investigation was to determine the cause and possible corrective action that can eliminate the cause(s) of the accident and provide a safer work site for all workers.

6. The Accident Investigation Report is to be used for:

    a. Tracking and reporting injuries on a monthly basis.
    b. Grouping injuries by type, cause, body part affected, time of day, and process involved.
    c. Determining if any trends in injury occurrence exist and graph those trends if possible.
    d. Identifying any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents.
    e. Discussing with the safety team and superiors the possible solutions to the problems identified.
    f. Proceeding with improvements to reduce the likelihood of future injuries

Thorough accident investigations will help Triune Construction Group determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents at work sites.

6.5 Injury/Medical Issues

1. If any accident, at the work site, or in a vehicle in the course of work, results in injury or illness requiring hospitalization of three or more employees or a FATALITY of one or more employee, Triune Construction Group will report the incident within eight hours by phone or in person to the nearest OHA office.

2. If an injured person is taken to a doctor, a statement from the doctor should be attached to the Accident Report form.

3. Employees with work site injuries resulting in time off work are put in the Company's Return-to-Work Program (see that program's requirements) to facilitate their full recovery and resumption of original work.

4. Weekly compensation for work site injuries or illnesses requiring time off work, as indicated by law, applies after the third day of wage loss. (Sundays are not included in the waiting period, unless Sunday is a normal workday.)

5. If the disability continues for more than seven calendar days, workers' compensation goes back to day one.

6. On the day of injury, Triune Construction Group will cover the time loss due to doctor and/or emergency room visits or inability to work, in accordance with Union standards.

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7.0 MANAGEMENT MEETINGS POLICY

7.1 Purpose

1. For Managers and Supervisors to establish safety as a priority, they need to demonstrate their commitment to it. A formal Occupational Health and Safety Program requires Management Meetings to be held on a regular basis and to review health and safety initiatives and incident trends.

2. Management meetings are to be used to:

    a. Review existing and approve newly developed policies and procedures;
    b. Review feedback from employee, contractor and/or sub-contractors;
    c. Consider reports and other information provided by the Joint Health and Safety Committee/Safety Representative;
    d. Address questions or concerns brought directly to management;
    e. Review reports and other information about health and safety issues and concerns in the workplace; and
    f. Discuss general information about workplace injury and disease prevention, to improve the existing Occupational Health and Safety Program.

3. Recommendations for action from the company Joint Health and Safety Committee and/or Safety Representative should be considered and acted upon by:

    a. Developing an action plan for implementing the recommendation, or
    b. Suggesting an acceptable alternative.

7.2 Policy

1. Triune Construction Group will conduct management meetings on a monthly basis.

2. The management meeting shall consider whether any patterns or trends in the workplace show a need for greater attention to specific hazards.

3. Management decisions and activities on health and safety matters shall be communicated to all levels of Supervisors.

4. Triune Construction Group (management meetings) will also ensure when specific aspects of the health and safety program will be reviewed annually.

8.0 EMPLOYEE COMMUNICATIONS SYSTEM POLICY

8.1 Policy

Triune Construction Group management recognizes that effective communication is an essential component of their health and safety management system. A variety of avenues will be used to ensure employees, contractors and/or sub-contractors receive and understand critical information necessary to ensure their safety.

8.2 Safety Information Board

1. Appropriate safety documents and information will be posted on a safety information board which will be easily accessible by employees, contractors and/or sub-contractors and discussed in meetings.

2. Documents and information may include:

    a. Emergency response information and call numbers
    b. Safety meeting minutes
    c. Current concerns or hazards arising from work
    d. First aid updates and other safety stats
    e. Road information for personal travel
    f. Summary information from incident investigations
    g. Feedback and resolutions to reported hazards or near misses
    h. Inspection reports
    i. Relative industry information

8.3 Radio Use

Radios may be used to convey critical information that may be essential for imminent safety concerns. Non-imminent concerns should be conveyed using other effective methods.

8.4 Safety Meetings

Triune Construction Group is committed to mandatory office monthly safety meetings to discuss any issues or concerns, near miss's or experiences that the employees, contractors and/or sub-contractors would like to share. As well there will be a monthly topic to be discussed and reviewed.

8.5 Crew Tail Board Talks

Tailboard meetings will be held on a daily basis at project worksites to discuss scope of work, hazards associated with that work and control measures. Records will be maintained of these meetings.

8.6 Safety Alerts / Notice to Contractors

1. Safety alerts may be issued as a means of communication to employees, contractors and/or sub-contractors of potentially hazardous situations or as a means of lessons learned from incidents on site or from similar industrial settings.

2. These notices will be circulated to contractors by email and hard copy and will be reviewed at tail board meetings.

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9.0 RECORDS AND STATISTICS POLICY

9.1 Purpose

The purpose of this policy is to ensure that Triune Construction Group maintains all records and statistics to ensure the Occupational Health and Safety Program is maintained and measured on a constant basis.

The table below outlines some ways Triune Construction Group can use data from incidents for statistical analysis:

Type of Incidents	Types of Data	Statistical Analysis
• Near Misses • First Aid Only • Health Care Only • Time-Loss Injury	• Number of Incidents • Frequency of Incidents • Number of Injuries • Types of Injuries • Number of Days Lost	• Compare Monthly and Annual Results • Compare Type of Work Activity • Compare Shifts • Compare Employee, contractor and/or sub-contractor Experience and Training

9.2 Policy

1. The management team at Triune Construction Group will maintain records and statistics concerning health and safety for the company.

2. The major reason for maintaining records and statistics is to collect data for detailed analysis of accidents, incidents, and illnesses in order to eliminate causes by finding specific problem areas and taking appropriate follow-up action.

3. Records and statistics will be used as a means to measure the success of the Triune Construction Group Occupational Health and Safety program, as well as to provide feedback to all levels of contractors.

4. Where records indicate that a problem exists, management is expected to consult with the relevant supervisor to ensure that timely corrective action is planned and implemented.

5. Records and statistics should include, but not be limited to:

    a. Supervisor's Investigation and Record of Incident
    b. OSHA LOG (form 300)
    c. Self-Inspections
    d. Log of Tool Box Talks (include names and signatures of employees present)

e. Equipment Preventive Maintenance
f. Hazard Communication Compliance Plan
g. Safety Data Sheets
h. Chemical Inventory List
i. Minutes of Safety Committee Meetings
j. OSH Training Requirements Records
k. Poster Explaining Employee Rights
l. Accident Forms - Medical Records
m. Corporate Safety Program
n. Emergency Phone Number List

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10.0 INSTRUCTION AND SUPERVISION POLICY

10.1 Instruction and Supervision: Purpose

1. Young and new employees, employee, contractor and/or sub-contractors need special attention because they are at more risk of injury than their older or more experienced counterparts.

2. It is Triune Construction Group's responsibility to ensure that every employee, contractor and/or sub-contractor receives adequate education and training (instruction) to do their work safely.

3. All employees, contractors and/or sub-contractors must strictly adhere to the contents and provisions of Triune Construction Group's Occupational Health & Safety Program and OSHA State Regulations and all other applicable regulations.

10.2 Policy

1. Triune Construction Group shall provide training and orientation to all new and young employee, contractor and/or sub-contractors (an employee, contractor and/or sub-contractor 25 years of age, or younger):

    a. Before they start work; or
    b. When they come from another work location; or
    c. When there's been a change in the workplace that could affect their wellbeing.

2. All Triune Construction Group employees, contractors and/or sub-contractors, including new and young employees, contractors and/or sub-contractors, will be given a safety orientation by their Supervisor immediately upon hiring.

3. Triune Construction Group will make sure the new or young employee, contractor and/or sub-contractor understands the training by asking questions about specific procedures or general requirements and by constant observation.

4. All new and young employee, contractor and/or sub-contractor education, training and orientations must be recorded on the **Triune Construction Group Training Record Form and the New & Young Employee, contractor and/or sub-contractor Orientation Form**.

5. All education, training and orientation records shall be maintained for each employee, contractor and/or sub-contractor, listing topics covered and date of education or training

10.3 Hazard Reporting

1. If safe to do so rectify or remove any hazard(s) or unsafe condition(s) immediately. Examples of these hazards can be from tripping, slipping, and/or blocked access or egress. Ensure the hazard being rectified can be done so in a safe manner, where the health and safety of an employee(s) is not at risk.

2. If the hazard, unsafe condition and/or unsafe behavior is not rectifiable in a safe manner, the hazard should be reported to their Supervisor immediately and/or the company Joint Health and Safety Committee/Safety Representative.

3. If a hazard is IDLH (immediately dangerous to life or health) ensure your own safety and secure the area until the Supervisor has been contacted and measures have been taken to rectify the hazard.

4. Hazards, unsafe conditions and/or unsafe behaviors can be reported to their Supervisor verbally or by filling out the **Triune Construction Group Incident Investigation Report** form and forwarding to their Supervisor.

5. This policy does not preclude employees, contractors and/or sub-contractors from exercising their right to refuse unsafe work as mentioned in 'right to refuse unsafe work' Triune Construction Group policy and the OSHA State Regulations.

10.4 Supervisor Responsibility

1. The Supervisor must ensure that all hazard reports are responded to and investigated immediately.

2. Ensure work does not presume until the hazard is controlled and rectified and no longer presents an unacceptable risk to the health and safety of employees, contractors and/or sub-contractors.

3. Ensure all applicable sections of the Triune Construction Group Incident Investigation Form are filled out.

4. All hazard reports and incident investigation reports will be reviewed and discussed at the monthly Joint Occupational Health and Safety Committee meetings.

10.5 Right to Refuse Unsafe Work

1. The purpose of this policy is to ensure that every Triune Construction Group employee has the right to refuse work if he or she feels it is unsafe.

2. Triune Construction Group will continue to maintain a safe work environment for its employees, contractors and/or sub-contractors in order to prevent occupational injuries and illnesses.

3. All Triune Construction Group employees, contractors and/or sub-contractors are responsible for complying with Triune Construction Group's Occupational Health & Safety Program and OSHA State Regulations.

10.6 Work Refusal Policy

1. An employee must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance, or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.

2. An employee who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.

3. The supervisor and/or management must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.

4. If the investigation and remedy procedure does not solve the matter and the employee, contractor and/or sub-contractor continues to refuse to carry out the work process, the supervisor and/or management must investigate the matter in the presence of the employee, contractor and/or sub-contractor who made the report and in the presence of the company Joint Health and Safety Committee/Safety Representative

5. Further remedies will be made available if this procedure is unsatisfactory and does not remedy the unsafe condition.

6. Under this policy, no employee will be subjected to disciplinary action.

10.7 Workplace Health and Safety Rules

1. The following health and safety rules must be adhered to at all times.

2. Please ask your Supervisor if you are unsure or don't understand any of the written rules or other policies and procedures as per the Triune Construction Group Health and Safety program.

Triune Construction Group OHS Policy

1. All employees, contractors and/or sub-contractors must familiarize themselves with the contents of this policy and acknowledge receipt of this policy prior to starting their employment.

2. Violating safety laws and/or guidelines will be considered a major rule violation and can result in disciplinary action, up to and including discharge.

3. Use common sense when it comes to health and safety. If you are unsure of the proper procedure or the safety hazards, please ask for assistance and/or instructions from your Supervisor.

Safety Representatives

1. The names of all safety reps, their contact information and their work locations are outlined and informed to all workers.

Supervisor(s) Contact Information

1. Your supervisors name and contact information will be given to you during your initial orientation session.

2. Please keep this contact information with you at all times.

3. Please ask your Supervisor if you are unsure or don't understand any of the written rules or other OHS related policies and procedures as per the Triune Construction Group Occupational Health and Safety program.

Emergency Contact Information

1. Fire Station: 911
2. Ambulance: 911
3. Police: 911
4. Emergency: 911
5. Poison Control Center: 1-800-222-1222

Globally Harmonized System (GLOBALLY HARMONIZED SYSTEM)

Do not use or work in the near vicinity of any chemicals (hazardous products) on site, unless you have been trained in the GLOBALLY HARMONIZED SYSTEM.

Safety Data Sheets

1. The Safety Data Sheets binders shall be located in a vicinity where it is easily accessible to all employees.

2. Please ask your Supervisor for assistance if not sure on how to find the correct SDS for your assigned task or the chemical you will be working with (ensuring you have already been trained in the GLOBALLY HARMONIZED SYSTEM).

First Aid Procedures

1. All employees, contractors and/or sub-contractors must report all work related injuries, regardless of their severity, immediately to their Supervisor and/or first aid attendant.

2. Employees, contractors and/or sub-contractors who are injured on the job must report all injuries on the day of the incident regardless of the severity.

3. Location of first aid facilities and how to summon first aid procedures will be educated to you during the orientation session.

4. A certified first aid attendant must be present on site at all times when work is commencing.

Eye Wash Stations

1. You will be educated in the use and location of each eye wash station in the workplace.

2. Emergency eyewash stations provide on-the-spot decontamination. They allow employee, contractor and/or sub-contractors to flush away hazardous substances that can cause injury.

3. Ask for assistance at all times.

Emergency Evacuation Procedures

In the event of an **EMERGENCY**, all employees, contractors and/or sub-contractors will adhere to the following procedure:

1. Do not stop for valuables or to get a coat.

2. If safe to do so, shut off all electrical tools or machinery.

3. If safe to do so, alert others around you.

4. Leave the building using the nearest **EXIT** point closest to you.

5. When evacuating always **WALK**; never run.

6. Once outside, move away from the building and head directly towards the muster station (assembly point). Your Supervisor will show you the location of the Muster Station during the orientation.

7. **DO NOT LEAVE** the muster station (assembly area) and **DO NOT ENTER** back into the building for any reason.

8. Once at the muster station, the Emergency Response Coordinator (ERC) will count heads and account for all employees, contractors and/or sub-contractors including any customers or visitors.

<u>The Emergency Response Coordinator (ERC) will advise if and when it is safe to re-enter any of the buildings.</u>

Muster Stations

You site Supervisor will show you the physical location of the muster station. Do not leave the muster station for any reason when an evacuation process is in engaged.

PPE - Eye/Face/Body/Feet Protection

1. All PPE being worn must be American National Standards Institute Approved (ANSI).

2. Always wear appropriate personal protective clothing and equipment at all times, where and when required.

3. The location of all PPE equipment will be shown to you during the orientation session.

4. Ensure you are trained in the safe usage of PPE prior to using. Ask your Supervisor if you are unsure on how to use or when to wear PPE.

Respiratory Protection

1. All employee, contractor and/or sub-contractors who are exposed to unhealthy air contaminants must wear proper ANSI or N.I.O.S.H. approved protective respiratory equipment.

2. Respiratory protection must be worn when exposed to the following air contaminants and/or breathing hazards:

   a) Particulate contaminants (dusts, fibers, mists, fumes, and airborne biological contaminants).
   b) Gas and vapour contaminants (i.e. fuel, solvents, degreasers or paint).
   c) Oxygen deficiency (air low in oxygen).
   d) Any of the above hazards in combination.

3. Employee, contractor and/or sub-contractors required to wear respiratory equipment must be clean-shaven where the respirator seals with the face.

4. Triune Construction Group will issue the proper respiratory protection for the task being performed and will provide each employee, contractor and/or sub-contractor with a fit test.

5. A proper fit test for respiratory protection must be conducted by your Supervisor. A fit test record will then be completed by the Supervisor and filed.

Hearing Protection

Hearing Protection must be worn when noise levels exceed levels of 85 dBA. All hearing protection signs must be adhered to all times.

Hazard Reporting

Hazards, unsafe conditions, near misses and/or unsafe behaviors must be reported to your Supervisor immediately, and prior to leaving work.

Warning Signs

1. Warning signs that identify potential injury hazards must be adhered at all times. No exceptions.

2. The Supervisor will go over all warning signs within the site at the time of the orientation.
3. If you do not understand the meaning of warning sign please ask your Supervisor immediately.

Housekeeping

1. Always maintain good housekeeping in your work area to avoid slips, trips and falls.

Tools, Machinery & Equipment

1. No hand-held or power tool shall be used for any purpose other than that intended.

2. All damaged or worn parts shall be reported to your Supervisor immediately and promptly repaired or replaced.

3. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer in place.

4. All electrical hand tools shall be grounded or double insulated.

5. Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.

Right to Refuse Unsafe Work

1. Under legislation you have the right to refuse unsafe work if you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.

2. An employee who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.

Right to Participate

1. All employees, contractors and/or sub-contractors have a right to take part in health and safety activities. For example, you can be chosen to be a health and Joint Health and Safety Committee and/or Safety Representative or a member of a committee.

2. You also have a right to report unsafe practices and conditions without worrying that you will be reprimanded (get in trouble).

Right to Know

1. All employees, contractors and/or sub-contractors have a right to know what hazards are present on the job, and how these hazards can affect them.

2. You will learn about the hazards during health and safety training sessions and through on-the-job instructions. For example, learning about chemical safety through the Globally Harmonized System – which is also part of the "right to know" system.

Safe Sharps Disposal

1. When a sharp is found in the workplace stay calm and follow this procedure.

2. If required, to ensure the safety of other employee's cordon off the area (with yellow or red caution tape) so no one else enters into a hazardous situation. This procedure will most likely only be used when multiple sharps need to be discarded at the same time.

3. Always wear puncture resistant gloves when handling used sharps/syringes.

4. Ensure a portable sharps container is present with you at all times. Always take the sharps container to the location of the sharp being disposed.

5. Before lifting the sharps container with your protected hands ensure the container is not cracked and ensure the lid is on tight.

6. Place the portable sharps container on a flat stable surface next to the sharp/needle.

7. Always use rubber/latex gloves or puncture resistant gloves and/or tongs to pick up the sharp/needle. Never use your bare hands to pick up the sharp/needle.

8. Place the sharp/needle in the sharps container, pointed end first, away from you.

9. Don't insert your fingers into the opening of the container, and keep your free hand out of the way.

10. Close the lid on the sharps container (if required) and place the container in a safe designated place.

11. Immediately wash your hands with soap and water after the sharp/syringe has been safely discarded.

No Smoking

1. Smoking is prohibited inside all Triune Construction Group buildings and/or parts of buildings.

2. All "No-Smoking" signs must be adhered to at all times, including various out-door locations around the site. You must be at least 25 feet away from all opening doors, windows and air vents.

Drug and Alcohol Use

1. Non-prescription drugs or alcohol will not be allowed on the job.

2. Any employee found to be in possession of, or under the influence of, drugs or alcohol will not be allowed to work and is liable to be subjected to immediate disciplinary action.

Violence in the Workplace

1. Any employee who has a reasonable cause to believe that he or she is at risk of injury from any form of intimidation, threat and/or act of violence will report to their supervisor immediately to resolve their concern.

2. Triune Construction Group will not tolerate any form of intimidation, threats and acts of violence at any time and will make every effort to prevent violence and threats of violence from occurring.

Bullying and Harassment

1. All Triune Construction Group employees, contractors and/or sub-contractors will not engage in the bullying and harassment of other employee, contractor and/or sub-contractors at anytime and must comply with this written policy at all times.

2. Triune Construction Group employees, contractors and/or sub-contractors will report to their Supervisor immediately either in person or in writing (i.e. hand written notes or email) if bullying and harassment is observed or experienced in the workplace.

Working Alone

1. Written procedures are to be present for checking the well-being of an employee working alone or in isolation.

2. A person must be designated to establish contact with the employee at predetermined intervals and the results must be recorded by the person. Method of contact, either verbal check-in or visual check must be determined.

3. In addition to checks at regular intervals, a check at the end of the work shift must be done.

4. The procedure for checking an employee's well-being, including time intervals between the checks, are to be developed in consultation with the joint committee or the employee, contractor and/or sub-contractor health and Joint Health and Safety Committee/Safety Representative, as applicable.

5. Identify one main person to be the contact, plus a backup.

6. Define under what circumstances the lone employee will check in and how often.

7. Stick to visual or call-in scheduled. Note contact in a log book.

8. Pick out a word to be used to identify or confirm that help is needed.

9. Develop an emergency action checklist to be followed if the lone employee does not check-on when he or she is supposed to.

10. Time intervals for checking an employee's well-being are to be developed in consultation with the employee, contractor and/or sub-contractor assigned to work alone or in isolation.
11. Employees, contractors and/or sub-contractors are to be trained in the written procedures.

Horseplay

1. Employees, contractors and/or sub-contractors must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

2. Running is not permitted anywhere, except in the case of extreme emergency.

Musculoskeletal Injuries (MSI)

1. MSI are defined as soft tissue injuries include muscles, tendons, and ligaments. It is important to recognize early signs or symptoms of MSI so treatment can be started right away.

2. A sign can be observed, such as swelling, redness or difficulty moving.

3. A symptom can be felt but cannot be observed, such as numbness, tingling or pain. Report these symptoms to your supervisor and first aid attendant.

Back Safety – Heavy Lifting

1. Always seek assistance or use mechanical lifting devices when attempting to lift heavy material or objects.

2. Avoid awkward positions and always lift with the legs, not your back. Your back is very susceptible to injury in a bent position.

Yellow Caution Tape / Red Danger Tape

1. Caution tape has yellow as the predominant background color with the words "CAUTION" all along the tape. This tape is used to warn against potential hazards inside the area that is barricaded off. Only after clearly understanding what the hazards are should anyone cross through or go into an area that has been caution tape barricaded off. Never remove any caution tape or tags without the permission from an authorized member of the crew who is responsible for work being done within the caution taped off area.

2. Danger tape has red as the predominant background color with the words "DANGER" all along the tape. This tape is to be used only where an immediate hazard exists inside the area that is barricaded off. Only with permission from an authorized member of the crew who is responsible for work being done within the danger taped off area, is anyone allowed to cross through or enter a danger taped off area. Never remove any danger tape or tags without the permission of an authorized member of the crew who is responsible for work being done within the danger taped off area. Never go into a danger taped off area without permission.

11.0 NO SMOKING POLICY

11.1 Purpose

Triune Construction Group is committed to providing a healthy, comfortable and productive work environment for our employees, contractors and/or sub-contractors.

This policy is designed to prevent employee exposure to environmental tobacco smoke and to provide a safe and healthy work environment by means of controlling and/or eliminating second-hand tobacco smoke.

11.2 Policy

1. Smoking of tobacco containing cigarettes is prohibited inside all Triune Construction Group company buildings, parts of buildings and inside company vehicles.

2. Smoking of e-cigarettes and/or vapor cigarettes is prohibited inside all Triune Construction Group company buildings, parts of buildings and inside company vehicles.

3. All indoor "No-Smoking" signs must be adhered to at all times, including various outdoor locations around the Triune Construction Group site(s).

4. All employees, contractors and/or sub-contractors, contractors and visitors must comply with this policy.

11.3 Designated Smoking Areas

1. Smoking will only occur in the workplace at outdoor designated smoking areas located around various company sites.

2. The following criteria will be followed in regards to determining safe outdoor designated smoking areas:

Smoking will be restricted to a safe outdoor location that is a minimum of 10 Feet from a doorway, window or air intake of an indoor place.

3. Ensure cigarette butts are put out (extinguished) in a safe manner and discarded of in the ashtrays provided in each smoking area.

12.0 GLOBALLY HARMONIZED SYSTEM (HAZCOM)

12.1 Purpose

The purpose of this procedure is to outline the Hazard Communication Standard (HAZCOM), which is a communication system on hazardous materials in the workplace from the suppliers of hazardous products to employers and to workers through the three key elements of:

a. HAZCOM Labeling (Hazard Symbols),
b. Safety Data Sheets (SDS), and
c. HAZCOM Worker Training and Education.

HAZCOM legislation exists at both the federal and provincial levels. The goal of HAZCOM is to reduce injury and disease by communicating specific health and safety information about hazardous products so that the information can be used to reduce exposure to hazardous materials.

12.2 Globally Harmonized System of Classification and Labelling of Chemicals (GHS)

1. The United State's HAZCOM standard came into effect in 1983. Since then, our trade with countries that don't have systems like HAZCOM has increased, and new products (and hazards) have been introduced. There are differences in how other countries classify chemicals, develop Safety Data Sheets (SDSs), and organize their labels. This can cause confusion and make it difficult to enforce and to comply with the HAZCOM standard. Ultimately, this confusion threatens the health and safety of workers both here and abroad.

2. As a result, The United States has now aligned the Hazard Communication Standard (HAZCOM) with the ***Globally Harmonized System of Classification and Labelling of Chemicals (GHS)***. The original HAZCOM, developed in 1983, is not being replaced. Rather, it has been updated to reflect elements of the Globally Harmonized System. The Globally Harmonized System will now be legislated worldwide. Once updated, the system will continue to be called HAZCOM in The United States (HAZCOMM).

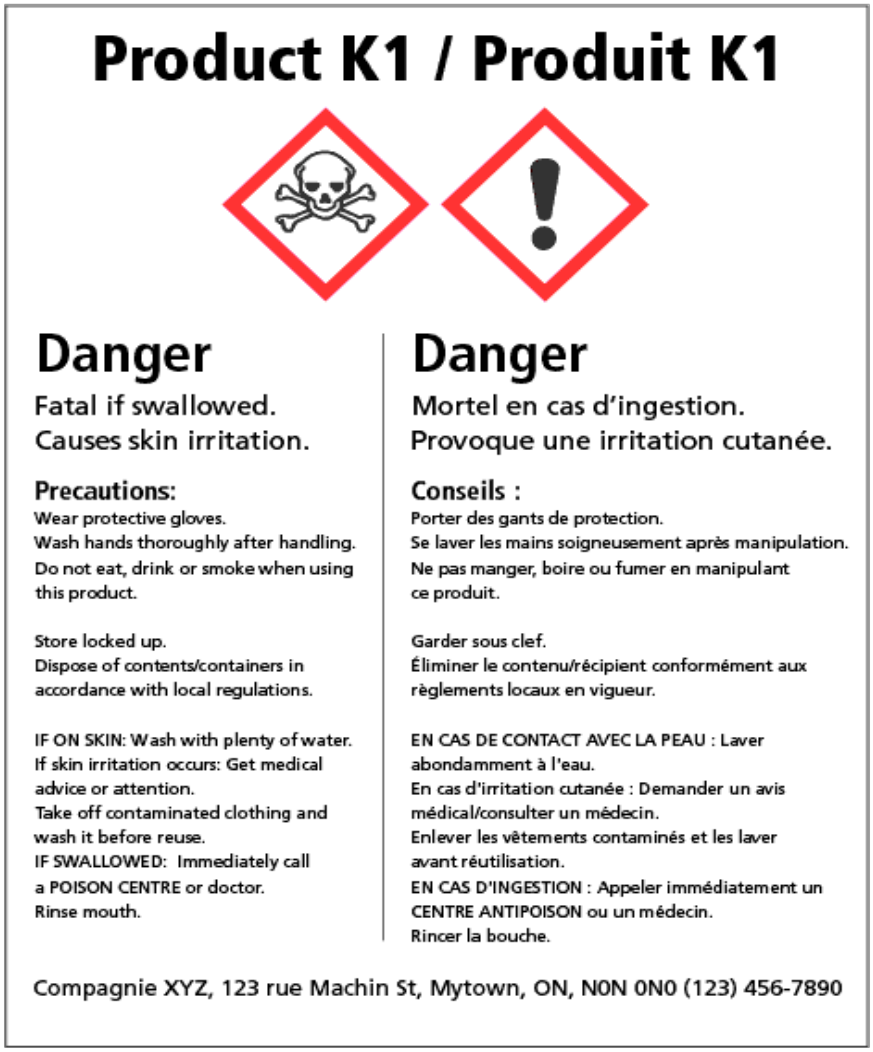
3. Once the 2015 HAZCOM legislation is in-force, there will be approximately a ***three-year transition period*** during which suppliers can provide (material) safety data sheets and labels that comply with either system.

12.3 Supplier Labels (2015)

The 1983 HAZCOM legislation required a minimum of 7 pieces of information required on a supplier label. The new 2015 HAZCOM legislation requires a minimum of ***6 pieces of information***.

One new informational piece has been added to the 2015 HAZCOM supplier label which is called **"Signal Words"**. Signal words indicates the relative level of hazard i.e. "**DANGER** is used for most severe instances. **WARNING** is less severe."

A hatched border around the supplier label is no longer required. A solid-lined border will now replace the hatched border around supplier labels.



Product K1 / Produit K1

Danger

Fatal if swallowed.
Causes skin irritation.

Precautions:

Wear protective gloves.
Wash hands thoroughly after handling.
Do not eat, drink or smoke when using this product.

Store locked up.
Dispose of contents/containers in accordance with local regulations.

IF ON SKIN: Wash with plenty of water.
If skin irritation occurs: Get medical advice or attention.
Take off contaminated clothing and wash it before reuse.
IF SWALLOWED: Immediately call a POISON CENTRE or doctor.
Rinse mouth.

Danger

Mortel en cas d'ingestion.
Provoque une irritation cutanée.

Conseils :

Porter des gants de protection.
Se laver les mains soigneusement après manipulation.
Ne pas manger, boire ou fumer en manipulant ce produit.

Garder sous clef.
Éliminer le contenu/récipient conformément aux règlements locaux en vigueur.

EN CAS DE CONTACT AVEC LA PEAU : Laver abondamment à l'eau.
En cas d'irritation cutanée : Demander un avis médical/consulter un médecin.
Enlever les vêtements contaminés et les laver avant réutilisation.
EN CAS D'INGESTION : Appeler immédiatement un CENTRE ANTIPOISON ou un médecin.
Rincer la bouche.

Compagnie XYZ, 123 rue Machin St, Mytown, ON, N0N 0N0 (123) 456-7890

An example of a 2015 legislated supplier label

12.4 Labeling: Workplace Label (2015)

Workplace labels are required on containers for each controlled product produced and used on-site, on secondary containers after a product has been transferred from the original container, and on containers

where the supplier label is missing or not readable. The workplace label will provide a **minimum of four types of information**, which are:

1. *Product Identifier*

Often the chemical name of a product or the trade name, common name, code name, or code number.

2. Hazard Symbols

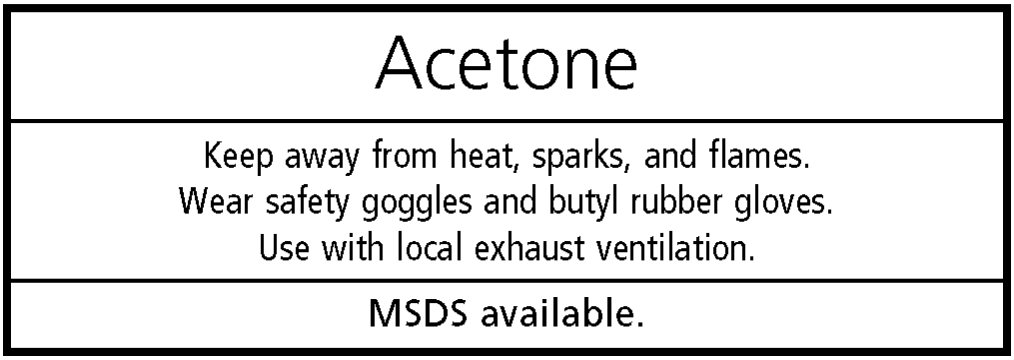
One or more of the eight HAZCOM hazard symbols indicating the hazard classes of the controlled product.

3. Safe Handling Information

Information of how to safely handle the product

4. Reference to SDS

A statement indicating that an SDS is available.



An example of a workplace label

12.5 Pictograms (2015)

Chemicals that fell under the 1983 HAZCOM legislation were called "Hazardous products". However, under the 2015 HAZCOM legislation "Hazardous products" will now be called ***"Hazardous Products"***. The 2015 hazard symbols are now called **PICTOGRAMS** and will be enclosed inside of a **RED** colored **DIAMOND** shape.

In 2015 three symbols have changed their representation/identity compared to the 1983 HAZCOM legislation. These three symbols are "Exploding Bomb", "Health Hazard" and "Exclamation Mark". The "Biohazardous Infectious Materials" symbol will still remain the same and will still be enclosed inside of a **BLACK** colored **CIRCLE** shape.

The "Environment" symbol has been added to the 2015 HAZCOM legislation which means the controlled product may cause damage to the aquatic environment (i.e. spray painting, accidental spill, etc.)

	**Exploding bomb** (for explosion or reactivity hazards)		**Flame** (for fire hazards)		**Flame over circle** (for oxidizing hazards)
	**Gas cylinder** (for gases under pressure)		**Corrosion** (for corrosive damage to metals, as well as skin, eyes)		**Skull and Crossbones** (can cause death or toxicity with short exposure to small amounts)
	**Health hazard** (may cause or suspected of causing serious health effects)		**Exclamation mark** (may cause less serious health effects or damage the ozone layer*)		**Environment*** (may cause damage to the aquatic environment)
	**Biohazardous Infectious Materials** (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

12.6 Safety Data Sheets – SDS (2015)

Under the 2015 HAZCOM legislation, Safety Data Sheets will **NOT** be required to be updated every 3 years. Instead, SDS's will be updated when significant new data become available.

In the 1983 HAZCOM legislation, the minimum sections required in a Safety Data Sheet were 9 sections. In the 2015 HAZCOM legislation, the minimum sections required in a Safety Data Sheet will be ***16 sections***.

1. Identification (product and supplier)	9. Physical and chemical properties
2. Hazard identification	10. Stability and reactivity
3. Composition/information on ingredients	11. Toxicological information
4. First-aid measures	12. Ecological information*
5. Fire-fighting measures	13. Disposal considerations*
6. Accidental release measures	14. Transport information*
7. Handling and storage	15. Regulatory information*
8. Exposure controls/ personal protection	16. Other information

* *Sections 12 to 15 require the headings to be present. The supplier has the option to not provide information in these sections.*

The definition of each of the 16 sections are as follows:

1. *Identification*

Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.

2. *Hazard Identification*

Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).

3. *Composition/Information on Ingredients*

For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.

4. *First-aid Measures*

First-aid measures by route of exposure as well as most important symptoms/effects.

5. *Fire-fighting Measures*

Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.

6. *Accidental Release Measures*

Protective equipment, emergency procedures, methods and materials for containment and clean up.

7. *Handling and Storage*

Precautions for safe handling, conditions for storage, including any incompatibilities.

8. *Exposure Controls and Personal Protection*

Exposure limits, engineering controls, personal protective equipment.

9. *Physical Properties*

Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.

10. *Stability and Reactivity*

Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.

11. *Toxicological Information*

Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.

12. *Ecological Information*

Aquatic and terrestrial toxicity (if available), persistence and degradability, bio-accumulative potential, mobility in soil.

13. *Disposal Information*

Safe handling and methods of disposal, including contaminated packaging.

14. *Transport Information*

UN number and proper shipping name, hazard classes, packing group.

15. *Regulatory Information*

Safety, health and environmental regulations specific to the product.

16. *Other Information*

Other information, including date of the latest revision of the SDS.

Safety Data Sheets Requirement Summary		
1	**Identification**	Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number
2	**Hazard Identification**	Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).
3	**Composition / Ingredients Information**	For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.
4	**First Aid Measures**	First-aid measures by route of exposure as well as most important symptoms/effects.
5	**Fire Fighting Measures**	Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.
6	**Accidental Release Measures**	Protective equipment, emergency procedures, methods and materials for containment and clean up.
7	**Handling and Storage**	Precautions for safe handling, conditions for storage, including any incompatibilities.
8	**Exposure Controls / Personal Protection**	Exposure limits, engineering controls, personal protective equipment.
9	**Physical and Chemical Properties**	Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.
10	**Stability and Reactivity**	Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.
11	**Toxicological Information**	Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.
12	**Ecological Information**	Aquatic and terrestrial toxicity (if available), persistence and degradability, bioaccumulative potential, mobility in soil
13	**Disposal Considerations**	Safe handling and methods of disposal, including contaminated packaging.
14	**Transport Information**	UN number and proper shipping name, hazard classes, packing group.
15	**Regulatory Information**	Safety, health and environmental regulations specific to the product.
16	**Other Information**	Other information, including date of the latest revision of the SDS.

12.7 Responsibilities

1. *Suppliers*

    a. Must provide up-to-date Safety Data Sheets for all hazardous products they sell or produce.
    b. Must supply supplier labels on all containers of hazardous products they sell or produce.

2. *Employer*

    a. Ensure that workers understand information on Safety Data Sheets, supplier labels and workplace labels by providing effective worker education.
    b. Must provide training in specific safe work procedures to workers who work with or near hazardous products.
    c. Ensure that all containers of hazardous products in the workplace have Safety Data Sheets and HAZCOM labels on them.
    d. Ensure that SDS are readily accessible to all workers and current to within three years.

3. *Employees*

    a. Know and understand the information on labels and Safety Data Sheets (SDS).
    b. Use the information they receive through education and training to handle hazardous products safely.
    c. Inform the company if labels are eligible or missing.

12.8 Worker Training & Education

Triune Construction Group is responsible for educating and training workers about HAZCOM and training workers in safe work procedures. Triune Construction Group will educate and train staff who are working with and around

All staff that are in close proximity of the hazardous products including management, supervisors and first responders will also be trained.

All staff will receive their general HAZCOM education on the tasks and hazards associated with those tasks when around those Hazardous products in the workplace. Staff Rights and Responsibilities will also be discussed. The HAZCOM education will include the following Key Elements:

i. Classification System, including; hazards, symbols and exempt products,
ii. Labels, supplier labels, workplace labels and identifiers,
iii. Materials Data Safety Sheets (SDS), their use, content, format and examples.
iv. HAZCOM Education (i) General and (ii) Specific.

All staff required to take HAZCOM training will be examined at the end of the generic training session and a minimum of an 80% pass mark will be required. Staff maybe required to take HAZCOM again in the event their knowledge of HAZCOM is not to standard which maybe be determined by the individual, Supervisor

and/or the Health and Safety Committee. Triune Construction Group will record and document all trained staff who take their HAZCOM training on the individual's worker trainer record. The person taking the training and the Supervisor will sign the training record once the training has been successfully delivered.

12.9 Environmental Protection

1. Triune Construction Group understands the potential hazards of workplace contaminants to workers, the public, and the environment. It is the policy of our company to show care in the safe handling, storage, and use of those products that may negatively affect people, or the surrounding land, air, or water.

2. Triune Construction Group will not knowingly expose workers or other persons to hazardous levels of workplace toxins, and will take steps to ensure that hazardous products or by-products are contained and not introduced to the environment.

3. Where contaminants may be released or present a hazard to workers or the environment, our company will take steps to confirm the safety of persons through the use of protective equipment, engineering controls, and environmental monitoring.

4. Where chemical overexposure to persons may occur, the company will make sure medical precautions are taken to reduce or eliminate any acute or chronic health effects.

13.0 RESPIRATORY PROTECTION POLICY

13.1 Purpose

1. The purpose of this program is to ensure that respirators used by Triune Construction Group employees, contractors and/or sub-contractors provide effective protection against airborne contaminants in the workplace.

2. All employee, contractor and/or sub-contractors who are exposed to unhealthy air contaminants must wear proper ANSI or N.I.O.S.H. approved protective respiratory equipment. Respiratory protection must be worn when exposed to the following air contaminants and/or breathing hazards:

    a. Particulate contaminants (dusts, fibers, mists, fumes, and airborne biological contaminants).
    b. Gas and vapour contaminants (i.e. fuel or paint).
    c. Oxygen deficiency (air low in oxygen).
    d. Any of the above hazards in combination.

3. Employee, contractor and/or sub-contractors required to wear respiratory equipment must be clean-shaven where the respirator seals with the face.

4. The company will issue the proper respiratory protection for the task being performed and will provide each employee, contractor and/or sub-contractor with a fit test.

13.2 Responsibilities

Employer

The employer is responsible for:

a. Implementing a written respirator program and designating a respirator program Supervisor.
b. Ensuring that the worksite is evaluated for breathing hazards.
c. Eliminating or minimizing all breathing hazards.
d. Providing and maintaining respirators needed for any airborne hazard present at the worksite, and ensuring that employee, contractor and/or sub-contractors use the equipment when required.
e. Providing materials for employee, contractor and/or sub-contractors to clean their respirators.
f. Providing supervisors with the education and training necessary to ensure that employee, contractor and/or sub-contractors use respirators safely.
g. Providing employee, contractor and/or sub-contractors with the education, training, and supervision necessary for safe use of respirators.
h. Developing emergency evacuation procedures and ensuring that supervisors and employee, contractor and/or sub-contractors receive appropriate training in any workplace where employee, contractor and/or sub-contractors may need to be rescued or evacuated because of breathing hazards.

i. Ensuring that all illnesses or injuries resulting from breathing hazards and requiring medical aid are reported and recorded.
j. Requiring a medical assessment if there is a concern about a employee, contractor and/or sub-contractor's ability to wear a respirator

Supervisors

Supervisors are responsible for ensuring that:

a. Employee, contractor and/or sub-contractors are aware of breathing hazards on the worksite(s).
b. Respirators are available when required.
c. Employee, contractor and/or sub-contractors use respirators correctly as required.
d. Employee, contractor and/or sub-contractors are clean-shaven.
e. Respirators are properly cleaned, inspected, maintained, and stored.
f. Employee, contractor and/or sub-contractors are aware of any equipment or clothing that may interfere with respirator use.
g. Working conditions are monitored in order to alert supervisors of exposure to higher concentrations of a contaminant or a new contaminant.
h. Employee, contractor and/or sub-contractors are aware of potential issues that may develop during respirator use, such as discomfort, skin irritation, or breathing difficulty.
i. The program administrator is notified of concerns or conditions that might affect employee, contractor and/or sub-contractors' respiratory protection.

Employee, contractor and/or sub-contractors

Employee, contractor and/or sub-contractors are responsible for:

a. Understanding and following safe work procedures.
b. Using their respirators as instructed.
c. Understanding the limitations of their respirators and following the manufacturers' instructions.
d. Inspecting their respirators before use.
e. Immediately reporting any equipment problems to their supervisors.
f. Properly cleaning and storing their respirators.

13.3 Cleaning, Maintenance, and Storage of Respirators

1. Respirators will be maintained, cleaned, and stored as described by the manufacturer's instructions. Where respirators are shared, they will be cleaned and sanitized after each use. Follow the manufacturer's recommendations for sanitizing.
2. The following procedure can be used to clean and sanitize most respirators:
    a. Remove any filters, cartridges, or canisters.

ash the respirator (and associated parts) in warm water mixed with a mild detergent (or a mild detergent plus bleach).
   b. Rinse the respirator in clean, warm water.
   c. Wipe the respirator with disinfectant wipes (70% isopropyl alcohol) or a sanitizing foam to kill germs.
   d. Air dry in a clean area.
   e. Reassemble the respirator (e.g., replace the cartridges).
   f. Place in a clean, dry plastic bag (or other container).

3. Defective respirators shall not be used. If during an inspection, a employee, contractor and/or sub-contractor discovers a fault or defect in a respirator, he/she will bring it to the attention of the supervisor. The employee, contractor and/or sub-contractor or supervisor will attempt to repair the defective respirator. If the respirator cannot be repaired, it will be given to the program administrator.

4. The program supervisor will:

   a. Perform a simple fix, such as the replacement of a valve or head strap, or
   b. Take the respirator out of service until it can be repaired, or
   c. Dispose of the defective respirator and provide a new one.

5. A supply of replacement parts, filters, cartridges, etc. is available inside the main office.

6. After inspection, cleaning, and necessary repairs, respirators will be properly stored in plastic bags, storage cabinets, or lockers.

13.4 Employee Training

1. Every employee, contractor and/or sub-contractor who may have to wear a respirator will be trained in the proper use of the respirator. Both the employee, contractor and/or sub-contractor and his/her supervisor receive this training. This training includes:

   a. Description of the type and amount of exposure.
   b. Description of the respirator.
   c. The intended use and limitations of the respirator.
   d. Proper wearing, adjustment, and testing for fit.
   e. Cleaning and storage methods.
   f. Inspection and maintenance procedures.

2. This training is repeated as often as necessary, at least annually, to ensure that employee, contractor and/or sub-contractors remain familiar with the proper use of the respirators. A record will be kept of this training.
3. The training program is to be evaluated at least annually to determine that it continues to be effective.

4. Always refer to the respirator instruction manual for information.

13.5 Proper Use of Respirators

1. Corrective eyewear or other equipment must not interfere with the seal of the respirator.

2. No covering can be used which passes between the respirator face piece and the wearer's face.

3. Respirators will be inspected before and after every use. Straps, valves, cartridges, other respirator parts, and general cleanliness will be checked. See the respirator instruction manual.

4. User seal checks will be performed, where applicable, by respirator users each time they put on their respirators.

5. High contaminant levels and other factors such as high humidity can affect filters or cartridges. Employee, contractor and/or sub-contractors noting a resistance to breathing, a smell or taste of chemicals within the respirator, or an irritation shall immediately leave the work area and report to their supervisor. After an investigation rules out other reasons, such as failure of ventilation systems, respirators shall be checked and new filters or cartridges installed.

6. When wearing respirators, employee, contractor and/or sub-contractors experiencing any of the following must leave the contaminated area:

    a. Nausea
    b. Dizziness
    c. Eye irritation
    d. Unusual odour or taste
    e. Excessive fatigue
    f. Difficulty breathing

7. The program administrator will determine whether or not a employee, contractor and/or sub-contractor may be allowed to wear a respirator. Where there is any doubt on the part of the employee, contractor and/or sub-contractor or program administrator about the employee, contractor and/or sub-contractor's ability to wear a respirator, the employee, contractor and/or sub-contractor is to be examined by a physician. Certain medical conditions, such as lung disease (e.g., asthma or emphysema) or heart disease, may affect the employee, contractor and/or sub-contractor's ability to wear a respirator.

13.6 Types of Respirators

1. Dust & mist masks offer protection against limited particulates in the air.

2. Chemical cartridge respirators offer limited protection against gases.

3. Self contained air supply respirators.

4. Battery pack respirators.

5. Airline supplied respirators.





13.7 Respirator Selection

1. The selection of a respirator must be appropriate to the contaminant, its concentration, and the level of protection provided by the respirator (i.e., the protection factor and maximum use concentration).

2. Only respirators bearing NIOSH approval or other respirators acceptable to OSHA State Regulations will be provided to employee, contractor and/or sub-contractors.

3. The employer, in consultation with the employee, contractor and/or sub-contractor and the occupational health and safety committee, if any, or the employee, contractor and/or sub-contractor health and safety representative, if any, must select appropriate respiratory protective equipment in accordance with *ANSI Standard CAN/ANSI-Z94.4-93, Selection, Use, and Care of Respirators*.

4. Always read cartridge or filter labels and instruction manuals prior to use and be certain the correct cartridge or filter is selected.

For example:

a. organic vapour cartridge respirators do not provide adequate protection against isocyanate-based automotive paints;

b. only fume-rated particle masks provide protection against welding fumes.

13.8 Respirator Classifications

1. Respirators provide protection either by removing contaminants from the air before they are inhaled or by supplying an independent source of respirable air. There are two major classifications of respirators:

    a. Air purifying respirators (devices that remove contaminants from the air); and

    b. Atmosphere-supplying respirators (those devices that provide clean breathing air from an uncontaminated source).

2. Each class of respirator may have tight-fitting and loose-fitting face pieces. An important aspect of respirator operation and classification is the air pressure within the face piece. When the air pressure within the face piece is negative during inhalation with respect to the ambient air pressure, the respirator is termed a negative-pressure respirator. When the pressure is normally positive with respect to ambient air pressure throughout the breathing cycle, the respirator is termed a positive-pressure respirator. The concept of negative and positive pressure operation is important when considering potential contaminant leakage into the respirator.

Air Purifying Respirators

Are grouped into three general types: *particulate removing, vapor and gas removing,* and *combination.* Elements that remove particulates are called filters, while vapor and gas removing elements are called either chemical cartridges or canisters. Filters and canisters/cartridges are the functional portion of air-purifying respirators, and they can generally be removed and replaced once their effective life has expired. The exception would be filtering face piece respirators (commonly referred to as "disposable respirators," "dust masks," or "single-use respirators"), which cannot be cleaned, disinfected, or re supplied with an unused filter after use.

Particulate-removing Respirators

Are designed to reduce inhaled concentrations of nuisance dusts, fumes, mists, toxic dusts, radon daughters, asbestos-containing dusts or fibers, or any combination of these substances, by filtering most of the contaminants from the inhaled air before they enter the breathing zone of the employee, contractor and/or sub-contractor. They may have single-use or replaceable filters. These respirators may be non-powered or powered air-purifying. A powered air-purifying respirator (PAPR) uses a blower to force the ambient atmosphere through air purifying elements to the inlet covering.

Vapor- and Gas-Removing Respirators

Are designed with sorbent elements (canisters or cartridges) that adsorb and /or absorb the vapors or gases from the contaminated air before they can enter the breathing zone of the contractor and/or sub-

contractor. *Combination* cartridges and canisters are available to protect against particulates, as well as vapors and gases.

Atmosphere Supplying Respirators

Are respirators that provide air from a source independent of the surrounding atmosphere instead of removing contaminants from the atmosphere. These respirators are classified by the method that is used to supply air and the way in which the air supply is regulated. Basically, these methods are: self-contained breathing apparatus (air or oxygen is carried in a tank on the employee, contractor and/or sub-contractor's back, similar to SCUBA gear); supplied-air respirators (compressed air from a stationary source is supplied through a high-pressure hose connected to the respirator); and combination self-contained and supplied-air respirators.

13.9 Limitations of Respirator Use

Not all employee, contractor and/or sub-contractors can wear respirators. Individuals with impaired lung function, due to asthma or emphysema for example, may be physically unable to wear a respirator. Individuals who cannot get a good face piece fit, including those individuals whose beards or sideburns interfere with the face piece seal, will be unable to wear tight-fitting respirators. An adequate fit is required for a respirator to be effective. In addition to these problems, respirators may also be associated with communication problems, vision problems, fatigue, and reduced work efficiency.

In principle, respirators usually are capable of providing adequate protection. However, problems associated with selection, fit, and use often render them less effective in actual application; these problems prevent the assurance of consistent and reliable protection, regardless of the theoretical capabilities of the respirator. Occupational safety and health experts have spent considerable effort over the years developing fit-testing procedures and methods of measuring respirator effectiveness, thereby improving protection for those employees, contractors and/or sub-contractors required to wear them.

13.10 Cartridge Selection

NORTH GAS & VAPOR CARTRIDGES

	SN75SC	**DEFENDER MULTI PURPOSE CARTRIDGE** ORGANIC VAPORS, CHLORINE, HYDROGEN CHLORIDE, SULFUR DIOXIDE, HYDROGEN SULFIDE (ESCAPE), HYDROGEN FLOURIDE, CHLORINE DIOXIDE, AMMONIA, METHYLAMINE AND FORMALDEHYDE
	SN7500-1	**ORGANIC VAPOR CARTRIDGE**
	SN7500-3	ORGANIC VAPOR, CHLORINE, HYDROGEN CHLORIDE, SULFUR DIOXIDE, HYDROGEN FLOURIDE, CHLORINE DIOXIDE CARTRIDGE
	SN7500-4	AMMONIA, METHYLAMINE CARTRIDGE
	SN7500-52	MERCURY VAPOR, CHLORINE CARTRIDGE WITH END-OF-SERVICE-LIFE-INDICATOR (ESLI)

COMBINATION GAS & VAPOR CARTRIDGE AND P-100 PARTICULATE FILTERS

	SN75SCP100	**DEFENDER MULTI PURPOSE CARTRIDGE AND P100 PARTICULATE FILTER 99.97% MINIMUM FILTER EFFICIENCY:** CHLORINE, HYDROGEN CHLORIDE, SULFUR DIOXIDE, HYDROGEN SULFIDE (ESCAPE), HYDROGEN

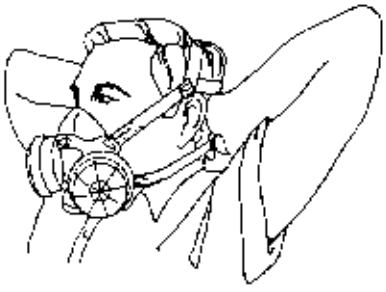
		FLOURIDE, CHLORINE DIOXIDE, AMMONIA, METHYLAMINE AND FORMALDEHYDE	
	SN7581P100	ORGANIC VAPOR CARTRIDGE & P100 PARTICULATE FILTER 99.97% MINIMUM FILTER EFFICIENCY	
	SN7582P100	CHLORINE, HYDROGEN CHLORIDE, SULFUR DIOXIDE, HYDROGEN FLOURIDE, CHLORINE DIOXIDE, FORMALDEHYDE AND P100 PARTICULATE FILTER-99.97% MINIMUM FILTER EFFICIENCY	
	SN7583P100	ORGANIC VAPOR, CHLORINE, HYDROGEN CHLORIDE, SULFER DIOXIDE, HYDROGEN FLOURIDE, CHLORINE DIOXIDE CARTRIDGE AND P100 PARTICULATE FILTER-99.97% MINIMUM FILTER EFFICIENCY	
	SN7584P100	AMMONIA, METHYLAMINE CARTRIDGE AND P100 PARTICULATE FILTER-99.97% MINIMUM FILTER EFFICIENCY	
	SN75852P100	MERCURY VAPOR, CHLORINE CARTRIDGE & P100 PARTICULATE FILTER-99.97% MINIMUM FILTER EFFICIENCY, WITH END-OF-SERVICE-LIFE-INDICATOR (ELSI)	

14.0 QUALITATIVE FIT TESTING PROCEDURES

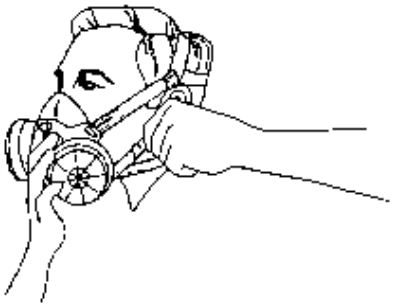
Half-mask and/or Full-face Respirator

1. Employee, contractor and/or sub-contractors required to wear respiratory protection equipment must be clean-shaven where the respirator seals with the face.
2. Check for appropriate size of half-mask or full-face respirator (i.e. small, medium, large, x-large).
3. Ensure the manufacturer (brand name) of the respirator and the filter/cartridges are the same before every use.
4. Respirator mask should be adjusted to a comfortable fit that seals with the face. To put on the respirator, remove your protective eyewear (if worn), then grab the front of the respirator with one hand and the upper strap with the other hand. Then place the portion of face piece containing the exhalation valve under the chin.

5. Position the narrow portion of the respirator on the nose bridge and place the cradle sus-pension system on the head and the bottom strip rests above the ears, on the back of the head. Then hook the bottom headband strap behind the neck, below the ears, and adjust the position of the face piece on the face for best fit and comfort.



6. The lengths of the headband straps are adjustable; tighten or loosen by holding the respirator body of headband yoke with one hand and pulling on the elastic material in the appropriate direction with the other hand. (For a comfortable fit, the headband straps must be adjusted equally on both sides of the respirator.)



7. Position the face piece so that the nose section rests as low on the bridge of the nose as is comfortable, and tighten the upper headband strap on both sides just tight enough so that the respirator doesn't slide down on the nose. Do not over tighten. If the respirator pinches the nose, loosen the upper strap slightly.

8. Always use the appropriate filter cartridges for the task being performed.

9. **Check positive pressure** – by holding hand on the exhalation valve and asking the employee, contractor and/or sub-contractor to exhale as they normally do and ask if they can feel any air leaking where the respirator seals with the face. Ask the participant to breathe out slightly to force air into the facepiece and hold for 10 seconds. If you have a good seal, the facepiece will bulge out and stay out. No air should leak past the sides, top or bottom.

10. **Check negative pressure** – by holding hand on BOTH the inhalation valves and asking the employee, contractor and/or sub-contractor to inhale as they normally do and ask if they can feel any air leaking where the respirator seals with the face. Ask the participant to breathe in slightly to create a vacuum and hold for 10 seconds. If you have a good seal, the facepiece will collapse slightly against their face and stay collapsed. No air should leak in past the sides, top or bottom.

11. **Smoke Test** – having the employee, contractor and/or sub-contractor rotate their head in a circular motion while counting aloud to ten as the tester applies irritant smoke from a smoke tube in their breathing zone.

Irritant smoke tests must be conducted with face pieces equipped with combination organic vapour/acid gas (OV/AG) and "100" (HEPA) filter cartridges. After the respirator has passed the fit test, the face piece can be fitted with the appropriate filter or cartridge necessary for protection in the workplace.

Do not place a hood or bag over the head of the test subject. The test must be performed in a location with sufficient ventilation to prevent contamination of the work area and ventilation system.

Use a well-ventilated room or area to carry out the irritant smoke tests (both threshold screening and the fit test).

The following exercises shall be performed while the respirator seal is being challenged by the smoke:

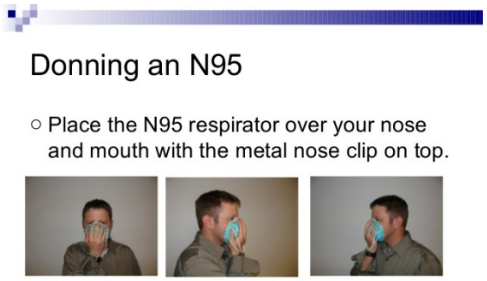
a. Normal breathing.
b. Deep breathing. Be certain breaths are deep and regular.
c. Turning head from side to side. Be certain movement is complete.
d. Nodding head up-and-down. Be certain motions are complete. Alert the test subject not to bump the respirator on the chest. Have the test subject inhale when his/her head is in the fully up position.
e. Talking. Slowly and distinctly, count backwards from 100.
f. Normal breathing.

12. Any air leaks or detection of the irritant smoke will result in adjusting the respirator and repeating the step over until a proper seal has been achieved.

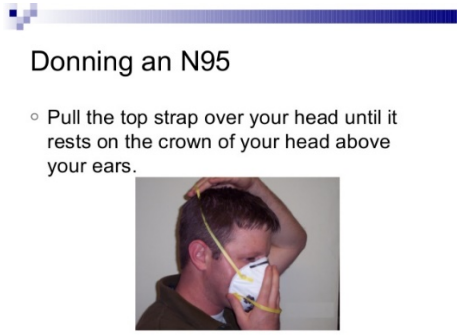
13. All fit tests must be recorded on the companies Fit Test Record Form.

N95 Particulate Respirator

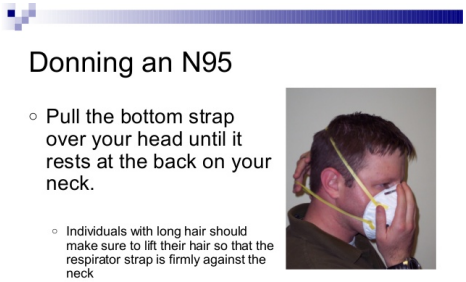
1. Place the N95 respirator over your nose and mouth with the metal nose clip on top.



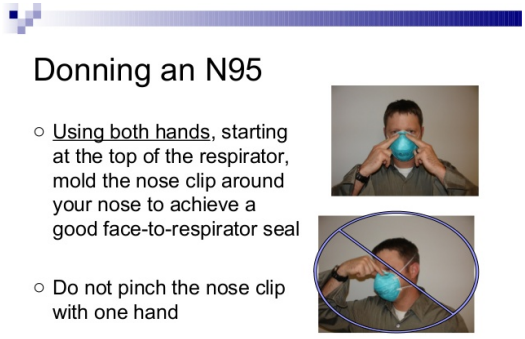
2. Pull the top strap over your head until it rests on the crown of your head above your ears.



3. Pull the bottom strap over your head until it rests at the back on your neck. Note: Individuals with long hair should make sure to lift their hair so that the respirator strap is firmly against the neck.

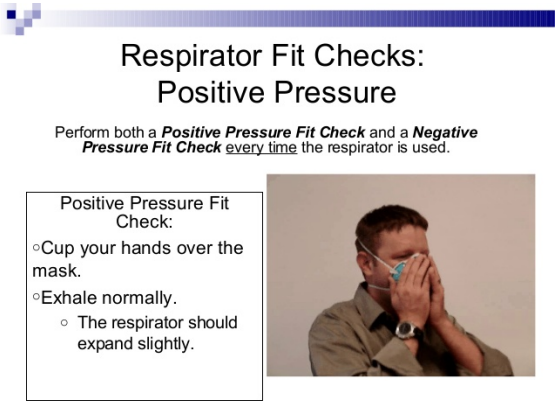


4. Using BOTH hands, starting at the top of the respirator, mold the nose clip around your nose to achieve a good face-to-respirator seal. Note: Do not pinch the nose clip with one hand.



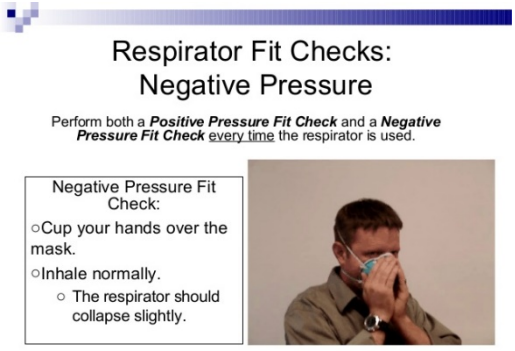
5. *Positive Pressure Check*

   Cup your hands over the mask. Exhale normally – the respirator should expand slightly.



6. *Negative Pressure Check*

   Cup your hands over the mask. Inhale normally – the respirator should collapse slightly.



7. If air leaks between the face and the face seal of the respirator when performing either fit check:

    a. Readjust the nose clip for a more secure seal.
    b. Reposition the respirator.
    c. Perform positive and negative pressure fit checks again.

8. Use a well-ventilated room or area to carry out the irritant smoke tests (both threshold screening and the fit test).

9. The following exercises shall be performed while the respirator seal is being challenged by the smoke:

    a. Normal breathing.
    b. Deep breathing. Be certain breaths are deep and regular.
    c. Turning head from side to side. Be certain movement is complete.
    d. Nodding head up-and-down. Be certain motions are complete. Alert the test subject not to bump the respirator on the chest. Have the test subject inhale when his/her head is in the fully up position.
    e. Talking. Slowly and distinctly, count backwards from 100.
    f. Normal breathing.

10. Any air leaks or detection of the irritant smoke will result in adjusting the respirator and repeating the step over until a proper seal has been achieved.

TRIUNE
CONSTRUCTION GROUP

15.0 OCCUPATIONAL FIRST AID POLICY

15.1 Purpose

The purpose of this policy and procedure is to provide employees, contractors and/or sub-contractors with prompt, easily accessible, and appropriate first aid treatment and to keep a record of each treatment. All of the following shall be required at Triune Construction Group to effectively provide first aid treatment:

1. Occupational First Aid Attendant(s) with appropriate level of training. Employers are required by OSHA standard 29 CFR 1910.151 to have a person or persons adequately trained to render first aid for worksites that are not in near proximity to an infirmary, clinic, or hospital.

2. First Aid kits with appropriate types and quantities of supplies.

3. First Aid record keeping system.

4. Appropriate means of transporting an injured employee, contractor and/or sub-contractor to a first aid facility or a hospital.

5. Effective means of communication between First Aid Attendant(s) and employee, contractor and/or sub-contractors who may need their help.

15.2 Requirements for Provision of First Aid

1. First aid equipment, supplies, and services shall be readily accessible to employees, contractors and/or sub-contractors during working hours and to visitors, customers and contractors through Triune Construction Group first aid services.

2. Signs clearly indicating the location of and how to call for first aid shall be:

    a. Posted conspicuously throughout the workplace, and
    b. Effectively communicated and educated to all Triune Construction Group employees, contractors and/or sub-contractors.

15.3 Reporting Injuries

1. All employees, contractors and/or sub-contractors covered by OSHA State Regulations insurance are required to report all work related injuries or disabling occupational disease immediately to their Supervisor and/or First Aid Attendant.

2. All employees, contractors and/or sub-contractors who are injured on the job must report all injuries on the day of the incident regardless of the severity, unless symptoms of injury or illness is delayed due to mechanism and cause of injury.

15.4 Summoning First Aid in an Emergency

1. Ensure accident scene is safe to avoid further danger to injured person or self.
2. Do not move the injured person unless there is a high risk of further injury or death. Keep calm and do not leave the injured unattended.

3. First aid can be summoned by contacting the nearest Supervisor or self (if you have been trained in first aid), where the supervisor and/or self will summon the First Aid Attendant(s). **First Aid can also be summoned by verbally, personal hand held radio use or cellular phone.**

4. Ensure all above methods of summoning first aid are **REPEATED** until successful contact with the First Aid Attendant(s) has been established.

5. If a life threatening condition is suspected, **CONTACT 911** immediately and then inform Supervisor and/or First Aid Attendant(s).

6. Once a method of communication has been established and you have successfully contacted first aid you will be asked the following questions where a prompt specific answer is needed for the First Aid Attendant to assess the situation:

    a. Where is the emergency?
    b. What happened?
    c. How many injured?

7. Be prepared to assist when directed by the First Aid Attendant.

8. Situations which require Emergency Services and **no First Aid Attendant** is available by way of message on the phone or radio or otherwise notified shall immediately call **911** for assistance.

9. All injuries must be reported on the day of the injury regardless of the severity.

15.5 Transporting Injured Persons

1. The decision of how or whether to transport a patient/victim shall be the responsibility of the First Aid Attendant in charge.

2. Where possible the Supervisor and/or reception shall meet the ambulance at the entrance to the Triune Construction Group building or site and direct the ambulance (or other emergency services) personnel to the appropriate location and entrance.

3. If in the judgment of the First Aid Attendant in charge the ambulance service is not required, transport shall be arranged by the First Aid Attendant using a taxi service.

4. Procedures for transporting injured employees, contractors and/or sub-contractors shall be posted conspicuously in the First Aid Room or in the vicinity where the first aid kits are located.

5. All occupational First Aid Attendants shall be informed of the procedures for transport.

15.6 Triune Construction Group First Aid Kits

1. Responsibility for the maintenance of the first aid kits in vehicles shall rest with the Supervisor and/or the First Aid Attendant on shift.

2. The Supervisor or First Aid Attendant shall be responsible for the locations first aid kits and/or first aid station/room.

3. Periodic inspections shall be made to ensure that the first aid kits and first aid rooms are adequately stocked.

4. A specific example of the minimal contents of a workplace first aid kit is described in American National Standards Institute ANSI Z308.1 - 2003, Minimum Requirements for Workplace First Aid Kits.

15.7 Triune Construction Group First Aid Record Form

1. First Aid Attendants are responsible for recording all injuries and manifestations of disease reported or treated on the Triune Construction Group First Aid Record Form.

2. All Triune Construction Group First Aid Record Forms will be filed and kept on record for a minimum of 3 years.

3. The following information must be recorded on each Triune Construction Group *First Aid Record Form*:

    a. The full name of the injured employee, contractor and/or sub-contractor.
    b. The date and time of injury or report of illness.
    c. The date and time the injury or illness was reported to the injured persons Supervisor or First Aid Attendant.
    d. Name of any witness.
    e. A description of how the injury occurred.
    f. A description of the nature of the injury or illness.
    g. A description of the treatment given and any arrangements made relating to the injury.
    h. A description of any subsequent treatment given for the same injury or illness.
    i. The signature of the attendant or person giving first aid, and where possible, the signature of the employee, visitor, customer or contractor.

15.8 First Aid Records

1. Access to First Aid Records shall be restricted to individuals requiring access for reasons of medical treatment, workplace inspection, accident investigation, claims processing and appeals, and for reasons relevant to the workplace health and safety program, including gathering of statistics or as otherwise required by law.

2. Persons with access to first aid records must keep confidential the information contained in the records, except as required for the legitimate purpose of their access or as otherwise required by law.

15.9 Authority of First Aid Attendant

1. A First Aid Attendant is in complete charge of first aid treatment of the injured until place of medical treatment is reached, the injured is passed to an Ambulance Service, or responsibility for treatment is accepted by an attendant with a higher level certificate, a Physician, a Registered Nurse with a valid certificate or a person licensed as an Emergency Medical Assistant – level 1 or higher by the Ambulance Service.

2. Any personnel shall not overrule the decision of a First Aid Attendant relating to treatment or transport, except by persons listed above.

3. When an employee reports to a First Aid Attendant with an occupational illness or injury requiring first aid treatment, the attendant shall not refer the employee, contractor and/or sub-contractor back to work until the attendant is satisfied that the first aid treatment is complete and the employee, contractor and/or sub-contractor is physically capable of returning to work to his/her normal duties.

4. The First Aid Attendant does not have the right to overrule the injured person's decision to seek, refuse or choice of medical attention.

15.10 Responsibilities

1. Occupational First Aid Attendants are responsible for:

    a. Providing a level of care within the scope of the attendants training and the regulations,
    b. Objectively recording observed or reported signs and symptoms on injuries and illnesses as prescribed, and
    c. Referring to medical attention injuries and illnesses recognized as being serious or beyond the scope of the attendant's training.

2. Supervisors are responsible for:

    a. Ensuring that employees, contractors and/or sub-contractors are aware of the procedures to summon first aid,
    b. Ensure that employees, contractors and/or sub-contractors are aware of the location of the First Aid Room, and
    c. Ensure first aid supplies are available and accessible at all times.

3. Employees, contractors and/or sub-contractors are responsible for:

    a. Utilizing the first aid procedures posted,
    b. Knowing the procedures of how to summon first aid,
    c. Reporting all occupational injuries and/or illnesses immediately to their Supervisor and/or First Aid Attendant, and

d. Participating in first aid training when requested by their supervisor.

TRIUNE
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16.0 WORKPLACE VIOLENCE

16.1 Purpose

The purpose of this policy is to communicate Triune Construction Group's approach to addressing workplace violence and to establish a "zero tolerance" policy for such behavior.

This policy requires that individuals on company premises or while representing Triune Construction Group conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

16.2 Definition

"Violence" means the attempted or actual exercise by a person, other than an employee, contractor and/or sub-contractor, of any physical force so as to cause injury to an employee, contractor and/or sub-contractor, and includes any threatening statement or behavior which gives an employee, contractor and/or sub-contractor reasonable cause to believe that he or she is at risk of injury.

Example of Workplace Violence:

Kicking and punching

Pushing

Spitting

Verbal Abuse

Physical Assault

Sexual Assault

Rape

Arson

Murder

16.3 Policy

1. Triune Construction Group will not tolerate any form of intimidation, threats and acts of violence at any time and will make every effort to prevent violence and threats of violence from occurring.

2. People who commit these acts outside the workplace but which impact the workplace are also violating this policy. The health, safety and wellbeing of our employees, contractors and/or sub-contractors, is the company's foremost concern.

3. Any persons who do not comply with this policy will be subjected to disciplinary action.

4. Any employee who has a reasonable cause to believe that he or she is at risk of injury from any form of intimidation, threat and/or act of violence will report to their supervisor immediately to resolve their concern.

5. Management/supervisors (at all levels) will, in strict confidentiality, take immediate and appropriate action of all reports of intimidation, threats, and/or acts of violence.

16.4 Risks from Robbery Assault or Confrontation

1. Triune Construction Group is aware that employees, contractors and/or sub-contractors could be at risk from incidents in the workplace. This policy has been developed to warn employees, contractors and/or sub-contractors on potential of violence and how to prevent and deal with incidents.

2. Some of these risks from incidents could be the following:

    a. Robbery and Assault
    b. Abusive and Difficult Clients and Visitors
    c. Unwelcome Members of the Public

16.5 Policy

Ensure you always **DO** the following:

1. Be polite and friendly to all clients and visitors.
2. Make eye contact and greet clients and visitors as they enter the building.
3. Look for signs that clients and visitors are upset or under the influence of alcohol or drugs.
4. Encourage clients and visitors who are angry or upset to talk to the manager. If the manager is not available, give the clients and visitors a phone number to call.
5. Stay Calm. Listen to clients and visitors and respond calmly. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-employee, contractor and/or sub-contractor.
6. Make sure all important signs stay posted. (i.e. the front door might have signs that say: "Building has limited cash after dark".

7. Keep emergency numbers on hand. Post them on or beside each phone in the workplace.
8. Report to you Supervisor immediately if the situation is escalating and you feel threatened in any shape, way or form.

Ensure you **NEVER DO** the following:

1. Trade insults with clients and visitors or react to their anger.
2. Take clients and visitors complaints personally.
3. Talk down to clients and visitors.
4. Try and physically stop or hold someone (i.e. robber or shoplifter).
5. Never deal with escalating violent situations alone. Always ask for assistance.

16.6 Abusive and Difficult Clients / Visitors

1. Encourage clients and visitors who are angry or upset to talk to the manager.
2. If the manager is not available, give the clients and visitors a phone number to call
3. Stay Calm. Listen to clients and visitors and respond calmly
4. If the clients and visitors is still verbally abusive and irritated, and it is safe to do so, move to a quieter location possibly with the help of a co-employee, contractor and/or sub-contractor.

16.7 Robbery and Assault

1. If someone tries to rob the building during working hours; don't be a hero.
2. Cooperate; give up the money and never resist.
3. Try and physically stop or hold someone (i.e. robber)
4. After the robber has left, lock the door and call the police (911) and report to your Supervisor immediately.

16.8 Unwelcomed Members of the Public

If unwelcomed members such as loiterers (i.e. youth, gangs, etc.), homeless people, addicts, etc. are seen entering the building or located in front of the building premises, you should:

1. Must never attempt to deal with these situations alone;
2. Stay a safe distance away from the individual(s);
3. Report your concerns to your Supervisor immediately or ask the police to come to the building.

17.0 BULLYING AND HARASSMENT POLICY

17.1 Purpose

The purpose of this policy is to communicate Triune Construction Group's approach to addressing workplace bullying and harassment and to establish a **"zero tolerance"** policy for such behavior. All Triune Construction Group employees, contractors and/or sub-contractors will be treated in a fair and respectful manner. Bullying and harassment can include verbal aggression or yelling, humiliating initiation practices or hazing, spreading malicious rumours and/or calling someone derogatory names.

17.2 Definition

1. ***"Bullying and Harassment"*** behaviour **includes** any inappropriate conduct or comment by a person towards aN employee, contractor and/or sub-contractor that the person knew or reasonably ought to have known would cause that employee, contractor and/or sub-contractor to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employee, contractor and/or sub-contractors or the place of employment.

2. ***"Bullying and Harassment***" behavior **does not include**:

    a. Expressing differences in opinion.
    b. Offering constructive feedback, guidance or advice about work-related behavior.
    c. Reasonable action taken by the Employer or Supervisor relating to the management and direction of employee, contractor and/or sub-contractors or the place of employment (e.i. Managing a employee, contractor and/or sub-contractor's performance, taking reasonable disciplinary actions, assigning work).

17.3 Responsibilities

1. *Triune Construction Group* has a duty to ensure the health and safety of its employee, contractor and/or sub-contractors, and as a result, Triune Construction Group will take all reasonable steps to prevent to prevent where possible, or otherwise minimize, workplace bullying and harassment.

2. *Triune Construction Group Employees, contractors and/or sub-contractors* have the duty to take reasonable care to protect the health and safety of themselves and their employees, and as a result, all Triune Construction Group employees, contractors and/or sub-contractors will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.

3. *Triune Construction Group Supervisors* have the duty to take all reasonable steps to ensure the health and safety of Triune Construction Group employees, contractors and/or sub-contractors under their supervision, and as a result, all supervisors will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.

17.4 Policy

1. All Triune Construction Group employees, contractors and/or sub-contractors will not engage in the bullying and harassment of other employee, contractor and/or sub-contractors at anytime and must comply with this written policy at all times.

2. Triune Construction Group employees, contractors and/or sub-contractors will report to their Supervisor immediately either in person or in writing (i.e. hand written notes or email) if bullying and harassment is observed

   or experienced in the workplace. If the Supervisor is not available or is the perpetrator, the employee should report the incident to the owner of Triune Construction Group

3. When reporting a bullying or harassment incident employees, contractors and/or sub-contractors involved in the incident will be required to provide as much information as possible in the report, such as names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint.

4. Supervisors will confidentially and immediately address and investigate any reported complaints of workplace bullying or harassment. During the initial stages of investigating reported complaints, supervisors must seek advice and assistance from the owner of the company.

5. Supervisors will ensure that all initial reported complaints of bullying or harassment will be kept strictly confidential between the supervisor, the complainant party(s), and the alleged bully(s).

6. Most bullying or harassment investigations at Triune Construction Group will be conducted internally. However, in complex or sensitive situations Triune Construction Group may hire the services of a third party external investigator.

7. All employee, contractor and/or sub-contractors are notified and are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

8. Triune Construction Group's management team will ensure this policy is reviewed annually to determine its effectiveness. All employees, contractors and/or sub-contractors will be provided with a copy of this policy and any revisions will be communicated.

9. Any persons found to be guilty of bulling or harassment will be subject to disciplinary action, up to and including termination of employment.

17.5 Reporting Procedures

1. Employees, contractors and/or sub-contractors at Triune Construction Group can report incidents or complaints of workplace bullying and harassment verbally or in writing.

2. When reporting verbally, please contact your Supervisor immediately. When reporting incidents or complaints, it should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

4. If the Supervisor, Management or the Owner of Triune Construction Group is the alleged bully and/or the supervisor or owner of the contracting company, then employees, contractors and/or sub-contractors can directly contact **OSHA to file a complaint.**

17.6 Investigation Procedures

1. Most investigations at Triune Construction Group will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

2. Investigations will:

    a. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
    b. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
    c. be sensitive to the interests of all parties involved, and maintain confidentiality;
    d. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
    e. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

3. Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Triune Construction Group will not investigate any further, and will determine what corrective action to take, if necessary. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

17.7 Follow Up

1. All investigations of alleged bullying and harassment will be followed up and documented.

2. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms.

3. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.

17.8 Training

1. Training for supervisors and employee, contractor and/or sub-contractors will include the following:

    a. How to recognize bullying and harassment.
    b. How staff who experience or witness bullying and harassment should respond.
    c. Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment.
    d. Documents/form review Training will occur as required and will be included in all new and young employee safety orientations.

18.0 WORKING ALONE OR IN ISOLATION POLICY

18.1 Purpose

The purpose of this policy is to protect the health and safety of, and minimize risk to, all Triune Construction Group employees, contractors and/or sub-contractors who are assigned to work alone or in isolation under conditions which present a risk of disabling injury and if the employee, contractor and/or sub-contractor might not be able to secure assistance in the event of an injury, ill health or emergency.

18.2 Definition

"Working Alone" A person is alone at work when they are on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another employee, contractor and/or sub-contractor, customer or a member of the public.

18.3 Policy

1. Supervisors must be aware of the area perimeter and location of where their employees, contractors and/or sub-contractors are performing work at all times.

2. At no time shall any employee make the decision of working alone or in isolation, without the notification and consent of their supervisor.

3. Management and/or supervisors shall review each worksite under their control to identify individuals who work alone and ensure all reasonably practicable steps are taken to protect the health and safety of those employee, contractor and/or sub-contractors.

4. A hazard assessment must be conducted to identify existing or potential working alone hazards at Triune Construction Group. The hazard assessment and applicable safe work procedures must be reviewed with all employees, contractors and/or sub-contractors who are required to work alone.

5. The employee working alone or in isolation shall be checked every 20 minutes, 30 minutes or 1 hour or less depending on the nature of hazard of the activity.

6. Employees, contractors and/or sub-contractors working alone shall be equipped with a cellular phone and/or a personal radio at all times.

7. A record of checks shall be maintained by the person responsible for checking on the well-being of the employee, contractor and/or sub-contractor.

8. Where an employee fails to check in at a pre-determined time, cellular phone contact with the employee shall be initiated. If the employee fails to respond, a search of the employee, contractor and/or sub-contractors last known

9. location will be initiated. The Emergency Response Plan will be initiated immediately in coordination with the search.

10. Supervisors and employee, contractor and/or sub-contractors working alone shall be adequately trained and educated in the contents of this policy and the following:

a. First Aid Policy and Procedures
b. Emergency Contact Numbers
c. Contacts for Local Emergency Rescue Authorities (i.e. 911, fire, police, etc.)

11. When leaving the site premises all employees, contractors and/or sub-contractors will provide detailed information regarding their proposed location and expected time of return to their supervisor or office secretary. All employees, contractors and/or sub-contractors leaving company premises must have effective means of communication via cellular phone or other means of electronic communication.

12. Employees, contractors and/or sub-contractors working alone whom for any reason cannot communicate with their Supervisor must be adequately trained on how to summon first aid and/or local emergency rescue authorities by calling 9-1-1 in case of an emergency.

19.0 PERSONAL PROTECTIVE EQUIPMENT POLICY

19.1 Purpose

This policy is designed to outline the use and maintenance of personal protective equipment (PPE) to protect employees, contractors and/or sub-contractors from exposure to workplace hazards and the risk of occupational injury and/or disease.

Personal protective equipment (PPE) is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible.

PPE will be used in conjunction with other controls unless no other means of hazard control exist.

19.2 Definitions

"A.N.S.I." American National Standards Institute

"N.I.O.S.H." National Institute for Occupational Safety and Health

"Personal Protective Equipment" Any equipment or clothing worn that protects the employee from work related injuries, illnesses and fatalities.

19.3 Policy

Company employees, contractors and/or sub-contractors will be responsible for providing proper clothing (offering protection against the natural elements), gloves, appropriate footwear (including safety footwear) and safety headgear.

19.4 Selection, Use and Maintenance

1. Personal protective equipment must be:

    a. selected and used in accordance with recognized standards, and provide effective protection,
    b. not in itself create a hazard to the wearer,
    c. be compatible, so that one item of personal protective equipment does not make another item ineffective, and
    d. be maintained in good working order and in a sanitary condition.

2. If the use of personal protective equipment creates hazards equal to or greater than those it use is intended to prevent, alternative personal protective equipment must be used or other appropriate measures must be taken.

19.5 Instruction and Training

Triune Construction Group shall ensure that all employee, contractor and/or sub-contractors who are required to wear personal protective equipment are adequately instructed and trained in the correct use, limitations and assigned maintenance duties for the equipment to be used.

19.6 Supervisor Responsibilities

The supervisor must ensure that appropriate personal protective equipment is:

a. available to employee, contractor and/or sub-contractors,
b. properly worn when required, and
c. properly cleaned, inspected, maintained and stored.

19.7 Employee, contractor and/or sub-contractor Responsibilities

1. A employee, contractor and/or sub-contractor who is required to use personal protective equipment must:

   a. use the equipment in accordance with training and instruction,
   b. inspect the equipment before use, and
   c. report any equipment malfunction to the supervisor immediately.

2. A employee, contractor and/or sub-contractor who is assigned responsibility for cleaning, maintaining, or storing personal protective equipment must do so in accordance with training and instruction provided.

19.8 Foot Protection

A.N.S.I approved steel-toed boots with the following symbol (Ω) are mandatory throughout the warehouse and outside locations throughout the site.

19.9 Eye Protection

1. An employee, contractor and/or sub-contractor must wear properly fitting safety eyewear appropriate to the conditions of the workplace if handling or exposed to materials, which are likely to injure or irritate the eyes. Use the correct safety eyewear for the task being performed.

2. Proper A.N.S.I approved safety glasses and face-shield must be worn when exposed to chipping, working with compressed air, grinding, hammering and/or when exposed to excessive amounts of dust in the air.

3. A.N.S.I approved safety goggles must be worn when:

   a. Cleaning up spills.
   b. When working with dusty materials.
   c. When working with any chemically based liquid material.
   d. Anytime there is visible dust in the air.

4. Proper A.N.S.I approved welding helmet must be worn when welding or gouging in conjunction with adequate protective lenses for protection from ultra-violet rays and splatter.

5. Proper A.N.S.I approved burning glasses must be worn when burning or cutting. Employee, contractor and/or sub-contractor working with or in close proximity must wear burning glasses as well or other adequately shaded lenses to prevent arc flash.

19.10 Respiratory Protection

1. All employee, contractor and/or sub-contractors who are exposed to unhealthy air contaminants must wear proper ANSI or N.I.O.S.H. approved protective respiratory equipment. Respiratory protection must be worn when exposed to the following air contaminants and/or breathing hazards:

    a. Particulate contaminants (dusts, fibers, mists, fumes, and airborne biological contaminants).
    b. Gas and vapour contaminants (i.e. fuel or paint).
    c. Oxygen deficiency (air low in oxygen).
    d. Any of the above hazards in combination.

2. Employee, contractor and/or sub-contractors required to wear respiratory equipment must be clean-shaven where the respirator seals with the face.

3. The company will issue the proper respiratory protection for the task being performed and will provide each employee, contractor and/or sub-contractor with a fit test.

Respiratory Protection Examples

Particulate Filter Cartridge Respirator

Half Mask & Full Face Cartridge Respirators (Air Purifying)

19.11 Safety Headgear

1. Proper A.N.S.I or A.N.S.I. approved hard hats must be worn in any work area where there is a danger of head injury from falling, flying or thrown objects or other harmful contacts.

2. **According to ANSI/ISEA Z89.1-2009 , hard hat electrical performance is divided into three categories: Class E, Electrical; Class G, General, and; Class C, Conductive:**

   a. **Class E (Electrical) Hard Hats** are designed to reduce exposure to high voltage conductors, and offer dielectric protection up to 20,000 volts (phase to ground). This amount of voltage protection, however, is designated to the head only, and is not an indication of voltage protection allocated to the user as a whole.

   b. **Class G (General) Hard Hats** are designed to reduce exposure to low voltage conductors, and offer dielectric protection up to 2,200 volts (phase to ground). As is the case with Class E hard hats, this amount of voltage protection is designated to the head only, and does not account for voltage protection allocated to the user as a whole.

   c. **Class C (Conductive) Hard Hats** differ from their counterparts in that they are not intended to provide protection against contact with electrical conductors. On the contrary, Class C hard hats may include vented options, such as the MSA V-Gard 500 Hard Hat , which not only protect the wearer from impact, but also provide increased breathability through their conductive material (such as aluminum) or added ventilation.

19.12 Hand and Body Protection

1. All employees, contractors and/or sub-contractors must wear appropriate skin, hand, foot or body protection if he/she is exposed to a substance or condition which is likely to puncture, abrade or otherwise adversely affect the skin, or be absorbed through it.

2. If there is danger of injury, contamination or infection to a employee, contractor and/or sub-contractor's hands, arms, legs, or torso, the employee, contractor and/or sub-contractor must wear properly fitting protective equipment appropriate to the work being done and the hazards involved.

3. If a glove, apron, or other protective equipment used to protect the skin against contact with a hazardous substance is rendered ineffective due to contamination with the substance; the protective equipment must be promptly replaced with clean or decontaminated equipment to maintain the required protection.

4. Choosing protective gloves and body protection that adequately protects from the hazard(s) of a specific job and adequately meets the specific tasks involved in the job, can be done by the following chart:

Hazard	Type of Protective Material

Abrasion	Reinforced heavy rubber, staple-reinforced heavy leather, rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Metal mesh, staple-reinforced heavy leather, Kevlar, aramid-steel mesh, leather, terry cloth (aramid fiber), polyester, nylon, cotton
Chemicals and Fluids	Depending on chemical: natural rubber, neoprene, nitrile rubber, butyl rubber, Teflon, polyetrafluoroethylene
Cold	Leather, insulated plastic or rubber, wool, cotton
Electricity	Rubber-insulated gloves tested to appropriate voltage with leather outer glove
Heat	Asbestos, neoprene-coated asbestos, heat-resistant leather with lining
General Duty	Cotton, terry cloth, leather
Product Contamination	Thin-film plastic, lightweight leather, cotton, polyester, nylon
Radiation	Lead-lined rubber, plastic or leather

19.13 Hearing Protection

1. Employee, contractor and/or sub-contractors must wear hearing protection if the noise or sound level in the workplace exceeds 85 decibels (A-weighted) or dB(A). Many work processes will damage hearing in the long term despite no immediate symptoms.

2. A good indication that noise levels may affect your hearing is if a employee, contractor and/or sub-contractor is three feet from someone and has to raise his/her voice to talk to them.

3. Employee, contractor and/or sub-contractors in a posted noise hazard area must wear hearing protection.

4. The simplest form of hearing protection can be ANSI approved ear muffs and/or ear plugs.

20.0 EMERGENCY RESPONSE PLAN POLICY

20.1 Purpose

Emergencies and disasters can occur at any time without warning. An emergency response plan must be established and implemented at Triune Construction Group in case such emergencies arise.

The following are some examples of emergency situations that can occur at Triune Construction Group:

- Fire
- Explosion
- Accidental Release of Toxic Substances
- Major Structural Failure
- Major Chemical Spill
- Earthquake
- Floods
- Serious Injury

20.2 Policy

Triune Construction Group:

a. Develop plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
b. Locate, copy, and post building and site maps.
c. Ensure that exits are clearly marked.
d. Practice evacuation procedures once per year.

20.3 Emergency Response Coordinator (ERC)

The emergency response coordinators (ERC) are the people who serve as the main contact people for the company in an emergency. The ERC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the ERC. If the primary contact is unable to fulfill the ERC duties, the secondary contact will take on this role.

20.4 Emergency Contact Numbers

- **Fire Station: 911**
- **Police: 911**
- **Emergency: 911**
- **Ambulance: 911**
- **Poison Control Center: 1-800-222-1222**

20.5 Potential Emergencies

The following potential emergencies have been identified in hazard assessments:

1. Fire
2. Major Chemical Spill
3. Explosion
4. Earthquake
5. Accidental Release of Toxic Substances
6. Floods
7. Major Structural Failure
8. Serious Injury

20.6 Muster Station (Assembly Point)

In case of emergency evacuation, all employees, contractors and/or sub-contractors will safely exit the building(s) through the nearest exit point and assemble at the nearest muster station. Muster stations will vary by location depending on the worksite employees, contractors and/or sub-contractors will be working on. It will be the responsibility of the site Supervisor to ensure employees, contractors and/or sub-contractors are educated on the location of each muster station on each different work site.

Insert Picture of Muster Station

[Insert Image Here]

20.7 Communication

In the event of an emergency within or affecting the worksite, the Emergency Response Coordinator (ERC) will communicate and make the following decisions to ensure that appropriate key steps are taken:

1. Pull the fire alarm or blow the air horn six times to alert all employees, contractors and/or sub-contractors of an emergency.

2. Advise all personnel verbally (in person) and/or by using the air horn which will alert all employees, contractors and/or sub-contractors inside the main shop floor.

3. Assist in evacuating all persons to the muster station (assembly point) and account for everyone including visitors and customers.

20.8 Evacuation Procedures

In the event of an **EMERGENCY**, all employees, contractors and/or sub-contractors will adhere to the following procedure:

1. Do not stop for valuables or to get a coat.
2. If safe to do so, shut off all electrical tools or machinery.
3. If safe to do so, alert others around you.
4. Leave the building using the nearest **EXIT** point closest to you.
5. When evacuating always **WALK**; never run.
6. Once outside, move away from the building and head directly towards the muster station (assembly point).
7. **DO NOT LEAVE** the muster station (assembly area) and **DO NOT ENTER** back into the building for any reason.
8. Once at the muster station, the Emergency Response Coordinator (ERC) will count heads and account for all employees, contractors and/or sub-contractors including any customers or visitors.
9. The Emergency Response Coordinator (ERC) will advise if and when it is safe to re-enter any of the buildings.

20.9 Hazardous Materials Spill Procedures

1. Report any major spills of petroleum products to your supervisor who in turn will report to the proper provincial authorities.
2. Report any spill that could potentially result in adverse environmental effect such as oil spill into a watercourse, slope failure or wash out into a stream.
3. The Supervisor shall be notified immediately of any spill and will consult with Management to determine a course of action.
4. Spill kits shall be available on site inside the warehouse and in every pickup and mobile equipment.
5. Evaluate the hazards and identify any potential problems that could be encountered during the control and clean up.
6. Identify the type and volume of the spill.
7. Refer to the SDS and ensure fire extinguishers are available.
8. Investigate the cause of the spill and prepare an incident report and provide a copy to the Supervisor.

21.0 LADDER SAFETY POLICY

21.1 Purpose

This procedure is to ensure minimum guidelines are met for the proper usage, safe care and inspection of all ladders. The requirements of this procedure are applicable to the use of portable ladders, fixed ladders, and stepladders while working at Triune Construction Group

21.2 General Procedure

All ladders must meet in accordance with ANSI standards. A manufactured portable ladder must be marked for the grade of material used to construct the ladder and the use for which the ladder is constructed.

1. All ladders (including stepladders) must be inspected for defects prior to use. Ladders with loose, broken or missing rungs, split rails, painted wood or other defects are considered unsafe and must not be used.

2. All defective ladders must be removed and/or discarded from the worksite, and/or job process, and must be immediately reported to the supervisor.

3. All ladders should be kept clean and free of dirt, grease, oily substances, and any other debris that may affect the safe use of the ladder.

4. Ladders should be stored in a dry storage area after being used.

5. **Do not** work or place a ladder (stepladder):

    a. In front of windows or doors that open towards it.
    b. Over items that may cause impalement or other serious injury.
    c. On stable or uneven surfaces.
    d. Close to an edge or surface that could result in a fall beyond the base of the ladder.
    e. In proximity to energized power sources if the ladder is made of metal and or wooden ladders if they contain wire reinforcing on them.

6. Do not work off the top two rungs of a ladder, including stepladders.

7. Always maintain a three-point contact with the ladder when climbing and descending, do not carry items up or down the ladder.

8. Ladders may be used for short duration work. For longer duration a method of fall protection must be utilized.

9. Only one person at a time is permitted when climbing or descending a ladder.

21.3 Installing an Access and Egress Ladder

1. The bottom of a ladder must be placed on a firm level surface.
2. The top part of a ladder must rest on a surface that is able to support the load imposed on it.
3. The top part of a ladder (other than stepladders) must extend approximately 1 m (3 feet) above a safe landing or parapet wall.
4. The bottom of a ladder must be secured to prevent it from kicking out.
5. The top of the ladder must be secured to prevent it from being able to move in any direction.
6. The angle of a ladder must be at a 4:1 ratio. For example, if the top part of the ladder rests on a wall surface 12 feet up from the base, then the ladder should be 3 feet out from the bottom of the wall.

21.4 Stepladders

1. Use the appropriate stepladder for the job.
2. All four legs of a stepladder must be on a firm even surface.
3. The spreader arms must be fully extended and in the locked position.
4. Do not work off the top two rungs of a stepladder.

21.5 Site-Constructed Ladders

All site-constructed ladders must be built in accordance with OSHA State Regulations.

22.0 DISCIPLINARY ACTION POLICY

22.1 Purpose

Triune Construction Group is committed to ensuring the health, safety and well-being of all their employees, contractors and/or sub-contractors, contractors, clients and visitors and visitors to their sites. Triune Construction Group intends to provide a safe workplace for all its employees, contractors and/or sub-contractors by:

a. Developing a comprehensive occupational health, safety and welfare program;
b. Assigning responsibility for compliance with all aspects of that program;
c. Continuously identifying hazards in the workplace and either eliminating them or reducing the risk associated with them;
d. Providing appropriate training, instruction and education;
e. Enforcing this policy equally among employees, contractors and/or sub-contractors, contractors, clients and visitors and visitors.

22.2 Responsibilities

Triune Construction Group will ensure that company employees, contractors and/or sub-contractors receive adequate direction, instruction and training in carrying out their duties in a safe and effective manner. Employees, contractors and/or sub-contractors will be held responsible for following company rules and safety procedures and taking direction from their supervisor.

22.3 Policy

1. All Triune Construction Group employees, contractors and/or sub-contractors must follow all company health and safety rules, safe work procedures and safety policies at all times. No exceptions.

2. Failure to follow company health and safety rules, safe work procedures and safety policies and any violation of these rules, procedures and policies will result in the following disciplinary action:

   a. **First Offence:** Will result in a verbal warning which still must be logged in the employee's personal file.
   b. **Second Offence:** Will result in a written warning from the Supervisor. This letter (written warning) will be put into your employment file.
   c. **Third Offence:** Will result in suspension (without pay) from work. The amount of "days suspended" from work will depend on the nature of the safety infraction.
   d. **Fourth Offence:** Will result in immediate termination from employment.

The level of disciplinary action to be taken by Triune Construction Group can be decided depending on the seriousness of the safety infraction.

23.0 LOCK OUT POLICY

23.1 Purpose

The purpose of this lockout policy and procedure is to ensure the safety of contractors and/or sub-contractors while machinery or equipment is shut down for maintenance purposes. If the unexpected energization or start-up of machinery or equipment or the unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled.

23.2 Definitions

"Control System Isolating Device" Means a device that physically prevents activation of a system used for controlling the operation of machinery or equipment.

"Energy Isolating Device" Means a device that physically prevents the transmission or release of an energy source to machinery or equipment.

"Energy Source" Means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to contractor and/or sub-contractors.

"Lockout" Means the use of a lock or locks to render machinery or equipment inoperable or to isolate an energy source in accordance with a written procedure.

"Maintenance" Means work performed to keep machinery or equipment in a safe operating condition, including installing, repairing, cleaning, lubricating and the clearing of obstructions to the normal flow of material.

"Personal Lock" Means a lock provided by the employer for use by a contractor and/or sub-contractor to ensure personal lockout protection such that each lock when applied is operable only by a key in the contractor and/or sub-contractor's possession, and by a key under the control of the supervisor or manager in charge.

23.3 Policy

1. Machinery could unexpectedly activate or if the unexpected release of an energy source could cause injury, the energy source must be isolated and controlled.

2. The following are the main steps to locking out if machinery or equipment is shut down for maintenance or any other purposes where work on machinery or equipment has to be conducted:

    a. Identify the machinery or equipment that needs to be locked out.
    b. Shut-off machinery or equipment.
    c. Ensure all moving parts have come to a complete stop.

    d. Ensure the act of shutting off equipment does not cause a hazard to other contractor and/or sub-contractors.

3. Identify the main energy-isolating device for each energy source.

4. The Supervisor must be informed prior to working on any system that requires lockout to ensure the system has been adequately locked out and that the personal lock (contractor and/or sub-contractor) has been applied to the correct primary source of energy.

5. Each contractor and/or sub-contractor is responsible for applying and removing their own lock. No employee shall apply or remove any other contractor and/or sub-contractors lock.

23.4 Supply of Locks

1. Every contractor and/or sub-contractor who is required to lockout machinery or equipment must sign out their own personal locks.

2. Locks are available in the warehouse (main production area) – Lockout Boxes

3. Each contractor and/or sub-contractor shall fill in the lock sign-out sheet including date and time of sign-out, and maintenance to be performed.

4. Each contractor and/or sub-contractor shall keep the key for the above locks in his/her possession until successful completion of the work.

5. Upon completion of the described maintenance, the contractor and/or sub-contractor will return the locks and sign them back into inventory by completing the sign-out sheet.

6. All locks used by individuals will be registered and signed for. The locks are property of the company and are accountable by the individuals who sign for them.

7. If two people are working on the same piece of machinery or equipment, two colored locks (or labeled with the contractor and/or sub-contractors name) must be used at each lockout point, one for each person.

23.5 Procedures: Prior to Conducting Maintenance

1. Identify the machinery or equipment that needs to be locked out.

2. Shut-off machinery or equipment.

3. Ensure all moving parts have come to a complete stop.

4. Ensure the act of shutting off equipment does not cause a hazard to other contractor and/or sub-contractors.
5. Identify and de-activate the main energy-isolating device for each energy source:

6. Position yourself so that any blow-off will not hit or strike the individual conducting the lockout:

   Example: Left Hand Rule

   a. Stand to the right of the device (when facing it)
   b. Put your left hand on the device switch
   c. Turn your head to the right
   d. Pull switch to the **off position**

7. Apply a personal lock to the energy-isolating device for each energy source, and ensure that all parts and attachments are secured against inadvertent movement.

8. Test the lockout to make sure it's effective and to verify that each energy source has been effectively locked out. First ensure that all contractor and/or sub-contractors are in the clear and that no hazard will be created if the lockout is not effective.

9. Lockout can be tested after each energy-isolating device is locked out or after group of nearby devices is locked out.

23.6 Procedures: After Completing Maintenance

1. Make sure all tools and loose parts are cleared out, doors are closed, guards are replaced and all safety devices are operating in their regular working condition.

2. Check to make sure no other employee is in a position of possible injury if the power is to be turned back on.

3. All blocking, tiebacks etc., are removed at the appropriate time in the next steps.

4. Remove all locks and lockout devices while taking the same precautions when applying the locks.

5. Turn on the equipment to ensure it is running properly, unless instructed otherwise by the Supervisor.

6. Inform the Supervisor immediately when maintenance of machinery or equipment has been completed.

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23.7 Multiple Person Lockout

1. Each person working on the machinery or equipment is responsible for locking out the energy-isolating device.

2. Multiple locks can be applied with scissor adaptors.

3. The first contractor and/or sub-contractor who applies the lock must make sure the lockout is effective and the equipment will NOT START.

4. When each contractor and/or sub-contractor has finished maintenance, the contractor and/or sub-contractor removes only his or her own personal lock that was placed on the energy-isolating device.

5. The contractor and/or sub-contractor who removes the last lock should check that all contractor and/or sub-contractors are in the clear and that the equipment can be safely re-started.

23.8 Group Lockout

1. The group lockout procedure reduces the number of locks required and saves time.

2. The group lockout procedure can be used if a number of contractor and/or sub-contractors are working on machinery or equipment, particularly if a large number of energy-isolating devices must be locked out.

3. A written group lockout procedure MUST BE DEVELOPED AHEAD OF TIME and must be posted at the place where the system is in use.

4. TWO QUALIFIED CONTRACTOR AND/OR SUB-CONTRACTORS can put a personal lock on each energy-isolating device.

5. Their keys MUST be placed in a key-securing system (APPROVED YELLOW LOCKOUT BOX).

6. Each contractor and/or sub-contractor who is doing maintenance on the locked-out components must apply a personal lock to the YELLOW LOCKOUT BOX used by the two qualified contractor and/or sub-contractors.

7. Each contractor and/or sub-contractor shall keep the key for the above locks in his/her possession until successful completion of the work.

8. After finishing the maintenance work, each contractor and/or sub-contractor removes his or her personal lock from the YELLOW LOCKOUT BOX.

9. If it is safe to END THE LOCKOUT, the two qualified contractor and/or sub-contractors are responsible for removing their personal locks from the YELLOW LOCKOUT BOX.
10. Once the keys are removed from the YELLOW LOCKOUT BOX, the group lockout has safely ended.

23.9 Procedures for Working on High Voltage Equipment

1. Triune Construction Group will ensure the following procedures apply when it is impracticable to isolate, ground or lock out high voltage electrical equipment:

    a. Written safe work procedures acceptable to OSHA State Regulations will be followed,

    b. 2 or more qualified and authorized will be present when work is being done unless procedures permit the work to be done by one person,

    c. Electrical protective equipment including rubber blankets, hoses, hoods, gloves and live line tools will be used and maintained according to acceptable standards,

    d. Where metal ladders or staging is required for access to work areas in proximity to high voltage equipment, their use must be in accordance with written procedures acceptable to OSHA State Regulations.

23.10 Procedures for Working on De-energized High Voltage Power Systems

23.11 Isolation and Lock out

1. Before working on a power system that for reasons of safety must be de-energized, the contractor and/or sub-contractor in charge must ensure that the part of the system being worked on is isolated and grounded and locked out.

2. Barriers or warning signs must be in place to differentiate high voltage equipment that has been de-energized from similar energized equipment if the lack of identification could pose a hazard to other contractor and/or sub-contractors.

3. If it is impracticable to lock out all or part of a power system, the following applies:

    a. The boundaries of the power system or part must be clearly defined,
    b. Written work procedures governing the issue of safety protection guarantees must be followed and include designation of the person in charge, switching orders, isolation devices, grounding and blocking and situations involving multiple authorities as outlined in OH&S Regulation,
    c. All equipment used to establish safety protection guarantees must be identified on or near the equipment.

23.12 Person in Charge

Triune Construction Group will ensure that safety protection guarantees are assigned by a Person in Charge of the power system prior to work being performed on de- energized high voltage equipment.

23.13 Switching Orders

Where a switching sequence involves the operation of 3 or more devices, a switching order will be prepared by the power authority and strictly followed.

23.14 Isolating Devices

Isolation devices used for safety protection guarantees must provide for visual verification of the opening of the isolation point. The device must be able to accommodate a lock and a “Do Not Operate” tag must be placed on each isolating device.

23.15 Grounding and Blocking

1. Following the issuance of a safety protection guarantee, Triune Construction Group will ensure that authorized contractor and/or sub-contractors conduct the following safety measures prior to work commencing:

    a. Equipment to be worked on will be tested to verify isolation before grounding and block begins.
    b. The supervisor or senior person in charge of the crew will verify that grounding and blocking devices are in place before work begins.
    c. Grounding and blocking of any equipment will be carried out as close as practicable to the work area.
    d. If grounding or blocking is not safe or practical, written safe work procedures must be followed.
    e. For the purpose of conducting tests, grounds and blocks may be removed.

23.16 Multiple Authorities

1. Triune Construction Group will prepare appropriate written procedures when a safety protection guarantee involves 2 or more power authorities or 2 or more persons in charge of different parts of the system.

2. Contractor and/or sub-contractors will be instructed on these procedures and monitored during the course of work.

24.0 FALL PROTECTION POLICY

24.1 Purpose

This policy is established for the purpose of minimizing and/or eliminating the risk of fall injuries and to protect Triune Construction Group contractors and/or sub-contractors from hazards of falls when working in elevated areas greater than 4 Feet.

24.2 Definition

"Fall Protection System" means a contractor and/or sub-contractor's fall restraint system or fall arrest system composed of:

a. guardrails,
b. safety belt or full body harness which includes a lanyard and/or lifeline and an anchor point,
c. safety monitor with a control zone, or
d. work procedures that are acceptable to the OSHA State Regulations and minimize the risk of injury to a contractor and/or sub-contractor from a fall.

24.3 Policy

1. Fall protection is required when working at heights greater than 4 feet, or from a lesser height from which an unusual risk of injury may occur. You must remain 6.5 feet away from any unguarded edge.

2. The hierarchy of fall protection systems is as follows:

   a. Guardrails
   b. Fall Restraint
   c. Fall Arrest
   d. Safety Monitor and Control Zone

3. Whenever guardrails, work platforms, or scaffolding of fall restraint is not practicable, a full body harness and lanyard attached to a secure anchor point is required.

4. A written fall protection plan is required when work is being done at a location where Triune Construction Group contractors and/or sub-contractors are not protected by permanent guardrails, and from which a fall of 10 feet or more may occur.

24.4 Guardrails

1. Guardrails must be used as a means of fall restraint if it is practicable for the work process. Guardrails prevent a contractor and/or sub-contractor from going over the edge and have a top rail at 40 to 44 inches above the surface, a mid-rail 20 to 22 inches above the surface, a toe board on edge in contact with the surface and vertical supports that are within 8 feet of each other.

2. A guardrail must be able to withstand a load of 125 pounds (lbs) applied perpendicular to the span in a horizontal or vertically downward direction at any point on the top rail.

3. Wooden top rails must be at least 2 inch x 4 inch lumber for a span of up to 2.4 meters between supports, and at least 2 inch x 6 inch lumber for a span of 2.4 meters to 3 meters between supports. Wooden mid-rails must be 1 inch x 6 inch or 2 inch x 4 inch lumber. Wooden rails must be secured to the tops or inner sides of their vertical supports.

4. If a guardrail must be removed to accommodate work, only that portion of the guardrail necessary to allow the work to be done may be removed, and contractor and/or sub-contractors exposed to a fall hazard must be protected by another fall protection system when the guardrail is absent.

5. The guardrail must be replaced when the guarded area is left unattended and after the work is completed.

6. Chains or ropes are **NOT** to be used for guardrails.

24.5 Fall Restraint

1. Fall restraint is a work positioning system to prevent a contractor and/or sub-contractor from falling from a work position, or a travel restriction system such as guardrails or a personal fall protection system that prevents a contractor and/or sub-contractor from falling over the edge.

2. Fall restraint anchor point must be capable of withstanding a **minimum of 800 lbs.** of force in the direction of the force being applied on it.

3. A fall restraint system can consist of a full body harness or safety belt, lanyard (shock absorber), rope-grab and lifeline.

4. Triune Construction Group contractors and/or sub-contractors must be trained thoroughly in the safe use, inspections and limitations of personal fall protection equipment, including safety belts, harnesses, lanyards and lifelines.

24.6 Fall Arrest

1. Fall arrest is a system that allows a contractor and/or sub-contractor to move beyond the building perimeter while limiting the contractor and/or sub-contractors fall to a maximum of 4 feet or 7.5 feet with a shock-absorbing lanyard.

2. Fall arrest anchor point must be capable of withstanding a **minimum of 5000 lbs.** of force in the direction of the force being applied on it.

3. Roof trusses cannot be used as anchor points, because they are designed for compression not tension.

4. A fall arrest system can consist of a full body harness, lanyard (with shock absorber), rope-grab, and lifeline.

5. Triune Construction Group contractors and/or sub-contractors must be trained thoroughly in the safe use and limitations of personal fall protection equipment, including safety belts, harnesses, lanyards and lifelines.

6. All full body harnesses, lanyards (with shock absorber), rope-grabs, and lifelines must be inspected for defects or damage before every use.

7. Triune Construction Group contractors and/or sub-contractors must be trained thoroughly in the safe use, inspections and limitations of personal fall protection equipment, including safety belts, harnesses, lanyards (with shock absorber) and lifelines.

24.7 Safety Monitor and Control Zone

1. A control zone means the area between an unguarded edge of a building or structure and a line which is set back a safe distance of at least 2 meters.

2. The width of a control zone is to be at least 2 meters (6.5 feet), with additional distance if any of the following conditions exists:

    a. The working surface is slippery or sloped.
    b. The work is carried out at an elevation relative to the unguarded edge.
    c. The risk is increased by the use of equipment near the control zone.

3. When permitted by regulation, a safety monitor system with a control zone may be used as the means of fall protection for Triune Construction Group contractors and/or sub-contractors in the control zone.

4. The control zone method of fall protection is intended for level or low-sloped work surfaces.

5. It is not to be used on a working surface where the slope of that surface exceeds 4 vertical in 12 horizontal, or for skeletal structure work or scaffold erection and removal.

6. If Triune Construction Group contractors and/or sub-contractors will at all times remain further from the unguarded edge than the width of the control zone, no safety monitor or other fall protection system need be used.

24.8 Safety Monitor System

1. A safety monitor system means a system in which a trained contractor and/or sub-contractor is designated to monitor work activities in a control zone to ensure that work is done in a manner that minimizes the potential for a contractor and/or sub-contractor to fall.

2. Only Triune Construction Group contractors and/or sub-contractors directly required for the work at hand should be inside the control zone.

3. The duty of the safety monitor is to ensure that the work activity in the control zone is performed in accordance with the fall protection plan and in a manner that minimizes the potential for a contractor and/or sub-contractor to fall.

4. A safety monitor is to:

    a. Be experienced in the work overseen and trained in the role of safety monitor.
    b. Be present at all times when a contractor and/or sub-contractor is in the control zone.
    c. Have complete authority over the work as it relates to the prevention of falls.
    d. Engage in no other duties while acting as the safety monitor.
    e. Be located so as to have a clear and continuous view of the work.

24.9 Fall Protection Plan

1. A written fall protection plan is required when work is being done at a location where Triune Construction Group contractors and/or sub-contractors are not protected by permanent guardrails, and from which a fall of 10 feet or more may occur.

2. The experienced person goes on the roof and sets the first anchor according to the manufacturer's instruction.

3. A 5/8" Polypropylene Life Line will then be attached to the anchor using a locking snap hook or carabiner.

4. The rope grab will then be attached to the lifeline with the arrow on the rope grab pointing towards the anchor.

5. A 4 foot lanyard will be attached from the rope grab to the D-ring that is marked A for Arrest on the contractor and/or sub-contractors full body harness.

6. The other systems will then be deployed and other Triune Construction Group contractors and/or sub-contractors will then come on the roof and hook up immediately.

7. An adequate length of ladder must be present on jobsite premises or company truck, at all times, exclusively for rescue purposes.

8. Triune Construction Group contractors and/or sub-contractors must be been trained in the procedure to get the ladder and assist a fallen contractor and/or sub-contractor.

24.10 Fall Protection Work Plan Form

1. Triune Construction Group contractors and/or sub-contractors must review and sign the Fall Protection Work Plan Form prior to starting work in an area where a hazard of falling exists.
2. Triune Construction Group contractors and/or sub-contractors must understand this plan and be trained in fall protection and the systems and equipment that will be used.

3. This plan must be posted at the worksite for the duration of the work activities.

4. The plan must be used in conjunction with a comprehensive and effective fall protection program.

25.0 MOBILE EQUIPMENT POLICY

25.1 Purpose

This policy is designed to outline the safe operation of mobile equipment throughout Triune Construction Group

25.2 Definition

"Mobile Equipment" Means a wheel or tracked vehicle, which is engine or motor powered, together with attached or towed equipment, but not a vehicle operated on fixed rails or tracks.

25.3 Operator's Responsibility

1. The operator of mobile equipment must operate the equipment safely, maintain full control of the equipment, and comply with the laws governing the operation of the equipment.

2. If mobile equipment has seatbelts required by any law in the State, the operator must use the seatbelts whenever the equipment is in motion, or engaged in an operation, which could cause the equipment to become unstable. When operating a lift truck, the seatbelt must be worn.

25.4 Supervisor's Responsibility

A supervisor must not knowingly operate or permit a contractor and/or sub-contractor to operate mobile equipment, which is, or could create, an undue hazard to the health or safety of any person, or is in violation of OSHA State Regulations.

25.5 Policy

1. All operators of mobile equipment shall possess the necessary licenses and/or certificates to operate.

2. The operator must receive adequate instruction in the safe use of mobile equipment and must demonstrate to a qualified supervisor or instructor competency in operating the equipment.

3. The operator shall be familiar with the operating instructions for the equipment and must be authorized and must have training certification to operate the equipment.

4. If operating equipment with air brakes, the operator must have a valid air brake certificate or a driver's license with an air brake endorsement, or evidence of successful completion on air brake systems by an organization acceptable to OSHA State Regulations.

5. The operator must inspect the equipment before the start of operation on the shift and thereafter as required to ensure the safe operating condition of the equipment. Any deficiencies, defects or unsafe conditions shall be reported to the Supervisor immediately and logged on the pre-inspection safety checklist logbook.

6. Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.

7. The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking break, placing the transmission in the manufacturer's specified park position, and by choking wheels where necessary.

8. All operators of mobile equipment must ensure that they have a clear, unobstructed work area. Where vision is obstructed, the operator must not move the equipment until a spotter is in place to guide the equipment and warn other contractor and/or sub-contractors on site of any danger or hazard.

9. The operator shall remain in the cab of their mobile equipment while loads are elevated above the ground. Operators are not permitted to leave the mobile equipment with suspended loads for any reason.

10. When materials and equipment are being transported, they must be loaded and secured to prevent any movement of the load, which could create a hazard to contractor and/or sub-contractors.

11. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load, which might otherwise shift due to unstable or uneven ground.

12. Contractor and/or sub-contractors shall not stand or sit on the side of or tailgate of any moving vehicle.

13. The operator of the mobile equipment is the only person allowed riding the equipment, unless additional approved seating is provided by the manufacturer.

14. When any work is performed on mobile equipment all energy sources must be locked out to prevent any start up or inadvertent movement.

15. All operators of mobile equipment must ensure the windshields, side and rear windows, and rear-vision mirrors must be maintained to provide clear vision to the operator.

16. When mobile equipment is parked or stored, parking breaks shall be set, wheels shall be blocked and all elevated devices must be lowered to the ground and placed in their locked position.

26.0 TOOLS, MACHINERY & EQUIPMENT POLICY

26.1 Purpose

The purpose of this policy is to outline the general requirements for equipment standards, authorization, and use. The scope of this policy applies to all tools, equipment and machinery capable of causing injury to the user from simple hand tools to complex machines and vehicles.

26.2 Responsibilities

All Triune Construction Group contractors and/or sub-contractors are responsible to ensure that tools and equipment utilized in the workplace, project, or in any facilities are safe for all conditions of intended use.

Management in so far as is reasonably practicable, is responsible to ensure that:

1. All equipment meets ANSI (or equivalent) standards.

2. Manufacturer's safety manuals and instructions are retained and made available to equipment users.

3. Contractors and/or sub-contractors are not permitted to use tools, equipment, or machinery unless they have been authorized to do so by the workplace supervisor/teacher and are wearing the protective equipment specified by the supervisor.

4. The use of appropriate personal protective equipment (PPE) in enforced in the shop area. A notice concerning requirements for wearing PPE in the shop shall be conspicuously posted near each piece of equipment and machinery.

5. Emergency stop controls on power-driven machines are conspicuously identified and located within easy reach of the operator.

6. Establish lock-out / tagout procedures that meet or exceed OSHA State Regulations.

7. Tools, equipment, and machinery are inspected at regular intervals and maintained in safe working condition as specified by the manufacturer.

Contractors and/or sub-contractors are responsible to:

1. Inspect the condition of all tools, equipment and machinery prior to use and in conformance with established procedures and manufacturer's instructions.

2. Cooperate in obtaining any authorization, certification or training required to use the tools, equipment and machinery.

3. Use only the tools, equipment and machinery that you have been trained and authorized to use.

4. Ensure that loose clothing, long hair, dangling accessories and jewelry that are likely to be hazardous to safety are not worn around equipment unless tied, covered, or otherwise secured to prevent entrapment.

5. Wear/use the prescribed personal protective equipment.

6. Never remove or render ineffective a machine guard or other safety device without the approval of the workplace supervisor.

7. When it is necessary to remove a machine guard from a machine for repair or maintenance purposes, ensure that the machine is locked out. Where it is not practicable to lock out a machine, perform the repair or maintenance in accordance with an established safety procedure in the presence of and under the direct supervision of the workplace supervisor and/or a qualified person.

26.3 Policy

1. Do not use a tool or machine if you are unfamiliar with its use or if you feel that you need additional instruction in order to use the equipment safely and correctly.

2. Tools and equipment should be kept in an orderly fashion so that they may be easily found when needed. All tools should be cleaned after every use.

3. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to the supervisor, and repaired or replaced at once. Report any concerns as soon as possible. Do not use or operate defective or unguarded equipment.

4. Ensure all required PPE is available, appropriate and in good condition prior to use.

5. Ensure the work area is properly prepared and ensure the safety of any persons nearby prior to the commencement of work.

6. Use all tools for their intended purpose only. Tools and equipment should always be used for their intended purpose and never be mishandled or used in a manner for which they were not designed. Follow all equipment-specific safe work practices and procedures. Never force a hand or power tool to strain beyond its obvious capacity.
7. Cutting tools are safer and more efficient when their blades are kept sharp. Avoid using dull cutting tools.

8. Never perform any adjusting, cleaning, oiling or repairing of equipment and/or machinery while in motion. Starter switches must be locked-out whenever maintenance work, manual cleaning, repairing or adjusting of machinery is conducted on electrically powered equipment.

9. Machinery guards must be kept in place at all times when equipment is being used. Guards should only be removed after a machine is shut down for repairs. Guards should be replaced as soon as repairs are completed.

10. All valves and relief valves must be inspected for leaks periodically. Ball valves must be replaced if a leak-by is evident. Relief valves must be replaced or refurbished and reset to the proper pressure relief.

11. Compressed air must never be used to clean clothing, yourself, or other personnel.

12. Always clean work area and put tools and equipment back in the correct storage location after each use.

27.0 BLOODBORNE PATHOGENS SAFETY POLICY

27.1 Purpose

This policy defines the requirements for addressing and minimizing exposures to bloodborne pathogens.

27.2 Definitions

The OSHA State Regulations provides the following definitions:

1. Biohazardous Material—a pathogenic organism, including a bloodborne pathogen, which due to its known or reasonable believed ability to cause disease in humans, would be classified as Risk Group II, III or IV as defined by the state Medical Research Council, or any material contaminated with such an organism.

2. Harmful Contact—situations where an injury penetrates through intact skin, or a mucous membrane or nonintact skin contact exposes a worker to blood or other potentially infectious material (OPIM).

3. Occupational Exposure—means reasonably anticipated, harmful contact with blood or other potentially biohazardous material that may result from the performance of a worker's duties.

27.3 Risks

1. OSHA State Regulations requires that an Exposure Control Plan be in place where an employee has, or may have occupational exposure to a bloodborne pathogen. This standard serves as the basis for an Exposure Control Plan.

2. Bloodborne Pathogens—Basically, they are infectious viruses of bacteria which can be present in blood or body fluids. The bloodborne pathogens of most usual concern are:

    a. the hepatitis B virus (HBV), affects the liver
    b. the hepatitis C virus (HCV), affects the liver
    c. the human Immuno-Deficiency virus (HIV)

27.4 Policy

1. Under normal working conditions contact with blood or other biohazardous materials is not anticipated. However, as bloodborne pathogens are communicable, any surface or object covered with blood or body fluids must be treated as if it is infectious.

2. Every effort must be made to avoid direct contact with such surfaces or objects and appropriate personal protective equipment must be worn (e.g. Nitrile gloves) if contact is possible.

3. Needles must always be handled using tongs or forceps; never by hand.

4. Hands and other soiled or contaminated surfaces must be washed thoroughly with soap and water.

5. Contaminated surfaces such as tables, counter tops must also be wiped with a disinfecting solution (e.g. 9 parts water to 1 part household bleach by volume).

6. If an individual has been exposed to a bloodborne pathogen, a post exposure protocol must be implemented. Post exposure to a potential bloodborne pathogen becomes a medical issue.

7. In situations where workers may have been exposed to a hepatitis B virus or another bloodborne pathogen, immediate medical evaluation and treatment is required.

8. Obtain immediate medical assistance from your first said attendant and then immediately report to the closest Hospital Emergency Department. They will be able to

    a. Provide 24 hours assistance
    b. Draw blood from the injured person as well as from the person involved
    c. Administer HIV preventative post exposure drugs (e.g. anti retro virus)
    d. Provide follow-up information to a worker's family physician.

27.5 Safety Sharps Disposal Procedures

Risks

1. When a person finishes using a syringe, some of that person's blood may still be inside the needle or syringe.

2. Unsafe handling of used syringes could result in an accidental needle stick injury.

3. Placing your hands in high hazard areas could also result in an accidental needle stick injury (i.e. garbage cans and toilets).

4. If pricked or poked by an open-ended syringe, **you may** contract the following diseases:

    a. Tetanus
    b. Staphylococcus Aureus
    c. Hepatitis B
    d. Hepatitis C
    e. HIV

General Requirements

Do not do the following:

1. Don't pick up sharps with the intention of disposing of them later.
2. Don't attempt to pick up sharps with your bare hands.
3. Don't put a used needle in your pocket unless you have a proper one-needle container to put it in.
4. Don't try to recap needles.
5. Don't try to remove contaminated needles from disposable syringes. Discard them as a single unit.
6. Don't dispose of sharps in regular garbage — this may create a hazard for others.
7. Don't fill sharps containers to the top. When a sharps container is about three-quarters full, replace it with a new one and properly dispose of the old one.
8. Contact your municipality for disposal information

Safe Work Procedure

1. Do not panic.

2. Cordon off the area (with yellow or red caution tape) so no one else enters into a hazardous situation.

3. Always wear puncture resistant gloves when handling used syringes.

4. If you are using a portable sharps container, place it next to the needle or other item.

5. Always use tongs or pliers to pick up the needle.

6. Place the needle in the sharps container, pointed end first, away from you.

7. Don't insert your fingers into the opening of the container, and keep your free hand out of the way.

8. Close the lid on the sharps container and place the container in a safe and locked place away from other staff members and clients.

9. Immediately wash your hands with soap and water after the syringe has been safely discarded.

Emergency Needle Stick Procedure

After a needle stick injury, the following procedures must be followed:

1. Report the injury immediately to first aid.

2. Wash the affected area thoroughly with soap and water.

3. Disinfect the area with an alcohol swab and apply bandaging.

4. Contact your Supervisor immediately.

5. Seek immediate medical attention from the nearest local health authority (HOSPITAL).

TRIUNE
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28.0 ELECTRICAL SAFETY POLICY

28.1 Purpose

Electricity can be our best friend — or our worst enemy. When handled improperly, electricity can injure or kill. Injuries can range from shock to severe burns. Injuries and fatalities can occur from accidents involving low voltages or from high voltages, usually from contact with high-voltage power lines.

The purpose of this policy is to ensure all Triune Construction Group contractors and/or sub-contractors are aware of the dangers of working around and on energized low-voltage equipment and near high-voltage conductors.

28.2 Policy

1. When work is being done on or near live exposed parts of installations, equipment, or conductors, the workers shall wear the proper personal protective equipment and have a written safe work procedure in place.

2. No employee shall open or close any circuit unless he / she is thoroughly competent and has full knowledge concerning the circuits affected and given ample warning to other workers who may be endangered.

3. The worker shall stand on the opposite side to the hinge of a switch box when opening or closing a circuit.

4. The worker shall never use their bare fingers to determine a live wire.

5. Do not work on conductors until you know the voltage.

6. Do not depend on the insulating cover of wires.

7. Electrical equipment and lines shall always be considered as being “live”. Always test, isolate, and ground prior to your work.

8. The worker shall never use steel rules near energized systems.

9. Never wear jewellery or other metal objects while working on energized systems.

10. Fuse pullers or rubber gloves shall be used to insert or extract fuses.

11. Whenever possible, disconnect and de-energize power before working on any electrical equipment.

12. When it is absolutely necessary to work on or near live "circuits", always place yourself in a position so that a shock or slip will not bring you in contact with live parts (2nd point of contact).

13. Portable electrical tools shall be effectively grounded, protected, or be of "double insulated" construction.

14. The casing and frame of portable electric generators shall be effectively grounded.

28.3 Electrical Procedures

1. Only trained, qualified and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.

2. All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized. Always check your tester on a known circuit to make sure it is working. Assured equipment ground conductor programs shall be utilized for all temporary electrical installations.

3. All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock.

4. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

5. Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.

6. Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blast. Employees working on live circuits shall be provided with fire resistant clothing.

7. Suitable eye protection must be worn at all times while working on electrical equipment.

8. Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blast and exploding equipment in the event of a fault.

9. All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.

10. Metal jewelry should not be worn around energized circuits.

11. Extension and temporary power cords must be heavy duty and grounded. Frayed or defective cords shall not be used.
12. Suitable temporary barriers or barricades shall be installed when access to opened enclosures containing exposed energized equipment is not under the control of an authorized person.

13. Electrical installations must be protected from accidental contact by enclosures or tight fitting covers.

14. Circuits shall not be overloaded with equipment or extension cords.

15. Metal measuring tapes, fish tapes, ropes or other metal devices are prohibited where they may contact energized parts of equipment or circuits.

29.0 JOINT SAFETY COMMITTEE POLICY

29.1 Purpose

The purpose of this policy is to ensure Triune Construction Group establishes a Joint Occupational Health and Safety Committee, which is made up of worker and employer representatives who will work together to identify any health, safety and environment problems and make recommendations to Triune Construction Group on health, safety and environment issues.

The Joint Safety Committee will advise Triune Construction Group on the overall occupational health and safety program and monitor its effectiveness.

29.2 Organization of the Joint Occupational Health & Safety Committee

The organization and selection of members for the Joint Occupational Health & Safety Committee shall consist of the following:

1. 50% or less of Employer Representatives (management level).

2. 50% or more Worker Representatives (union or non-union level) from different departments and must be chosen by and represent the workers.

3. One co-chair selected from **each group of representatives** (employer and worker) to control the meetings. Two co-chair members in total.

4. One recording secretary or any other member of the Joint Occupational Health & Safety Committee to record the minutes of the meetings.

5. Alternate members, selected in advance, to attend meetings or conduct committee business when regular members are not available.

29.3 Duties

The Joint Health & Safety Committee shall operate in an atmosphere of cooperation and commitment. The following outline sets out the duties and functions of the Triune Construction Group Joint Occupational Health and Safety:

1. To identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.

2. To consider and expeditiously deal with complaints relating to the health and safety of workers.

3. To consult with workers and Triune Construction Group on issues related to occupational health, safety and environment.

4. To make recommendations to Triune Construction Group and the workers for the improvement of the occupational health and safety program.

5. To make recommendations to Triune Construction Group on educational and training programs promoting the health and safety of workers.

6. To ensure compliance with the OSHA & DOSH State Regulations and the Triune Construction Group Occupational Health and Safety Program and to monitor its effectiveness.

7. To advise Triune Construction Group on programs, safe work procedures and policies required.

8. To advise Triune Construction Group on proposed changes to the workplace or the work processes that may affect the health or safety of workers.

9. To ensure that incident investigations and regular safety inspections are carried out as required.

10. To participate in safety inspections, incident investigations, and inquiries.

29.4 Policy

1. The Triune Construction Group Safety Committee shall meet once a month, at a centralized location, to make recommendations on health and safety matters to Triune Construction Group

2. The names of all committee members and their work locations must be outlined and posted throughout all Triune Construction Group worksite locations and be readily accessible for all employees.

3. The Joint Occupational Health & Safety Committee must keep accurate and clear minutes of each meeting as this will provide a permanent record of the meeting and indicate what was discussed during the meeting, what action will be taken and by whom.

4. All copies of committee meeting reports and minutes shall be kept for a minimum of 2 years from the date of the Joint Occupational Health & Safety Committee meeting and shall be made readily accessible to the Joint Occupational Health & Safety Committee, workers and prevention officers of OSHA.

5. Copies of committee meeting minutes, three most recent meetings, must be posted throughout all Triune Construction Group worksite locations and be readily accessible for all employees.

6. Copies of completed accident/incident investigation reports and safety inspection reports must be posted throughout the worksite and readily accessible for all employees.

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30.INJURY ILLNESS PREVENTION PLAN (IIPA) POLICY

30.1 Purpose

This Injury and Illness Prevention Policy identifies the persons responsible for implementing the health and safety programs, the system for ensuring employees comply with safe work practices, and the system for communicating health and safety-related information.

30.2 Scope

This policy applies to all Triune Construction Group locations and operations at customer and project sites.

30.3 Responsibilities

Managers

1. All Triune Construction Group managers and supervisors are responsible for implementing and maintaining this policy in their work areas and for answering questions about this IIPA.

2. Managers and supervisors shall:

    a. Ensure each Triune Construction Group location shall ensure adequate resources are allocated for implementing the IIPP.
    b. Be responsible for implementing OHS Policies and procedures within their functional areas.
    c. Develop health and safety policies and procedures in accordance with state regulations and Triune Construction Group requirements;
    d. Implement the IIPP;
    e. Evaluating the effectiveness of the IIPP; and
    f. Maintaining records required by the IIPP.

30.3 Staff Compliance

1. All employees, including managers and supervisors, are expected to comply with established health and safety programs, policies, and safe work practices.

2. Clear and will-full violations and disregard of established health and safety requirements may result in disciplinary action.

3. Employees whose safety performance is deficient shall be retrained on applicable safety requirements.

30.4 Communication

1. All Triune Construction Group managers and supervisors are responsible for communicating health and safety information in a form readily understandable by all employees. Triune Construction Group encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

2. Communication of health and safety information shall include:

    a. Posting health and safety information on designated safety boards at each Triune Construction Group location;
    b. Discussing project-specific health and safety information during project kick-offs, pre-shift, and safety tailgate meetings at customer sites;
    c. Distributing of the Triune Construction Group Safety Manual which includes this IIPP;
    d. Distributing of site-specific emergency action plans; and
    e. Notifying every employee of the right to report workplace hazards anonymously and without fear of reprimand or reprisal.

30.5 Hazard Assessment

1. Periodic inspections to identify and evaluate workplace hazards shall be performed by management for each Triune Construction Group location.

2. Periodic inspections shall be performed according to the following schedule:

    a. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
    b. When new, previously unidentified hazards are recognized;
    c. When occupational injuries and illnesses occur; and
    d. Whenever workplace conditions warrant an inspection.

30.6 Incident Investigations

1. Investigations of accidents and incidents shall be conducted in accordance with Triune Construction Group's Incident Investigation Procedure.

2. The incident investigation procedures shall include:

    a. Interviewing injured employees and witnesses;
    b. Examining the workplace for factors associated with the accident/incident;
    c. Determining the cause of the accident/incident;
    d. Taking corrective action to prevent the accident/incident from reoccurring; and
    e. Recording the findings and actions taken.

30.7 Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

a. When observed or discovered; and
b. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees shall be removed from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

30.8 Training and Instruction

1. All employees, including managers and supervisors, shall have training and instruction on general and job-specific health and safety practices.

2. Training and instruction shall be provided:

   a. To all new employees;
   b. To all workers given new job assignments for which training has not been provided previously;
   c. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
   d. Whenever the employer is made aware of a new or previously unrecognized hazard;
   e. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
   f. When employees show lack of knowledge of OHS policies and procedures; and
   g. To all employees regarding hazards specific to each employee's job assignment.

30.9 Workplace Safe Practices

General workplace safety and health practices shall include, but not be limited to, the following:

a. Implementation and maintenance of the IIP Program.
b. Emergency action and fire prevention.
c. Provisions for medical services and first aid including emergency procedures.
d. Prevention of musculoskeletal disorders, including proper lifting techniques.
e. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
f. Prohibiting horseplay, scuffling, or other acts that tend to result in accidents and injuries.
g. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
h. Proper reporting of hazards and accidents to supervisors.
i. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.

j. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

30.10 Record Keeping

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, shall be recorded on a hazard assessment and correction form.

2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers shall be recorded on a employee training and instruction form.

3. Inspection records shall be maintained for at least one year after the deficiencies have been corrected.

TRIUNE
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31.0 FIRE PROTECTION POLICY

31.1 Purpose

Fire prevention plans (FPP's) shall be developed for all Triune Construction Group locations.

Plans shall establish procedures for the prevention of fires and emergency response. Fire prevention plans shall be communicated to all Triune Construction Group employees and shall be readily available for their review.

31.2 Scope

1. This policy shall apply to all Triune Construction Group locations and operations at customer or project sites.

31.3 Responsibilities

Triune Construction Group

a. Develop location-specific Fire Prevention Plans (FPP) and fire evacuation procedures;
b. Communicate the FPP to all employees and contractors;
c. Ensure building fire protection systems are maintained;
d. Conduct monthly fire extinguisher visual inspections;
e. Ensure fire extinguishers are maintained annually and hydrostatically tested every 5 years;
f. Coordinate fire extinguisher training for employees on location;
g. Periodically inspect the location to identify and correct potential fire hazards; and
h. Periodically review the FPP and fire evacuation procedures.

Supervisors

a. Ensure employees complete all training required by this plan.
b. Ensure employees and contractors complete all site-specific training that is required at customer or project sites.
c. Develop project-specific FPP and fire evacuation procedures in coordination with customer or project contacts;
d. Ensure Triune Construction Group employees and contractors are aware of the FPP and fire evacuation procedures at customer and project sites; and
e. Inspect the work area at customer and project sites to identify and correct potential fire hazards.

31.4 Policy

1. FPPs shall be reviewed at least annually to ensure the content accuracy.

2. Evacuation maps shall be posted throughout each Triune Construction Group location and shall be included in the location's FPP.

3. FPPs must be in writing, be kept in the workplace, be made available to employees for review, and must contain the following elements:

    a. Locations and quantities of flammable and combustible materials stored on site;
    b. Storage requirements for flammable and combustible materials;
    c. Locations of heat producing equipment, such as burners, heat exchangers, boilers, ovens, stoves, and fryers; and require storage of flammables away from this equipment;
    d. Procedures for maintaining equipment;
    e. Procedure for inspecting buildings to ensure that housekeeping is maintained to prevent fire hazards and that egress routes are clear;
    f. Procedure for handling and storing flammable waste;
    g. Description of the building fire protection systems; and
    h. identity of individuals who have been assigned roles and responsibilities in the FPP.

31.5 Fire Protection Systems

1. Fire protection systems may consist of:

    a. Fire alarm systems;
    b. Fire detection systems;
    c. Sprinkler systems;
    d. Emergency signage; and
    e. Emergency lighting.

2. Fire protection systems shall be installed, maintained, tested and inspected per the requirements of location regulations.

3. Installation, maintenance, service, and repair of any component of a fire protection system shall be performed by persons who are qualified and knowledgeable in these systems. Persons performing such work on fire protection systems must also be certified or licensed if required by local regulations.

31.6 Fire Extinguishers

1. Triune Construction Group shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees while avoiding injury.

2. Fire extinguishers shall be of the proper type for the class of fire expected for the area.

3. Only portable fire extinguishers approved by ANSI Standards and the NFPA shall be used.

4. Fire extinguishers shall be visually inspected on a monthly basis and documented on tags affixed to the extinguishers.

5. Monthly visual inspections shall assure that:

    a. Fire extinguishers are mounted in their assigned place and are not blocked or hidden; Pressure gauges show adequate pressure;
    b. Pin and seals are in place;
    c. Fire extinguishers are free from signs of damage or abuse; and
    d. Nozzles are free of blockage.

6. Fire extinguishers shall have an annual maintenance check performed by a competent person who is knowledgeable about fire extinguisher requirements and who is licensed or certified if required by local regulations. The fire extinguisher shall be labelled with the date of the last annual maintenance check.

7. Fire extinguishers shall be hydrostatically tested every five years by a competent person who is knowledgeable about fire extinguisher requirements and who is licensed or certified if required by local regulations.

8. Portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents shall not be used at Triune Construction Group locations, or at customer or project sites.

9. Fire extinguisher locations shall be identified on the evacuation maps for every Triune Construction Group location.

10. Fire extinguishers shall only be used by employees who are trained on their use, only after sounding the building fire alarm, and only if there are clear egresses from the location of the fire. Each Triune Construction Group location FPP shall include a list of employees who are authorized to use fire extinguishers.

31.7 Training

1. All Triune Construction Group employees and contractors shall be trained on their location's FPP. Training shall be conducted upon initial hire and annually thereafter. Training shall cover:

    a. Evacuation routes and assembly points;
    b. Building alarm systems (visual and audible);
    c. Post evacuation personnel accounting procedures;
    d. Fire hazards within the facility;
    e. Available fire control systems;
    f. Potential emergencies in the workplace and appropriate response actions; and

g. Critical operations which may require shutdown prior to evacuation.

2. Employees who have been assigned roles and responsibilities for location's FPP shall be trained on their specific responsibilities:

   a. When the plan is developed or when the employee is initially assigned to their role;
   b. When the employee's responsibilities change; and
   c. When any changes have been made to the FPP.

3. Fire extinguisher training shall be coordinated by the Supervisor for authorized fire extinguisher users at Triune Construction Group locations.

4. Training shall be provided upon initial assignment and annually thereafter, and shall cover the following topics:

   a. Proper use of the fire extinguisher;
   b. Types of fires and fire extinguishers;
   c. Limitations of fire extinguishers;
   d. Hazards involved with the use of fire extinguishers;
   e. Conditions when it is not safe to use fire extinguishers; and
   f. If possible, a hands-on demonstration.

5. Triune Construction Group employees shall be trained on the fire hazards associated with their job duties upon initial assignment.

6. All training shall be documented and records shall contain the name of the employee, the date training was completed, and the method of delivery. Training records shall be maintained for at least one year.

31.0 DRUG AND ALCOHOL USE POLICY

31.1 Purpose

Triune Construction Group will ensure to help provide a safe and drug-free work environment for their employees.

31.2 Policy

1. It is the policy of Triune Construction Group that employees do not consume drugs or alcohol while on the company premises and before or during work hours where being under the influence of these substances could affect the safety of work being performed.

2. This policy also enforces and explains the circumstances of the consumption of drugs or alcohol may affect work performance and safety many hours after they were last consumed. This may mean that a worker may still be impaired in the morning following ingestion.

3. Triune Construction Group explicitly prohibits:

    a. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Triune Construction Group premises.

    b. Being impaired or under the influence of legal or illegal drugs or alcohol at work or away from Triune Construction Group premises, if such impairment or influence adversely affects the employee's work performance or the safety of the employee or of others.

4. If there is a confirmation or a strong suspicion by a Supervisor that an employee is in violation of this policy - the employee will not be allowed to work and sent home **via a taxi service only and paid for by Triune Construction Group**

5. Such an incident will be subjected to appropriate disciplinary action, up to and possibly including discharge from employment.

6. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final disciplinary or employment action becoming effective.

Triune Construction Group is responsible for:

    a. Ongoing leadership and supervision to ensure safe operations and effectiveness of the safety program;

    b. Determining and providing appropriate levels of training for Employees;

    c. Guiding Employees who voluntarily seek assistance for a personal problem to appropriate resources while maintaining confidentiality in accordance with this Policy;

d. Making arrangements for an assessment through human resources if, in the course of any performance-related discussion, an Employee states that they have a problem with Alcohol or Drugs;

e. Taking appropriate steps to investigate any possible violation of the requirements set out in this Policy; and;

f. Implementing the requirements of this Policy.

Employees will perform their job safely and responsibly, and in all ways consistent with established Triune Construction Group practices. In addition, Employees will:

a. Report Fit for Work for all scheduled or unscheduled duty and remain Fit for Duty while on Triune Construction Group business and Company Worksites;

b. Read, understand and abide by this Policy, as well as their responsibilities under it;

c. Seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment;

d. Cooperate with any work modification related to safety concerns;

e. Notify their supervisor if they believe an Employee, Contractor or visitor is not Fit for Duty on the job; and Cooperate as required with an investigation into a violation of this Policy, including any request to participate in a testing program as and when required to do so under this Policy.

31.3 Medications

1. All employees are required to use medications responsibly, both prescribed and over-the-counter. Employees are expected to consult with their physician or pharmacist to determine if the medication used will have any potential negative effect on attendance, behaviour, job performance and safety. A medical assessment may be required by Triune Construction Group to determine fitness for work while taking psychoactive medication.

2. Employees, who believe that their use of prescribed medications may have an adverse effect on their performance including safety issues, are required to report this to their Manager who may consult with Triune Construction Group to assist with any necessary accommodations to their jobs such as modified hours or duties.

3. In the interest of health and safety, employees who require the use of a Medications that may result in them not being Fit for Duty shall:

   a. Investigate, where appropriate, (through their medical professional) whether the Medication can negatively impact their ability to safely and acceptably perform assigned duties.

b. Advise the supervisor in all cases where the Medication could impact their ability to perform their duties safely.

c. Act responsibly and use a safe alternative Medication when available (e.g., non-drowsy).

31.4 Prohibitions

The following are **prohibited** while on company business or at company premises:

a. The use, possession, cultivation, manufacture, storage, distribution, offering or sale of Alcohol, Illicit Drugs or Drug Paraphernalia.

b. The possession, storage or use of prescription Medications prescribed for another individual or the possession, storage or use of prescription Medications without being able to produce a legally, medically obtained prescription.

c. The distribution, offering or sale of Medications.

d. Reporting to work or being at work while not Fit for Duty.

e. The consumption of Alcohol or Illicit Drugs or the consumption of any product containing Alcohol while on duty including during meals or breaks.

f. Regardless of the legalization of Cannabis in some States, the use of Cannabis and/or being under the influence of Cannabis during work hours is strictly prohibited.

31.5 Employee Assistance Program

Any employee who is unable to comply with this Alcohol and Drug policy or thinks they presents signs of an addiction to Alcohol, Drugs, whether legal or illegal, or medication should seek assistance through our Employee Assistance Program (EAP) from a representative's in the human resource department, their Supervisor or Manager.

31.6 Social Situations

1. In the case of a Triune Construction Group social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Subject to any site-specific limitations, responsible Alcohol use may be permitted at Triune Construction Group sponsored social functions with appropriate prior approval.

2. Triune Construction Group reminds its Employees that the Code of Ethics is still in effect at Triune Construction Group sponsored events and any Alcohol consumption is expected to be done

responsibly and in moderation. If an Employee is no longer Fit for Work following a Triune Construction Group social event, that Employee shall not report back to work or work.

3. Triune Construction Group has a zero-tolerance policy with respect to the use of vehicles while an Employee is legally intoxicated and Triune Construction Group will arrange for alternate transportation for employees in such circumstances. Consistent with the above, if Alcohol is made available to Triune Construction Group guests in the course of conducting Triune Construction Group business (for example, restaurant meetings).

4. Employees are expected to use reasonable judgment and be responsible in hosting other and remain in compliance with the Policy.

5. If an Employee suspects that a Triune Construction Group guest has consumed Alcohol in excess of the limits provided for in this Policy, the Employee will arrange for alternate transportation for that Triune Construction Group guest in such circumstances.

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32.0 COVID-19 SAFETY POLICY

32.1 Policy

1. Any Triune Construction Group employee who is ill and/or showing flu like symptoms will remain at home and not come into work as there is a high risk of infecting other. It is recommended to also contact their local health care provider immediately.

2. If an employee falls into one of the categories below, the employee will follow he advice from the CDC and State Health Authorities across the USA:

    a. **If you have COVID-19.** If you are sick with COVID-19, you need to stay home. Contact your local health care provider to get advice immediately.

    b. **If you have been in contact with a person infected with COVID-19.** If you have had close contact with an infected person you are at high risk of exposure. The CDC recommends that in these circumstances, you voluntarily home quarantine (self-isolation), with mandatory quarantine depending on circumstances, and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.

3. Employees are to be advised to not mask any symptoms of exposure even if they are mild symptoms or have had to take simple medications such as Tylenol. Workers showing any COVID-19 symptoms are not to come into work under any circumstances.

4. If an employee is confirmed to have COVID-19, Triune Construction Group will inform the other employees of their possible exposure to COVID-19, without disclosing names or details of the infected worker(s). All potentially exposed workers will be notified to contact their local public healthcare provider.

32.2 Cleaning and Sanitizing

1. Triune Construction Group will ensure during high risk COVID-19 exposure risk (pandemic) as advised by the CDC; areas such as washrooms and lunchrooms will be cleaned and sanitized frequently.

2. Triune Construction Group will ensure during high risk COVID-19 exposure risk (pandemic) as advised by the CDC; high risk touch spots will be cleaned and sanitized frequently, such as:

    Doorknobs, light switches, handrails, computer keyboards, desks, computer mouse, lunchrooms, sink taps, lunch tables, fridge handles, cellular phones etc.

3. Sanitizing chemicals will be purchased by the company.

4. Example of developing our own sanitizing solution: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

32.3 Disinfection Solution

1. You may use a chemical disinfection solution containing a bleach solution or at least 70% Alcohol. Follow manufacturer specifications for proper application and safety requirements (i.e. ppe and ventilation).

2. You may also create your own workplace diluted bleach solution (i.e. spray bottle):

5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

3. Ensure the spray bottle is adequately labeled for identification purposes.

32.4 Handshaking

During high risk COVID-19 exposure risk (pandemic) as advised by the CDC; it is advised to all employees to not conduct in handshakes until further notice.

32.5 Workplace Distancing

1. During high risk COVID-19 exposure risk (pandemic) as advised by the CDC, all workers will keep a minimum of distance of 6 feet from each other.

2. Avoid close contact with any other worker if they are showing any symptoms of COVID-19 infection.

3. During high risk COVID-19 exposure risk (pandemic) as advised by the CDC, Triune Construction Group will limit the number of group gatherings such as office meetings and training sessions. An electronic means of communication such as cellular phone or webinar meetings will be proposed.

32.6 Personal Protective Equipment

1. The following PPE will be provided to employees by Triune Construction Group This PPE is to be worn and used if exposed to or near an infected worker.

2. Employees are recommended to wear respirators and gloves while preforming work.

Gloves

Masks and Respirators

Face Shield

32.7 Disposal of Contaminated PPE

1. All contaminated PPE such as masks, respirators, gloves and Tyvek suits must be disposed of in a labeled biohazardous container bin.

2. Face shields can be cleaned with a disinfectant solution.

Example of a disinfectant solution can be **5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.**

32.8 Face Touching

It is advised to all employees to refrain from touching their face, eyes or mouth prior to washing their hands with soap and water.

32.9 Food and Beverage Sharing

At no time shall any employee share their food or beverage containers with another employees. Please bring your own water bottle and do not share you water bottle with anyone.

32.10 Sneezing and Coughing

1. Do not sneeze or cough into the air or towards another worker at anytime.

2. Sneeze or cough into a tissue or into your elbow. DO NOT USE YOUR HANDS.

3. After coughing or sneezing, put your used tissue into a garbage bin and immediately wash your hands with soap and water (or disinfect with 70% or more alcohol-based hand sanitizer).

4. Employees are welcome to wear medical masks or N95 Respirators during their shift if they feel more comfortable in regards to their personal health.

32.11 Travel

1. The CDC has issued a Global Travel Advisory. They are advising American Citizens to avoid non-essential travel outside of USA until further notice.

2. If an employee is planning to travel they must inform Triune Construction Group prior to any travel plans.

32.12 Exposure or Symptom Reporting

1. If you believe you have been exposed to a confirmed infected COVID-19 employee, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider.

2. If you are showing any of the following symptoms, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider:

Similar to a cold or flu and include fever, fatigue, cough and difficulty breathing.

32.13 Contact with a Confirmed Case of COVID-19

1. If a confirmed case is identified in your workplace, the designated public health services will provide advice to:

   a. Any employee that has been in close face-to-face or touching contact

   b. Anyone talking with or being coughed on for any length of time while the employee was symptomatic

c. Anyone who has cleaned up any bodily fluids

d. Close friendship groups or workgroups

e. Any employee living in the same household as a confirmed case

2. Contacts are not considered cases and if they are feeling well, they are very unlikely to have spread the infection to others:

   a. Those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the advice they will be actively followed up by the designated public health services

   b. If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call the designated public health services for reassessment

   c. If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19

   d. If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

   e. Staff who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for flu-like symptoms and can continue to attend work.

3. A confirmed case of COVID-19 in the workplace will cause anxiety among co-workers and some may become stressed. Clear communication is important, directing workers to reliable sources of information about COVID-19. Managers should be supportive and understanding and as far as possible flexible on working arrangements.

32.14 COVID-19 Six Step Process (Reducing Exposure)

Triune Construction Group will ensure the following six steps will be implemented in the workplace to reduce the risk of COVID-19 exposure.

Step 1: Assessing Risks

a. Triune Construction Group will assess their workplace in order to identify places where the risk of transmission is introduced. This process must involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives. You should continue to assess the workplace after operations resume to ensure risks are identified and managed.

b. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at your workplace, consider the following questions:

c. Where do people congregate, such as break rooms, production lines, or meeting rooms?

d. What job tasks or processes require workers to come into close proximity with one another or members of the public?

e. What tools, machinery, and equipment do people come into contact with in the course of their work?

f. What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

Step 2: Implementing Protocol to Reduce Risk

Triune Construction Group will select and put measures in place to minimize the risk of transmission:

Maintaining physical distance

a. Consider reducing the overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules or rescheduling some work tasks.

b. Ensure that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public. This may be done by posting occupancy limits (e.g., on elevators, washrooms, and other small spaces), and limiting the number of workers at one time in break locations.

c. Maintain a distance of 2 metres (6 feet) between workers and others wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.

d. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

e. Implement measures to ensure workers can maintain a distance of two metres when serving or working with or near members of the public.

Where physical distance cannot be maintained

a. Where distance cannot be maintained, consider separating people with partitions or plexiglass barriers.

b. Where other measures are not sufficient, consider the use of masks, understanding that these have limitations.

Cleaning and hygiene

a. Provide adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.

b. Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.

c. Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.

Step 3: Development of Policies

Triune Construction Group will develop the necessary policies to manage their workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions. Triune Construction Group will communicate policies clearly to workers through training, signage, and reminders as required.

Step 4: Communication Plans and Training

a. Triune Construction Group will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

b. Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.

c. Post signage, including occupancy limits and effective handwashing practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).

d. Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.

Step 5: Monitoring the Workplace

a. Things may change as our business operates. If Triune Construction Group identifies a new area of concern, or if it seems like something isn't working, Triune Construction Group will take steps to update their policies and procedures.

b. Triune Construction Group will ensure that workers can raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee.

Step 6: Assessing and Addressing Risk from Resuming Operations

a. There may be risks arising from restarting our business that you need to manage. Triune Construction Group will consider the following:

b. Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.

c. Will workers need time or training to refresh their skills after having been out of the workplace?

d. Have you changed anything about the way you operate, such as the equipment you use or the products you create?

e. Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

33.0 WORKING FROM HOME POLICY

33.1 Purpose

To ensure the health and safety of Triune Construction Group employees who are required to work from home. This company work from home policy applies to all our employees who will be working from home.

33.2 Policy

1. Employees working from home must have the approval to do so from their Supervisor.

2. The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while remote working. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The company must approve the site chosen as the employee's remote workspace.

3. During work hours and while performing work functions in the designated remote work area, remote workers are covered by provincial worker's compensation insurance.

4. Employees must be available by phone and email during core hours. All client interactions will be conducted on a client or company site. Employees will still be available for staff meetings, and other meetings deemed necessary by management.

5. Employees working from home must designate a muster station in case of emergency evacuation (i.e. fire). This muster station's location must be clearly communicated to Triune Construction Group

6. If there is an emergency at your home immediately call 9-1-1 and then your Supervisor.

7. Ensure your home is free from slip, trip and fall hazards. Ensure you conduct a hazard assessment prior to starting your shift.

8. If an employee is working alone at home (with no one else around), the company Working Alone Procedures will be followed. A check in procedure with your Supervisor will be established.

34.0 CONFINED SPACE ENTRY POLICY

34.1 Introduction

1. By definition, a confined space:

    a. Is large enough for an employee to enter fully and perform assigned work;
    b. Is not designed for continuous occupancy by the employee; and
    c. Has a limited or restricted means of entry or exit. These spaces may include underground vaults, tanks, storage bins, pits and diked areas, vessels, silos and other similar areas. By definition, a permit-required confined space has one or more of these characteristics:
    d. Contains or has the potential to contain a hazardous atmosphere;
    e. Contains a material with the potential to engulf someone who enters the space;
    f. Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a 3 floor that slopes downward and tapers to a smaller cross section; and/or
    g. Contains any other recognized serious safety or health hazards.

2. OSHA's standard for confined spaces (29 CFR 1910.146) contains the requirements for practices and procedures to protect employees in general industry from the hazards of entering permit spaces.

3. Employers in general industry must evaluate their workplaces to determine if spaces are permit spaces. (See flow chart, page 5.) If a workplace contains permit spaces, the employer must inform exposed employees of their existence, location and the hazards they pose. This can be done by posting danger signs such as "DANGER—PERMIT-REQUIRED CONFINED SPACE—AUTHORIZED ENTRANTS ONLY" or using an equally effective means.

4. If employees are not to enter and work in permit spaces, employers must take effective measures to prevent them from entering these spaces. If employees are expected to enter permit spaces, the employer must develop a written permit space program and make it available to employees or their representatives.

34.2 Entry into a Confined Space

Entry into a confined space is defined as the action by which a person passes through a limited opening into a restricted or potentially hazardous work area. Entry is considered to occur as soon as any part of the entrant's body breaks the plane of the entry point into the confined space.

34.2 Confined Space Hazards

Anything, by its nature that will or may, endangers the safety or health of a worker. Hazards may include;

a. Toxic vapors, mists, or dusts from welding, cleaning, or powder coating.
b. Explosive atmospheres.
c. Lack of Oxygen, causing asphyxiation. • Electrical shock from powered tools or lights.
d. Physical hazards such as slipping or falling.
e. Entering a confined space without testing the atmosphere.
f. Leaking cutting/welding hoses inside the confined space.
g. Improper use, or not using, Personnel Protective Equipment.
h. Noise
i. Temperature extremes.
j. Insufficient rescue equipment or procedures.
k. Not following confined space entry procedures.

34.3 Responsibilities

Supervisor

a. The supervisor in charge of the area for which the confined space entry will occur, is responsible to ensure that all preparations are in place for the safe entry of any worker.
b. Ensure workers involved in the confined space are trained in the conditions of entry and the nature of any hazards they may be exposed to.
c. Ensure the appropriate PPE is available and in good working order.
d. Ensure rescue procedures, equipment and trained rescue personnel are in place.
e. Ensure a Confined Space “Safe Entry Tag” is completed.
f. Identify the “Class” of Confined Space.
g. Assign a safety watch person on the outside of the tank.
h. Periodically check the confined space entry jobs to ensure all Health & Safety procedures are being followed.
i. To immediately shut down any unsafe confined space entry job.

Workers

a. The worker prior to entering the confined space will ensure that all necessary precautions and procedures are in place to their satisfaction and then sign the Confined Space “Safe Entry Tag”.
b. Will wear all Personal Protective Equipment assigned to them, to ensure their safety and health according to the hazards of the confined space job.
c. Will inspect and use equipment and tools required to do the jobs inside the confined space, according to safe work practices and procedures.

d. Will monitor conditions inside the confined space and if conditions should change inside that are not accounted for on the “Safe Entry Tag” they will discontinue the work and exit the confined space until the new hazards have been addressed.

Safety Watch

a. The qualified Safety Watch will ensure that all conditions on the “Safe Entry Tag” are complied with, prior to allowing anyone into the confined space.
b. Ensure all of the names of workers who will enter the confined space are on the “Safe Entry Tag”.
c. Will establish the communication system to be used with those workers who will enter the confined space.
d. Will know the location of the Confined Space Entry Rescue equipment.
e. Will sound the emergency alarm should workers inside the tank need to be rescued.
f. ** Safety Watch personnel will never enter the confined space for any reason

Rescue Personnel

a. Only workers properly trained and equipped for confined space rescue shall attempt a rescue by entering a confined space.
b. A gas test of the confined space atmosphere must be done prior to any rescue personnel entering a confined space.
c. When workers in a confined space are wearing a safety harness and lanyard, Rescue Personnel can work from the outside, without having to enter the confined space.
d. Rescue Personnel must be physically capable of carrying out a rescue, and must be trained in First Aid/CPR.
e. Communications must be available at the worksite to emergency response organizations i.e.; Fire Department, Ambulance.

34.4 Training

The nature of the hazards encountered in confined space work requires that all individuals who will supervise, issue “Safe Entry Tags”, perform the work, be assigned as a safety watch or rescue person, be trained in the following;

1. Identification of Confined Spaces.

2. Fundamentals of confined space hazard / risk assessment.

3. Classification of confined spaces.

4. Use of, “Safe Entry Tag” permit system.

5. Lockout procedures.

6. Monitoring equipment and atmospheric monitoring results.

7. Use of applicable respiratory protective equipment.

8. Other personnel protective equipment use.

9. Use of ventilation equipment.

10. Explosion proof lighting.

11. Type of work to be performed.

12. Entry / Exit methods.

13. Noise.

14. Temperature extremes.

15. Human Factors.

16. Emergency evacuation procedures.

17. Communication techniques.

18. First Aid and CPR requirements.

19. Fire safety.

20. Rescue procedures.

This training will be conducted prior to anyone entering a confined space.

a. All workers must sign off they understand the confined space entry procedures.
b. Periodic re-testing will be done to ensure workers and supervisors maintain their understanding of confined space entry procedures.
c. Competent, qualified trainers will do training in Confined Space.
d. Trained workers will adhere to these confined space entry procedures at all times.
e. Any untrained workers trying to access a confined space must be refused and the incident reported to their supervisor immediately.

34.5 Confined Space Entry Permit

1. Before entry is permitted into a confined space, a Confined Space Entry Permit shall be completed by a qualified worker. The Permit shall specify the following:

   (a) the length of time for which an entry permit is valid;

(b) the identity of each worker entering the confined space;

(c) the activity to be performed by the worker;

(d) the location of the confined space;

(e) the results of the atmospheric testing of the confined space, as required by this program; and

(f) the applicable precautions to protect the worker as outlined in the Control Plan.

1. Prior to entry, the Control Plan and the completed Permit shall be review by the supervisor, the Authorized Entry Workers and the Tending Worker / Safety Monitor. Following the review, the supervisor and the workers shall sign the Permit.

2. A copy of the permit shall be posted at each entrance to the confined space before the workers enter and it shall remain there until the work is completed.

3. Additional signage may be needed depending on the work activity: "Respiratory Protection Required For Entry", "Lifeline Required For Entry", "Hot Work Permitted" or "No Hot Work".

4. After the work has been completed, the supervisor and the workers shall sign the permit to confirm that no workers remain inside the confined space.

34.6 Authorized Entry Worker

1. Shall be fully trained in the identification and in the hazards associated with entering confined spaces, applicable legislation and the requirements of this program.

2. Shall only enter a confined space following proper authorization as outlined in this program.

3. Shall comply with all requirements of this program and all personal protective equipment requirements deemed necessary by the Supervisor, Manager or Designate.

4. Shall comply with the instructions of the Supervisor, Manager or Safety Monitor during the confined space entry.

34.7 Access and Egress

A safe means of access and egress shall be provided for all workers entering a confined space.

34.8 Warning Signs and Barricades

1. All Confined Spaces and Restricted Space shall be marked with a warning sign.
2. Barricades or other measures shall be used to protect workers, as required.

34.9 Atmospheric Testing

1. Prior to any worker entering a confined space, and as often as necessary thereafter, the atmosphere shall be tested in accordance with the Control Plan to ensure:

   (a) A Safe Atmosphere is maintained; and

   (b) A hazardous atmosphere is not present or is not created in the confined space by activities in or around the confined space.

2. A qualified worker shall perform the atmospheric testing, using calibrated instruments that are in good working order and are appropriate for the hazards identified on the Control Plan.

3. The instrument used to monitor the atmosphere of the confined space shall be calibrated according to the manufacturer's recommendation prior to entry and documented on the Confined Space Entry Permit.
4. An Authorized Entry Worker or supervisor, shall perform a "bump test" on the gas detector to confirm it is properly calibrated, prior to entry. This shall be documented on the Confined Space Entry Permit.
5. The results of the tests shall be recorded on the Confined Space Entry Permit.

34.10 Ventilation and Purging

1. If a hazardous atmosphere exists or is likely to exist, the confined space shall be ventilated or purged, or both, prior to entry to ensure that a safe atmosphere exists.

2. Mechanical ventilation shall be provided if required to maintain a safe atmosphere in the confined space during work.

3. If mechanical ventilation is required, the safety monitor shall notify the entry worker of a ventilation failure to ensure their safe egress.
4. **A confined space in which a safe atmosphere cannot be maintained shall not be entered.**

34.11 Explosive and Flammable Atmospheres

Hot work shall not be performed in a confined space where there is or is likely to be a gas or vapour that is or is or is likely to be explosive or flammable

34.12 Record Keeping

1. Records for the purposes of this program include: Confined Space Entry Control Plan Checklists, Confined Space Entry Permits, Training Records, Test Results and any other documents related to a confined space entry. Records shall be kept for a minimum of 5 years.

34.13 Hazard Assessments

5. An assessment of the hazards to which the confined space entrants may be exposed shall be completed by a qualified worker. The Control Plan shall include methods, procedures and practices for controlling all hazards identified the assessment.

6. The hazards shall be considered in terms of the design, location and use of the confined space and any hazards that may develop during the work activity inside the confined space. Specifically, the following hazards shall be considered:
    a. Oxygen enrichment or deficiency.
    b. Flammable gas, vapour, or mist.
    c. Combustible dust.
    d. Other hazardous atmospheres.
    e. Harmful substances.
    f. Hazardous energy.
    g. Drowning, engulfment, entrapment, suffocation and other hazards from free-flowing material.
    h. Other hazardous conditions.

7. The Control Plan shall include:
    a. Methods, procedures and practices for controlling all hazards listed on checklist.
    b. Identification of the responsible parties.
    c. Consideration of as many of the following as are applicable:
        - Isolation, lockout and tagging of hazards in accordance with Triune Construction Group Lockout / Zero Energy State Program.
        - Control of sources of ignition.
        - Movement of materials.

- Ventilation and purging.
- Explosive and flammable atmosphere.
- Lighting.
- Alarms and other means of communication.
- Means and methods of access and egress.
- Personal protective and safety equipment.
- Atmospheric testing.
- Emergency equipment.
- Emergency response procedures.
- Warning signs and barricades.
- Tending workers, including the frequency of checks of workers in confined spaces.
- Any additional procedure necessary to ensure the safety of workers during entry to a confined space.

8. The Control Plan shall be reviewed prior to each entry and the requirements followed by every worker who enters the confined space.

9. A qualified worker shall determine whether additional hazards and requirements exist prior to each entry.

10. Hot work to be performed in a confined space will be conducted in accordance with the restrictions listed in this program, applicable legislation and Triune Construction Group Hot Work Program.

11. All appropriate personal protective equipment and safety equipment described in the Control Plan shall be used during the entry.

12. A Tending Worker / Safety Monitor shall be present for the duration of the entry.

35.0 EXCAVATION SAFETY POLICY

35.1 Purpose

The purpose of this policy to is to ensure Triune Construction Group are protected from cave-ins during excavations. OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the Earth's surface formed by earth removal. A trench is defined as a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth of a trench is greater than its width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m).

35.2 Policy

1. Know where underground utilities are located before digging.
2. Keep excavated soil (spoils) and other materials at least 2 feet (0.61 meters) from trench edges.
3. Keep heavy equipment away from trench edges.
4. Identify any equipment or activities that could affect trench stability.
5. Test for atmospheric hazards such as low oxygen, hazardous fumes, and toxic gases when workers are more than 4 feet deep.
6. Inspect trenches at the start of each shift.
7. Inspect trenches following a rainstorm or other water intrusion.
8. Inspect trenches after any occurrence that could have changed conditions in the trench.
9. Do not work under suspended or raised loads and materials.
10. Ensure that personnel wear high-visibility or other suitable clothing when exposed to vehicular traffic.

35.3 Pre-Excavation Procedures

Before starting work, the Excavation standards require employers to do the following:

a. Determine the approximate location(s) of utility installations — including sewer, telephone, fuel, electric, and water lines. One common industry practice is to call 811, the "Call Before You Dig" number, to establish the location of any underground utility installations in the work area.

b. Contact and notify the utility companies or owners involved to inform them of the proposed work within established or customary local response times.

c. Ask the utility companies or owners to establish the location of underground installations prior to the start of excavation work. If they cannot respond within 24 hours (unless the period required by state or local law is longer) or cannot establish the exact location of the utility installations, employers may proceed with caution, which includes using detection equipment or other acceptable means to locate utility installations.

d. Determine the exact location of underground installations by safe and acceptable means when excavation operations approach the approximate location of the installations.

e. Ensure that while the excavation is open, underground installations are protected, supported or removed as necessary to safeguard workers.

35.4 Soil Types

Some of the compliance methods permitted under the Excavation standards require a competent person to classify soil and rock deposits as:

1. Type A – Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot (tsf) (144 kPa) or greater. Examples include: clay, silty clay, sandy clay, and clay loam. Certain conditions preclude soil from being classified as Type A. For example, no soil is Type A if it is fissured or has been previously disturbed. See Appendix A to Subpart P of Part 1926, paragraph (b) – Definitions (Type A), for a detailed definition of Type A soil.

2. Type B – Includes cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa) and granular cohesionless soils (such as angular gravel, similar to crushed rock, silt, silt loam, sandy loam, and, in some cases, silty clay loam and sandy clay loam). See Appendix A to Subpart P of Part 1926, paragraph (b) — Definitions (Type B), for a detailed definition of Type B soil.

3. Type C – Cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less, granular soils (including gravel, sand, and loamy sand), submerged soil or soil from which water is freely seeping, submerged rock that is not stable, or material in a sloped, layered system where the layers dip into the excavation or with a slope of four horizontal to one vertical (4H:1V) or steeper. See Appendix A to Subpart P of Part 1926, paragraph (b) — Definitions (Type C), for a detailed definition of Type C soil.
4.
5. Note: Unconfined compressive strength means the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing or estimated in the field using a pocket penetrometer, thumb penetration tests, or other methods.

35.4 Competent Person

A competent person is an individual, designated by the employer, who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to workers, and who is authorized to take prompt corrective measures to eliminate them.

Under the Excavation standards, tasks performed by the competent person include:

a. Classifying soil;
b. Inspecting protective systems;
c. Designing structural ramps;
d. Monitoring water removal equipment; and
e. Conducting site inspections.

35.5 Access and Egress

OSHA requires employers to provide ladders, steps, ramps, or other safe means of egress for workers working in trench excavations 4 feet (1.22 meters) or deeper. The means of egress must be located so as not to require workers to travel more than 25 feet (7.62 meters) laterally within the trench.

Any structural ramps used solely for worker access or egress must be designed by a competent person. Structural ramps used for access or egress of equipment must be designed by a competent person qualified in structural design. Also, structural members used for ramps or runways must be uniform in thickness and joined in a manner to prevent tripping or displacement.

35.6 Sloping and Shoring

The Excavation standards describe various methods and approaches that can be used to design protective systems. Examples of protective systems that can be used to comply with the Excavation standards include:

a. Sloping the sides of the excavation to an angle not steeper than 1½:1 (for every foot of depth, the trench must be excavated back 1½ feet). A slope of this gradation is safe for any type of soil.

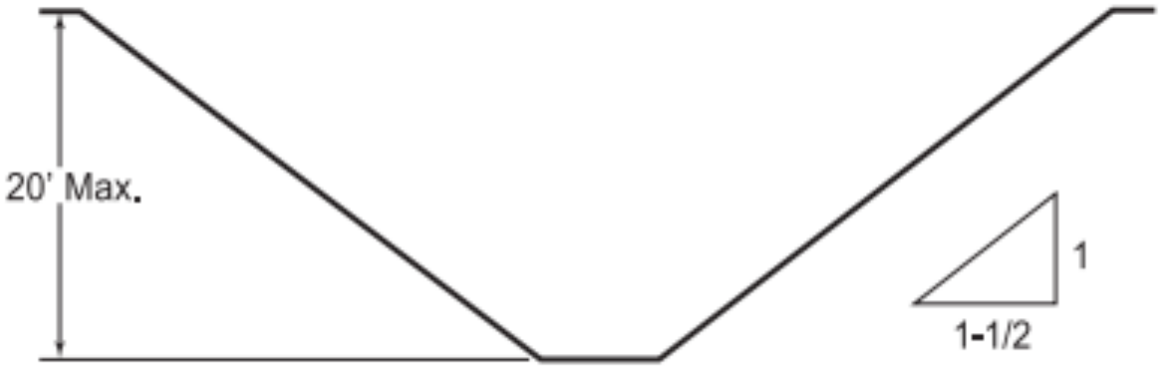

Figure 1. **Slope of 1½:1**

b. Designing a sloping and benching system in accord with tabulated data, such as tables and charts, approved by a registered professional engineer. This data must be in writing and must include enough explanatory information (including the criteria for selecting a system and the limits on the use of the data) for the user to be able to select an appropriate protective system. At least one copy of the data, which identifies the registered professional engineer who approved it, must be kept at the worksite during construction of the protective system. After the system is completed, the data may be stored away from the jobsite, but a copy must be provided upon request to an OSHA compliance officer.

c. Using a trench box or shield approved by a registered professional engineer or designed in accord with tabulated data approved by a registered professional engineer.

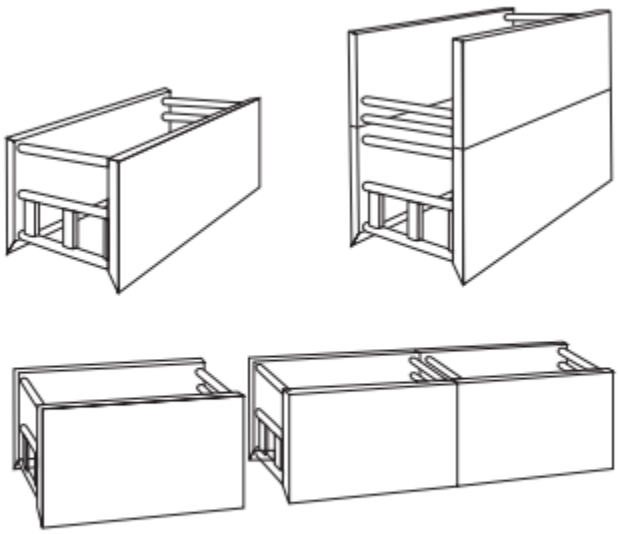

Figure 2. *Trench Shields*

d. The Excavation standards do not require a protective system when an excavation is made entirely in stable rock or when an excavation is less than 5 feet (1.52 meters) deep and a competent person has examined the ground and found no indication of a potential cave-in.

e. The standards also prohibit excavation below the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to workers unless:

- The employer provides a support system, such as underpinning;
- The excavation is in stable rock; or

- A registered professional engineer determines that the structure is far enough away from the excavation that it would not be affected by the excavation activity or that the excavation work will not pose a hazard to workers.
- Excavations that would undermine sidewalks, pavement, and appurtenant structures are prohibited unless the employer provides an appropriately designed support system or another effective method of protecting workers from the possible collapse of those structures.

35.7 Additional Hazards and Protections

1. In addition to cave-ins and related hazards, workers involved in excavation work are exposed to hazards involving falling loads and mobile equipment. To protect workers from these hazards, OSHA requires employers to take certain precautions. For example, employers must:

2. Protect workers from excavated or other materials or equipment that could pose a hazard by falling or rolling inside the excavation by placing and keeping such materials or equipment at least 2 feet (0.61 meters) from the edge and/or by using a retaining device to keep the materials or equipment from falling or rolling into the excavation.

3. Provide a warning system (such as barricades, hand or mechanical signals, or stop logs) when mobile equipment is operated adjacent to an excavation, or when such equipment must approach the edge of an excavation, and the operator does not have a clear and direct view of the edge.

4. Protect workers from loose rock or soil that could fall or roll from an excavation face by scaling to remove loose material, installing protective barricades at appropriate intervals, or using other equivalent forms of protection.

5. Institute and enforce work rules prohibiting workers from working on faces of sloped or benched excavations at levels above other workers unless the workers at the lower levels are adequately protected from the hazards of falling, rolling, or sliding material or equipment.

6. Institute and enforce work rules prohibiting workers from standing or working under loads being handled by lifting or digging equipment.

7. Require workers to stand away from vehicles being loaded or unloaded to protect them from being struck by any spillage or falling materials. (Operators may remain inside the cab of a vehicle being loaded or unloaded if the vehicle is equipped, in accord with 29 CFR 1926.601(b)(6), to provide adequate protection for the operator.)

8. Atmospheric testing is required before workers enter an excavation greater than 4 feet (1.22 meters) in depth where an oxygen deficiency or a hazardous atmosphere is present or could reasonably be expected, such as in excavations in landfill areas or excavations in areas where

hazardous substances are stored nearby. If there are any hazardous conditions present, the employer must ensure that adequate precautions are taken to prevent employee exposure to those conditions. Such precautions include providing workers with proper respiratory protection or ventilation. In addition, when controls are used to reduce the level of atmospheric contaminants to acceptable levels, testing must be conducted as often as necessary to ensure that the atmosphere remains safe.

9. If hazardous atmospheric conditions exist or may reasonably be expected to develop in an excavation, the employer must ensure the ready availability of emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher. This equipment must be attended when in use.

36.0 SCAFFOLDING SAFETY POLICY

36.1 Policy

1. Scaffolds are to be erected, dismantled, altered or repaired by the scaffold contractor or designated employees only.

2. Inspect scaffolds prior to use and report any damage immediately to your foreman. Do not use damaged or makeshift scaffolds.

3. You are not permitted to ride on rolling scaffolds being moved.

4. At least 2 people are required to move rolling towers. Secure or remove all tools and materials before moving.

5. Always use guard railings on all scaffolds regardless of height.

6. Use only high-quality planking on scaffolds and be sure the planks are secure to prevent shifting.

7. Always apply caster brakes and use outriggers when scaffolds are stationary.

8. Do not throw material or debris from scaffolds unless the area below is properly barricaded to protect other workers and materials and equipment.

9. Do not use planks or guard rails as a temporary means of obtaining greater height.

10. Be aware of the objects below you; move or cover sharp objects in case you fall. Cap or bend all rebar.

36.2 Scaffolding OSHA Standards

1. Each employee more than 10 feet above a lower level shall be protected from falls by guardrails or a fall arrest system, except those on single-point and two-point adjustable suspension scaffolds. Each employee on a single-point and two-point adjustable suspended scaffold shall be protected by both a personal fall arrest system and a guardrail. 1926.451(g)(1)

2. The height of the toprail for scaffolds manufactured and placed in service after January 1, 2000 must be between 38 inches (0.9 meters) and 45 inches (1.2 meters). The height of the toprail for scaffolds manufactured and placed in service before January 1, 2000 can be between 36 inches (0.9 meters) and 45 inches (1.2 meters). 1926.451(g)(4)(ii)

3. Crossbracing—When the crosspoint of crossbracing is used as a toprail, it must be between 38 inches (0.97 m) and 48 inches (1.3 meters) above the work platform. 1926.451(g)(4)(xv) • Midrails—Midrails must be installed approxi- mately halfway between the toprail and the platform surface. When a crosspoint of crossbracing is used as a midrail, it must be between 20 inches (0.5 meters) and 30 inches (0.8 m) above the work platform. 1926.451(g)(4)

4. Support scaffold footings shall be level and capable of supporting the loaded scaffold. The legs, poles, frames, and uprights shall bear on base plates and mud sills. 1926.451(c)(2)

5. Supported scaffold platforms shall be fully planked or decked. 1926.451(b)

6. Supported scaffolds with a height-to-base of more than 4:1 shall be restrained from tipping by guying, tying, bracing, or the equivalent. 1926.451(c)(1)

7. Scaffolds and scaffold components must support at least 4 times the maximum intended load. Suspension scaffold rigging must at least 6 times the intended load. 1926.451(a)(1) and (3) procedures to control the hazards. 1926.454

8. Before each work shift and after any occurrence that could affect the structural integrity, a competent person must inspect the scaffold and scaffold components for visible defects. 1926.451(f)(3)

9. When erecting and dismantling supported scaffolds, a competent person2 must determine the feasibility of providing a safe means of access and fall protection for these operations. 1926.451(e)(9) & (g)(2)

10. OSHA's scaffolding standard defines a competent person as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous to employees, and who has authorization to take prompt corrective measures to eliminate them." The standard requires a competent person to perform the following duties under these circumstances:

11. To select and direct employees who erect, dis- mantle, move, or alter scaffolds. 1926.451(f)(7) - To determine if it is safe for employees to work on or from a scaffold during storms or high winds and to ensure that a personal fall arrest system or wind screens protect these employees. (Note: Windscreens should not be used unless the scaffold is secured against the anticipated wind forces imposed.) 1926.451(f)(12)

12. To train employees involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds to recognize associated work hazards. 1926.454(b)

13. To inspect scaffolds and scaffold components for visible defects before each work shift and after any occurrence which could affect the structural integrity and to authorize prompt corrective actions. 1926.451(f)(3)
14. To inspect ropes on suspended scaffolds prior to each workshift and after every occurrence which could affect the structural integrity and to authorize prompt corrective actions. 1926.451(d)(10) - To inspect manila or plastic (or other syn- thetic) rope being used for toprails or midrails. 1926.451(g)(4)(xiv)

15. To evaluate direct connections to support the load. 1926.451 (d)(3)(i). To evaluate the need to secure two-point and multi-point scaffolds to prevent swaying. 1926.451(d)(18)

16. To determine the feasibility and safety of providing fall protection and access. 1926.451(e)(9) and 1926.451(g)(2). To train erectors and dismantlers (effective September 2, 1997) to recognize associated work hazards. 1926.454(b)

17. To determine if a scaffold will be structurally sound when intermixing components from different manufacturers. 1926.451(b)(10). To determine if galvanic action has affected the capacity when using components of dissimilar metals. 1926.451(b)(11)

36.3 Power Lines Distances

Per 29 CFR 1926.451(f)(6), scaffolds cannot be erected, used, dismantled, altered or moved closer than the distances stated below in Table 2 when near energized power lines.

Table 2 Insulated Lines

Voltage	*Minimum Distance*	*Alternatives*
Voltage Less than 300 volts	*Minimum Distance* 3 feet	*Alternatives* -
Voltage 300 volts to 50 kilovolts (kV)	*Minimum Distance* 10 feet	*Alternatives* -
Voltage More than 50 kV	*Minimum Distance* 10 feet plus 0.4 inches for each 1 kV more than 50 kV	*Alternatives* 2 times the length of the line insulator, but never less than 10 feet

Uninsulated Lines

Voltage	*Minimum Distance*	*Alternatives*
Voltage Less than 50 kV	*Minimum Distance* 10 feet	*Alternatives* -
Voltage More than 50 kV	*Minimum Distance* 10 feet plus 0.4 inches for each 1 kV more than 50 kV	*Alternatives* 2 times the length of the line insulator, but never less than 10 feet

36.4 Training Requirements

1926.454(b) Employees who erect, disassemble, move, operate, repair, maintain, or inspect scaffolds must be trained by a competent person to recognize the hazards associated with the task. Training must include the topics in 1926.454(b)(1)-(4).

37.0 SUB-CONTRACTOR COMPLIANCE POLICY

37.1 Introduction

OSHA has clarified their position with respect to multi-employer work sites by identifying four different types of employers.

Exposing employers: Those whose employees are exposed to hazards.

Creating employers: Those who actually create hazards

Controlling employers: Those who have the authority to ensure that hazards are corrected

Correcting employers: Those who are specifically responsible for correcting hazards

In order to issue a citation for a worksite hazard to one of these types of employers, OSHA must prove that the employer had knowledge of the hazardous condition, or could have had such knowledge with the exercise of reasonable diligence.

As always, prevention is the first step in avoiding OSHA sanctions. It is imperative that Triune Construction Group understand the rules and potential liabilities related to OSHA's multi-employer worksite clause. We require subcontractors to comply with OSHA standards.

Contractual agreements with subcontractors will state that they must provide the following:

1. Certificate of Insurance
2. Hazard Communication Plan
   - Chemical Inventory List
   - Specific Safety Data Sheets
3. Safety Program
4. Safety and Health Training Records

37.2 Contractor Responsibilities

1. The Prime Contractor shall have in place a safety program acceptable to OSHA.

2. The implementation of the safety program shall be monitored through monthly safety meetings with the Prime Contractor, contractors and subcontractors.

3. Minutes of these meetings shall be forwarded to Triune Construction Group and posted at the site office for view by the public.

4. The Prime Contractor shall report the following to the Triune Construction Group Project Manager:

a. Immediate notification of incidents or near misses that resulted or could have resulted in injuries requiring medical care.

b. Results of any accident investigations.

c. Safety committee meetings held.

d. Inspections performed.

37.3 Contractor Site Safety Plan

1. The responsibility for safety shall rest with the Prime Contractor.

2. All contractors and sub-contractors must be registered employers with OSHA and have OSHA State Insurance for all their workers.

3. The owner will provide the Prime Contractor with any information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.

4. The Owner Representative will deal with issues of non-compliance and apply any consequences directly to the contractor or prime contractor.

5. As a minimum, contractors must:

    a. Provide any safety documentation necessary to meet Triune Construction Group requirements.

    b. Be experienced in all phases of the work to be done.

    c. Ensure their workers on the project are adequately trained in the work procedures to be used.

    d. Exercise good site safety management

37.4 Triune Construction Group Responsibilities

Our responsibility is to help contractors coordinate health and safety activities by:

a. Providing contractors with information on all workplace hazards in your work areas;

b. Ensuring the requirements of the Workers Compensation Act and OSHA Occupational Health and Safety Regulation are met; and

c. Ensuring a system is in place to evaluate a contractor's safety program and safe work procedures, before commencing onsite work (if required).

37.5 Coordinating Multiple Employer Workplaces

Unless otherwise stated, Contractors are primarily responsible for workplace health and safety responsibilities for their workers and their sub-contractors. If there are multiple contractors, two or more,

who use the same work area at the same time, then Triune Construction Group, unless assigned to another qualified individual or organization, will assume the coordination responsibilities of the contractor. If any questions regarding this on a jobsite, please contact the building manager or site representative prior to starting work.

37.8 Contractors Responsibilities

Contractors must:

a. Ensure workers are properly trained in and follow all aspects of workplace safety and health related to the services in your contract.

b. Ensure any services provided under contract are carried out in accordance with the Workers Compensation Act, OSHA regulations, and all applicable statutes and regulations.

c. Provide immediate notice to Triune Construction Group of any damage, injury, or threat of damage or injury to persons or property while working on Triune Construction Group property.

d. Provide Triune Construction Group with a copy of your current safety program, exposure control plans, training records, due diligence records and safe work procedures, upon request.

e. Train and educate workers in all aspects of workplace safety, in accordance with the OSHA Occupational Health and Safety Regulation

f. Ensure staff, residents and the public are kept safe at all times

g. Provide all necessary tools, materials and equipment for workers to perform tasks safely.

37.9 OSHA Registration

Contractors under contract to Triune Construction Group must:

a. Be registered with State OSH Insurance and be in good standing.
b. Ensure all overdue or outstanding assessments are paid.
c. Provide Triune Construction Group with your Insurance registration number or Certificate of Clearance.

Failure to comply with all applicable health and safety requirements will be cause for immediate termination or suspension of a contract, until the deficiency is rectified in a manner that is acceptable to Triune Construction Group and/or OSHA.

37.10 Contractor Workers

Contractors' workers are responsible for their own health and safety, as well as their fellow workers, while under their supervisors' direction.

Worker responsibilities include:

a. Being alert to hazards

b. Reporting hazards and incidents/accidents to supervisors

c. Reporting injuries to the first aid attendant

d. Reporting any unsafe acts and conditions immediately to supervisors

e. Using and wearing protective clothing and equipment when required

f. Refusing unsafe work

g. Learning and following safe work procedures and the company's safety program

37.11 Accident/Incident Investigations

1. Employers and contractors are required by regulation to investigate accidents and incidents.

2. Contractors are responsible for conducting their own accident/incident investigations while onsite.

3. Contractors are required to prepare accident investigation reports in accordance with the OSHA regulations. Triune Construction Group may request copies of these reports for our records.

4. Triune Construction Group may decide to conduct an independent accident investigation, depending on the nature and severity of the accident, when it affects our employees, property, and/or tenants.

37.12 Contractor Safety Meetings

Triune Construction Group recommends contractors hold safety meetings on a regular basis (aka crew talks) to ensure workers understand the requirements and potential hazards of the job, as well as safety precautions and safety equipment required.
Triune Construction Group may ask to sit in on these meetings or request meeting documentation for our records.

37.13 Contractor Site Orientation

Before contractors begin any work on Triune Construction Group worksites, all activities must be coordinated with the Triune Construction Group Project Manager or designated representative.

The Triune Construction Group representative will discuss the following topics with contractors and your workers:

a. General site rules

b. Emergency evacuation

c. Fire protection, if applicable

d. Resident and public relations/safety

e. Site specific hazards, concerns and/or procedures

f. First aid (where applicable)

37.14 Worker Training and Orientation

1. Contractors are responsible for ensuring every new worker receives adequate worksite training and orientation, before starting work. The supervisor must continue to follow up to ensure workers can demonstrate safe work procedures. In addition, it is the responsibility of the Contractor to ensure only qualified workers perform duties requiring government licensing or certification.

2. Contractors and supervisors also have to be trained to administer your health and safety program and provide training for your workers.

3. Triune Construction Group can ask to see contractor training records at any time. Please ensure these records are readily available upon request.

37.15 General Site Safety Rules

1. Triune Construction Group general health and safety rules must be adhered to at all times when commencing work on their work sites.

2. Please ask the Project Manager if you are unsure or don't understand any of the written rules or other policies and procedures as per the Triune Construction Group Health and Safety program.

3. All contractors must familiarize themselves with the contents of this policy and acknowledge receipt of this policy prior to starting their employment.
4. Violating safety laws and/or guidelines will be considered a major rule violation and can result in disciplinary action, up to and including discharge.

5. If you are unsure of the proper procedure or the safety hazards, please ask for assistance and/or instructions from your Supervisor.

APPENDIX A: HEALTH AND SAFETY FORMS

ACCIDENT – INCIDENT INVESTIGATION FORM

INCIDENT OCCURRED: LOCATION & DATE

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Location of Accident or Incident:	
Date of Incident mm-dd-yy:	Time AM ❒ PM ❒:

INJURED PERSON

Last Name (print)	First Name (print)	Phone Number

NATURE OF INJURY/INJURIES

1.
2.

WITNESSES

Last Name (print)	First Name (print)	Phone Number

ACCIDENT / INCIDENT DESCRIPTION

Briefly describe what happened, including the sequence of events preceding the incident (attach description to this form if more room is required:

STATEMENT OF CAUSES & CONTRIBUTING FACTORS

List any unsafe conditions, acts, or procedures that in any manner contributed to the accident / incident:

RECOMMENDATIONS

Recommend Corrective Actions(s)	Action by Whom	Action Date By
1.		
2.		
3.		

Investigation Completed By: _____ Signature: _____ Date: _____

Investigation Completed By: _____ Signature: _____ Date: _____

FIRST AID RECORD FORM

Name:	**Occupation:**	**Department:**

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Date of Injury/Illness (D/M/Y):	Time of Injury/Illness (AM/PM):
Date and Time of Injury Reported (D/M/Y - AM/PM):	

Description of how the injury, exposure, or illness occurred *(print clearly - what happened?)*

Description of the nature of the injury, exposure, or illness *(print clearly - what you see – signs and symptoms)*

Description of treatment given *(print clearly)*

Interventions: ☐ CPR ☐Airway Cleared ☐ Airway Maintained ☐ Ventilated ☐ Controlled Bleeding

Any Witnesses?: ☐ Yes ☐ No If yes, please provide name(s): _____

Recommendations (Check): ☐Return to Work ☐Medical Aid ☐Follow Up – When? _____

Transported By (Check): ☐Ambulance ☐Taxi ☐Company Vehicle ☐ Other – Explain _____

Graduated Return to Work:☐ Alternate Duty Options ☐ Return to Work Form – Medical Aid ☐Employee, contractor and/or sub-contractors Supervisor Informed

Provided Employee, contractor and/or sub-contractor Handout: ☐Yes ☐No If yes, which form:
_____

OFAA Name (Please Print):	OFAA Signature:
Patient Name (Please Print):	Patient Signature:

NEW & YOUNG EMPLOYEE ORIENTATION FORM

Name: _____ Age: _____ Date: _____

Position as hired: _____

Do you have First Aid Certification? Yes ❒No ❒ If **yes**, what level: _____

Do you or are you required to where Prescription Glasses or Contact Lenses?
Yes ❒ No ❒ If **yes**, what kind: _____

Do you have any Allergies? Yes ❒ No ❒ If **yes**, what: _____
(Please include any special medication you must take for your allergies)

Do you take any Special Medications? Yes ❒ No ❒ If **yes**, what: _____
(Health condition, where medication is prescribed by your doctor i.e. heart condition) – the answer to this question is 'optional'

Do you have any physical/health related disablement(s) that may be aggravated, and/or that may prevent you from performing certain job tasks or duties while employed with Triune Construction Group?
Yes ❒ No ❒ If **yes**, what:

_____

Please **initial inside each check box** for each applicable safety policy/procedure discussed during the safety orientation. By initialing each box, you verify that you understand and comprehend Triune Construction Group Occupational Health and Safety policies and safe work procedures.

1. Health & Safety Policy	17. Housekeeping
2. Company Joint Health and Safety Committee and/or Safety Representative Information	18. Tools Machinery & Equipment
3. Supervisor Contact Information	19. Right to Refuse Unsafe Work
4. Emergency Contact Information	20. Right to Participate
5. GLOBALLY HARMONIZED SYSTEM	21. Right to Know
6. Safety Data Sheets	22. Safe Sharps Disposal
7. First Aid Procedures	23. No Smoking
8. Eye Wash Stations	24. Drug & Alcohol Use
9. Emergency Evacuation Procedures	25. Workplace Violence
10. Personal Protective Equipment (PPE)	26. Working Alone
11. Respiratory Protection	27. Horseplay
12. Hearing Protection	28. MSI's
13. Hazard Reporting	29. Back Safety
14. Harassment and Bullying	30. Fall Protection & Ladder Safety
15. Lock Out Safety	31. Scaffolding Safety
16. Warning Signs	32. Yellow Caution Tape / Red Danger Tape

I, _____, understand and will adhere to all applicable Triune Construction Group safety policies and safe work procedures as outlined and discussed in this new and young employee (CONTRACTOR) safety orientation session.

Contractor Signature: _____ Date: _____

Manager and/or Supervisor **(please print name and sign):**_____

SUB-CONTRACTOR SAFETY ORIENTATION FORM

Contractor Company Name: _____

Enclosed is the Triune Construction Group health and safety program. This program addresses Occupational Health & Safety requirements for all sub-contractor and/or contractors hired for any particular project(s). During the performance of any contracted work the OSHA State Occupational Health and Safety Act, Regulations & the requirements of the Triune Construction Group health and safety program must be strictly adhered and observed. There are no exceptions.

Failure to follow all company health and safety rules, safe work procedures and safety policies and any violation of these rules, procedures and policies will result in the following disciplinary action:

ZERO-TOLERANCE: will result in immediate termination from employment.

Please **initial inside each check box** for each applicable safety policy/procedure discussed during the sub-contractor orientation. By initialing each box, you verify that you understand and comprehend Triune Construction Group health and safety policies and safe work procedures.

1. Health & Safety Policy	17. Housekeeping
2. Company Joint Health and Safety Committee Information	18. Tools Machinery & Equipment
3. Supervisor Contact Information	19. Right to Refuse Unsafe Work
4. Emergency Contact Information	20. Right to Participate
5. HAZCOM	21. Right to Know
6. Safety Data Sheets	22. Safe Sharps Disposal
7. First Aid Procedures	23. No Smoking
8. Eye Wash Stations	24. Drug & Alcohol Use
9. Emergency Evacuation Procedures	25. Workplace Violence
10. Personal Protective Equipment (PPE)	26. Working Alone
11. Respiratory Protection	27. Horseplay
12. Hearing Protection	28. MSI's
13. Hazard Reporting	29. Back Safety
14. Harassment and Bullying	30. Fall Protection & Ladder Safety
15. Lock Out Safety	31. Scaffolding Safety
16. Warning Signs	32. Yellow Caution Tape / Red Danger Tape

I, _____, understand and will adhere to all applicable Triune Construction Group written safety policies and safe work procedures as outlined and discussed in this sub-contractor safety orientation session.

Sub-Contractor Signature: _____Date: _____

Manager and/or Supervisor**:** _____

FIT TEST RECORD FORM

Employee Name: _____ Date:_____

Occupation:_____ Male ❒ Female❒

Was the employee **CLEAN-SHAVEN** prior to issuing of this respirator? Yes ❒ No ❒

Comments: _____

Type of Respirator

Manufacturer:	3M ❒	North ❒		
Type:	Half Mask ❒	Full Face ❒	Air-Line ❒	SCBA ❒
Size:	Small ❒	Medium ❒	Large ❒	X-Large ❒
Model:	_____			

Comments: _____

Type of Filters / Cartridges

Manufacturer:	3M ❒	North ❒
Type:	Hepa-Filter ❒	Organic Vapour ❒
Model:	_____	

Comments: _____

Qualitative Fit Test

Positive Pressure Check:	Pass ❒	Fail ❒	
Negative Pressure Check:	Pass ❒	Fail ❒	
Testing Agent:	Isoamyl Acetate ❒	Pass ❒	Fail ❒
	Bitrex ❒	Pass ❒	Fail ❒
	Sodium Saccharin ❒	Pass ❒	Fail ❒

Comments: _____

Fit Test Conducted By: _____

Employee Signature: _____

CREW TOOLBOX TALK FORM

Date : _____ **Location:** _____

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Topics Covered (Please Print Clearly):

1. _____
2. _____
3. _____
4. _____
5. _____

Was a safety video(s) used for the tool box talk? ☐ Yes ☐ No

Name of Video(s):_____ Length (min):_____

Were any handout(s) given to the employees, contractors and/or sub-contractors during this tool box talk? ☐ Yes ☐ No

Handout(s):_____

*** Please attach any handouts or any other material used in the toolbox talk with this form ***

Employees, contractors and/or sub-contractors Present at Crew Toolbox Talk:

Print Name:	Signature:	Print Name:	Signature:

Crew Talk Conducted By: _____ Signature: _____

TRAINING RECORD FORM

Company:			
Title of Program:			
Date of Training:		**Certificate Issued:**	[Yes/No]
Instructor's Name:			
Location of Training:			

Print Name	Signature	Successfully Completed	
		Yes	No

FALL PROTECTION WORK PLAN FORM

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This fall protection work plan must be reviewed, completed and signed prior to starting work in an area where a fall of 7.5 meters (25 feet) or more may occur.

Jobsite Address:	Start Date of Job:
Job Task(s) Description:	
Job Site or Work Area Description:	

Identify Potential Fall Hazards and/or Other Hazards

- ❑ Floor Openings
- ❑ Skeletal Framing
- ❑ Ladders
- ❑ Roof Slope
- ❑ High Voltage Power Lines
- ❑ Scaffold Erection & Dismantling
- ❑ Stairways
- ❑ Swing Fall
- ❑ Wall Opening
- ❑ Machinery and Equipment

Additional Information (Description of Above Hazards?):

_____

Ladder Safety:

- ❑ FIRM LEVEL BASE
- ❑ SET UP 4:1 (Vertical: Horizontal)
- ❑ EXTENDED 3 FT PAST EDGE OF ROOF
- ❑ LADDER SECURED

Fall Protection System to be used:

- ❑ FALL RESTRAINT
- ❑ WORK PLATFORM
- ❑ FALL ARREST
- ❑ SCAFFOLD
- ❑ GUARDRAILS (Temporary)
- ❑ CONTROL ZONE (Monitor)

WORKSITE ROOF/FALL HAZARD DIAGRAM:

Methods of Protecting Workers from Hazards (C.S.A. Approved Equipment)

- ❑ HARD HATS
- ❑ SAFETY GLASSES
- ❑ WARNING SIGNS
- ❑ FOOTWEAR
- ❑ TOE BOARDS
- ❑ OTHER (Identify Below)

Additional Information (Methods of Protection?):

Adequacy of Anchor Points:

- ❑ Professionally Engineered
- ❑ Existing Engineering
- ❑ Manufacturer's Specification
- ❑ Other (Identify Below)

Additional Information (Locations of Anchor Point?)

- ❑ 5000 lb. Anchor (Fall Arrest)
- ❑ 800 lb. Anchor (Fall Restraint)

Where?

Rescue and/or First Aid (Prior to Accessing Height):

- ❑ First Aid Attendant / Equipment
- ❑ Bin Placement / Barricades in Place
- ❑ Elevators / Stairs
- ❑ Fire Department Written Agreement

Additional Information (Rescue and/or First Aid Procedures?):

There is a 33 foot ladder on site exclusively for rescue purposes? Workers have been trained in the procedure to get the ladder and assist fallen worker?

By signing below I acknowledge that I have reviewed with my Supervisor and understand fully, the fall protection and other health and safety requirements and procedures for this work site.

EMPLOYEE NAME	SIGNATURE	DATE

Supervisor Signature: _____ Date: _____

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FALL PROTECTION EQUIPMENT INSPECTION CHECKLIST

Print Name: _____ Date of Inspection: _____

Signature: _____ Other: _____

This checklist is a guideline for your daily fall protection equipment inspection. You have been trained on how to thoroughly inspect your fall protection equipment to ensure your personal safety.

- Put a check mark ☑ in the boxes if the corresponding equipment is in good working order.
- Put a ☒ in the boxes if the corresponding equipment is **NOT** in good working order.
- **REPORT ALL DEFECTIVE EQUIPMENT TO YOUR SUPERVISOR AND ENSURE ALL DEFECTIVE EQUIPMENT IS DESTROYED AND/OR TAGGED OUT OF SERVICE.**

FULL BODY HARNESS	☑ ☒	**LANYARD**	☑ ☒
Tags and Labels: be sure model and serial numbers are clear as well as ANSI approval and manufacture date.		Webbing: no fraying, cuts, burns or chemicals. Stitching is good. No knots. Wear indicators if present.	
Webbing: webbing frayed, cut or burned. Wear indicators good. No glue, paint or other chemicals.		Snap Hooks: bent, cracked, corroded or twisted hook. Lock functioning. Springs working.	
Tongue, Grommets and Buckles: not bent, cracked or corroded. All parts move freely. No distortion or sharp edges. Grommets good, none missing or damaged.		Shock Absorber: check for signs for signs of deployment, shock loading. Stitching where pack is attached.	
Seams or Stitching: stitching loose, pulled, ripped or worn. Check load bearing and attachment stitching carefully.		**LIFELINE**	☑ ☒
D Rings: not worn, bent or deformed. No rough or sharp edges. Rings pivot freely. Check closely for cracks.		Rope: frayed, rotted, cut or fuzzy. No knots. Discoloration from exposure or chemicals.	
Rivets & Straps Keepers: In good shape, not loose. Strap keepers move, not broken or missing.		Diameter: matches the rope grab and is uniform throughout	
Clean and Oil Free: Check with supervisor if in doubt of condition.		Attachment to Snap Hook: Original from manufacturer. Thimble good.	
Tool Holders: Safe and good shape, no modifications or damages.		Rope Grab: functioning properly. Check gate, locking pin, safety latch worn out teeth on cam, springs. Do hand test.	
SELF RETRACTING LIFELINE	☑ ☒	**HORIZONTAL LIFELINE**	☑ ☒
Line: pull out and inspect cable for bends, frayed strands, evidence or excessive wear. Retrieval / retraction mode functioning properly. Pull test to make sure it catches. Check for shock loading indicator. Attach directly to dorsal D ring.		Engineered: specifically designed and engineered for fall protection. Check for capacity (how many workers). Ask Supervisor to confirm if unsure.	

Type: _____ S/N: _____

Type: _____ S/N: _____

Type: _____ S/N: _____

Comments:

_____

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AERIAL WORK PLATFORM LIFT: PRE-SHIFT INSPECTION CHECKLIST

The pre-shift inspection shall be performed prior to each day's or shift's use of the aerial platform lift by an authorized and trained operator of the lift. Documentation of the inspection shall be maintained by Triune Construction Group., with a copy of the most recent inspection document stored on the lift. If there are any of these items that are not satisfactory place the lift out of service and report to your Supervisor immediately.

Make of Lift: _____ Model of lift: _____ Serial #: _____

Operators Name: _____ Date of Inspection: _____

Item Inspected	Okay	Not Okay	N/A
Operating controls	☐	☐	☐
Emergency controls	☐	☐	☐
Safety devices	☐	☐	☐
Personal protective devices	☐	☐	☐
Pneumatic system (leaks)	☐	☐	☐
Hydraulic system (leaks)	☐	☐	☐
Fuel system (leaks)	☐	☐	☐
Cables	☐	☐	☐
Wiring harness	☐	☐	☐
Loose/missing parts (locking pins/bolts…)	☐	☐	☐
Tires and wheels	☐	☐	☐
Placards and Warnings	☐	☐	☐
Operational Manual	☐	☐	☐
Outriggers/Stabilizers	☐	☐	☐
Guardrail system and locking gate	☐	☐	☐
Other items	☐	☐	☐

Comments:

_____

_____

_____

Operators Signature: _____ Date: _____

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FORKLIFT: PRE-SHIFT INSPECTION CHECKLIST

Date: _____

Supervisor Name: _____

Company Name: _____

Make and Model: _____

Model #: _____

Hour Meter Reading: _____

BEFORE ENGINE START-UP:

Visual Walk Around Items	OK	NO	Comments:
Walk around inspection (warning decals, capacity plate, etc.)			
Forks/Locking Pins, Carriage, Mast			
Wheels, Tires & Lug Nuts (Condition and Pressure)			
Transmission (Check Oil Levels/Leaks)			
Engine Oil (Check Oil Level/Leaks)			
Fan Belts			
Air Filter			
Radiator (Check Coolant Level/Leaks)			
Hydraulic (Check Oil Level/Leaks)			
Fuel (Level and Secure)			
Over Head Guard			
Seat and Seatbelt			

AFTER ENGINE START-UP:

Engine Start-up Items	OK	NO	Comments:
Engine (Sound Normal?)			
Instrument Panel (Normal Readings?)			
Exhaust System (Leaks or Excessive Smoke?)			
Wipers and Lights (Do They Work?)			
Horn and Back-up Alarm (Do They Work?)			
Check all Hydraulic Controls (lift/lower system, tilt, side-shifter, etc)			
Transmission and Clutch (Direction and Speed Control)			
Brakes (Emergency Brake and Service Brakes)			
Steering			

Additional Comments (REPORT ANY DEFECTS TO YOUR SUPERVISOR IMMEDIATELY!):

_____

_____

_____

Operator Name: _____ **Operator Signature:** _____

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INCIDENT REPORT FORM

Check all boxes that apply:

☐ Hazard ☐ Close Call/Near Miss ☐ Property Damage ☐ Injury

Date of incident or hazard report:		Company:	
Date reported:		Location:	
Reported by:		Type of job:	
Witness(es):		FA attendant (if applicable):	
Description of the hazard or incident:			

Hazard or Incident Type (check)	
Immediate threat to life	
Potential injury	
Ergonomic (MSD) hazard	
Minor hazard-injury unlikely	
Property Damage	
Other :	

Hazard or Incident Classification (check)	
Road condition	
Timber	
Damaged equipment	
Slip, trip or fall	
Temperature	
Fire hazard	
Chemical	
Machine guard	
Damaged or improper PPE	
Electrical	
Other:	

The Problem	Corrective Action	Who to do?	By when date?	Done date

Is an incident investigation required? ☐ **Yes** ☐ **No**

Supervisor: Date:

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WORKING ALONE FORM

Definition

Alone

Working by yourself with no other people in the vicinity.

Isolation

Working in the same general area with a partner or another crew, but will not be in contact with the other person or crew for an extended amount of time.

Person Working Alone

- The person who will be working alone (the lone worker) must designate a contact person to check in with on a pre-planned schedule. The check in will be every _____ hours plus at end-of-shift.
- The lone worker must carry a functioning communication device, such as a satellite transceiver, two-way radio, satellite phone, cell phone or combination thereof plus the contact information for the contact person.
- The designated contact person must have a copy of this working alone procedure and any applicable ERP, contact information, locations and/or maps necessary for rescue of the lone worker.
- The designated contact person must record the time of each contact with the lone worker.
- If the lone worker fails to check in, then the contact person must initiate search procedures after _____ hours. See Missing Worker section of company Emergency Response Plan.

Person Working in Isolation

If two people are working on the same opening, or in the same immediate area, both should carry a functioning communication device and check in with each other on a predetermined schedule:

_____

If neither person has a functioning communication device then visual contact must be made on a predetermined schedule at the predetermined location:

_____.

Supervisor Responsibilities

The supervisor has:

1. Identified hazards to the worker
2. Managed the identified risks from hazards
3. Trained the contact person in responsibilities including emergency response.
4.

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Working Alone or In Isolation Checklist

Date(s): _____

Worker Name: _____ **Working Location:** _____

Contact Person Name: _____ **Radio Frequency 1** _____

Radio Frequency 2 _____

Emergency Contact Type: _____ **Emergency Contact Phone:** _____
(family, supervisor, etc.)

Frequency of Contacts: _____

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	**Check**	**Time**	**Check**	**Time**	**Check**	**Time**	**Check**	**Time**	**Check**
8:00 AM	☐	8:00 AM	☐	8:00 AM	☐	8:00 AM	☐	8:00 AM	☐
10:00 AM	☐	10:00 AM	☐	10:00 AM	☐	10:00 AM	☐	10:00 AM	☐
12:00 PM	☐	12:00 PM	☐	12:00 PM	☐	12:00 PM	☐	12:00 PM	☐
2:00 PM	☐	2:00 PM	☐	2:00 PM	☐	2:00 PM	☐	2:00 PM	☐
4:00 PM	☐	4:00 PM	☐	4:00 PM	☐	4:00 PM	☐	4:00 PM	☐
End of shift		End of shift		End of shift		End of shift		End of shift	

Name of Person Conducting Checks: _____

Signature of Person Conducting Checks: _____

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BULLYING AND HARASSMENT COMPLAINT FORM

Name of person making the complaint:	Company:
Name of person complaint is against:	Company:
Date of complaint:	Location:
Date of investigation:	Person(s) investigating:

Person interviewed	**Other people involved** (e.g., alleged bully, witnesses)	**Description of the situation** (dates, words, actions, etc.) **and impact** (e.g., humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?

Yes ☐ No ☐

Reason(s) for this conclusion

Supervisor/Manager Signature:	Date:

Copies: person making complaint, manager,

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EMERGENCY EVACUATION DRILL FORM					
Year	**Month**	**Day**	**Sector**	**Scenario**	**Involves***
Scenario description*:* **Involves – Fire Drill Evacuation; Actual Fire; "Supervisor" had a heart attack; "Worker" had heat exhaustion.*					
Debrief – what worked well:					
Debrief – what needs improvement:					

Corrective Action Log

#	Problem	Required Action	Who	By When	Done

Reviewed By (name/position) **Date**

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CONFINED SPACE ENTRY PERMIT

NAME OF SPACE:		
DATE OF ENTRY:	TIME ENTRY START:	
DATE OF EXPIRY:	TIME PERMIT EXPIRES:	
NAME OF STANDBY PERSON (1)	TIME START:	TIME STOP:
NAME OF STANDY PERSON (2)	TIME START:	TIME STOP:

LOCATION OF SPACE:
DESCRIPTION OF SPACE:
DESCRIBE WORK TO BE DONE:

SIGNATURE – CONFINED SPACE SUPERVISOR (1):
_____

SIGNATURE – CONFINED SPACE SUPERVISOR (2) :
_____

ATMOSPHERE: ❑ **HIGH HAZARD** ❑ **MODERATE HAZARD** ❑ **HIGH HAZARD**

COMMUNICATION: ❑ RADIO ❑ VERBAL ❑ VISUAL
LIGHTING : ❑ ADEQUATE ❑ EXPLOSION PROOF
LOCKOUT REQUIRED: ❑ YES ❑ NO
If, YES. Lockout – please list all machinery and equipment locked out: _____

PERSONAL PROTECTIVE EQUIPMENT:

❑STEEL TOE BOOTS
❑RUBBER BOOTS
❑TYVEK COVERALLS (IMPERMEABLE)
❑RUBBER COVERALLS (CHEMICAL)
❑HARD HAT
❑SAFETY GOGGLES
❑FACE SHIELD
❑RUBBER GLOVES (IMPERMEABLE)
❑NEOPRENE GLOVES (CHEMICAL)
❑HALF MASK RESPIRATOR
❑ORGANIC VAPOR CARTRIDGES
❑SCBA
❑FULL BODY HARNESS / LIFELINE / TRIPOD

AIR MONITOR USED:	CALIBRATION DATE:	CALIBRATION DUE DATE:

TIME:	TESTER INITIALS:	OXYGEN (min 19.5% - max 23%)	FLAMMABLE/ EXPLOSIVE (max <10% of LEL)	CARBON MONOXIDE (max 8hr average <25ppm)	HYDROGEN SULFIDE (ceiling limit <10ppm)	OTHER: _____

I hereby certify that all required hazard controls are in place, that air monitoring is being conducted as required and results show that the atmosphere is acceptable for entry, and that all required information is documented on this permit.

Tester Signature: _____ Date: _____

Write a "/" each time the named worker enters the space. Write a "\" each time the named worker exits the space – **FORMING AN "X" FOR A COMPLETED ENTRY/EXIT (X)**

Standby Person's Signature (1): _____ Standby Person's Signature (2): _____

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EXCAVATION SITE INSPECTION FORM

(To be completed by a Competent Person)

SITE LOCATION:			
DATE:	TIME:	COMPETENT PERSON:	
SOIL CLASSIFICATION:	EXCAVATION DEPTH:	EXCAVATION WIDTH:	
TYPE OF PROTECTIVE SYSTEM USED:			

Indicate for each item: YES - NO - or N/A for not applicable

1. General Inspection of Jobsite:	
A. Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work.	
B. Competent person has the authority to remove employees from the excavation immediately.	
C. Surface encumbrances removed or supported.	
D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.	
E. Hard hats worn by all employees.	
F. Spoils, materials, and equipment set back at least two feet from the edge of the excavation.	
G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.	
H. Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards.	
I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic.	
J. Employees required to stand away from vehicles being loaded or unloaded.	
K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.	
L. Employees prohibited from going under suspended loads.	
M. Employees prohibited from working on the faces of slopes or benched excavations above other employees.	
2. Utilities:	
A. Utility companies contacted and/or utilities located.	
B. Exact location of utilities marked.	
C. Underground installations protected, supported, or removed when excavation is open.	
3. Means of Access and Egress:	
A. Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.	
B. Ladders used in excavations secured and extended three feet above the edge of the trench.	
C. Structural ramps used by employees designed by a competent person.	
D. Structural ramps used for equipment designed by a registered professional engineer (RPE)	
E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface.	
F. Employees protected from cave-ins when entering or exiting the excavation.	

4. Wet Conditions:	
A. Precautions taken to protect employees from the accumulation of water.	
B. Water removal equipment monitored by a competent person.	
C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.	
D. Inspections made after every rainstorm or other hazard-increasing occurrence.	
5. Hazardous Atmosphere and Confined Space:	
A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard.	

B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres	
C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.	
D. Testing conducted before and during to ensure that the atmosphere remains safe.	
E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist.	
F. Employees trained to use personal protective and other rescue equipment.	
G. Safety harness and lifeline used and individually attended when entering	
H. Entry permit filled out and signed by supervisor	
I.Second person (top man) for rescue	
J. Harnesses and other rescue equipment in reliable shape	
6. Support Systems:	
A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.	
B. Materials and equipment used for protective systems inspected and in good condition.	
C. Materials and equipment not in good condition have been removed from service.	
D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.	
E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.	
F. Members of support system securely fastened to prevent failure.	
G. Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.	
H. Excavations below the level of the base or footing supported, approved by an RPE.	
I. Removal of support systems progresses from the bottom and members are released lowly as to note any indication of possible failure.	
J. Backfilling progresses with removal of support system.	
K. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.	
L. Shield system placed to prevent lateral movement.	
M. Employees are prohibited from remaining in shield system during vertical movement.	
Jobsite General Continued	
7. Site Access	
A. Clean, level ground	
B. Adequate ramps	
8. Protective Equipment	
A. Hard hats worn	
B. Eye & Face Protection (available/worn?)	
C. Hearing protection (available/worn?)	
D. Respiratory Protection (available/worn?)	
9. Guardrails Barricades and Control Zones	
A. Located where required	
B. Properly constructed	
C. Secured properly	
10. Ladders	
A. Secured	
B. Proper angle (extension ladders)	

C. Proper size and type	
D. Safe usable condition	
E. Properly used	
11. Fire Protection	
A. Extinguishers where required/up to date	
B. Fully Charged	
C. Emergency plan	
12. Housekeeping	
A. Clear walkways	
B. Clear work areas	
C. Clean and tidy storage containers	
13. Power tools and Equipment	
A. General condition	
B. Proper guards, cords and PPE	
C. Tagging as DEFECTIVE	
14. Gas Cylinders	
A. Properly located	
B. Properly secured and stored	
15. First Aid Requirements	
A. Competent and certified first aid attendant on site	
B. First Aid kits available and labeled	
C. Emergency eye wash stations available and labeled	
D. Worker knowledge of First Aid attendant's contact information	
16. Machines and Equipment	
A. Pre Trip filled out and signed	
B. Competent and trained operator	
C. Safe setup of equipment	
D. Condition of slings and hardware	
E. Safety catches on all hooks	
F. Proper use of tag chains	
G. Tag chains affixed with certification tag and not expired	
17. Traffic Control	
A. Trained traffic controllers	
B. Properly located	
C. Proper PPE	
D. Proper signage in place	
18. Signs and Print Material	
A. OHSR and WCA available	
B. SDSs for substances on site	
C. Warning signs	
D. Emergency phone list	
19. Materials Storage	
A. Properly located	
B. Safely piled, stacked, bundled	
C. Properly labeled (WHIMIS)	
20. Hygiene	
A. Cleanliness of facilities	

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FIELD LEVEL HAZARD ASSESSMENT FORM

This purpose of this assessment is to identify 'day-of-the-job' hazards associated with work tasks, to ensure hazards are controlled prior to starting work. Complete this assessment prior to the start of each new service request or when conditions of work have changed. Always check the condition of all tools and equipment and your work area for hazards *prior to* starting work. Provide completed copies of this form to your Supervisor.

WORK LOCATION:

DESCRIPTION OF JOB OR TASK:

SUPERVISOR IN CHARGE:	**PHONE/CELL:**

ASSESSMENT DATE (D/M/Y):	**COMPLETED BY:**

POTENTIAL HAZARDS (Check all that apply and add others as required if)

☐ Confined Space	☐ Extreme heat / cold	☐ Mould	☐ Obstructions	☐ Fall hazards
☐ Working Alone	☐ Noise	☐ Electrical	☐ Slip/Trip Hazards	☐ Unsafe tools/equipment
☐ Awkward postures or lifting	☐ Asbestos	☐ Lighting	☐ Mechanical	☐ Other: _____
☐ Hazardous gases/chemicals	☐ Sharp objects	☐ Animal droppings	☐ Entrapment	☐ Other: _____
☐ Other: _____	☐ Other: _____	☐ Other: _____	☐ Other: _____	☐ Other: _____

OTHER HAZARDS OR INFORMATION:

REQUIRED HAZARD CONTROLS (**Check** all that apply and add additional controls in the available space).

Lockout tag out procedure	☐	Mechanical ventilation	☐
Hard hat	☐	Ladders for safe access and egress	☐
Protective gloves	☐	Mechanical aids (dolly etc.)	☐
Respirator	☐	Atmospheric testing	☐
Eye protection	☐	Emergency or rescue procedure	☐
Protective footwear	☐	Scaffolds (Inspected and tagged)	☐
Hearing protection	☐	Work Permit	☐
Coveralls	☐	Additional training	☐
Pedestrian Barricades	☐	Machine guarding	☐
Stand by worker	☐	Check in protocol with office or	☐
Confined Space Entry Procedures	☐	Fire extinguisher	☐
Additional Lighting (e.g. Flashlight)	☐	Other	☐
Communication device	☐		☐
Fall protection	☐		

Additional Information or Comments:

MONTHLY SAFETY INSPECTION CHECKLIST

Date & Time: _____

Person(s) Conducting Inspection: _____

Topic Observed	Yes (√)	No (√)	Describe Hazard	Hazard Rating A, B, or C	Due Date	Completed Yes / No
Floors and Walkways						
Are aisles clear of materials or equipment?						
Are main aisles at least 30 inches wide?						
Are doorways clear of materials or equipment?						
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?						
Are floors clean and free of oil or grease?						
Are floors kept dry?						
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?						
Stairs, Ladders, and Platforms						
Are ladders safe and in good condition?						
Are stair handrails fastened to the wall securely?						
Are stairwells clear of materials and equipment?						
Are stairs and handrails in good condition?						
Are ladders and stairs provided with anti-slip treads?						

Walls						
Are signs and fixtures securely fastened to the wall?						
Lighting						
Are lighting levels in work areas adequate?						
Are work areas free of glare or excessive lighting contrast?						
Is task lighting provided in areas of low light or high glare?						
Are windows covered with blinds, drapes, or other means of controlling light?						
Does emergency lighting work?						
Electrical						
Are electrical cords in good repair?						
Is there clear access to electrical panels and switch gear?						
Are electrical cords secured?						
Are proper plugs used?						
Are plugs, sockets, and switches in good condition?						
Are ground fault interrupters available, if required?						
Are portable power tools in good condition?						

Equipment and Machinery						
Are equipment and machinery kept clean?						
Is the equipment regularly maintained?						
Are operators properly trained?						
Are start/stop switches clearly marked and in easy reach?						
Is machinery adequately guarded?						
Is there enough work space?						
Are noise levels controlled?						
Are fumes and exhaust controlled?						
Do you have a lockout procedure in place?						
Railing and Elevated Work Areas						
Are floor openings or walking surfaces guarded to prevent someone from falling through, tripping or slipping?						
Are toe boards in place on elevated platforms to prevent objects from falling off the platform?						
Are standard guard rails provided on elevated platforms?						
Are handrails provided and in good condition on stairways?						
Are there provisions for safe access to elevated machinery and equipment?						

Fire Safety and Security						
Are fire extinguishers clearly marked?						
Are fire extinguishers properly installed on walls?						
Have fire extinguishers been inspected within the last year?						
Are employee, contractor and/or sub-contractors trained to use fire extinguishers?						
Are flammable liquids properly stored?						
Will space heaters shut off automatically when tipped over?						
Are emergency phone numbers close to phones?						
Are smoke, fire, and burglar alarms in place?						
Are emergency exits clearly marked?						
Are emergency lights in working condition?						
Have sprinklers systems been inspected?						
Entrances and Exits						
Is there safe access for employee, contractor and/or sub-contractors?						
Are emergency exits clear of materials or equipment?						
Are emergency exit signs working?						

Are emergency lighting units provided? Are they working?						
First Aid Services						
Is the first aid kit accessible and clearly labeled?						
Is the first aid kit adequate and complete?						
Is the first aid kit clean and dry?						
Is the first aid room clean and stocked with first aid supplies?						
Are emergency numbers displayed?						
Are injury report forms readily available (Form 7)?						
Do employee, contractor and/or sub-contractors know where to go and who to call for first aid assistance?						
Garbage						
Are garbage bins located at suitable points?						
Are garbage bins emptied regularly?						
Is waste being discarded correctly?						
Hazardous Materials						
Are Safety Data Sheets (SDSs) provided for all hazardous materials?						
Are containers clearly labeled?						
Are hazardous materials properly stored?						

Are hazardous materials disposed of properly?						
Do employee, contractor and/or sub-contractors know where to find SDSs for chemical products?						
Environment						
Is air quality good?						
Are employee, contractor and/or sub-contractors protected from cool drafts or excessive heat?						
Are employee, contractor and/or sub-contractors protected from high noise level areas?						
Personal Protective Equipment (PPE)						
Do employee, contractor and/or sub-contractors know where to find PPE?						
Do employee, contractor and/or sub-contractors know how to use PPE?						
Do employee, contractor and/or sub-contractors use PPE?						
Do employee, contractor and/or sub-contractors use PPE equipment properly?						
Eye/Face Protection						
Footwear						
Gloves						
Protective Clothing						

Aprons						
Respirators						
Hearing protection						
Hard Hats						
Safe Work Practices (SWP)						
Do employee, contractor and/or sub-contractors use proper lifting techniques?						
Do employee, contractor and/or sub-contractors no company violence in the workplace policy?						
Do employee, contractor and/or sub-contractors know the procedure for working alone?						
Do employee, contractor and/or sub-contractors know what to do incase of an emergency?						

Ladders						
Are portable ladders in good repair and safe to use?						
Are mobile ladder stands in good condition?						
Are standard guardrails provided on elevated platforms?						
Are handrails provided and in good condition on stairways?						
Ladders are secured to prevent slipping, sliding or falling?						

Ladders are inspected and damaged ladders are taken out of service?						
Fall Protection						
Employees, contractors and/or sub-contractors exposed to fall hazards are tied off?						
Anchor points are secure?						
Employees, contractors and/or sub-contractors working below are protected from falling objects (i.e. toe boards)?						
Employees, contractors and/or sub-contractors are using full body harnesses?						
Employees, contractors and/or sub-contractors are inspecting harnesses, lanyards, shock absorbers, lifelines and rope grabs?						
All employees, contractors and/or sub-contractors working at heights greater then 4 feet have been trained in the fall protection work plan?						
Floor and Wall Openings						
All floor or deck openings are planked over or barricaded?						
Perimeter protection is in place?						
Deck plates are secure?						
Materials are stored away from edge?						

Hand and Power Tools						
All hand and power tools in good working order?						
Tools are stored in a dry secured place?						
Tool cords are free of cuts or abrasions and in good repair?						
Saws are guarded by the appropriate guards?						
Tools are being used for their intended use?						
All safety guards and devices are in place while the tools are in use?						