HEALTH & SAFETY MANAGEMENT SYSTEM

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THIS DOCUMENT HAS BEEN CREATED AS A BASE HEALTH & SAFETY PROGRAM THAT MEETS LEGISLATED REQUIREMENTS FOR A HEALTH & SAFETY MANAGEMENT SYSTEM. IT IS NOT AN EXCULSIVE PROGRAM TO COVER EVERY ASPECT OF THE CONSTRUCTION TRADES OR ANY OTHER SCOPE OF WORK. IT IS THE PURCHASERS RESPONSIBILITY TO REVIEW AND MODIFY TO ENSURE IT MEETS THEIR SPECIFIC REQUIREMENT AND NEEDS OF THEIR ORGANIZATION. THE VENDOR ASSUMES NO LIABILITY FOR THE USE OR MISUSE OF THE INFORMATION CONTAINED HEREIN.

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SECTION 1.0
SAFETY POLICY AND ASSIGNMENT OF RESPONSIBILITIES

WESTRIDGE HOMES' Health, Safety and Environment (HSE) values influence every aspect of our organization. Our health and safety policies acknowledge that people at every level of our organization are our most important asset – whether you are an employee, client, subcontractor or visitor we all have a stake in the safety of our work environment and we all share this responsibility. Reference to WESTRIDGE HOMES throughout the manual encapsulates WESTRIDGE HOMES as a whole which includes employees, clients, subcontractors or visitors. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence WESTRIDGE HOMES strives for. The duty and responsibility for creating and maintaining a healthy and safe workplace falls on every person in the workplace. Whether you are a senior officer, or the newest worker hired, everyone has a personal and shared responsibility for working together, cooperatively to prevent occupational injuries, illnesses and property damage. Management supports co-ordination of safety among all workers on the job site. We, at WESTRIDGE HOMES succeed because we place the Health and Safety of our people, along with the protection of our communities and the environment in which we live, above all else. The objective of WESTRIDGE HOMES' Health and Safety Management System is to reduce work-related incidents (injuries, illnesses & property damage) and to promote HSMS in every task undertaken by employees on behalf of WESTRIDGE HOMES. Working together, we are able to attain excellence in all aspects of our operation and will maintain a safety record that will be the envy of the industry.

We are committed to a strong Health & Safety Management System that protects employees, clients, subcontractors, visitors, property and public from incidents. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in accordance with industry standards, best practices and procedures and in compliance with legislative requirements. We will strive to eliminate any foreseeable hazards which may result in property damage or personal injury/illness incidents. Managers and Supervisors promote and demonstrate a safety culture that is second to none and will ensure subcontractors and workers understand their responsibility to work safely. Communications and leadership are the keys to building and maintaining a safety culture. Managers and Supervisors will share safety information, informing employees, clients, subcontractors and visitors of their legal obligations and showing them that WESTRIDGE HOMES accepts a moral obligation to safety and articulating that WESTRIDGE HOMES expects the same from everyone in the organization.

WESTRIDGE HOMES encourages and welcomes the reporting of all incidents regardless of size or severity, so that we can identify areas of concern, and deal with them in a timely fashion with corrective action of substandard acts and conditions and provisions for worker training. By monitoring and sharing communication within an organization we can all work towards achieving the safety goals of WESTRIDGE HOMES. Managers, supervisors, subcontractors and workers are accountable for their actions and decisions. Failure to comply with safety policies, practices and procedures will be cause for disciplinary action that may include suspension, dismissal or contract cancellation, if warranted. Remember, safety is as important as production, quality and cost control. If you have any safety-related questions or are unsure of how to complete an assigned task, ask your supervisor or WESTRIDGE HOMES' Manager for assistance.

WESTRIDGE HOMES' Policies, practices and procedures are in compliance with or exceed current Occupational Health and Safety Legislation requirements; however, they do not take precedence over OH&S Regulations. Managers, workers and subcontractors must ensure they operate within the rules and regulations governing their specific place of work in addition to WESTRIDGE HOMES' rules, practices and procedures. Remember, government regulations are *law*.

If WESTRIDGE HOMES, its workers or subcontractors fail to comply with the regulations, the officers of WESTRIDGE HOMES and/or subcontractors, supervisors or workers will be held accountable and may be prosecuted. Thus, maintaining a safe work site is everyone's responsibility. Observe the law and work safely. We are all needed to keep each other safe. Everyone has a personal and shared responsibility for working together co-operatively to prevent occupational injuries and illnesses. *The Occupational Health & Safety Legislation* recognizes that only workers who are adequately trained, informed and empowered can effectively fulfill their responsibilities. WESTRIDGE HOMES' Management recognizes the rights that workers have to a safe and healthy work environment and encourages all workers to be familiar with these rights and practice them.

- **THE RIGHT TO KNOW** about workplace hazards, including how to identify hazards and protect themselves from those hazards and about the rights afforded to workers under *The Occupational Health & Safety Legislation*
- **THE RIGHT TO PARTICIPATE** in decisions related to occupational health and safety, free of reprisal for their participation. Participation, in part, is achieved through consultation with the Occupational Health and Safety Committee.
- **THE RIGHT TO REFUSE** unusually dangerous work.

An injury and incident free workplace is WESTRIDGE HOMES' goal. Through continuous safety and loss control efforts, this can be accomplished. Management is committed to providing a safe, healthy, drug free work environment for all, and are dedicated to identifying, correcting and preventing substandard acts or conditions that could adversely affect WESTRIDGE HOMES' employees, subcontractors, clients, visitors or general public.

To achieve this commitment, WESTRIDGE HOMES will:

- Strive for excellence in its Health & Safety Management System (HSMS) throughout its projects, shops and offices.
- Assess and manage risks for all individuals and its work sites.
- Focus on identifying and assessing hazards, implementing measures to control the hazards.
- Meet or exceed applicable legislated or other governing agency requirements.
- Continuously improve by assessing and applying the industries best practices.
- Provide the necessary resources (training, equipment, manpower).
- Conduct inspections, investigations and hold safety meetings with worker involvement to continuously improve our HSMS.
- Conduct daily tasks in a healthy and safe manner.

President's Signature: 	Date: November 30, 2018

RESPONSIBILITIES

PRESIDENT

- To ensure the development, implementation and enforcement of WESTRIDGE HOMES' HSMS, as well as the compliance with provincial, federal occupational health and safety legislation.
- Provide a statement of policy relating to the safety program. The statement provides a commitment and philosophy that sets levels of expectations for safety performance throughout the corporation.
- Maintain overall control of the Safety and Loss Prevention Program direction.
- Ensure all established safety policies are administered and enforced in all areas.
- Ensure that all field operations are aware of and effectively practice the policies and procedures set out in the safety program.
- To provide information, instructions, and assistance to all staff in order to ensure all work is competently and sufficiently supervised to protect the health and safety of all employees, subcontractors, clients, visitors and the public.
- To educate all staff with regard to application of this HSMS, as well as relevant occupational health and safety legislation.
- To provide all staff with proper, well maintained tools and equipment, first aid equipment and supplies plus any other special personal protective equipment that may be required.
- To provide ongoing safety education programs, trade related training and approved first aid training courses, etc. as required.
- To monitor departments and projects and hold them accountable for individual safety performance.
- To ensure business operations do not adversely impact the environment.
- To participate in safety meetings.
- Inform all workers that they are not permitted to take chances - rather they instruct the workers in proper and safe procedures.
- Require all contractors and their prime subcontractors to adhere to all safety regulations. To ensure all staff will report any unsafe acts or conditions on contractor portions of the work to the HSE Manager.
- To ensure all incidents are Investigate and forward a complete incident report with the HSE Manager and correct the causes immediately.
- Review all incidents with employee and see that corrective action is taken immediately.
- To ensure all reports to refuse unsafe work must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, or if in his or her opinion the report is not valid, must so inform the person who made the report.
- To set a good example for fellow co-workers and other companies on site.

HSE MANAGER

- To ensure the development, implementation and enforcement of WESTRIDGE HOMES' HSMS, as well as the compliance with provincial, federal occupational health and safety legislation.
- Maintain overall control of the Safety and Loss Prevention Program direction.
- Ensure all established safety policies are administered and enforced in all areas.
- Ensure that all field operations are aware of and effectively practice the policies and procedures set out in the safety program.
- To provide information, instructions, and assistance to all staff in order to ensure all work is competently and sufficiently supervised to protect the health and safety of all employees, subcontractors, clients, visitors and the public.
- To educate all staff with regard to application of this HSMS, as well as relevant occupational health and safety legislation.
- Require all contractors and their prime subcontractors to adhere to all safety regulations.

- To provide all staff with proper, well maintained tools and equipment, first aid equipment and supplies plus any other special personal protective equipment that may be required.
- To provide ongoing safety education programs, trade related training and approved first aid training courses, etc. as required.
- To monitor departments and projects and hold them accountable for individual safety performance
- To ensure business operations do not adversely impact the environment.
- Inform all workers that they are not permitted to take chances - rather they instruct the workers in proper and safe procedures.
- To ensure all staff will report any unsafe acts or conditions on contractor portions of the work to the HSE Manager.
- To ensure all incidents are Investigate. Review all incidents with employee and see that corrective action is taken immediately.
- To ensure all reports to refuse unsafe work must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, or if in his or her opinion the report is not valid, must so inform the person who made the report.
- To participate in safety meeting.
- To set a good example for fellow co-workers and other companies on site.

MANAGERS

- To understand and enforcement of WESTRIDGE HOMES' HSMS as well as the provincial occupational health and safety legislation.
- Maintain overall control of the Safety and Loss Prevention Program direction.
- Ensure all established safety policies are administered and enforced in all areas.
- Ensure that all field operations are aware of and effectively practice the policies and procedures set out in the safety program.
- To provide information, instructions, and assistance to all supervisory staff in order to ensure all work is competently and sufficiently supervised to protect the health and safety of all employees, subcontractors, clients, visitors and the public.
- To educate all supervisory staff with regard to application of this HSMS, as well as relevant occupational health and safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, first aid equipment and supplies plus any other special personal protective equipment that may be required.
- To provide ongoing safety education programs, trade related training and approved first aid training courses, etc. as required.
- To monitor departments and projects and hold them accountable for individual safety performance.
- To ensure business operations do not adversely impact the environment.
- To participate in safety meetings.
- Inform all workers that they are not permitted to take chances - rather they instruct the workers in proper and safe procedures.
- Require all contractors and their prime subcontractors to adhere to all safety regulations. The Managers will report any unsafe acts or conditions on contractor portions of the work to the HSE Manager.
- Investigate all incidents. File a complete incident report with the HSE Manager and correct the causes immediately.
- Review all incidents with employee and see that corrective action is taken immediately.
- A supervisor receiving a report to refuse unsafe work must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, or if in his or her opinion the report is not valid, must so inform the person who made the report.

- Be familiar with the laws pertaining to safety and their basic requirements.
- To set a good example for fellow co-workers and other companies on site.

SUPERVISORS

- To understand and enforcement of WESTRIDGE HOMES' HSMS as well as the provincial occupational health and safety legislation.
- To educate all workers with regard to application of this HSMS as well as relevant occupational health and safety legislation.
- To provide information, instructions, and assistance to all workers in order to ensure all work is competently and sufficiently supervised to protect the health and safety of all employees, subcontractors, clients, visitors and the public.
- To provide all workers with proper, well maintained tools and equipment, first aid equipment and supplies plus any other special personal protective equipment that may be required.
- To provide ongoing safety education programs, trade related training and approved first aid training courses, etc. as required.
- To monitor projects and hold them accountable for individual safety performance.
- To ensure business operations do not adversely impact the environment.
- Provide safe working conditions for all workers under his/her supervision.
- Provide instructions to workers in safe work procedures. As part of the routine duties, the Supervisor shall require employees to use personal protective equipment as appropriate, e.g., hard, hats, goggles, masks, respirators, safety glasses or other items deemed necessary.
- Correct physical conditions which are liable to cause or have caused accidents.
- Undertake the investigation of accidents, incidents or near misses to determine the underlying causes. Provide a good example for employees by always directing and performing work in a safe manner.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.
- Work in cooperation with other project supervisory personnel in determining safe practices, enforcing their observance, developing procedures for dealing with violations and developing other general safety and accident prevention.
- Provide each employee with information about the hazards on the job and how to avoid them.
- Maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping
- Enforce all established safety regulations and work methods. Take disciplinary action as necessary to ensure compliance with the rules.
- Provide a minimum of one toolbox meeting a week with his/her crew and record minutes on the prescribed form.
- Provide a regular inspection for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.
- Inform all workers that they are not permitted to take chances - rather they instruct the workers in proper and safe procedures.
- Require all contractors and their prime subcontractors to adhere to all safety regulations. The Supervisors will report any unsafe acts or conditions on contractor portions of the work to the HSE Manager.
- Investigate all incidents. File a complete incident report with the HSE Manager and correct the causes immediately.
- Review all incidents with employee and see that corrective action is taken immediately.
- Be familiar with the laws pertaining to safety and their basic requirements.

- A supervisor receiving a report to refuse unsafe work must immediately investigate the matter and ensure that any unsafe condition is remedied without delay, or if in his or her opinion the report is not valid, must so inform the person who made the report.
- To ensure that all employees are educated to work in a safe manner, and that they use the protective equipment and/or procedures required to protect their health, safety and the environment.
- To advise all employees of any potential or actual dangers associated with an assigned task, and provide resources necessary to isolate, prevent, or remove risk.
- To arrange for medical treatment, if required—including transportation to a doctor or hospital as necessary.
- To report all incidents immediately to management, for the purpose to investigate all incidents fully and to advise management on how to prevent similar incidents in the future.
- To cooperate with government investigators.
- To participate in regular site inspections of the work place, and vehicles to ensure a safe and healthy environment.
- To participate in safety meetings.
- To set a good example for fellow co-workers and other companies on site.

EMPLOYEES

- To take every reasonable precaution to protect the safety of himself/herself and of other workers from injury and to prevent environmental incidents.
- To comply with HSMS which includes all safety, polices, rules, safe work practices, procedures, OH&S act and regulations and any site-specific job requirements.
- To wear the safety equipment and personal protective devices and clothing required by regulations and employer.
- To notify his/her supervisor of any unsafe conditions or acts that may be of danger to himself/herself or fellow workers.
- Carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of other employees
- To report all incidents, near misses, substandard acts or conditions to his/her supervisor as soon as possible, or no later than the end of the shift and participate in any incident investigations to prevent further occurrences.
- To participate in regular inspections of vehicles and sites to ensure a safe and healthy environment.
- To attend and participate in safety meetings.
- To immediately report to their supervisor any unsafe acts, conditions or equipment that may pose a hazard to workers and red tag equipment. To repair damaged equipment if the worker is authorized and competent to do so.
- To participate in preventative maintenance programs on both equipment & company vehicles.
- Be a safe worker, off the job, as well as on the job.
- A person 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 any person.
- Maintain a clean and safe work area.
- To set a good example for fellow co-workers and other companies on site.

VISITORS

- To follow the instructions of the site supervisor or personal escort.
- To wear personal protective equipment when required.
- Never to leave their escort while on site.

SECTION 2.0
HAZARD ASSESSMENT & RISK ASSESSMENT

PURPOSE

The purpose of this section is to promote safe work by identifying and classifying hazards in the workplace, and by increasing our employees' level of awareness of the hazards in the workplace. The purpose of any loss prevention program is to control hazards so it is critical to everyone involved in the program to know that the hazards are correctly identified in the job planning stage in order to effectively control them. The frequency and severity of incidents can be reduced through the successful identification and subsequent control of hazardous conditions. It is the policy of WESTRIDGE HOMES to maintain a program of hazard assessments.

DEFINITIONS

Hazard: Any circumstance or condition, which poses the risk of an accident or injury (incident) and/or property damage.

Hazard Assessment: A thorough examination of an operation (job site, shop, workers, etc.) for the purpose of identifying what actual and potential hazards exist. A hazard assessment shall be conducted with the participation of workers prior to setting up on a new job site. In addition to inspections, some organizations do formal hazard assessments in accordance with job scheduling milestones or on schedule necessary to protect the entirety of the job site.

It is most simply explained and summarized as a four step process:

1. Identify the actual and potential hazards.
2. Determine the proper corrective action or control measure.
3. Implement the corrective action or control strategy.
4. Management review of corrective action and/or control strategies; determine if the actions taken are appropriate.

GENERAL

Employees will conduct a hazard assessment of their various work sites utilizing supervisors and employees on site to identify, prioritize and control the hazards associated with the work being performed.

- All company facilities and job sites shall be included in the hazard assessments.
- Formal hazard assessments shall be conducted at the start of each project. Also, at the start of any work that requires extra procedure or may have more risk involved.
- Site specific hazards are to be reviewed with every employee at site orientation walk through.
- Workers responsible for participating in and contributing to the Hazard Assessment program.
- Documenting the hazards identified and prioritizing the hazards
- All identified hazards must have a corrective action implemented that meets or exceeds OH&S Legislated requirements.
- Writing recommendations for the correction of those hazards identified.
- Presenting the recommendations to the appropriate personnel. (Health and Safety Committee).
- Aid in established timelines for the implementation of the identified controls
- Follow-up on the progress of the recommendations.

WORKPLACE HAZARD IDENTIFICATION/ASSESSMENT

The fundamental principle of a Health and Safety Management System is to reduce injury and disease to employees. One of the most important aspects of a HSMS is hazard assessment. Hazard identification is crucial in the workplace. A hazard can be defined as any circumstance that poses the risk of an incident.

Hazards are usually a physical situation with the potential for personal injury and or property damage. These hazards must be identified and eliminated or controlled before any job is to commence. It is important to carefully pre-plan all work processes that take place within the worksite. By following a systematic approach, obvious and obscure hazards conditions will be identified. Once Identified, control measures will be put in place to effectively eliminate or minimize the hazard that are present. Workplace hazards are identified using various methods. Some of these methods include performing hazard assessments for both the task being performed and the worksite itself. WESTRIDGE HOMES has developed tools and guidelines to assist with the hazard identification and control.

WHAT TYPES OF HAZARDS

When conducting a hazard assessment, the six major components of a workplace must be examined, sub-divided, and evaluated to see what risks are present?
These components are:

Physical Hazards

- Hazards that can cause injury by physical contact, such as acute burns, abrasions, pinch points, tools, sharp objects, power mobile equipment, store energy, other workers in the area, etc.

Chemical Hazards

- Hazards the worker may be exposed to, such as fumes, gases, aerosols, corrosives, alkalis, chemicals, solvents, sprays, heavy metals, poisons, pesticides, etc.

Environmental Hazards

- Hazards that are or may be present in the work environment, such as noise, heat, cold, other workers in the area etc.

Biological Hazards

- Hazards that can cause illness through exposure, such as hanta virus, allergies, etc. The symptoms of exposure to biological hazards may occur rapidly, or after extended periods.

Psychosocial Hazards

- Hazards that may affect the health or productivity of a worker, such as stress, fatigue, boredom, long-term effects of shift work, etc.

Ergonomic Hazards

- Affect the general health of the worker due to such things as cramped workspaces, improperly adjusted equipment, repetitive tasks, etc. Meta-carpal Syndrome is a good example.

RISK ASSESSMENT TOLERABILITY MATRIX

The Risk Assessment matrix shown below is a guide to measure the potential risk to WESTRIDGE HOMES and provide a recognized ranking that will determine what actions will be undertaken.

Severity of Event Occurring

1	Immediate Danger	Death or Disaster
2	Serious	Major Injury or Property Damage
3	Minor	Non-Serious Injury or Property Damage
4	Negligible	First Aid or Less

Probability of Event Occurring

A	Probable	Immediate or soon
B	Reasonably Probable	Eventually
C	Remote	Could at some point
D	Extremely Remote	Unlikely

Instructions for use:

- Use severity in conjunction with probability to correct assess the risk associated with the nature of the task. These are based on numerous items for example:
  - Ones knowledge
  - Skill level
  - Training
  - Tools and equipment used
  - Environment
  - Personal Protective Equipment

STRATEGIES FOR CONTROLING HAZARDS

WESTRIDGE HOMES will control workplace hazards as is reasonably possible. The five main hazard control methods are:

1. Elimination (remove the condition or act presenting the hazard)
2. Substitution (swap a material or piece of equipment for one less hazardous)
3. Administrative Controls (establish a procedure)
4. Engineering Controls (mechanical protection, isolation, venting, etc.)
5. Personal Protective Equipment (Ear plugs, SCBA, etc.)

METHODS of CONTROL

1. **Elimination of Hazard**

- The best way to control a hazard is by eliminating that potential to start with.
- At any given opportunity, the risks or hazards will be physically removed if possible.
- Ongoing hazards may be eliminated by designing in options to the present risks at hand.

2. **Substitution**

- This is the process of replacing a hazardous tool, process, or chemical for a less hazardous tool, process or chemical to complete the same task.

3. **Engineering Controls:** WESTRIDGE HOMES will ensure that the following controls are adhered to at all times.

- A certified tradesman must inspect and approve any alternations, repairs or improvements made to any electrical, plumbing, heating, or construction done by company personnel.
- **Prior to starting work on any job, workers will ensure** that all relevant Permits are acquired.
- Prior to entering any confined space or other area which may contain a hazardous environment, substance or oxygen deficiency, the atmosphere will be tested with an approved gas detector, and where necessary, purging, venting, blinding, blanking, etc. will be used as the situation dictates.
- In cases where the hazards cannot be adequately controlled, PPE appropriate to the work environment will be used.
- Gas detectors and monitors will be bump tested/calibrated before each use and will be serviced only by a certified technician.

- Installation of all new or used machinery and equipment will be in accordance with the manufactures specifications.
- Repairs and maintenance done on company vehicles and equipment will be by a certified mechanic.
- Any additions or alterations to the machinery, equipment or vehicles are done according to the equipment manufacturer's specifications, and where necessary, done by a certified tradesman.

4. **Administrative Controls:** WESTRIDGE HOMES will use the following administrative controls to control hazards.

- Development and use of Safe Work Practices and Job Procedures
- Tool Box safety meetings
- Employee supervision and training
- Regularly scheduled safety meetings
- Scheduled and impromptu inspections
- Incident reports and investigations
- Establish procedures for the ongoing maintenance of tools, equipment and facilities.

5. **Personal Protective Equipment**

Where the uses of Administrative, Substitution or Engineered Controls are not practical, the nature of the work done at WESTRIDGE HOMES necessitates that employees wear adequate personal protective equipment for the type of job being performed.

- WESTRIDGE HOMES will identify the personal protective equipment necessary for each job in the Job Safety Analysis or in the Safe Work Practice.
- The Owner/Manager will enforce the application of personal protective equipment as required to protect workers from job related hazards and injury.
- Refer to Personal Protective Equipment Section

Elimination, Substitution, Engineering and Administrative controls should always be considered first. Personal protective equipment is used when hazards cannot be adequately controlled otherwise.

Note: PPE should always be used as a last resort and in conjunction with other methods of control when possible.

HAZARD ASSESSMENT DOCUMENTATION

PRE-JOB PLANNING

Pre-Job Hazard Analysis or JHA is planning exercises involve a review of the job and tasks to be performed at a specific work site or as part of a project, with all personnel concerned. Hazards are identified, procedures and control measures are written and required equipment is identified and acquired before the job starts. Scope of the job, associated hazards and controls are discussed with all personnel in a pre-job meeting. While not always necessary, it should involve both a supervisor and a worker where possible, as they are most familiar with the potential hazards and the team approach often yields the best results.

PRE-JOB SAFETY MEETINGS

These meetings are used to discuss the results of the pre-job hazard identification (plans, permits, checklists) with all those working on the site. Topics of discussion and attendance are recorded on a toolbox meeting minutes' form. Pre-job meetings are important and should be completed before entering onto a new work site or before undertaking a critical job. If written procedures exist for the task to be undertaken, these should also be reviewed in this meeting.

SITE HAZARD ASSESSMENTS

A Site Hazard Assessment should be performed on a regular schedule as to continue to monitor the site and implement corrective action when required. Any hazards identified, or additional information should always be documented and evaluated as required. These results of the Hazard Assessment and any corrective actions required will later be reviewed with the workers at the next daily task meeting or toolbox meeting.

FIELD LEVEL HAZARD ASSESSMENTS

Field Level Hazard Assessment or FLHA are conducted on site prior to the start of the new workday or when task change throughout the day. This is the process of identifying actual and potential hazards through close examination of the workplace and the tasks that are about to be performed. Each hazard will be rated, and a control measure put in place. Supervisors and workers will complete the FLHA together.

Management will review the FLHA in order to foresee any other concerns that the worker may not have identified in their preliminary filling out of the document. The hazard assessment is intended to prompt you to consider all these elements and identify actual and potential hazards that may be encountered by the worker doing the work or created by the worker performing the task. The most important step in the process is the communication of hazards and control measures to the workers performing the work. This is best accomplished at the field level on at least a daily basis or when the scope of work changes significantly and new hazards are presented. The smallest work group or crew under supervision of a foreman must meet with the foreman prior to the shift starting and complete the FLHA form together. It is essential that workers and foremen complete this process together and put genuine effort into the completion of the form. If a crew does the same task repeatedly, complacency and changing weather are examples of new hazards that need to be identified and controlled. The FLHA form is to be filled out prior to starting each task by all workers involved in the task. The FLHA shall be signed by every individual involved in the task.

SAFE WORK PERMIT

Is a checklist designed to be used by the owner or person most familiar with the worksite, process and work to be completed on site? It provides examples of typical hazards and required controls, such as the need for lockouts or gas testing. It is then used as a communication tool, to review all potential hazards and required controls with those personnel performing the task. Permits issued are usually specific to location, time and task. To be effective, the issuer of the permit needs to visit the work site in order to perform effective hazard identification, before the job.

SETTING PRIORITIES

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable. Hazards are classified/prioritized and addressed based on the risk associated with the task / (Risk analysis matrix outlining severity and probability).
WESTRIDGE HOMES give priority to:

- Jobs with the highest injury or illness rates.
- Jobs where there have been "close calls" - where an incident occurred but no one got hurt.
- Jobs where you have identified violations of safety standards.
- Jobs with the potential to cause serious injuries or illness, even if there is no history of such problems.
- Jobs in which one simple human mistake could lead to severe injury.
- Jobs that are new to your operation of have been changed.
- Jobs complex enough to require written instructions.

A critical task list shall be written for each work task this company performs. Each task is rated by the highest hazard to the lowest hazard. An assignment is made of who is responsible for the worker's safety and then a Job Hazard Assessment (JHA) is written for each task identified. This list is found on the following page and it will be updated at least annually.

BASIC PROCEDURE

Once the job has been selected, the supervisor will discuss the JHA procedure and its purpose with the employees who perform the job. Using the JHA form, the supervisor and employees list each job step in order of occurrence. Being sure to provide enough information but do not make the breakdown too detailed. The wording for each job step should begin with an action word such as "remove, install" "open" or "pour." Once the job steps have been recorded, identify and list the potential hazards or accidents which might occur for each step. To do this, ask yourself and our employees the following questions:

- Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
- Can the employee be caught in, by, or between objects?
- Can the employee be strained by pushing, pulling, lifting, bending or twisting?
- Does the work environment contain a potential safety and health hazard such as a toxic gas, vapor, mist, fumes, dust, noise, heat or electrical hazard?
- Is there a potential for a slip or trip?
- Can the employee fall from one level to another?
- Ask the What If questions.

The next step in the JHA process is to develop an SJP (Safe Job Procedure) or control action to address the hazard(s) in each job step. Refer to Section 4.0 Safe Job Procedure for more information on completing an SJP.

MANAGEMENT COMMUNICATION

Management regularly communicates to employees, contractors, subcontractors, suppliers and clients WESTRIDGE HOMES' commitment to safety. WESTRIDGE HOMES' management informs them of the following:

- safety program goals and performance expectations
- hazardous conditions and corrective measures
- allocation of safety responsibilities
- why safety is important and who it affects
- incident and accident reporting procedures (as required for each group)

The more employees, contractors and subcontractors know about our safety program, the better able they will be to support the program. In initiating communications, management makes itself more accessible to others working for our company. This will ultimately result in greater participation of employees, contractors and subcontractors in the development and maintenance of our program. It will also lead to higher morale and improved safety performance.

FREQUENCY

At the minimum, management communicates to employees, contractors and subcontractors annually to describe WESTRIDGE HOMES' commitment to safety, why safety is important and who it affects. These communications occur in meetings where senior managers and the majority of employees, contractors and subcontractors are present.

In addition, managers and supervisors tour worksites to observe work practices and talk to workers about safety. The frequency of tours will vary according to the types of operations and locations of WESTRIDGE HOMES' sites.

TYPES OF COMMUNICATION

To communicate company commitment to safety, management can do any or all of the following:

- tour worksites to observe operations and encourage discussions on safety
- send motivational letters or memos to employees
- participate in committees and meetings dealing with safety
- include safety topics as regular agenda items in meetings
- highlight safety at company functions
- provide detailed job instruction for new, transferred or temporarily assigned personnel
- hold regular safety meetings for all staff
- invite safety professionals to speak at meetings
- recognize workers who work safely
- provide regular feedback to all employees on safety performance or concerns

IMPLEMENTING CONTROL STRATEGIES

Recognizing and evaluating the risks associated with hazards in the workplace are the first steps in Hazard Control. Actions or methods for controlling these actual and potential hazards must be developed and implemented to mitigate the risks. A Job Hazard Assessment Form will be completed.

REVIEW CONTROL STRATEGIES

Once the appropriate control measure has been put in place it now may become a standard of operation for the specific task. With participation of workers and management safe work practices and job procedures can be established from the control strategy.

REVIEW OF HEALTH & SAFETY HAZARDS

Upon completion of this hazard assessment, WESTRIDGE HOMES shall undertake a review of the JHA to determine if the current procedures are still appropriate, or if they need to be updated to incorporate changes arising from the new activity. Each JHA will be reviewed and updated as necessary to reflect changes that have occurred in operational procedures or in the workplace. Additionally, they will be reviewed whenever:

- performance appraisals are completed
- there is a change in tools or equipment being used
- health and safety statistics are reviewed
- additional health and/or safety issues are identified in formal or informal inspections
- a new employee starts a position or
- Deficiencies in the JHA are identified by any other means.

With each Hazard Identified in any Hazard Assessment whether found in our regular activities or as part of a new and rarely performed task, a method for control must be implemented. We must do whatever we can to eliminate the hazard and protect our greatest assets, our people.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 3.0
SAFE WORK PRACTICES

Safe Work Practices are a set of general guidelines "Do's and Don'ts" outlining **what is to be done in general terms** to perform specific tasks for jobs considered to be hazardous. Safe Work Practices are ways of controlling hazards and doing jobs with a minimum risk to people and property. Written Safe Work Practices are used to instruct and train employees on specific ways of doing tasks with minimum risk to people, equipment, materials, environment, and processes. To reduce risks, we have a written set of Safe Work Practices outlining best practices for tasks considered to be hazardous along with manufactures instructions. They are developed to closely reflect the activities most common in our type of work.

Management shall ensure that workers and supervisors are familiar with WESTRIDGE HOMES' Safe Work Practices and are properly trained to perform these tasks. If a worker is uncertain or unfamiliar in a particular area, they may refer to the Health & Safety Management System and/or approach their supervisor for proper training to do the job safely. The purpose of Safe Work Practices is to establish uniform methods of working to improve the safety of our workers and to eliminate unnecessary risk to plant, equipment, personnel, and the environment. These practices are intended to be the minimum required. All practices must be compared to Provincial Legislation and must meet or exceed these standards at all times. In some cases, our clients may have practices already established. In those instances, the more stringent practice will prevail. In all cases, it shall be the responsibility of the worker's supervisor to ensure that these practices are implemented and enforced.

SAFE WORK PRACTICES

If the need for a new Safe Work Practice arises the following steps need to be followed:

- Identify Safe Work Practice for a new situation that might be hazardous.
- Gather two or more people familiar with the job to be performed.
- Define in general terms what needs to be done or not to be done and the responsibility of the individuals involved in the task.
- Enter information as laid out in the Safe Work Practice template.
  Submit to your Supervisor, HSE Manager and/or OH committee for review or approval

TRAINING

Management will fully endorse these Safe Work Practices and ensure that:

- They are in writing.
- They are related to the scope of work.
- All employees understand the Safe Work Practices that apply to them.
- Supervisor's and workers ensure that all Safe Work Practices are followed.
- There will be an annual review of all Safe Work Practices.

Care must be taken when preparing or customizing Safe Work Practices to ensure that they meet or exceed all applicable legislation and industry standards. Refer to O.H. & S. Regulations when Safe Work Practices are being developed or modified. Before an employee is able to complete work that has a SWP assigned to it each employee will be trained by a supervisor or competent worker and then is required to complete hands on evaluation for that specific SWP. Once the supervisor or competent worker feels that you have completed the SWP in compliance with WESTRIDGE HOMES' standards.

ALL SAFE WORK PRACTICES ARE REVIEWED AS FOLLOWS

Annually by Management and workers. When reviewed it must be electronically documented when completed on the Safe Work Practice review form kept on the safety server.

- This form must be filled out each time a practice is reviewed or revised.

Whenever an incident occurs, the practice relating to that job must be thoroughly reviewed by management and workers to ensure that the practice meets the requirements of the job and current regulations as intended and possibly revised if applicable.

RESPONSIBILITIES

MANAGERS / FOREMEN

- Ensure that the Safe Work Practice and associated Safe Work Procedures are available for review at the work site.

EMPLOYEES

- Follow the guidelines described in a safe work practice.

PLEASE REFER TO THE SAFE WORK PRACTICES & SAFE JOB PROCEDURES FOR A COMPLETE LIST OF THE REQUIRED PRACTICES AND PROCEDURES

Special Note: Non-compliance with these regulations will result in disciplinary action.

Note: Access to the above-mentioned forms, will be listed under the form section.

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SAFE WORK PRACTICE	
Subject:	**AERIAL WORK PLATFORM (SCISSOR LIFT)**

PURPOSE

To establish a safe work practice for to protect workers from injuries associated with aerial work platforms.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Aerial Work Platforms are vehicle-mounted, elevated and rotating work platforms – telescoping, articulating or both – used to lift and position personnel. Examples are: vertical mast, scissor lift, articulating boom lift and straight stick boom lift.

REQUIREMENTS

WESTRIDGE HOMES shall ensure that:

- a worker who operates an aerial device or elevating work platform is trained to operate the device or platform safely
- the training includes the manufacturer's instructions and recommendations, the load limitations, the proper use of all controls, and any limitations on the surfaces on which the device or platform is designed to be used

WESTRIDGE HOMES shall ensure that a maintenance and inspection record tag:

- is provided for an aerial device, elevating work platform, suspended powered scaffold, personnel lifting unit, or scaffold, and is attached to the device, platform, unit, or scaffold near the operator's station
- has the following recorded on it
    - the date of the last maintenance
    - the name and signature of the person who performed the maintenance
    - an indication that the maintenance has been carried out in accordance with the manufacturer's recommendations

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest
- Gloves
- Fall protection equipment (harness and lanyard)
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- Tipping unit over (uneven driving surface)
- Inadequate operator training
- Falling out of basket
- Colliding with other structures or equipment
- Electrocution
- Other workers in area (workers & pedestrians)
- Working inside buildings (fumes)
- Pinch points, basket and structures
- Poor maintenance or daily checks
- Poor housekeeping

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
- Ensure all PPE is being used as required.
- Ensure all inspections are completed as required.

WORKER

- Read and follow manufacturer operator's instructions.
- Do not operate aerial devices if not trained or authorized to do so.
- Workers must be trained in fall protection also prior to operating a lift.
- Perform job site inspection and walk around inspections of platform prior to use.
- Review of the lifting limitations of the unit prior to use.
- Secure all tools materials inside the basket.
- Use stabilizers and/or outriggers according to manufacture instructions.
- Ensure ground is firm and level.
- Be aware of power line proximity.
- Ensure correct aerial platform is utilized.
- Do not overload the machine at any time.
- No platform is to be made higher by the use of a scaffold, boxes, or ladders.
- Wear a safety harness and lanyard attached to the machine when operating any aerial platform, scissor lift or man lift.
- Get on and off the platform when it is in lowered position.

DO'S

- Aerial platforms will only be used according to manufacturer specifications. (Ensure reference in machine.)
- Use only equipment that is designed, constructed, erected and maintained in accordance with an approved standard.
- Check maximum capacities and operate the equipment within its rated capacity. Ensure the equipment has been manufactured to CSA standards.
- Ensure road traffic conditions, environmental conditions and/or overhead obstructions do not create a danger to workers.
- Ensure the equipment is designed to be operated on the surface on which you are working. Select the proper platform for the task i.e. on slab or rough terrain.
- Brake(s) must be engaged at all times, except where manufacturer's instructions indicate brake(s) need not be engaged.

- Only move the platform in a raised position if you can see it is safe.
- If there is any doubt about the safety of the lift ***DON'T USE IT***.
- It only takes 150lbs of sideways force to tip over a scissor lift.
- Selection factors include lifting capacity, surface conditions, platform size and configuration, mobility, material to be lifted, access, terrain or building obstruction. Request from supplier's platforms with tie off points on the floor of the operating platform.
- Workers in elevated work platforms must wear full body harness with shock absorbing lanyard while on the platform at all times. Workers must be tied off to an adequate anchor point supplied by the manufacturer. Fall protection harnesses and shock absorbing lanyards must be worn once inside the platform. The lanyard must be attached inside the platform on the engineered anchor points prior to any movement of the unit.
- Power elevated work platforms are to be used in accordance with the operator's manual. Ensure inspections and maintenance are performed and recorded as indicated in the manufacturer's manual located in a protective sleeve on all equipment. Manual must be located on the equipment that is being used.
- Only trained and competent operators are permitted to operate aerial devices and elevating platforms and there must be an adequate and suitable method of communication between the lift operator and the worker.
- Operators must be trained, tested and competent in the operation and inspection of the equipment. Training must be given for each different power elevated work platform. Proof of training required.
- Only operate the aerial platform on solid even ground.
- Before operating on concrete or other building surfaces ensure the rating of the floor material can withstand the weight of the aerial platform, as well as the load.
- Prior to using any aerial platform to access and work on electrical equipment ensure that the equipment is properly de-energized and locked-out.
- When working in congested areas use a ground spotter to help guide.
- Inspect terrain or slab for potholes, slopes or floor openings. Cover and barricade appropriately.
- Identify ground hazards and overhead hazards when maneuvering platform. Check for overhead power lines. When possible, have the power lines de-energized or insulated.
- Keep hands inside the guardrails when the platform is approaching close to other structures.
- Ensure proper ventilation and atmosphere monitoring when operating units inside buildings.
- The aerial platform is not to be used as an elevator.
- Only small hand tools are to be elevated inside the platform, the aerial platform is not a lifting device for material that cannot be contained inside the basket. Reduce probability of tools falling from platform by tying them off.
- Ensure all controls are labeled with action and direction.
- Keep guardrails in good condition.
- Ensure chain or gate at opening is secure before operating.
- Deploy stabilizers or outriggers as per the manufacturer's instruction. Position boom (snorkel) in direction of travel.
- Keep workers away from machine and out from under boom, platform and bucket, (where possible caution off area)

DON'TS

- Never alter the equipment without the manufacturer's written approval.
- Unattended equipment must be locked to prevent unauthorized use.
- Never leave the platform in a raised position or with a live load unattended.

- Keep platform load below maximum rated working load (preferably 2/3 of rated load).
- Never remove guardrails when platform is raised.
- Do not jam controls in direction of movement, use a gradual movement. Avoid uneven or jerky movement when operating the controls, coming in contact with the work surface may cause the equipment to move backwards causing tipping.
- Never walk the boom (snorkel), get off the platform or leave the bucket.
- Never try to move, push, and lift or free the machine by telescoping the boom (snorkel).
- Ensure extension cords are long enough to reach the expected platform height. Ensure extension cords do not become tangled or severed in the scissor mechanism. Tag and remove defective equipment from service immediately.
- No worker shall stand on the guardrail. Ensure the guardrails are secure prior to elevating the platform.
- Never climb out of the basket when elevated to access another work area.
- Never use a stepstool, ladder, bucket or plank inside a basket always keep feet firmly on the floor of the basket.
- Do not exceed the maximum capacity for the platform.
- Do not extend the boom or raise the platform when on uneven surfaces or during high wind/gusty conditions.
- Do not drive the unit when the boom is extended or when the platform is elevated above the height of the unit.
- Do not lower the platform unless the area below is clear of personnel and obstructions.
- Do not operate the aerial platform unless you have consulted the clearance factors under OH&S legislation for overhead power line.
- Do not operate platform overtop of other workers. If necessary, use flagging to barricade the area underneath where the platform is going to be operated.

INSPECTIONS

All pre-use inspection must be documented on an inspection checklist for AWP at the beginning of each shift in accordance with manufacturer's recommendations – some items to look for are:

- uncontrolled motion
- inefficient brakes
- loose connections or missing fasteners
- poor tire condition and pressure
- improper adjustments missing load capacity postings
- cracked welds damaged electrical wires or hydraulic or pneumatic lines
- broken or frayed wire ropes

SAFE WORK PRACTICE	
Subject:	**COMPRESSORS and PNEUMATIC TOOLS**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with air compressors and pneumatic tools.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Pneumatic tools in construction range from stapling guns, impacts, grinders and jack hammers, etc. If not treated with respect, these tools can cause personal injury and property damage easily.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- manufactured guards not in place or damaged
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with air compressors and pneumatic tools.
- Monitor the use of compressed air tools and equipment by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- Must wear the appropriate PPE when using pneumatic tools.
- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Operate air compressors and tool as per manufactures instructions.

- Use tools and equipment only for their designed use.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.
- Look for any defects. Examples of defects are:
    - Check hoses for cuts, bulges or other damage.
    - Verify the presence in the system of an appropriate pressure regulator and pressure relief device.
    - The correct air supply hoses for the application must be used.
    - Broken or cracked handles
    - Incomplete tools – tools without appropriate guards, with inoperative guards or with the guards improperly adjusted.
    - Tools with incompatible or jury-rigged parts.
    - "Normally Off" or "Dead-man" style switches that are disabled or defective.

AIR-ACTUATED FASTENING TOOLS

WESTRIDGE HOMES shall ensure that a worker does not hold the trigger of an air-actuated fastening tool mechanically in the operating position unless the tool is specifically designed to be used in that manner.

PRESSURIZED HOSES

WESTRIDGE HOMES shall ensure that an effective restraining device is used on a hose, pipe or connection that is under pressure if inadvertent disconnection of the hose, pipe or connection could result in danger to workers.

PROHIBITION RE USE OF COMPRESSED AIR

No employer shall require or permit compressed air to be directed towards a worker:

- for the purpose of cleaning clothing or personal protective equipment used by that worker
- for any other purpose if the use of compressed air may cause dispersion into the air of contaminants that may be harmful to workers.

DO'S

- Refer to SDS for information on the specific material being cut.
- Ensure a proper work station at appropriate height.
- Use only those bits, blades, wheels or accessories that are designed for the tool and only use them for the purpose for which they are designed.
- Turn off and disconnect tools and equipment before changing accessories or adjusting them.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools or fittings.
- All hose connectors must be of the quick disconnect pressure release type.
- Use the appropriate PPE with the tools.
- Ensure that clothing, hair and equipment worn/attached to the worker cannot be entangled in the tool or equipment being use.
- A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.

- Ensure that all tools are in good working condition, if they are not, tag and take the tool out of service. If repairs are needed only adequately trained workers will do repairs.
- Ensure all hoses connections are equipped with whip check or equivalent.
- Ensure that all safety devices are in working order, again, if they are not, tag and take tool out of service.
- String hoses overhead so as not a tripping hazard.
- Hose couplings for use with pneumatic tools should not be compatible with those used for breathing air.
- Keep hands away from the bit, cutting or discharge ends of pneumatic tools.
- Prior to connecting the tool to the hose, the hose should be pointed in a safe direction and blown out to remove moisture and dirt. Hoses should not be kinked to stop airflow.
- Always turn off the air pressure when not in use.
- Air tools are often associated with a high degree of vibration and should be equipped with anti-vibration grips.
- Equipment must be maintained according to the manufacturer's specifications.

DON'TS

- Do not lift the tool by the hose. This precaution will prolong the effective life of the hose.
- Do not use compressed air to clean clothing. Directing a compressed air stream against one's body can result in severe injury or death if air is forced beneath the skin or into the blood stream.
- Do not clean pneumatic tools with flammable liquids or solvents.
- Do not point a compressed tool at anything or person other than what you are working with. Do not leave air hoses unattended when turning compressed air source on or off.
- Do not use compressed air for tool operation as breathable air in supplied air respirators. Ensure air lines are bled before removing tools.

ENGINE DRIVEN and ELECTRIC COMPRESSORS

- Locate on a level base protected from weather.
- Block wheels to prevent movement (if applicable).
- Inspect equipment daily for signs for defects.
- Equipment used outside may require temporary shelter.
- Ensure equipment is in good order no leaks present and all components and guards are in working order, belts are tight, electrical cords are grounded and in good condition.
- Inspect area around compressor for debris or flammable liquids and substances. (minimum 1-meter clearance on all sides)
- Ensure all gauges are in good working order.
- Gas or diesel compressors must be operated in adequately ventilated areas.
- Pipe engine exhaust outside when used inside or utilize an appropriate exhaust system to remove the buildup of carbon monoxide gases.
- Shut-off gas-powered air compressor equipment before re-fueling.


SAFE WORK PRACTICE	
Subject:	**ASBESTOS AWARENESS**

PURPOSE

WESTRIDGE HOMES is committed to the health and safety of its employees, subcontractors, clients and visitors. WESTRIDGE HOMES acknowledges that asbestos is a health hazard and may be present on our jobsites and will take precautionary measures to ensure that no worker will be exposed to asbestos and comply with OH&S legislation. WESTRIDGE HOMES will monitor, manage and remove asbestos containing materials from our jobsites in safe and effective manner.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. All employees must observe posted signs in the work area, and/or labels identifying asbestos containing material (ACM) and/or presumed asbestos containing material (PACM). Any packages or containers with these warning labels are not to be disturbed or moved except by a qualified person that is trained and has the required PPE.

No work is to be performed in areas where there is a risk of exposure to coatings containing asbestos without proper personal protective equipment. Where there is a risk that building materials or coatings may contain asbestos, no work may proceed within the area until confirmation is received that there are no asbestos hazards. In many cases insulating coatings containing asbestos are encapsulated to prevent fibers from becoming airborne. The encapsulation may be in the form of a clear coating. Work in these areas must be done carefully so not to disturb the encapsulation. Workers exposed to low or moderate risk asbestos processes must comply with procedures to protect themselves and others in the area.

Asbestos is recognized health hazard OH&S legislation regulates activities involving asbestos containing materials. Some of the health problems related with asbestos exposures are:

- Asbestosis
- lung cancer
- mesothelioma

Not less than once every two years and with consent of the worker WESTRIDGE HOMES shall:

- offer to arrange for a medical examination of the worker during the worker's normal working hours
- reimburse the worker for any part of the cost of the medical examination that the worker cannot recover

A medical examination must include:

- a comprehensive medical history and physical examination with special attention to the respiratory system
- lung-function tests, including forced vital capacity and forced expiratory volume at one second
- any further medical investigations that are necessary for the diagnosis of an asbestos-related disease

Asbestos is the generic term for a group of naturally occurring fibrous minerals with high tensile strength, flexibility, resistance to heat, chemicals and electricity.

Three common types of asbestos used include:

- chrysotile (white asbestos)
- crocidolite (blue asbestos)
- amosite (grey/brown asbestos)

Asbestos is found in installed products such as sprayed-on fireproofing, pipe insulation, floor tiles, cement pipe and sheet, roofing felts and shingles, ceiling tiles, fire-resistant drywall, drywall joint compounds, and acoustical products. As very few products containing asbestos are being installed today, most worker exposures occur during the removal of asbestos and the renovation and maintenance of buildings and structures containing asbestos.

DEFINITIONS

Friable Asbestos: is typically loose degraded asbestos material that will crumble, flake or otherwise release dust when disturbed. Examples include spray-on acoustic material, flaking plaster and water damaged pipe insulation. In addition, friable asbestos is a material that contains more than one percent asbestos, and when dry, can be crumbled, pulverized or reduced to a powder by hand pressure.
Non-Friable Asbestos: includes solid asbestos containing construction materials that are in good condition. They can only release asbestos fibers if they are physically disturbed by mechanical means, such as being chiseled, drilled, sanded or crushed. (i.e. include intact floor tiles, cement products, and encased pipe insulation).
Asbestos Containing Material (ACM): any material containing greater than one percent asbestos if the material is non-friable or if the material is greater than .5% if the material is friable.
Asbestos Abatement: Procedures to control fiber release from asbestos-containing materials in a building or to remove it entirely. These may involve removal, encapsulation, repair, enclosure, and operations and maintenance programs.
Asbestos Dust: Dust that consists of or contains asbestos fibers that are likely to become airborne.
Glovebag: A polyethylene or polyvinyl chloride bag-like enclosure affixed around an asbestos-containing source (i.e. insulated pipe) so that the material may be removed while reducing release of airborne fibers to the surrounding atmosphere.
Time Weighted Average (TWA): An employee's exposure to a substance in any eight-hour work shift or a 40-hour work week.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- CSA approved Respirator
- Work gloves
- Specialized PPE (i.e. coveralls)

RESPONSIBILITIES

EMPLOYER

- Develop and communicate an asbestos control plan for each jobsite to our employees.
- Identify (label/mark) monitor and keep a written record of any material that contains or is likely to contain asbestos until such time as the asbestos containing material (ACM) has been removed from our jobsites.
- Ensure that a worker may be exposed to airborne asbestos that is more than the occupational exposure limit of asbestos WESTRIDGE HOMES will conduct measurements of the concentration asbestos at the work site.
- Where an asbestos process is undertaken WESTRIDGE HOMES shall ensure that the area is effectively isolated or otherwise enclosed to prevent the escape of asbestos dust to any other part of the place of employment.

- Where an asbestos process is undertaken WESTRIDGE HOMES shall ensure that all asbestos-containing materials removed are placed in appropriate receptacles that are impervious to asbestos and that are clearly labelled "Asbestos" and the receptacles are handled and transported in a manner that will protect them from physical damage.
- Ensure that any removal and air quality monitoring of ACM is done by a competent person.
- Maintain asbestos removal equipment and personal protective equipment.
- If a worker may be contaminated by harmful substance at a work site WESTRIDGE HOMES will provide the facilities including showers, the worker needs to remove the contamination before the worker leaves the work site and to ensure that only those articles and clothing that have been properly decontaminated or cleaned are taken from the work site by the worker.
- Only authorized personal by WESTRIDGE HOMES or by law to do so enters a restricted area.
- Train workers on the hazards associated with asbestos and only trained workers who are certified are authorized to perform asbestos abatement.

WORKER

- Report to immediate supervisor damaged ACM that has been not been identified on our jobsite.
- Follow SWP and SJP and the asbestos control plan.
- Wear appropriate PPE when working with asbestos.

OCCUPATIONAL HEALTH and SAFETY COMMITTEE

- Assist by monitoring ACM and asbestos control plan.

VENTILATION

Where exhaust ventilation equipment is used to contain asbestos dust WESTRIDGE HOMES shall ensure that the equipment is:

- equipped with a HEPA filter
- inspected regularly for defects
- maintained
- certified by a competent person at least once each year as being able to function safely and effectively
- where effective local exhaust ventilation equipment is not used WESTRIDGE HOMES shall ensure that each worker who may be exposed to asbestos dust resulting from an asbestos process is provided with and uses an approved respiratory protective device that is appropriate to the level of risk of the asbestos process an any other PPE required

PROCESSES

WESTRIDGE HOMES shall ensure that each worker who may be exposed to asbestos dust resulting from an asbestos process is provided with training to the level of risk of the asbestos process as outlined below. WESTRIDGE HOMES shall ensure that asbestos waste or dust produced in a place of employment is cleaned away promptly and at least once each day by vacuum cleaning equipment equipped with a HEPA filter to prevent the escape of asbestos dust into the air or where vacuum cleaning is not practicable by wet methods. Asbestos processes can include the following:

HIGH RISK ASBESTOS PROCESS

- The removal, encapsulation, enclosure or disturbance of anything but minor amounts of asbestos-containing material during the repair, alteration, maintenance and demolition or dismantling of any part of a plant.

- The cleaning, maintenance or removal of air-handling equipment in buildings where sprayed fireproofing asbestos-containing materials have been applied to the airways or ventilation ducts.
- The dismantling or the major alteration or repair of a boiler, furnace, kiln or similar device, or part of a boiler, furnace, kiln or similar device, that is made of asbestos-containing materials.
- The use of power tools not equipped with high-efficiency particulate air (HEPA) filtration to grind cut or abrade any asbestos-containing surface or product.

MODERATE RISK ASBESTOS PROCESS

- The use of a power tool equipped with HEPA filtration to cut, shape or grind any asbestos- containing surface or product.
- The removal of a false ceiling or part of a false ceiling where asbestos-containing material is, or is likely to be, lying on the surface of the false ceiling.
- The removal, encapsulation, enclosure or the disturbance of minor amounts of asbestos- containing material during the repair, alteration, maintenance, demolition or dismantling of a structure, machine or equipment or part of a structure, machine or equipment.

LOW RISK ASBESTOS PROCESS

- The installation or removal of manufactured asbestos-containing products where sanding, cutting or similar disturbance is not required.
- The use of hand tools to cut, shape, drill or remove a manufactured asbestos-containing product.
- The removal of drywall material where asbestos joint filling compounds have been used.
- The use of personal protective equipment made of asbestos-containing textiles.
- The transporting or handling of asbestos-containing materials in sealed containers.
- The cleaning or disposing of minor amounts of asbestos debris that has come loose or fallen from a surface.
- The removal of small samples of asbestos-containing material for the purpose of identification.

Note: For more information pertaining to exposure, cleanup, waste removal and precautionary measures when working around or with asbestos please refer to the OH&S legislation for the region you are working in.

SAFE WORK PRACTICE	
Subject:	**BACKFILLING**

PURPOSE

To establish a safe work practice to protect workers from injuries associated with backfilling excavations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis reflective vest
- Gloves
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points
- natural gas lines
- falling debris / engulfment
- overhead electrical lines/electrical shock
- buried electrical lines
- slippery conditions
- water/muddy conditions
- contacting with objects, people or other equipment on site

RESPONSIBILITIES

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with backfilling.
- Monitor the use powered mobile equipment by workers and ensure that all workers use safe work practices.
- Ensure that powered mobile equipment is serviced appropriately and is maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Monitor the site condition that workers are exposed to and take appropriate corrective action when necessary when conditions change.
- Ensure powered mobile equipment operators are qualified to operate the equipment they are assigned.
- Ensure communications with other operators and workers in the area are clearly understood.

WORKERS

- Must wear the appropriate PPE when performing backfilling tasks.

- Inspect all tools and powered mobile equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Ensure that powered mobile equipment is serviced appropriately and are maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Only certified trained operators are allowed to operate powered mobile equipment.
- Operate powered mobile equipment as per manufactures instructions.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

DO'S and DON'TS

- Before starting all personnel involved will be made aware of the dangers in this area and then notify all those on site.
- Designated spotter(s) that will guide the dump truck to the back-fill area. The spotter must wear a Hi Vis reflective vest.
- The spotter will communicate to the dump truck operator or equipment operator to standby while he/she signals to the designated lower level spotter.
- All workers at the backfilling location must wear appropriate PPE.
- Check ground for stability before proceeding to top of bank.
- When providing back fill material from an elevated dump location the lower level spotter will communicate to equipment operators and workers to back away.
- When backed away far enough the lower level spotter will signal to above spotter an 'all clear' sign.
- The above spotter then signals the truck driver to proceed with the dump.
- Equipment and workers shall not approach until the load is completely dumped.
- Once load is completely dumped lower the box or bucket attachment and carefully pull away from the bank.
- A control zone must be installed 1.2 meters away from the edge or bank where there is a fall hazard of 3 meters or more or where there is a hazard below where the fall is less than 1.2 meters that may injury a worker.
- Workers must not go past the control zone unless the worker is wearing appropriate fall protection equipment.
- Adherence to the OH&S Legislation with regards to inspections, logbooks, proper apparel and procedure are necessary during backfilling.
- Do not cross behind power mobile equipment while it is moving backwards, workers should always have a clear line of sight with the operator from the front of the power mobile equipment when accessing crossing routes.

SAFE WORK PRACTICE	
Subject:	**CHOP SAW**

PURPOSE

To establish a safe work practice for to protect workers from injuries when cutting with a chop saw.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. A chop saw is essentially a lightweight circular saw mounted on a spring-loaded pivoting arm and supported by a metal base. This machine and abrasive wheel is not intended to cut wood or wood products. Stationary chop saws are considered the best saw to get very exact, square cuts. Portable hand-held chop saw (cut off saw) can be utilized to make long cuts.

PPE REQUIRED

- CSA safety glasses and face shield
- CSA steel toed work boots
- CSA hard hat
- Gloves
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from disk failure or other flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch points to hands and fingers
- manufactured guards not in place or damaged
- using the side of the wheel of grinding
- sparks created could ignite flammable materials
- ergonomics regarding height and repetitive motion
- contact with hot metal sparks causing personal injuries such as burns
- contact with rotating disc

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with chop saw operations.
- Monitor the use of chop saws by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.

- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a chop saw.
- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.
- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of wheels for cracks and defects
  - a ring test on all new wheels
  - checking for clean and flat flange surfaces

GRINDING MACHINES

WESTRIDGE HOMES shall ensure that:

- no abrasive wheel is operated:
  - unless it is equipped with blotters installed according to the manufacturer's recommendations and a safeguard
  - at a speed in excess of the manufacturer's recommendations
- the maximum speed of each grinder shaft in revolutions per minute is permanently marked on the grinder
- the mounting flanges for an abrasive wheel have an equal and correct diameter for the wheel.

Where a tool rest is installed on a fixed grinder, an employer or contractor shall ensure that the tool rest is:

- installed in a manner that is compatible with the work process
- securely attached to the grinder
- set not more than three millimeters from the face of the wheel or below the horizontal center line of the wheel

WESTRIDGE HOMES shall not require or permit a worker to use the sides of an abrasive wheel for grinding unless the abrasive wheel is designed for that use.

DO'S

- Refer to SDS for information on the specific abrasive wheel being used.
- Ensure the saw is properly secured to a worktable at approximately hip height. Ensure all adjustments to machine are secure before making a cut.
- Connect saw to properly grounded 110V power source, use GFCI if required.
- Use abrasive cut off wheels with the correct size arbor hole.
- Use abrasive cut off wheels which have a maximum safe operating speed greater than the "no load RPM" marked on the machine's nameplate.
- Before each use inspect the cut off wheel for chips and cracks.
- Check workspaces and walkways for trip-hazards are not present.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Ensure all guards are in place, in working order, and in proper adjustment and alignment.

- Ensure the depth stop is properly adjusted.
- Ensure you are familiar with the operation of the ON/OFF switch.
- Keep table and work area clear of all tools and off-cut material.
- Faulty equipment must not be used immediately report suspect equipment.
- Ensure that the work rest is clean before placing the material to be cut on the work rest.
- Always stop the saw completely before cleaning the work rest.
- Use the vice to clamp the work and properly support the over-hanging portion or the material level with the base of the machine.
- Allow the machine to reach full speed before contacting the material.
- Ease the abrasive disc against the material when starting to cut. Do not force tool.
- Keep hands away from cutting area. After finishing the cut release, the switch, hold the saw arm down and wait for the disc to stop before removing off-cut piece.
- If a helper is required, make sure that person is wearing the proper PPE also.
- When operating a power tool outdoors use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
- Disconnect the plug from the power source and bring the machine to a complete standstill before making any adjustments.
- Avoid accidental starting. Ensure the switch is in the off position before plugging in.
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Use chop saw in a well-ventilated area.
- Have an appropriate fire extinguisher within nine meters of the work space where cut are being performed.
- Handle and store wheels as directed by the manufacturer.
- Your cut-off machine is a one-person tool. Do not allow others to be near the cut-off machine. Start and operate your cut-off machine without assistance.
- Sparks from the saw can burn or cause clothing to start on fire. Do not use the saw on flammable ground. Always direct sparks away from the operator or any flammable surroundings.
- Hold the cut-off saw steady, do not change the direction of the cut during the cut as this may produce a high torsion load on the blade and may cause it to break or shatter.
- To achieve a clean and efficient cut, pull the blade across the work or move it “to and fro” in the cutting direction. Do not use force to push the blade into the work.
- At correct idle speed, wheel should not turn.
- Always stop the engine and be sure the wheel has stopped rotating before setting down the machine.
- To reduce the risk of serious injury from breathing toxic fumes, never run cut-off machine indoors or in poorly ventilated locations.

DON’TS

- Do not try to hold the material on the work rest at an angle or in the air as you attempt to cut it.
- Do not use a length stop on the free off-cut end of a clamped material.
- Do not have any part of your body in line with the path of the abrasive disc.
- Never use the side of the wheel as a grinder to remove excess material (i.e. burrs)
- Do not overextend when making the cut – you could lose control of the saw or pull a muscle.
- Do not hold material by hand. Material will become very hot while being cut.
- Do not carry chop saw plugged in.
- Do not attempt to remove cut material while wheel is moving.

- Do not use the chop saw if the switch does not turn it on and off. Any chop saw that cannot be controlled with the switch is dangerous and must be repaired.
- Do not cut live electrical material.
- Don't use a cracked wheel or one that has been dropped or damaged.
- Don't force a wheel into the machine or alter the size of the mounting hole if the wheel does not fit the machine get proper size one that will exceed the maximum operating speed marked on the wheel. Don't start the machine until the wheel guard is in place.
- Don't stand directly in front of the cut-off wheel when starting a machine.
- Don't jam, bend or pinch the wheel.
- Do not drop start. This method is very dangerous—you may lose control of the cut-off machine. Place the cut-off machine on firm ground or other solid surface in an open area.
- Maintain a good balance and secure footing. Be absolutely sure that the cutting wheel is clear of you and all other obstructions and objects, including the ground. When the engine starts at starting-throttle, engine speed will be fast enough for the clutch to engage v-belt pulley and turn the wheel. Never attempt to start the saw when the blade is in a cut.
- When you pull the starter grip, do not wrap the starter rope around your hands. Do not allow the grip to snap back but guide the starter rope slowly back to permit the rope to rewind properly.
- Do not use the cut-off saw with one hand. Always hold the cut-off saw with both hands when the engine is running. Place your left hand on front handle bar and your right hand on rear handle and throttle trigger. Wrap your fingers tightly around the handles, keeping the handles cradled between your thumb and forefingers.
- Never operate the cut-off saw with starting throttle lock engaged as this does not permit proper control of the speed of the unit and may lead to injury.
- Never cut while standing on a ladder.
- Begin cutting and continue at full throttle. Position the cut off saw in such a way that your body is clear of the blade.
- Do not overreach.
- Do not cut above shoulder height.
- Do not twist, thrust, knock or drop the machine.
- Be alert to shifting of the work piece or anything that could cause the cut to close and pinch the wheel.
- Use extreme caution when re-entering a cut and do not turn the wheel at an angle or push the wheel into the cut as this may result in a pinching of the wheel.

ABRASIVE WHEELS

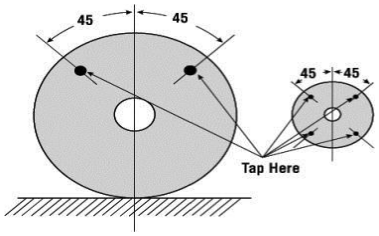
HANDLING and STORAGE of BONDED ABRASIVE WHEELS

To avoid injury and property damage to equipment follow these general guidelines:

- All abrasive wheels are fragile. Handle wheels carefully. Avoid dropping or bumping.
- Transport wheels in containers designed to provide support for the wheels if they are too heavy to carry by hand.
- Store wheels in racks or bins with dividers for different types of wheels. Do not store in job boxes where other tools and equipment can be placed on top of wheels.
- Place straight or tapered wheels on end in a cradle or chocked position to prevent rolling.
- Follow the manufacturer's instructions for length of time a wheel should be stored and how to store thin wheels.
- Do not store wheels near excessive heat or cold, in contact with oil or moisture, or in drawers with loose tools.

WHEEL INSPECTION (RING TEST)

Upon receipt of all wheels, examine for any signs of damage. Use Ring Test to check wheels. Ring tests do not apply to small wheels 10 cm (4 in.) diameter and smaller.



Tap wheels gently with a non-metallic tool such as a plastic screwdriver handle or wooden mallet. A wheel in good condition will emit a metallic ring. Reject any wheel that sounds dead or cracked.

CHANGING ABRASIVE WHEELS

Note: not all chop saws are alike refer to owner's manual if the following procedure does not fit the type of chop saw in use. Always inspect the new wheel for defect prior to installing on chop saw.

- Unplug chop saw from power source and zero state the equipment by depressing the on / off trigger a couple of times.
- If gas unit turn off the equipment prior to changing wheel.
- If equipped, remove the guard or rotate guard out of the way.
- Depress the lock mechanism and rotate wheel until it locks in place.
- Unscrew bolt with appropriate wrench or allen wrench and remove bolt and collar.
- Remove wheel and replace with new wheel. (Note: the wheel may be directional so check to confirm rotation of wheel is correct).
- Re-install collar and bolt and depress the lock mechanism is still engaged and tighten appropriately.
- Check rotation of wheel by hand to confirm wheel has been installed correctly.
- Re-install the guard if equipped.
- Test the equipment prior to cutting making sure your body is not in the line of fire when first starting the chop saw.

SAFE WORK PRACTICE	
Subject:	**CIRCULAR SAW**

PURPOSE

To establish a safe work practice for to protect workers from injuries when cutting with a circular saw.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Circular saws are designed for right-handed operation; left-handed operation will demand more care.

Two models of circular saws are common on construction sites: worm-drive, favored by carpenters and direct-drive, probably the most widely used. The worm-drive saw has gears arranged so that the blade runs parallel to the motor shaft. The direct-drive saw has the blade at a right angle to the motor shaft.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Gloves (if required)
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- manufactured guards not in place or damaged
- forcing saw into the material or bending blade due to improper use could cause kick back
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with circular saw operations.
- Monitor the use of circular saws by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a circular saw.
- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.
- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of blade, cord and housing for possible damage or defect

DO'S

- Refer to SDS for information on the specific material being cut.
- Ensure a proper work station at appropriate height.
- Connect saw to properly grounded 110V power source, use GFCI if required.
- Use blades with the correct size arbor hole.
- Before each use inspect the blade for ware, chips and broken teeth.
- Check workspaces and walkways for trip-hazards are not present.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Never operate an electric saw with the lower guard tied or wedged open. The saw may kick back and cut you, or another worker may pick up the saw and not knowing that the guard is pinned back sustaining an injury.
- Incidents have also occurred when the operator forgets that the blade is exposed and puts the saw on the floor. The blade still in motion, forces the saw to move, cuffing anything in its path.
- Make sure the lower guard returns to its proper position after a cut. Never operate a saw with a defective guard retracting lever.
- On most saws the lower guard is spring-loaded and correct tension in the spring will automatically close the guard. However, a spring weakened by use and wear can allow the guard to remain open after culling. This creates a potential for injury or property damage if the operator inadvertently rests a still turning blade against his leg after finishing a cut or sets it down on its cord or other equipment. Always maintain complete control of the saw until the blade stops turning. Ensure all guards are in place, in working order, and in proper adjustment and alignment.
- Ensure you are familiar with the operation of the ON/OFF switch. On some light-duty saws a latch prevents the operator from accidentally starting the motor. The trigger on the inside of the handle cannot be pressed without first pressing a latch somewhere on the outside of the handle. On heavy-duty saws a bar under the trigger switch helps to prevent accidental starting.
- Keep table and work area clear of all tools and off-cut material.
- Faulty equipment must not be used immediately report suspect equipment.
- Allow the saw to reach full speed before contacting the material.
- Ease the blade against the material when starting to cut. Do not force tool.
- Keep hands away from cutting area. After finishing the cut release, the switch and wait for the blade to stop before removing off-cut piece.
- If a helper is required, make sure that person is wearing the proper PPE also.
- When operating a power tool outdoors use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
- Use just enough force to let the blade cut without labouring. Hardness and toughness can vary in the same piece of material.

When the blade labours, reduce pressure to keep blade speed constant. Forcing the saw beyond its capacity will result in rough and inaccurate cuts. It also overheats the motor and saw blade.

- If the cut gets off line don't force the saw back onto line, Withdraw the saw and either start over on the same line, correcting any error, or begin a new line.
- If cutting right-handed, keep the cord on the right side of your body, standing to one side of the cuffing line.
- Always keep your free hand on the long side of the material being cut and clear of the saw. Maintain a firm, well-balanced stance, particularly when working on uneven footing.
- Disconnect the plug from the power source and bring the saw to a complete stop before making any adjustments.
- Avoid accidental starting. Ensure the switch is in the off position before plugging in.
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Proper adjustment of cutting depth reduces blade friction and results in cooler cutting.
- Thick materials should be cut with a number of progressively deeper saw blade depths. Blade depths are chosen so the saw is working under a normal load and after each pass the blade depth is increased. Operators will quickly learn to recognize the sound and behavior of an overloaded saw. The saw rpm drops off and motor noise changes pitch. Adjust cuffing depth to avoid overloading.
- Pushing a cut or cutting curved shapes is very hard on blades and saw. Heat builds up, wear dramatically increases and the risk of breaking a blade rises.

DON'TS

- Do not try to hold the material on the work rest at an angle or in the air as you attempt to cut it.
- Do not use a length stop on the free off-cut end of a clamped material.
- Do not have any part of your body in line with the path of the blade.
- Never use the saw to grind or chew excess material by placing the teeth 90^0 to the material to remove excess material.
- Do not overextend when making the cut – you could lose control of the saw, lose footings or pull a muscle.
- Do not carry by the cord.
- Do not carry saw with finger on trigger.
- Do not attempt to remove cut material while blade is moving.
- Do not use the circular saw if the switch does not turn it on and off. Any circular saw that cannot be controlled with the switch is dangerous and must be repaired.
- Do not cut live electrical material.
- Do not use a blade that is damaged or shows signs of defect.
- Do not force a blade into the saw or alter the size of the mounting hole if the wheel does not fit the saw get proper size one.
- Do not start the saw until the guard is in place.
- Don't jam, bend or pinch the blade it may cause kick back.
- Never use your leg or any other body part as a work bench. Too many operators have been seriously injured by this careless act.
- Never place a circular saw in a fixed upside-down position and feed material into it.
- Never reach under the material being cut.
- Do not hold or fix the retracting lower guard in the open position.
- Do not cut materials without first checking for obstructions or foreign objects (nails, screws)

CHANGING BLADES

Note: Not all circular saws are alike refer to owner's manual if the following procedure does not fit the type of circular saw in use. Always inspect the new blade for defect prior to installing on saw. Take care to choose the right blade for the job. Blades are available in a variety of styles and tooth sizes.

- Unplug saw from power source and zero state the equipment by depressing the on / off trigger a couple of times.
- If equipped, remove the guard or rotate guard out of the way.
- Depress the lock mechanism and rotate blade until it locks in place.
- Unscrew bolt with appropriate wrench or allen wrench and remove bolt and collar.
- Remove wheel and replace with new blade. (Note: the blade will be directional so check to confirm rotation of wheel is correct).
- Re-install collar and bolt and depress the lock mechanism is still engaged and tighten appropriately.
- Check rotation of blade by hand to confirm blade has been installed correctly.
- Re-install the guard if equipped.
- Test the equipment prior to cutting making sure your body is not in the line of fire when first starting the circular saw.

CIRCULAR SAWS

Where a circular saw blade develops a crack in the outside diameter of the saw blade, WESTRIDGE HOMES shall ensure that the blade is discarded unless:

- the blade is effectively repaired by a competent person
- the original blade tension is restored.

WESTRIDGE HOMES shall ensure that a circular saw blade that develops a crack from the eye or the collar is discarded. WESTRIDGE HOMES shall ensure that a portable hand-operated circular saw is equipped with a safeguard that will automatically cover the exposed part of the blade during use and the entire blade when the saw is not in use.

POWER FED CIRCULAR SAWS

WESTRIDGE HOMES shall ensure that a power-fed circular rip saw with horizontal, power-driven feed rolls is equipped with a sectional non-kickback device located in front of the saw blade and across the full width of the rolls. WESTRIDGE HOMES shall ensure that a power-fed circular rip saw:

- is equipped with a splitter that extends to the height of the top of the saw blade
- has a saw blade that is equipped with a safeguard or located so that a worker cannot reach it.

SAFE WORK PRACTICE	
Subject:	**COMPRESSED GAS - TRANSPORTATION, USE AND STORAGE**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated compressed gas operations.

GENERAL

Special precautionary measures are in place for the safe storage, use and transportation of compressed gases. As a whole it is everyone's responsibility to ensure that the follow guide lines are followed. For the most part the two gases you will see in most of our operations are oxygen and acetylene. Special care must be used in the identification and selection of cylinders in order that the proper use of gas is used. Identification should be made from confirming the itched writing on the side of the cylinder matches the tag or label attached to the bottle instead of solely depending on the bottle color code. All installations and use of these and any other products on the job site must comply with the OH&S Legislation set out for its safe use.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- ruptured tank
- fire and explosion
- injuries to yourself or to others as a result from flying material
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion
- musculoskeletal injuries

RESPONSIBILITIES

SUPERVISOR

To facilitate and/or provide proper instruction to their workers on the protection requirements associated working with compressed gases. Only trained workers are authorized to perform tasks associated with compressed gas.

WORKERS

- Do not transport a compressed gas cylinder inside a closed vehicle (cylinders must be stored in a well-ventilated area).

- Cylinders must be handled carefully they must not be dropped or jarred. Proper lifting procedures and equipment must be used when lowering or raising cylinders from one work level to another. Transport cylinders on an appropriate hand truck. Ensure cylinders are always upright and secure.
  If a cylinder was transported on its side the cylinders must be kept in an upright position for a minimum of 2 hours before use.
- Protect cylinders and fittings against damage. Ensure cylinder valve caps are in place.
- Make sure compressed gas cylinders are securely braced upright or tied in order to prevent movement either in use or in storage. Never leave bottle unsecured.
- Do not hoist by hooking onto protective collar or cap of a cylinder.
- Crane hooks must be equipped with a "safety latch".
- If a cylinder is to be moved more than two meters it must be moved by using a cart specially designed for this purpose and the cylinder must be secured to the cart.
- Never drop cylinders or strike them against each other.
- All vehicles or equipment used to handle compressed gas tanks must be equipped with a fire extinguisher appropriate for the size and type of cylinder being handled.
- Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
- Wear proper personal protective equipment, including hard hats, safety boots, eye protection, and gloves. Clothing must be flame-resistant (cotton or wool-no synthetics).
- All equipment must be in good working order, with fittings, regulators, hoses, head secure and cylinder valves clean. Use only approved high pressure hoses to connect to regulators and protect it from heat or damage. Never accept a damaged or rusted gas cylinder.
- Do not use leaking compressed gas equipment. If a leak occurs during operation, stop immediately.
- Ensure that the compressed gas bottles are properly shut off, the regulators are removed and regulators and hose lines released of pressure before cylinders are moved or placed in storage when work is completed.
- Whenever possible, always keep body upwind of fumes. Prevent clothing from becoming saturated with combustible gas.
- Do not smoke near compressed gas cylinders and equipment. If fuel were to leak from the unit smoking could provide ignition and cause a fire or an explosion.
- Ensure safety data sheets are on the project and reviewed prior to use. Refer to the current SDS (within three (3) years) for safe handling and storage procedures.
- Do not use magnets or slings for hoisting cylinders from one level to another, (use only an approved hoisting cradle). Tank valves and regulators are to be removed prior to any movement of the tank.
- Prior to connecting a compressed gas cylinder to any equipment, ensure the equipment is approved for use with compressed gas. If in doubt, ask your supervisor.
- Repairs to compressed gas cylinders, hoses and other components must be done by licensed service people.
- Only competent workers who are instructed and/or trained are permitted to remove and replace cylinders. Never ever more a cylinder without its protective cap secured in place.
- Tanks are not to be hooked up and used without proper regulators.
- Never transport cylinders in a closed container. Always regard cylinders as being partially full.
- When transporting compressed gas cylinders on a man/material hoist or elevator, no worker except for the operator and the worker transporting the compressed gases will be allowed. Ensure man/materials hoist has a method of communication; also ensure a fire extinguisher is present.
- Never store flammable materials (gas, oil, hazardous substances or materials) in the same area.
- Do not store cylinders in non-ventilated containers such as job boxes or equipment containers.

- When cylinders are stored outside a suitable cover shall be in place so as to keep direct sunlight of off cylinders. Do not store near heat sources.
- Cylinders must be used in the order they are received from the supplier.
- When a cylinder is empty, it should be mark as being empty. Usually there is a three-part tag on cylinders indicating "new", "in use" or "empty". Tear off appropriate portion of the tag.
  All full and empty cylinders must be storage separately. Oxygen and acetylene cylinders must be stored separately when stored in a building unless a separated by a firewall.
- Compressed gases may be heavier than air and will congregate in low lying areas – do not store them near shafts, pits, basements or excavations.
- Compressed gas cylinders must be stored away from high activity areas such as walkways, stairways, vehicular traffic or are permitted to come into contact with electric wires.
- Never allow grease or oil on cylinder threads - explosion hazard.
- Refer to the manufacturer, supplier or SDS sheets for storing procedures.

COMPRESSED LIQUID AND GAS SYSTEMS

WESTRIDGE HOMES will:

- develop and implement written procedures for the safe installation, use and maintenance of a system
- make readily available for reference by workers the procedures developed before, requiring or permitting the use of the system
- ensure that all workers are trained in and implement the written procedures developed

The workers will implement these written procedures as developed. WESTRIDGE HOMES will ensure that the system:

- is not exposed to temperatures that may result in the failure of the system or explosion of the contents of the system
- is maintained in a clean state, free from oil, grease or other contaminant that may cause a failure of the system or that may burn or explode if the contaminant comes into contact with the contents of the system
- is located, guarded and handled during filling, transportation, use and storage so that the system is protected from damage
- that service valve outlets and the extensions of service valve outlets of containers that are not connected to any apparatus are capped when not in use
- where the equipment is designed for use with a particular compressed or liquefied gas or gases, that:
  - only those gases are used in the equipment
  - the equipment is clearly labeled as being only for that use

A worker will:

- take all reasonable steps to ensure that sparks, flames or other sources of ignition do not come into contact with a system
- maintain a system in a clean state, free from oil, grease or any other contaminant and secure the cap in place before transporting a container

OXYGEN

WESTRIDGE HOMES will ensure that no worker will ensure that no oil, grease or other contaminant contacts a cylinder, valve, regulator or any other fitting of oxygen using apparatus or an oxygen distribution or generating system. WESTRIDGE HOMES will ensure that no worker will use oxygen as a substitute for compressed air:

- in pneumatic tools
- to create pressure
- for ventilating purposes
- to blow out a pipeline

SAFE WORK PRACTICE	
Subject:	**CONCRETE PUMPING**

PURPOSE

To establish a safe work practice to protect workers from injuries associated with concrete pumping operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Where multiple trade activity is scheduled, the general contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete their scope of work. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

PPE REQUIRED

- CSA safety glasses / face protection (if required)
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis reflective clothing
- Gloves
- Skin protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points upon opening/closing
- falling debris
- overhead electrical lines/electrical shock
- tripping hazards
- slippery conditions
- water/muddy conditions
- noise (hearing loss)
- flying objects/eye injury
- chemical burn/exposure
- accidental releases
- repetitive strain injuries
- equipment failure
- form collapse
- contact with objects, people or other equipment on site

RESPONSIBILITIES

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with concrete pumping operations.
- Make readily available and train workers on the following manufacturer operator's instructions and refer to SDS.
- Monitor the use powered mobile equipment by workers and ensure that all workers use safe work practices.

- Ensure that powered mobile equipment is serviced appropriately and is maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Monitor the site condition that workers are exposed to and take appropriate corrective action when necessary when conditions change.
- Ensure powered mobile equipment operators are qualified to operate the equipment they are assigned.
- Ensure communications with other operators and workers in the area are clearly understood.

WORKERS

- Must wear the appropriate PPE when performing pumping tasks.
- Inspect all tools and powered mobile equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Ensure that powered mobile equipment is serviced appropriately and are maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Only certified trained operators are allowed to operate powered mobile equipment.
- Operate powered mobile equipment as per manufactures instructions.
- To tag out of service any tools or equipment if defective.
- Workers must follow manufacturer operator's instructions and refer to SDS for the product that is being pumped.

DO'S

- Isolate the concrete truck and pump zone with fencing or other barriers.
- If working in the street comply with local by-laws.
- Check all individual components for wear and possible damage.
- Check each vertical bend is fixed to stop movement of the bend.
- Pumping equipment must be in a mechanically sound condition.
- People not involved in concrete pumping are excluded from the working zone. Temporary barriers and/or signage may be required.
- The spotter must stay in view of the concrete truck driver while the truck is moving.
- When the spotter is out of view of the truck driver must stop the vehicle.
- People in the concrete delivery area must always wear high visibility clothing.
- All trucks must have audible reversing alarms and flashing amber lights.
- Unless working on the ground, pouring and pumping of concrete into wall forms must be done from suitable platforms and if required fall protection must be worn.

DON'TS

- Do not walk in the path of a moving truck.
- Do not move the concrete delivery chute on a reversing truck.
- Do not position yourself between the concrete hopper and a reversing concrete truck.
- Do not run within the concrete delivery area.
- Do not use defective tools or equipment.
- Workers must not walk on top of the formwork.
- Do not cross behind power mobile equipment while it is moving backwards, workers should always have a clear line of sight with the operator from the front of the power mobile equipment when accessing crossing routes.

PRE-USE INSPECTION

- The operator must inspect a concrete placing boom or mast and test its safety and control devices before use on each shift and record the results of the inspection and tests.
- Any defects found in the concrete placing boom or mast must be recorded and reported immediately to the supervisor who must determine the course of action.
- If a defect may affect the safe operation of the concrete placing boom or mast the equipment must not be used until the defect has been remedied.
- Controls for a concrete placing boom or mast must have their function clearly identified.
- Hydraulic cylinders on a concrete pump, placing boom and mast must have pressure relief valves to prevent cylinder and boom damage due to excess pressure.
- Hydraulic holding valves must be used on a placing boom or mast if hydraulic hose or coupling failure could result in uncontrolled movement of mechanisms.
- A concrete pump must have a clearly labeled emergency stop switch near the hopper which if activated will stop the pumping action.

AGITATOR GUARDING

- Concrete pump agitator guarding must be maintained to the pump manufacturer's specifications with reasonable allowance for wear.
- Bent bars in a concrete pump agitator grill guard must be repaired.
- Concrete pump grill bar spacing may be increased to a maximum bar spacing of 3 1/4 inches (8 cm) when pumping concrete mixes with a slump of 2 inches (5 cm) or less and provided specific instructions are given to the crew regarding the hazard present due to the larger openings in the grill guard.
- The distance from the grill bars to the concrete pump's agitator must be at least 3 inches (7.5 cm).
- A concrete pump agitator grill guard must be hinged or bolted in place.
- A person must not stand on the grill when the concrete pump or agitator is running.
- A concrete pump's engine exhaust system must be arranged to prevent exhaust exposure to the operator and hopper area.
- The deck area of a concrete pump must be kept clean and free of unnecessary objects.

OUTRIGGERS

- Outriggers must be used in accordance with the concrete placing boom or mast manufacturer's specifications.
- Outriggers must be used Extendible outriggers for a concrete placing boom or mast must be marked to indicate maximum extension.
- A concrete placing boom or mast manufactured after January 1, 1999 must have its outriggers or jacks permanently marked to indicate the maximum load they will transmit to the ground.

LOAD ON A PLACING BOOM

- The load on a concrete placing boom or mast must not exceed the specification of the manufacturer or a professional engineer.
- The length and diameter of hose suspended from a concrete placing boom or mast must not exceed the specification of the manufacturer or a professional engineer.
- A concrete placing boom or mast must not be used to drag hoses or other loads.

PIPE DIAMETER and THICKNESS

- The diameter and weight of pipe mounted on a concrete placing boom or mast must not exceed the boom manufacturer's specification or the specifications of a professional engineer.

- The pipe wall thickness must be sufficient to withstand a pressure greater than the maximum pressure that the concrete pump can produce in the concrete being pumped.
- The method used to measure pipe wall thickness on a concrete pump, placing boom or mast must be in accordance with the manufacturer's instructions and pipe sections must be replaced when thickness measurements indicate that wall thickness has been reduced to the limits specified by the manufacturer.

PIPE CLAMPS

- Concrete must not be pumped through pipe with grooved ends, such as those for Victaulic-type couplers.
- Pipe clamps used with pipe carrying concrete must have a pressure rating at least equal to the pipe pressure rating.
- To ensure proper connection of concrete delivery pipes, pipe and pipe clamp contact surfaces must be free of concrete and other foreign matter when a connection is being made.
- Quick connect clamps used on a concrete delivery pipe must be pinned or secured after installation to keep them from inadvertently opening.
- Delivery pipe between the concrete pump and the placing system must be supported and anchored to prevent movement and excessive loading on pipe clamps.
- Restraining devices providing a safety factor of at least 5 must be used on attachments suspended from the placing boom or mast tip.

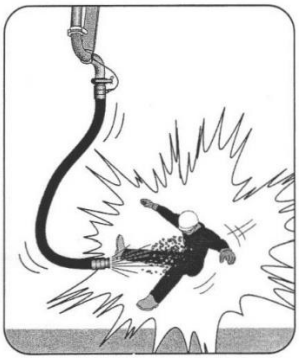
CONCRETE PUMP LINES

- Concrete pump discharge line couplings, if located where inadvertent disconnection could cause injury to workers, must be guarded.
- The guards on a discharge line coupling must be positioned to effectively deflect in a safe direction any jet of concrete which might result from disconnection of the coupling.
- A concrete placing boom and mast must be inspected in accordance with good engineering practice at intervals not exceeding 12 months, repaired as necessary and certified safe for use by a professional engineer the manufacturer or the manufacturer's authorized agent.
- Replacement parts used for repair of a concrete placing boom or mast must meet or exceed the original manufacturer's specifications or be certified by a professional engineer.
- The weight of each removable section of a concrete placing boom or mast must be permanently and legibly marked on the section.
- A concrete placing boom or mast must not be used to hoist loads.

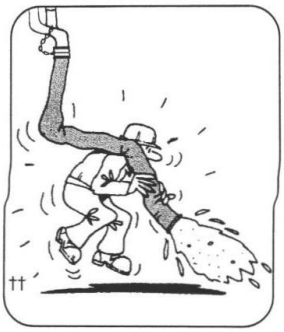
COMPRESSED AIR CLEANING

- A concrete delivery pipe system other than an individual section of pipe may be cleaned out using compressed air, but the system must be securely anchored before such cleaning is done.
- Any flexible discharge hose must be removed before cleaning out concrete delivery pipes using compressed air.
- Only workers essential to the clean out process may be in the vicinity of concrete delivery pipes when they are pressurized with air.
- An air system being used to clean out concrete delivery pipes must have a shutoff valve.
- A trap basket must be attached to the discharge end of the concrete delivery pipe to receive the clean out ball or go-devil.
- A blowout cap must have a bleed valve to relieve air pressure in a delivery pipe being cleaned using compressed air.
- Delivery pipes must be depressurized before clamps and fittings are released.

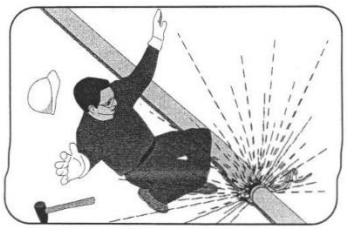
- The operator of a concrete placing boom or mast must have full control of the pump and placing equipment controls whenever the equipment is operating and engage in no other duties while operating the concrete pump and placing boom or mast. Furthermore, the operator must ensure the following occurs:
- The concrete pump operator must ensure that all Legislated requirements are being met.
- The crane operator has been notified prior to raising the concrete truck boom.
- Proper personal protective equipment must be worn at all times.
- A concrete placing boom or mast must not come within the minimum distances to energized high voltage conductors or exposed energized electrical equipment specified in OH&S Legislation.
- If a concrete placing boom operator cannot see and monitor the hopper on the concrete pump from every location the operator must be at during the pumping activity, there must be a device at the hopper for the concrete delivery truck driver and other workers to signal the pump operator if there is a problem at the pump or hopper.



Remove everyone from the discharge area whenever the pump is first starting, restarting after moving or if air has been introduced into the line.



Kinking the hose creates a hazard.



Never open a pressurized pipeline.

SAFE WORK PRACTICE	
Subject:	**CRANES, HOIST AND LIFTING DEVICES**

PURPOSE

The purpose of this plan is to outline the minimum requirements for working on, around, and when maintaining cranes, equipment use as hoists or lifting devices at WESTRIDGE HOMES. This plan applies to all cranes, including vehicle mounted cranes, equipment use as hoists or lifting devices. Due to the nature of WESTRIDGE HOMES' operations the use of cranes, equipment use as hoists or lifting devices is a necessary part of our daily operations. The requirement for the management of cranes, equipment use as hoists or lifting devices is set out in Occupational Health and Safety Legislation. WESTRIDGE HOMES places a high priority on human safety and is committed to meeting these legislative requirements.

GENERAL

WESTRIDGE HOMES will ensure that every crane, equipment used as hoist or lifting device, including all rigging, used at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the cranes, equipment use as hoists or lifting devices including all rigging. A supplier will ensure that every crane, equipment use as a hoist or lifting device, including all rigging, supplied for use at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the crane, equipment use as a hoist or lifting device and rigging is intended to be used.

DEFINITIONS

Anti-Two Block Warning Device: A device that warns the worker that continued upward movement of the load line may cause the load block to strike the upper sheaves.
Boom: A member that is attached to a crane superstructure and used to support the upper end of the hoisting tackle.
Crane: Equipment that is designed to lift, lower and move loads horizontally and that consists of a rotating superstructure, operating machinery and a boom.
Designated Operator: A worker designated to operate a hoist, crane or lifting device.
Jib: An extension to a boom that is attached to the boom tip to provide additional boom length.
Lifting Device: A device that is used to raise or lower material or an object but does not include a crane or hoist.
Load Rating: The maximum loads that may be lifted or lowered safely at a series of stated configurations under a series of stated conditions.
Lock: to fix the controls of a hoist in one position by any mechanical means.
Material Hoist: A hoist that is designed to raise and lower equipment or material and that has a load-carrying unit that moves within fixed guides but does not include a hoist that is designed to raise or lower workers.
Mobile Crane: A crane mounted on a truck, wheel or crawler base that can move freely under the crane's own power without being restricted to a predetermined path.
Rated Load: The maximum load that may be lifted or lowered safely using a particular configuration under the conditions existing at the time of the lifting or lowering operation.
Tower Crane: A crane that is mounted on a tower and that can rotate about the axis of the tower.

Tower Hoist: A hoist with a tower that forms an integral part of the supporting structure and a load carrying unit that travels between fixed guides.

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points upon opening/closing
- natural gas lines
- falling debris / engulfment
- overhead electrical lines/electrical shock
- buried electrical lines
- slippery conditions
- water/muddy conditions
- contacting with objects, people or other equipment on site

RESPONSIBILITIES

MANAGER

- Ensure that all persons in our work areas effectively implement the requirements of this plan.

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with hoisting operations.
- Monitor the use powered mobile equipment by workers and ensure that all workers use safe work practices.
- Ensure that powered mobile equipment is serviced appropriately and is maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Monitor the site condition that workers are exposed to and take appropriate corrective action when necessary when conditions change.
- Ensure powered mobile equipment operators are qualified to operate the equipment they are assigned.
- Ensure communications with other operators and workers in the area are clearly understood.
- Ensure that all employees, sub-contractors and visitors are provided with adequate equipment and PPE to meet the requirements of this plan.
- Ensure that all persons using or working around cranes, equipment use as a hoist or lifting device are adequately trained and competent to carry out their role.
- Ensure all relevant information is communicated to persons involved.
- The requirements of this program and subsequent documents are enforced onsite during lifting operations.

WORKERS, SUBCONTRACTORS AND VISITORS

- Employees, Subcontractors and Visitors must ensure compliance with the program.
- Any defects to machinery or concerns about lifts must be communicated to your supervisor immediately.
- Ensure that all persons using or working around cranes, equipment use as a hoist or lifting device are adequately trained and competent to carry out their role.
- Ensure all relevant information is communicated to persons involved.
- Must wear the appropriate PPE when performing excavation tasks.
- Inspect all tools and powered mobile equipment before using and report any defects to their immediate supervisor for repairs or replacement.

- Ensure that powered mobile equipment is serviced appropriately and are maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Only certified trained operators are allowed to operate powered mobile equipment.
- Operate powered mobile equipment as per manufactures instructions.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

MANUFACTURER LIMITATIONS

Operators will comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes, equipment use as hoists or lifting devices. Where manufacturer's specifications are not available, the limitations assigned to the equipment will be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with cranes should not exceed the capacity, rating, or scope recommended by the manufacturer.

ADOPTION OF STANDARDS

WESTRIDGE HOMES will ensure that all cranes, equipment use as a hoist or lifting device manufactured on and after the day on which these regulations come into force are constructed, inspected, tested, maintained and operated in accordance with an approved standard. A supplier will ensure that all hoists, cranes and lifting devices manufactured on and after the day on which these regulations come into force are constructed, inspected, tested and maintained in accordance with an approved standard.

QUALIFICATIONS

No employer shall require an employee to operate motorized or manual materials handling equipment unless the employee:

- is an operator
- where the laws of the province in which the equipment is operated require an operator's license possesses and operator's license issued by the province

DESIGNATED OPERATOR

A competent operator is a worker who has successfully completed a training program that includes all of the elements set Occupational Health and Safety Act & Regulation for the crane that the worker will be required or permitted to operate or is completing the practical training under the direct supervision of a competent operator or a qualified operator:

- The holder of a journeyman's certificate in the crane and hoist operator trade issued pursuant to The Apprenticeship and *Trade Certification Act*.
- The holder of a proficiency certificate in a sub trade of the crane and hoist operator trade issued pursuant to The Apprenticeship and *Trade Certification Act.*
- An apprentice in the crane and hoist operator trade who is working under the direction of a competent operator or a qualified operator any other worker who:
  - has received training, and has experience, in the safe operation of a crane that is equivalent to or superior to the training and experience of a person conducting the training
  - is a member of a category of workers whose training and experience in the safe operation of a crane is equivalent to or superior to the training and experience of a person conducting the training

WESTRIDGE HOMES will:

- designate a worker to operate a hoist, crane or lifting device
- ensure that the designated operator is trained in the operation of that hoist, crane or lifting device
- ensure that no worker operates a hoist, crane or lifting device other than a designated operator

WESTRIDGE HOMES will ensure that the designated operator is a qualified operator where the crane to be operated is:

- a tower crane
- an overhead travelling crane that has a load rating equal to or greater than 50 tonnes
- a crane that is used to raise or lower a worker on a personnel-lifting unit suspended from a hoist line
- a mobile crane that has a load rating greater than five tonnes

The above mention does not apply to a crane that is:

- mounted on a vehicle and used exclusively to load or unload that vehicle
- owned by WESTRIDGE HOMES, operated by a worker in the service of WESTRIDGE HOMES and used solely at WESTRIDGE HOMES will ensure that:
    - for any crane with a load rating greater than or equal to five tonnes, the designated operator is a competent operator
    - for any mobile or overhead travelling crane with a load rating less than five tonnes, the designated operator is a competent worker

No worker will operate a hoist, crane or lifting device unless the worker is a designated operator and has been trained in the operation of that hoist, crane or lifting device.

No worker will operate a crane unless the worker:

- has written proof of training in the operation of any crane that the worker will be required or permitted to operate
- has that written proof of training readily accessible at all times while the worker is operating the crane

LOAD RATINGS

WESTRIDGE HOMES will ensure that a hoist, crane or lifting device is provided with a durable and clearly legible indication of the load rating that is readily accessible to the operator at the control station. The load ratings for the equipment will not be exceeded at any time. A supplier will ensure that the indication of the load rating of a hoist, crane or lifting device contains:

- all appropriate load ratings for the hoist, crane or lifting device
- any applicable warning that no allowance is made in the load ratings for such factors as the effects of swinging loads, tackle weight, wind, degree of machine level, ground conditions, inflation of tires and operating speeds
- any applicable restrictions to operating in low temperatures

OPERATING PROCEDURES

Ensure all critical components are inspected and in place prior to a crane being commissioned and put into service. Operators must undertake a pre-operational safety check for each shift the crane or lifting equipment is used and this should be kept with equipment. Cranes and lifting equipment must not be operated with an inoperable or defective safety device. Before lifting, the following must be carried out:

- Rigging connections to be checked and correct prior to commencing.
- Safe working load being lifted is within the rated capacity of the crane and the lifting attachments and is within the limits set out in the lift plan.

- Safety devices are checked and all safety devices or overload limiters to ensure they are not overridden or cut out.
- Lifting hooks are fitted with a safety latch to prevent the load from accidently detaching, unless otherwise specified during the risk analysis.
- Loads must not swing over people, equipment or occupied buildings. No person shall be under a suspended load or in a position where they could be struck by a falling load. Where there is a risk of a load falling and striking a person, barricading or similar controls to prevent access must be in place.
- Operator will not leave the crane controls while a load is suspended.
- Cranes overhead-travelling must be fitted with audible travel alarms or an equivalent warning device
- Tag lines must be attached to loads that require a steadying guidance while suspended. The load must be well secured and properly balanced in the sling or lifting device.
- Approved communication between the crane driver and those assisting with the lift.
- Crane rating must have a rating capacity chart available in the crane cabin where mobile cranes are being used or near the controls where gantry cranes concerned.
- Vehicle mounted crane operator control stations for vehicle mounted cranes must be located in an area protected from swinging loads and from the crane jib.
- Slewing is to test the integrity of outriggers on mobile cranes must be conducted prior to commencing lifts.
- Slew pins must be secured in place in mobile cranes when travelling.

WESTRIDGE HOMES will ensure that:

- a copy of the manufacturer's operating manual for a hoist or crane is readily accessible to the operator
- an operator of a hoist or crane is thoroughly trained in and implements the manufacturer's recommended operating procedures

Where the manufacturer's manual for a hoist or crane cannot be obtained, WESTRIDGE HOMES will develop an operating manual for the hoist or crane and ensure that:

- a copy of the operating manual is readily accessible to the operator
- an operator of the hoist or crane is thoroughly trained in and implements the operating procedures set out in the operating manual

RATED LOAD

WESTRIDGE HOMES will not require or permit the operator of a hoist, crane or lifting device to raise any load that is greater than the rated load determined by the manufacturer of the equipment or a professional engineer for the conditions in which the equipment is to be operated. WESTRIDGE HOMES will not require or permit the operator of a hoist, crane or lifting device to use the hoist, crane or lifting device to raise or lower workers unless the load applied to the hoist, crane or lifting device is less than one-half of the rated load as prescribed.

An operator of a hoist, crane or lifting device will not raise a load unless:

- the operator has determined the accurate weight of the load
- the load is less than the rated load for the operating conditions

RAISING AND LOWERING WORKERS

Where a crane or hoist will be used to raise or lower workers, WESTRIDGE HOMES will:

- develop and implement work practices and procedures that will provide for the safe raising and lowering of the workers
- train the workers in those work practices and procedures

- ensure that the hoisting equipment and personnel lifting unit are inspected by a competent person before use and daily when in use
- ensure that the competent person records the details of the inspection in the log book

WESTRIDGE HOMES will not require or permit the operator of a crane or hoist to use the crane or hoist to raise or lower workers unless:

- the personnel lifting unit meets the requirements set out by OH&S legislation for aerial devices and elevating work platforms
- the suspension members of the personnel lifting unit are securely attached to the crane, hoist line or hook by a shackle, weldless link, ring or other secure rigging attachment
- there is a secondary safety device that attaches the suspension members of the personnel lifting unit to the crane or hoist rigging above the point of attachment mentioned above
- the load line hoist drum has a system or device on the power train, other than the load hoist brake, that regulates the lowering rate of speed of the hoist drum mechanism
- workers in the personnel lifting unit use a full-body harness attached to the personnel lifting unit

An operator of a crane or hoist will not use the crane or hoist to raise or lower workers unless:

- the personnel lifting unit meets the requirements set out by OH&S legislation for aerial devices and elevating work platforms
- the suspension members of the personnel lifting unit are securely attached to the crane, hoist line or hook by a shackle, weld less link, ring or other secure rigging attachment
- there is a secondary safety device that attaches the suspension members of the personnel lifting unit to the crane or hoist rigging above the point of attachment mentioned above
- the load line hoist drum has a system or device on the power train, other than the load hoist brake, that regulates the lowering rate of speed of the hoist drum mechanism
- workers in the personnel lifting unit use fall-arrest protection attached to the personnel lifting unit

DETERMING WEIGHT OF LOAD

WESTRIDGE HOMES will provide the operator of a hoist, crane or lifting device with all the information necessary to enable the operator to determine readily and accurately the weight of any load that the operator is required or permitted to raise. WESTRIDGE HOMES will provide a permanent load gauge for a mobile crane that may be used for load ratings of nine tonnes or greater at the minimum operating radius.

A permanent load gauge required must measure the weight of any load being hoisted and instantaneously indicate that weight to the operator. This does not apply to cranes that:

- use a device suspended by a wire rope to demolish a structure
- use a magnet to raise or lower a load
- use a clam-style load carrier to move material

WESTRIDGE HOMES will not require or permit a worker to use a crane unless the crane is equipped with a permanent load gauge that will measure the weight of any load being hoisted and instantaneously indicate that weight to the operator. WESTRIDGE HOMES will ensure that:

- a worker who is required or permitted to use a crane equipped with a permanent load gauge is trained in the safe use and limitations of the permanent load gauge
- the permanent load gauge is regularly inspected, maintained and calibrated in accordance with the manufacturer's instructions

OVERLOAD SWITCHES

WESTRIDGE HOMES will ensure that a tower crane is equipped with both:

- an overload limit switch that causes the hoist drum to stop when the load being hoisted exceeds the maximum rated load for any radius or boom angle or when the overturning moment exceeds the rated load moment
- a moment overload switch that automatically restricts the radius within which the load can travel
- a permanent load gauge

WESTRIDGE HOMES will not require or permit a worker to use a tower crane unless:

- the crane is equipped with the overload limit switch and moment overload switch required or the permanent load gauge
- the worker is trained in the safe use and limitations of the overload limit switch and the moment overload switch or the permanent load gauge
- the overload limit switch and moment overload switch or the permanent load gauge are regularly inspected, maintained and calibrated in accordance with the manufacturer's instructions

DESIGNATED SIGNALER

WESTRIDGE HOMES will designate a signaler where the operator of a hoist or crane does not have a clear, unobstructed view of any of the following throughout the whole range of movement of the load or hook:

- the pick-up point
- the setting point and the load
- the hook, if there is no load

Before a hoisting operation begins WESTRIDGE HOMES will ensure that the operator of the hoist or crane reviews with the designated signaler the signals to be used. Where a hand signal is to be used in connection with a hoist or crane, WESTRIDGE HOMES will ensure that the signal used is the signal that is appropriate for the activity to be carried out and that is set out in an approved standard. An operator of a hoist or crane and a designated signaler will use the signal set out in the standard mentioned above that is appropriate for the activity to be carried out.

GENERAL REQUIREMENTS FOR CRANES AND HOISTS

WESTRIDGE HOMES will ensure that a crane is equipped with an effective warning device that can be readily activated by the operator and that is adequate to warn workers of the impending movement of the crane. WESTRIDGE HOMES will ensure that a crane that has a boom is equipped with:

- positive boom stops to prevent inadvertent movement of the boom
- a boom stop limit device to prevent the boom from being drawn back beyond a predetermined safe boom angle identified by the manufacturer
- a jib stop device to prevent the jib from being drawn back beyond the safe boom angle identified by the manufacturer, where a jib is attached to the boom
- a boom angle indicator that is clearly visible to the operator while seated at the control station

WESTRIDGE HOMES will ensure that a crane is equipped with an anti-two block warning device where the crane will be used to hoist workers on a personnel lifting unit or where the crane is a hydraulic crane with a rated load of nine tonnes or greater.

WESTRIDGE HOMES will ensure that a hoist or crane that operates on rails, tracks or other guides is fitted with:

- a positive stop or limiting device installed on the hoist or crane or on the rails, tracks or other guides to prevent the hoist or crane from over-running safe limits or contacting other equipment that is on the same rail, track or other guide
- sweep guards installed to prevent materials on the rail, track or other guide from causing dislodgment of the hoist or crane
- stops to prevent the crane or hoist from dropping more than 2.5 centimeters if the axle breaks

Where a worker leaves a crane or hoist unattended or parked, WESTRIDGE HOMES will ensure that:

- the crane or hoist is stored in a manner that does not create a risk to any worker
- the operating machinery is locked or rendered inoperative
- the rigging and boom angle are secured
- a mobile crane is stored on level ground with the wheels locked or chocked

HOIST, CRANES WITH OUTRIGGERS etc.

Where a hoist or crane is designed to be operated with outriggers or other stabilizing devices WESTRIDGE HOMES will ensure that:

- the outriggers or other stabilizing devices:
  - are used according to the manufacturer's instruction
  - are set on a solid footing or pad
  - have their controls, if any, readily accessible to the operator and in a suitable position for safe operation
- the area around the outriggers or other stabilizing devices is kept free of obstruction
- there is a minimum clearance of at least 600 millimeters between any moving part of the crane and any obstacle near the base of the hoist or crane
- where there is a danger of a worker being trapped or crushed by any moving part of the crane when the crane swings, the area around the base of the crane is barricaded to restrict the entry of workers

OPERATORS' CAB ON TOWER CRANES

Where an operator's cab is to be attached to the boom or jib of a tower crane, WESTRIDGE HOMES will ensure that the cab is designed, positioned and attached in accordance with the specifications of the manufacturer of the crane or a professional engineer.

ERECTING AND DISMANTLING CRANES

WESTRIDGE HOMES will develop a written procedure for safely erecting and dismantling a hoist or crane. The written procedure must include the safe blocking of any mast, boom or jib and the number and qualifications of workers required to implement the procedure.

WESTRIDGE HOMES will ensure that the erecting and dismantling of a hoist or crane is carried out in accordance with the written procedure. WESTRIDGE HOMES may use the manufacturer's instructions for erecting or dismantling a hoist or crane if the instructions contain the requirements set out.

LOG BOOK

WESTRIDGE HOMES will:

- provide a log book for each hoist and crane with a rated load greater than five tonnes and ensure that the log book is kept readily available
- provide a copy of the log book to the operator on request
- ensure that the hours of service of the hoist or crane and all details of any inspection, maintenance or calibration required by this Part are recorded in the log book
- ensure that each entry is signed by the person who performs the inspection, maintenance or calibration
- review and sign the log book on a regular basis

Where the supplier of a hoist or crane provides a log book, WESTRIDGE HOMES will ensure that the information and signatures are recorded in the supplier's log book instead of WESTRIDGE HOMES' or contractor's log book and that the supplier's log book is kept with the hoist or crane.

INSPECTIONS

WESTRIDGE HOMES will ensure that a hoist, crane or lifting device is inspected by a competent person to determine whether the hoist, crane or lifting device is in safe working condition:

- before the hoist, crane or lifting device is used at the start of each work shift
- at regular intervals as recommended by the manufacturer
- in accordance with legislative requirements of this section

Where a defect or unsafe condition that may create a hazard to a worker is found in a hoist, crane, lifting device or rigging, WESTRIDGE HOMES will:

- take steps immediately to protect the health and safety of any worker who may be at risk until the defect is repaired or the unsafe condition is corrected
- as soon as is reasonably practicable, repair any defect or correct any unsafe condition

WESTRIDGE HOMES ensures that a mobile crane is subjected to a thorough inspection, including non-destructive testing, under the supervision of a professional engineer every two years or 1,800 hours of operation, whichever comes first. WESTRIDGE HOMES ensures that a tower crane is subjected to a thorough inspection, including non-destructive testing, under the supervision of a professional engineer:

- before erection at each site
- at subsequent intervals of 2,000 operating hours or one year, whichever occurs first

No worker will operate a crane or cause a crane to be operated unless a copy of the results of the testing or inspection is readily available or is on site.

REPAIRS

Where the inspection of a hoist, crane or lifting device reveals a condition that might render the equipment unsafe or incapable of raising the rated load WESTRIDGE HOMES will not require or permit the use of the equipment until any necessary repairs are completed. WESTRIDGE HOMES will ensure that a structural repair or modification to a component of a hoist or crane is performed only under the direction and control of a professional engineer.

Before a hoist or crane is used after a structural repair or modification, WESTRIDGE HOMES will ensure that:

- the equipment is tested under the direction of a professional engineer
- a professional engineer has determined the rated load of the repaired or modified hoist or crane and has certified that the hoist or crane is capable of safely raising the new rated load

Where the rated load of a hoist or crane after repair or modification differs from the rated load before repair or modification, WESTRIDGE HOMES will ensure that a new indication of load rating is provided.

FRICTION TYPE HOISTS

On a construction site WESTRIDGE HOMES will ensure that no material is hoisted vertically by a rope driven by friction between the rope and a powered surge wheel or drum unless the hoist is equipped with:

- a safety device that will prevent a free fall of the load
- an emergency stop device

MATERIAL HOISTS

Where a material hoist is in use, WESTRIDGE HOMES will ensure that:

- no worker is required or permitted to ride on the hoist
- no load projects beyond the edges of the load-carrying unit

If the controls of a material hoist are not remote from the hoist, WESTRIDGE HOMES will ensure that an adequate overhead barrier is provided to protect the operator. WESTRIDGE HOMES will ensure that:

- the braking systems on a material hoist are capable of stopping 150% of the rated load mentioned at the maximum speed
- the area around the base of a material hoist is fenced or otherwise barricaded to prevent the entry of workers, and that no worker is required or permitted to enter that area except when the load carrying unit is at the lowest level
- a landing gate is installed:
  - on any landing served by the material hoist
  - not less than 600 nor more than 900 millimeters from the edge of the landing

An operator of a material hoist will not:

- leave the controls while the load-carrying unit is in the raised position
- operate the hoist while a landing gate is open
- move a load-carrying unit until the operator is informed by signal that the load-carrying unit can be moved safely

WESTRIDGE HOMES will ensure that:

- the operator of a material hoist and a designated signaler at a landing where loading or unloading is carried on are able to maintain visual or audible communication with each other at all times during loading or unloading
- a material hoist that is, or is designed to be, over 20 metres high is equipped with a signal system that will:
  - allow voice communication between a worker at any landing and the operator
  - inform the operator of the landing from which a signal originates

WESTRIDGE HOMES will ensure that a power-driven material hoist is equipped with a safety device that will stop and hold the load-carrying unit if the hoist rope or braking system fails.

HOIST AND AUXILIARY EQUIPMENT

Each overhead electric hoist is equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel. Each hoist automatically will stop and hold any load up to 125 percent of its rated load, if its actuating force is removed.

- The rated load of each hoist is legibly marked and visible to the operator.

- Stops provided at the safe limits of travel for trolley hoist.
- The controls of hoists plainly marked to indicate the direction of travel or motion.
- Each cage-controlled hoist is equipped with an effective warning device.
- Close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves.
- All hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times.
- Nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded.
- It is prohibited to use chains or rope slings that are kinked or twisted.
- It is prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling.
- The operator is instructed to avoid carrying loads over people.
- Only employees who have been trained in the proper use of hoists are allowed to operate the hoist.

TOWER HOISTS

Where a tower hoist is used, WESTRIDGE HOMES will ensure that:

- the pulley block is securely anchored and the ropes from the pulley to the hoisting engine are enclosed;
- at each landing, the hoist is equipped with landing gates and devices that will prevent:
  - movement of the load-carrying unit when a landing gate is open
  - opening of a landing gate when the load-carrying unit is not standing at that landing

Where a tower hoist is not erected inside a structure, WESTRIDGE HOMES will ensure that the hoist:

- is enclosed on all sides except the landing side by solid walls or equally effective fencing from ground level to a height of not less than two metres
- is adequately braced or guyed to prevent sway or movement

Where a tower hoist is erected inside a structure, WESTRIDGE HOMES will ensure that:

- the hoist is enclosed on all sides except the landing side at the ground level and at each floor level by solid walls or equally effective fencing from ground or floor level to a height of not less than two metres
- each point of access to the hoist is conspicuously marked by a warning sign
- the hoist structure is adequately supported at vertical intervals not exceeding six metres

HAND-OPERATED HOISTS

WESTRIDGE HOMES will ensure that a hand-operated hoist purchased on or after January 1, 1997 is designed, constructed, installed, operated and maintained in accordance with an approved standard. WESTRIDGE HOMES will ensure that a hand-operated hoist is equipped with a spring actuated or weighted ratchet and pawl, load brake or other mechanism that will stop and hold the load at any height desired by the operator. WESTRIDGE HOMES will not require or permit a worker to work under a load raised by a hand operated hoist unless the load is supported with adequate stands or blocks.

WINCHES

WESTRIDGE HOMES will inspect all manually-operated hoisting or winching equipment thoroughly at appropriate intervals to ensure that the manually-operated hoisting or winching equipment is capable of safe operation. Before a worker operates a winch on a vehicle, the worker will ensure that the brakes are applied or other effective means are taken to prevent movement of the vehicle.

A worker who operates a vehicle on which a winch is in use will not move the vehicle until the winch operator has given a signal that the vehicle can be moved safely. WESTRIDGE HOMES will not require or permit a worker to cross over or under a winch cable between a winch and the load or to go underneath the load while a winch is in use.

A-FRAMES AND GIN POLES

WESTRIDGE HOMES will ensure that:

- no A-frame or gin pole is inclined more than 45° from the vertical
- an A-frame or gin pole is restrained from uncontrolled lateral and vertical movement
- the sheave and the cable keeper of an A-frame or gin pole are attached securely enough to withstand any load to which the assembly may be subjected

PILE DRIVING EQUIPMENT

WESTRIDGE HOMES will ensure that:

- pile-driving equipment is operated, inspected and maintained according to the manufacturer's instructions
- any structural repairs or modifications to pile-driving equipment are made under the direction of a professional engineer and certified as safe by the professional engineer before the pile-driving equipment is put in service

Where pile-driving equipment is used, WESTRIDGE HOMES will ensure that a brake band or clutch that is contaminated by oil or grease is dismantled and cleaned or replaced before further use.

WESTRIDGE HOMES will ensure that:

- before a pile is placed in position for driving, the pile head is cut square and, in the case of a timber pile, cleaned free of debris, bark and splintered wood
- workers are adequately protected from injury that may be caused by the failure of a pile being driven

WESTRIDGE HOMES will not require or permit a worker who works with pile-driving equipment:

- to remain or ride on a load being moved
- to work, stand or pass under a suspended load
- to be on the superstructure of the equipment or within range of a falling pile unless the worker is directly involved in the operation of hoisting piles

Where a worker uses pile-driving equipment, WESTRIDGE HOMES will ensure that:

- a pile hammer is securely chocked while the hammer is suspended, and the equipment is not operating;
- no pile is hoisted in the leads while a worker who is not directly involved in the operation is on the superstructure of the equipment or within range of a falling pile

Where pile-driving equipment is fitted with pressure hammers, WESTRIDGE HOMES will ensure that the hoses are equipped with safety chains or safety ropes on the pressure side of the hose connections.

WESTRIDGE HOMES will ensure that:

- crane booms used with vibratory hammers or vibratory pile extractors are inspected monthly by a competent person for structural defects
- any structural defects found are repaired under the direction of a professional engineer and certified as safe by the professional engineer before the booms are put back into service

An operator of pile-driving equipment will ensure that:

- the pile hammer is securely chocked while the hammer is suspended, and the equipment is not operating
- no pile is hoisted in the leads while a worker who is not directly involved in the operation is on the superstructure of the equipment or within range of a falling pile

SAFE WORK PRACTICE	
Subject:	**CUTTING TORCH OPERATIONS**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with cutting torch operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

Special precautionary measures are in place for the safe use, storage and operation of equipment. As a whole it is everyone's responsibility to ensure that the follow guide lines are followed. For the most part the two gases you will see in most of our operations are oxygen and acetylene. Special care must be used in the identification and selection of cylinders in order that the proper use of gas is used. Identification should be made from confirming the itched writing on the side of the cylinder matches the tag or label attached to the bottle instead of solely depending on the bottle color code. All installations and use of these and any other products on the job site must comply with the OH&S Legislation set out for its safe use. Use torch as described in manufacturer's instructions. A procedure for one torch is not always safe for another.

PPE REQUIRED

- CSA safety glasses or shield applicable for cutting
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE (i.e. respirator)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- burns
- fumes from materials being cut
- flammable / combustible materials in area
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

SUPERVISOR

To facilitate and/or provide proper instruction to their workers on the protection requirements associated working with cutting torch operations. Only trained workers are authorized to perform tasks associated with torch operations.

WORKERS

Know your equipment. Learn the operation, application and limitations as well as the specific and potential hazards of the equipment before operating it.

- All equipment must be in good working order, with fittings, regulators, hoses, head secure and cylinder valves clean. Use only approved high pressure hoses to connect to regulators and protect it from heat or damage. Never accept a damaged or rusted gas cylinder.
- Only competent workers who are instructed and/or trained are permitted to remove and replace cylinders. Never ever more a cylinder without its protective cap secured in place.
- Minimum PPE for this equipment is safety glasses or cutting goggles, gloves and steel-toed boots.
- Ensure safety data sheets are on the project and reviewed prior to use. Refer to the current SDS (within three (3) years) for safe handling and storage procedures.
- Check the SDS before starting work for material-specific hazards and other information on the compressed gases and the materials that you are heating or cutting. Additional PPE or other safeguards may be required.
- To prevent eye damage to other personnel it is recommended that welding screens be placed around the work area.
- Ensure adequate ventilation. Work should be carried out in an open area with the windows and doors open, and fans turned on to reduce the exposure to fumes. Inhaling fumes generated from cutting metals can cause vomiting, chills, headaches, lung disease and cancer.
- Prior to connecting a compressed gas cylinder to any equipment, ensure the equipment is approved for use with compressed gas. If in doubt, ask your supervisor.
- Tanks are not to be hooked up and used without proper regulators.
- Repairs to compressed gas cylinders, hoses and other components must be done by licensed service people.
- Whenever possible, always keep body upwind of fumes. Prevent clothing from becoming saturated with combustible gas.
- "Crack" open cylinder valves slightly and then close immediately (except hydrogen gas). This blows out dust and grit that could restrict the gas flow or damage the regulator.
- Do not smoke near compressed gas cylinders and equipment. If fuel were to leak from the unit smoking could provide ignition and cause a fire or an explosion.
- Uncap the cylinders and quickly open and close the valves to clear any dirt out of the valves. Make sure that the stream is directed away from you or others in the area.
- Mount the regulators on the cylinders. Each tank has a different thread so it is impossible to mount a regulator on the wrong cylinder. Zero out the regulator by turning the dial counter-clockwise until it becomes easy to turn. Mount the red hose to the acetylene regulator, and the green hose to the oxygen cylinder.
- Make sure that reverse flow valves (also called check valves or flashback arrestors) are installed both at the regulator and at the torch head.

- Open the oxygen cylinder valve all the way - doing so seals the packing. If there is oil or grease present anywhere on the cylinder valve or torch head or any internal part where oxygen may come in contact, DO NOT OPEN THE OXYGEN. When oxygen comes in contact with oil or grease, it can cause an explosion. If oil or grease is present, contact your supervisor. When opening any gas cylinder always stand so that the valve is between you and the regulator, never stand in front of or behind a regulator when opening a cylinder. There is always a chance that the regulator could fly apart or explode.
- Open the acetylene cylinder valve no more than one-half turn. In case of an emergency, this valve can be closed very quickly.
- Set the oxygen and acetylene regulators as per manufactures recommendations for the regulator that is installed.
- Check for leaks by turning off valves on the torch and on the cylinders. The pressure on the regulator gauges should not drop for 5 minutes. If you find a drop-in pressure, advise your supervisor immediately and tag out the equipment until repairs have been made or replacement.
- Before starting any cutting operation with the torch make sure that all combustibles are away from the cutting area and non-moveable flammables should be covered with welding blankets. Spilled flammables should be immediately cleaned up from the work area.
- All potentially heat or flame damageable goods should be cleared from the flame and heat radius of the work area.
- Position a fire extinguisher within 9 meters of where hot work is being performed.
- All hoses, cable and debris that could cause you to slip, trip or fall while cutting or handling materials should be cleared from the work area.
- Ensure that there is a key wrench on the cylinders. A key wrench must be kept on all cylinders during operation as it will permit rapid shut down in the event of an emergency. Do not use excessive force to open or close cylinder valve.
- Select the proper tip or cutting nozzle from the charts supplied by the manufacturer and screw it firmly into the torch.
- Examine hoses before use for signs of damage. Secure connections with clips or crimps. Check connections and non-return valves regularly.
- Roll or loop-up the hoses and store them with the tanks to prevent slipping, tripping or falling.
- To avoid equipment damage, keep the cutting torch tip out of dirt as the holes are easily plugged.
- Refer to the manufacturer's operating instructions for further and more detailed instructions and maintenance specifications.

PURGING

Purging removes mixed gases in hoses, which can cause a flashback when lighting up.

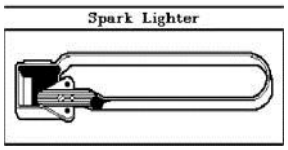
- Do not purge equipment in confined spaces or in the presence of any ignition source.
- To purge, in turn open and close each torch valve for 1 second for every 3m (10 feet) of hose.
- Purge hoses before using and after each shut down of more than ½ hour.

LIGHTING the TORCH

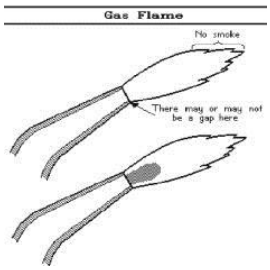
- Oxygen cylinders have right turning valves and connections. Fuel cylinders have left turning valves and connections.
- Turn on the oxygen and acetylene bottles as described above. Turn on the acetylene valve on the torch head 1/4 turn and light the torch with a striker. Do not use a plastic lighter and do not keep a plastic lighter or matches in your pocket while you are using a torch.

When the torch is lit turn up the acetylene until the black smoke all but disappears. Turn on the oxygen valves on the torch until the tip turns blue and short with no "feathers". Push the oxygen cutting lever down all the way - it should not extinguish the flame nor should it lift the flame off the tip.

- Do not open fuel and oxygen valves at the same time.
- Make sure that the torch is not pointed at any person, cylinder, or combustible materials.
- Immediately light the gas at the tip/nozzle with a spark lighter. Do not use matches, hot metal or welding arc.



- Increase the fuel gas flow until the flame stops smoking.
- Open the torch oxygen valve and adjust the flame to that required for the process.
- Check the regulator, set pressures and adjust if necessary.
- When the flame is adjusted to the manufacturer's recommendations but it too large (hot) or small (cold) to do the job, change the tip size.



SHUTTING OFF TORCH

- Close torch fuel gas valve then close oxygen valve. This is satisfactory for temporary stops not involving leaving the equipment. (Check the manufacturer's recommendations. Some recommend closing oxygen valve first.)
- In case of backfire or flashback, close torch oxygen valve first. This cuts off the oxygen supply to the internal flame.
- Drain fuel gas line by opening torch fuel gas. When both gauge needles have fallen to "0", close the fuel gas torch valve.
- Drain oxygen line by opening oxygen valve. Allow both gauge needles to fall to "0". Close the torch oxygen valve.
- Back off regulator pressure-adjusting screw until no spring tension is felt.
- Regulators and torches can now be disconnected or, if shut down temporarily, hang up the torch and hoses to prevent damage.
- Always refer to manufactures instructions as not all torches operate the same.

DO'S

- Shut off the gas at the regulators to change torches, do not crimp the hose.
- Close cylinder valves when work is finished. Put valve protection caps in place and release pressure in regulators and hose lines before cylinders are moved or placed in storage.
- Stand to one side and away from regulator gauge faces when opening cylinder valves leave key wrenches on cylinders in use so they can be closed quickly.

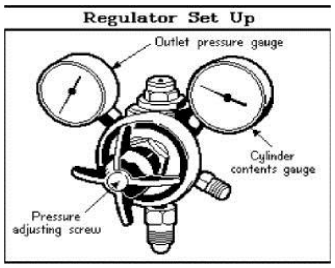
- Ensure connections between the regulators and cylinder valves are tight.
- Check accuracy of regulator pressure gauge at least yearly
- Mark completed pieces “HOT” with chalk.

DON’TS

- Put down a torch until the valves have been completely shut off.
- Hang torches from a regulator or other equipment so that they come in contact with the side of gas cylinders. If the flame is not out or if a leaking torch ignites, it may heat the cylinder.
- Leave the hoses pressurized. Always turn off the supply from the cylinder, bleed the lines, and with line open, back off the regulator. Lines should be coiled without kinks.
- Re-light torches from hot work. If gases do not light instantly, ignition may be violent.
- Connect a hose longer than needed - keep hose from becoming kinked or tangled.
- Use tape to repair a leaky hose or make repair if not certified to do so.
- Have oil or grease on any welding or cutting equipment - this may cause an explosion.
- Use pipe wrenches or pliers for attaching regulators to cylinders, use wrench of proper size
- Open cylinder valve until the regulator is drained of gas and the pressure-adjusting screw on the regulator is fully released.
- Thaw a frozen regulator with a flame - use warm water.
- Interchange regulators for a gas with similar equipment intended for use with other gases.
- Use oil or grease as a lubricant for tight threads - any oil or grease on a regulator or fittings may cause an explosion.
- Release the pressure-adjusting screw when there is pressure in the hose and the hose torch valve is closed - the valve diaphragm will be damaged

REGULATOR SET UP

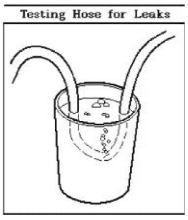
- Make sure the regulator inlet threads match the cylinder valve outlet thread. Connect the regulator to the cylinder’s outlet valve.
- Release the pressure-adjusting screw on the regulator by turning counter-clockwise. Open the downstream line to the air to drain the regulator of gas.
- Open the cylinder valve slightly to let the needle in the cylinder contents gauge move up slowly. On an oxygen cylinder, open cylinder valve fully; on acetylene turn valve only 1-½ turns.
- When closing down, shut the cylinder valve and open torch valve before slackening the pressure-adjusting screw.
- If a regulator shows excessive pressure “creep” release immediately. “Creeping” of a regulator is shown by a gradual increase in pressure after the torch valves are closed. To check for “creep”, close the welding or cutting torch valves while the regulator is open and check for increase in indicated pressure. Refer to manufacturer’s operating manuals.

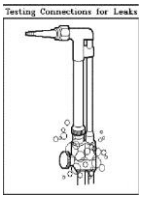


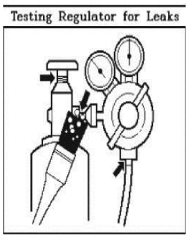
LEAK TESTING CONNECTIONS and HOSES

OXYGEN

- Make sure torch oxygen valve is closed.
- Turn pressure-adjusting screw on the oxygen regulator to normal working pressure.
- Stand to one side and slowly open the oxygen cylinder valve. Watch the pressure rise gradually on the cylinder contents gauge. Sudden opening of the cylinder valve may damage the regulator or lead to a fire.
- Set regulator to pressure recommended by manufacture.
- Check regulator for an increase in the reading "creeping" on the outlet pressure gauge. If it creeps close the cylinder valve. Check for a drop-in pressure on regulator gauges. Any drop indicates a leak between the cylinder valve and the torch valve.
- Check for leaks at the top of the cylinder.
- Once all leaks have been corrected, re-open the cylinder valve slowly.

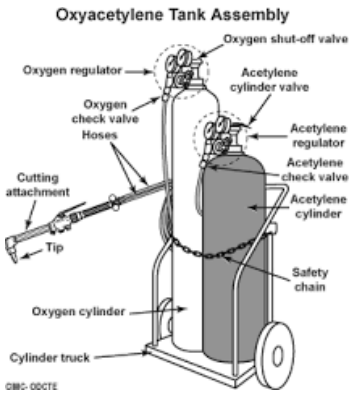






ACETYLENE

- Make sure torch acetylene valve is closed.
- Stand to one side and slowly open the acetylene cylinder valve. Watch the pressure rise gradually on the cylinder contents gauge. Sudden opening of the cylinder valve may damage the regulator or lead to a fire.
- Set pressure-adjusting screw on the acetylene regulator pressure to produce a pressure of about 69kPa (10psig).
- Check regulator for an increase in the reading "creeping" on the outlet pressure gauge. If it creeps close the cylinder valve. Check for a drop-in pressure on regulator gauges. Any drop indicates a leak between the cylinder valve and the torch valve.
- Check for leaks at the top of the cylinder.
- Once all leaks have been corrected, re-open the cylinder valve slowly.
- With the pressure on and the torch valves closed, hold the hose and torch tip under water. Find leaks by using soapy water (non-fat soap) or approved leak test solution. Leaks around connections cause bubbles when sprayed with a leak detector.



Refer to SWP Compressed Gas - Transportation, Use and Storage for more information.

SAFE WORK PRACTICE	
Subject:	**DEMOLITION**

PURPOSE

WESTRIDGE HOMES is committed to the health and safety of its employees, subcontractors, clients and visitors. WESTRIDGE HOMES has developed a Demolition safe work practice to identify the proper level of protection against a potential injury to employees, subcontractors, clients and the public / property regarding the demolition operations within WESTRIDGE HOMES areas of responsibility. WESTRIDGE HOMES acknowledges that demolition tasks process a health hazard and may be present on our jobsites and will take precautionary measures to ensure the safety of our valuable resources and comply with OH&S legislation. WESTRIDGE HOMES will monitor and manage all demolition processes for hazards on jobsites in safe and effective manner.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. The detailing of procedures for demolition are critical to ensure the safety of employees, subcontractors, visitors, and general public and shall be operated in close conjunction with WESTRIDGE HOMES operating procedures. The practice shall assist in planning, preparation and conduct of company operating procedures, including the installation or provision of protective systems to protect employees from building and equipment collapse or ground movement while working in and around demolition. The application of site-specific knowledge to ensure WESTRIDGE HOMES procedures are consistent shall enable a safe work environment during operations. In conjunction with referenced legislation, clear and concise direction drives the standards which are to be viewed as the minimum requirements identified by WESTRIDGE HOMES.

The Demolition SWP shall provide required and adequate guidelines to ensure knowledge of potential hazards to all employees, subcontractors, visitors and general public within WESTRIDGE HOMES areas of responsibility. This SWP shall supplement, but not supersede any regulatory Provincial / Federal legislation within the operational areas of responsibility of WESTRIDGE HOMES. The specific criterion detailed within individual jurisdictions requires careful consultation with applicable legislation to ensure compliance. The Field Level Hazard Assessment and SJP shall refer in writing to applicable legislation.

PPE REQUIRED

- CSA safety Glasses
- CSA steel toed work boots
- CSA hard hat
- Specialized PPE
- Gloves
- Respiratory protection

RESPONSIBILITIES

EMPLOYER

- Ensure compliance with this practice, by all levels of WESTRIDGE HOMES including subcontractors, visitors and the public within WESTRIDGE HOMES areas of operation or active worksites.
- Develop and communicate safe job procedures for each jobsite to our employees.
- Ensuring a competent person maintains supervision of employees when demolition work is being carried out.

- Ensure direct supervision is provided to operations involving underground services such as electric power, gas, water or sewer lines.
- Ensure that workers use and wear properly the appropriate personal protective equipment specified in this code in accordance with the training and instruction received.
- Ensure appropriate PPE is readily available for all employees, subcontractors, visitors within WESTRIDGE HOMES areas of operation or active worksites.
- Immediately correct any violations or infractions of this task which have been brought to WESTRIDGE HOMES attention of WESTRIDGE HOMES supervisor, which did or could result in an incident or injury to WESTRIDGE HOMES worker, employees, subcontractors, or general public within WESTRIDGE HOMES area.
- Provide in accordance with WESTRIDGE HOMES programs any corrective action or discipline required to ensure compliance with this code and document said action appropriately.
- Identify (label/mark) monitor and keep a written record of any material that contains hazardous products until such time as WESTRIDGE HOMES has been removed from our jobsites.
- To keep WESTRIDGE HOMES, work sites, clear of unnecessary accumulations of debris and waste materials.
- Provide methods used to decontaminate WESTRIDGE HOMES work areas, workers, equipment and protective clothing prevent WESTRIDGE HOMES generation of airborne contaminates.
- Ensure that a worker(s) will not be exposed to airborne hazards that is more than OH&S Legislated occupational exposure limits.
- Where demolition process is undertaken WESTRIDGE HOMES shall ensure that all hazardous containing materials removed are placed in appropriate receptacles. WESTRIDGE HOMES receptacles are handled and transported in a manner that will protect WESTRIDGE HOMES from physical damage and protect workers from WESTRIDGE HOMES hazards.
- Ensure that air quality monitoring of is done by a competent person.
- Only authorized personal by WESTRIDGE HOMES or by law to do so enters a restricted area.
- Train workers on WESTRIDGE HOMES hazards associated with demolition.

WORKER

- Report to immediate supervisor any unsafe conditions or act when performing demolition tasks.
- Follow SWP and SJP pertaining to demolition processes.
- Use and wear properly the appropriate personal protective equipment as required in accordance with the training and instruction received. Inspect personal protective equipment before using it, and not use personal protective equipment that is unable to perform the function for which it is designed
- Not engage in any demolition work without adequate training and supervision.
- Be responsive, through adequate training, to minimize the risk of exposure to potential work environments which may be prone to hazards resulting from demolition.

WORKER AWARENESS

WESTRIDGE HOMES will establish procedures for warning workers who in WESTRIDGE HOMES course of employment are likely to be engaged in a demolition process or are likely to be exposed to hazardous materials.

METHOD

PRE-PLANNING

Before the start of every demolition job, WESTRIDGE HOMES will take a number of steps to safeguard the health and safety of workers at the job site.

These preparatory operations involve the overall planning of the demolition job, including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to perform the work safely. Planning for a demolition job is as important as actually doing the work. Therefore, all planning work should be performed by a competent person experienced in all phases of the demolition work to be performed.

Before work begins on the demolition or salvage of machinery, equipment, buildings or structures, the employer or owner must inspect the site to identify any asbestos, lead, or other heavy metal or toxic, flammable or explosive materials that may be handled, disturbed or removed, have the inspection results available at the worksite, including any drawings, plans or specifications, as appropriate, to show the locations of any hazardous substances, ensure that any hazardous materials found are safely contained or removed, and if hazardous materials are discovered during demolition work that were not identified in the inspection, ensure that all work ceases until such materials are contained or removed.

During the planning stage of the job, all safety equipment needs should be determined. The required number and type of respirators, lifelines, warning signs, safety nets, special face and eye protection, hearing protection, and other worker protection devices should be determined during the preparation of the engineering survey. A comprehensive plan is necessary for any confined space entry.

SITE SURVEY

Prior to starting all demolition operations an engineering survey of the structure must be conducted by a competent person. The purpose of this survey is to determine the condition of the framing, floors, and walls so that measures can be taken, if necessary, to prevent the premature collapse of any portion of the structure. When indicated as advisable, any adjacent structure(s) or improvements should also be similarly checked. The demolition contractor must maintain a written copy of this survey. Photographing existing damage in neighboring structures is also advisable.

The engineering survey provides the demolition contractor with the opportunity to evaluate the job in its entirety. The contractor should plan for the wrecking of the structure, the equipment to do the work, manpower requirements, and the protection of the public. The safety of all workers on the job site should be a prime consideration. During the preparation of the engineering survey, the contractor should plan for potential hazards such as fires, cave-ins, and injuries.

If the structure to be demolished has been damaged by fire, flood, explosion, or some other cause, appropriate measures, including bracing and shoring of walls and floors, shall be taken to protect workers and any adjacent structures. It shall also be determined if any type of hazardous chemicals, gases, explosives, flammable material, or similar dangerous substances have been used or stored on the site. If the nature of a substance cannot be easily determined, samples should be taken and analyzed by a qualified person prior to demolition.

REQUIREMENTS RE-WORKER

WESTRIDGE HOMES will appoint a competent supervisor to be in charge of the demolition at all times that the work is in progress and will ensure that all workers or equipment are located clear of any falling material. Where a worker is or may be present in a building during its demolition WESTRIDGE HOMES will perform demolition tasks floor by floor from the top downward.

DEMOLITION PROCEDURE

During demolition WESTRIDGE HOMES will ensure that all dust from the demolition is controlled to the extent that is reasonably practicable and any and all materials and debris are not allowed to accumulate in any area to the extent that the materials and debris cause overloading of a structure that could result in the collapse of all or part of the structure.

Any existing or newly created openings or holes in a floor, roof or other surface on which workers are required or permitted to walk or stand is guarded or covered as required by OH&S Legislation.

UTILITY LOCATIONS

One of the most important elements of the pre-job planning is the location of all utility services. All electric, gas, water, steam, sewer, and other services lines should be shut off, capped, or otherwise controlled, at or outside the building before demolition work is started. In each case, any utility company which is involved should be notified in advance, and its approval or services, if necessary, shall be obtained.

If it is necessary to maintain any power, water, or other utilities during demolition, such lines shall be temporarily relocated as necessary and/or protected. The location of all overhead power sources should also be determined, as they can prove especially hazardous during any machine demolition. All workers should be informed of the location of any existing or relocated utility service.

EQUIPMENT

Where a structural member is being hoisted by a crane or other similar lifting device from a structure being demolished or from the demolition rubble, an employer, contractor or owner shall ensure that the hoisting line is in a vertical position and is over the center of gravity of the load in a manner that will reduce the danger to workers from a swinging or uncontrolled load.

Before powered mobile equipment is placed on a floor, roof or other surface on which workers are required or permitted to walk or stand for the purpose of demolishing a structure, an employer, contractor or owner shall ensure that the floor, roof or other surface is capable of supporting the load that may be placed on the floor, roof or other surface. Where powered mobile equipment is used for the purpose of demolishing a structure, an employer, contractor or owner shall ensure that safe work procedures are developed and implemented.

CHUTES

WESTRIDGE HOMES shall ensure that a material chute steeper than 45° from the horizontal is constructed to enclose the material placed in the chute. Where a material chute presents a danger to worker(s), WESTRIDGE HOMES shall ensure that a guardrail is installed around the top of the chute to prevent workers from falling into the chute. If falling material could endanger workers the danger area must be barricaded or effectively guarded to prevent entry by workers, and conspicuous warning signs must be displayed on all sides and approaches, or adequate protective canopies must be installed over the danger area, or adequate catch platforms or nets must be provided to stop materials from falling into areas accessible to workers.

REMOVING GLASS

If glass in a building or other structure could endanger workers, it must be removed before other demolition commences. Glass removal must proceed in an orderly manner from the top to the bottom of the structure.

ADJOINING WALLS and BUILDINGS

Where the demolition of a structure may affect the stability of an adjoining structure, WESTRIDGE HOMES will ensure that:

- the demolition is carried out in accordance with procedures certified in writing by a professional engineer to safeguard the stability of the adjoining structure; and
- a copy of the procedures is kept at the worksite during demolition.

If a dangerous or unstable wall is to be left standing, it must be adequately braced. Structural members that are being removed are not under any stress other than the member's own weight and are secured or supported to prevent any unexpected movement.

TASK SEQUENCES

All tasks related to demolition work require a site specific standard operating procedure.

- When hand demolition is required, it should be carried out from a working platform.
- Experienced personnel must install a self-supporting tubular scaffold, suspended platform, or knee- braced scaffolding around the chimney.
- Particular attention should be paid to the design, support, and tie-in (braces) of the scaffold.
- A competent person should be present at all times during the erection of the scaffold.
- It is essential that there be adequate working clearance between the chimney and the work platform.
- Access to the top of the scaffold should be provided by means of portable walkways.
- The platforms should be decked solid and the area from the work platform to wall bridged with a minimum of 2-inch thick lumber or suitable manufactured platform.
- A back rail 36 to 42 inches above the platform with a midrail covered with canvas or mesh should be installed around the perimeter of the platform to prevent Injury to workers below. Debris netting may be installed below the work platform
- Excess canvas or plywood attachments can form a wind sail that could cause collapse of the scaffold.
- When working on the work platform, all personnel should wear hard hats, long sleeve shirts, eye/face protection, such as goggles and face shields, respirators and fall protection harness, as required.
- Care should be taken that the proper number of workers are assigned to the task.
- Too many people on a small work platform can lead to accidents.
- An alternative to the erection of a self-supporting tubular steel scaffold is to "climb" the structure with a creeping bracket scaffold. Careful inspection of the masonry and a decision as to the safety of this alternative must be made by a competent person. It is essential that the masonry of the chimney be in good enough condition to support the bracket scaffold.
- The area around the chimney should be roped off or barricaded and secured with appropriate warning signs posted. No unauthorized entry should be permitted to this area. It's also good practice to keep a worker, i.e. a supervisor, operating engineer, another worker, or a "safety person", on the ground with a form of communication to the workers above.

SAFE WORK PRACTICE	
Subject:	**DRILL PRESS**

PURPOSE

To establish a safe work practice for to protect workers from injuries when using a drill press.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

The drill press is a powerful machine/tool used for drilling holes in various materials. The two common types of drill presses are the upright floor mounted and the bench type. Drill presses are typically powered by an electric motor (typical sizes range from one third to three horsepower) which is mounted at the rear of the head assembly. Power is usually transmitted from the motor to the spindle via v-groove belts or a gear box. Spindle speeds are changed by locating the v-belt on different grooves atop the spindle and motor drive pulleys or by using handles to change the gear ratio on the gear box.

The drill press is commonly used in conjunction with a drill press vise positioned on the table securely hold the work piece being drilled and protecting the operator from injury. The use of various types of clamping devices may also be employed when the piece being drilled is too large for the vise. In any event ascertain that the work piece being drilled is securely held in position. The speed selection is also important and dependent on the style or size of drill bit being used and the type and thickness of material being drilled (consult the drilling chart for more information). Generally larger diameter bits are turned slower and harder material also require a slower rotational speed. Various types of cutting fluid may also be employed in order to prevent heat build-up at the bit, always refer to SDS for any liquids used in drilling operations.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with drill press operations.
- Monitor the uses of drill press by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a drill press.
- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.
- Workers to perform regular maintenance and inspection this should include:
    - cleaning and servicing
    - inspection of rotating components, cord and housing for possible damage or defect

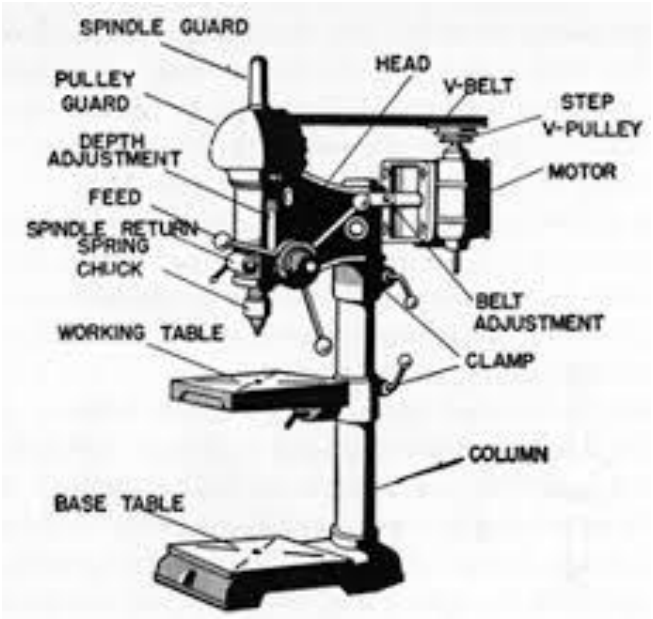
DO'S

- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Make sure all safety guards and covers are in place.
- Ensure a proper work station at appropriate height. Check workspaces and walkways for trip-hazards are not present. Keep table and work area clear of all tools and material.
- Connect corded drills to properly grounded 110V power source if electric drill, use GFCI if required.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Ensure that the drill press has a start/stop button within easy reach of the operator.
- Faulty equipment must not be used immediately report suspect equipment.
- Ease the drill bit against the material when starting to bore. Do not force tool.
- Use a vacuum, brush or rake to remove cuttings.
- Remove burrs and chips from a drilled hole. When making deep holes, clean out the hole frequently.
- Use a clamp or drill vise to prevent work from spinning.
- Make sure the drill bit or cutting tool is locked securely in the chuck. Remove the chuck key before starting the drill press.
- Lubricate drill bit when drilling metal.
- Keep drill bits clean and sharp. Dull drills are a common cause of breakage.
- Keep floor around the drill press free of oil and grease.
- Keep the working surface clean of scraps, tools and materials.
- If a helper is required, make sure that person is wearing the proper PPE also.
- Keep your hand/fingers away from the turning bit.
- Drill a small pilot hole before drilling a large hole.

- Immediately after drilling, the drill bit and the metal chips from the cut can be dangerously hot. Do not touch these with bare hands.
- Keep drill vents clear to maintain adequate ventilation.
- Keep drill bits sharp at all times.
- Wear suitable respiratory protection if the drilling operation will generate harmful or irritating dusts.
- Disconnect the plug from the power source before making any adjustments, changing accessories.
- Tighten the chuck securely. Remove chuck key before starting drill if equipped with a keyed chuck.
- After changing bits, visually check the bit for proper positioning. Make it a habit to check that the chuck key has been removed from the chuck before starting the drill.
- Hold tool by insulated gripping surfaces when performing an operation where the tool may contact hidden wiring. Contact with a "live" wire will also make exposed metal parts of the tool "live" and shock the operator.
- Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.
- When unplugging equipment pull on the plug, not on the cord. Keep power cords away from heat, water and oil. Keep all electrical cords clear of the turning bit.
- Ensure there is adequate lighting in the work area.
- Use the drill, tool accessories, and bits in accordance with the manufacturer's instructions and in the manner intended.
- Choosing the proper bit or attachment:
  - select the bit or attachment suitable to the size of the drill and the work being done
  - choose correct size of drill for the job - do not force a small drill to work beyond its capacity
  - use only bits and attachments that run true ensure that the bit or attachment is properly seated and tighten in the chuck
  - follow manufacturer's instructions when selecting and using a bit or attachment
- If gloves are to be worn on site ensure only snug fitting leather gloves are worn to reduce risk of entanglement – never access the chuck, drill bit or work piece until all moving parts are shut off and the rotation has seized.

DON'TS

- Do not use the power tool if the switch does not turn it on and off.
- Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool.
- Do not remove the stock or any debris while the bit is spinning.
- Do not place your hands under the material/stock or to secure while being drilled.
- Never use excessive force to push a drill bit into the stock.
- Do not use a bent drill bit.
- Do not exceed the manufacturer's recommended maximum drilling capacity.
- Do not use power from the drill to tighten a keyless chuck hand tighten only.
- Do not use a drill if the switch does not turn it on and off.
- Do not use a drill that vibrates or appears unsafe in any way.
- Do not wear gloves, rings, watches, or bracelets while working with a drill press.
- Do not set speeds, adjust, or measure work until machine is completely stopped.
- Do not leave chuck key in drill chuck. Make adjustments and remove key immediately.
- Do not hold work by hand when drilling holes; secure the work with clamps or vices.
- Do not stop rotation of chuck and spindle with your hand.
- Do not remove a broken drill with a centre punch and hammer.
- Do not leave the drill press running unattended.


SPINDLE GUARD
HEAD
V-BELT
PULLEY GUARD
STEP V-PULLEY
DEPTH ADJUSTMENT
MOTOR
FEED
SPINDLE RETURN SPRING
CHUCK
BELT ADJUSTMENT
WORKING TABLE
CLAMP
COLUMN
BASE TABLE

SAFE WORK PRACTICE	
Subject:	**ELECTRICAL SAFETY**

PURPOSE

The Electrical Safety safe work practice is designed to prevent electrically related injuries and property damage. This practice also provides basic training and PPE selection of workers to ensure they have the requisite knowledge and understanding of electrical work practices and procedures. This safe work practice is intended for general safety precautions around electricity and is to be used by all employees for basic electrical safety. Only employees qualified may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions.

WESTRIDGE HOMES recognizes workplace electrical safety to be a key component of its overall occupational health and safety management system and related policies and practices. The requirement for the management of electricity is set out in Occupational Health and Safety Legislation. WESTRIDGE HOMES places a high priority on human health & safety and is committed to meeting these legislative requirements. The design, construction, and installation of all electrical equipment shall meet the standards set out in the Canadian Electrical Code, Part I, in so far as is reasonably practicable. The operation and maintenance of all electrical equipment shall meet the standards set out in the Canadian Electrical Code. All testing or work performed on electrical equipment shall be performed by a qualified person or an employee under the direct supervision of a qualified person with the required PPE to be worn. PPE requirements within the arc flash boundary shall be determined by completing an arc flash hazard analysis. PPE must cover the entire body when working within the arc flash boundary. This may include but is not limited to an arc flash suit with face shield, safety glasses, non-conductive head protection, and leather gloves and footwear. Rubber insulating gloves shall be worn for protection from electric shock due to inadvertent contact with an energized electrical conductor or circuit parts

No employee shall work on electrical equipment unless the equipment is isolated. No work on or live test of isolated electrical equipment shall be performed unless:

- isolation of the equipment has confirmed by test
- the employer has determined, on the basis of visual observation, that every control device and every locking device necessary to establish and maintain the isolation of the equipment is set in the safe position with the disconnecting contacts of control devices safely separated
    - or in the case of a draw-out type electrical switch gear is withdrawn to its full extent from the contacts of the electrical switch gear, is locked out, and bears a distinctive tag or sign designed to notify persons that operation of the control device and movement of the locking device are prohibited during the performance of the work or live test.
    - where more than one employee is performing any work on or live test of isolated electrical equipment, a separate tag or sign for each such employee shall be attached to each control device and locking device

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

DEFINITIONS

Guarded: covered, shielded, fenced, enclosed or otherwise protected by suitable covers, casings, barriers, rails, screens, mats, platforms or other equally effective means
High Voltage: any voltage over 750 volts
Lamp: an artificial source of electric light
Luminaire: a complete lighting unit that is designed to accommodate a lamp and to connect the lamp to an electrical power supply
Readily Accessible: capable of being reached quickly for operation, renewal, or inspection, without requiring a worker to climb over or remove obstacles or to resort to portable means of access

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coverall (if required)
- Specialized PPE (i.e. arch flash suit)

POTENTIAL HAZARDS

- high voltage electrical lines
- electrical shock
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

ELECTRICAL WORKERS

WESTRIDGE HOMES will permit only electrical workers to construct, install, alter, repair or maintain electrical equipment. WESTRIDGE HOMES may permit a competent worker who is not an electrical worker:

- to operate powered mobile equipment and perform non-electrical work on or near de-energized electrical equipment
- to extend a portable power cable for routine advancement by interconnection of approved cord connectors, cord caps or similar devices
- to change light bulbs or tubes
- to insert or replace an approved fuse, to a maximum of 750 volts, that controls circuits or equipment
- to connect small portable electrical equipment that operates at less than 750 volts to supply circuits by means of attachment plugs, where the connection does not overload the circuit conductors, or to use or operate small portable electrical equipment that is connected in that way

TRAINING

All employees shall be provided basic electrical safety training. Employees should be provided training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels.

LOCKOUT/TAGOUT

Before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, WESTRIDGE HOMES will ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.
Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, WESTRIDGE HOMES will ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity WESTRIDGE HOMES will:

- provide a written lock-out process to each worker who is required to work on a machine
- where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key

Where the lockout process does not use a lock and key WESTRIDGE HOMES will designate a person to co-ordinate and control the lockout process. Where the lockout process uses a lock and key WESTRIDGE HOMES will designate a person to keep the duplicate key and ensure that:

- the duplicate key is accessible only to the designated person
- a log book is kept to record the use of the duplicate key and the reasons for that use

Where it is not practicable to use a worker's key to remove a lock WESTRIDGE HOMES may permit the person designated to remove the lock if the designated person:

- has determined the reason that the worker's key is not available
- has determined that it is safe to remove the lock and activate the machine
- if OH&S Committee or representative is in place, has informed the committee members of the proposed use of the duplicate key before it is used
- no person shall remove a lock out device except the worker who installed the lock out device or the designated person

WESTRIDGE HOMES will ensure that a designated person who is permitted to use a duplicate key:

- records in the log book the use of the duplicate key, the reason for its use and the date of its use
- signs the log book each time that the duplicate key is used

Where a central automated system controls more than one machine, WESTRIDGE HOMES will ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required. Before undertaking any maintenance, repairs, tests or adjustments to a machine to which a worker will lock out the machine following the process.

After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process will check the machine to ensure that the machine is inoperative. No person will deactivate a lockout process that does not use a lock and key except the person designated. No person will remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance to the above mentioned.

ELECTRICAL EQUIPMENT

WESTRIDGE HOMES will ensure that only approved electrical equipment is used by workers and that the electrical equipment is:

- approved for the intended use and location of the electrical equipment
- maintained in proper working condition and capable of safe operation
- tested in accordance with the manufacturer's recommendations
- when used outdoors or in a wet or damp location, portable electrical equipment shall be protected by an approved, CSA Certified, ground fault circuit interrupter

Where defects or unsafe conditions have been identified in electrical equipment WESTRIDGE HOMES will ensure that:

- steps are taken immediately to protect the health and safety of any worker who may be at risk until the defects are repaired or the unsafe conditions are corrected
- all equipment shall be mark or tag as unsafe and remove from service any equipment with damaged or defective electrical components that may render it unsafe for use
- the defects are repaired, or the unsafe conditions are corrected as soon as is reasonably practicable
- the electrical equipment is disconnected and removed from use

COVERS for SWITCHES, RECEPTACLES, CONNECTION etc.

WESTRIDGE HOMES will ensure that:

- all switches, receptacles, luminaires and junction boxes are fitted with a cover that is approved for the intended use and location of the cover
- all wire joints or connections are:
  - fitted with an approved cap or other approved cover
  - enclosed in an approved box
  - where the wire joints or connections are not permanently installed, protected from damage by another approved means
  - all dead, abandoned or disused electrical conductors or equipment are removed from the place of employment or disconnected and secured to prevent inadvertent energizing the equipment

ELECTRICAL EQUIPMENT IN TUNNELS OR MANHOLES

Where electrical equipment is installed in a tunnel or manhole, WESTRIDGE HOMES will ensure that:

- the tunnel or manhole is kept clear of water
- the electrical equipment is protected from physical or mechanical damage

EXTENSION AND POWER SUPPLY CORDS

WESTRIDGE HOMES will ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment:

- is approved for the intended use and location of the electrical extension or power supply cord
- is fitted with approved cord end attachment devices that are installed in an approved manner
- is provided with a grounding conductor
- is maintained and protected from physical or mechanical damage

PORTABLE POWER CABLES AND CABLE COUPLERS

WESTRIDGE HOMES will ensure that every portable power cable and cable coupler is:

- protected from physical or mechanical damage
- inspected by a competent person at intervals that are sufficient to protect the health and safety of workers

WESTRIDGE HOMES will ensure that:

- where any unsafe condition is identified in a portable power cable or cable coupler, the portable power cable or the cable coupler is repaired or taken out of service
- every splice in a portable power cable is sufficiently strong and adequately insulated to retain the mechanical and dielectric strength of the original cable

A worker will take all reasonably practicable steps not to drive equipment over, or otherwise damage, a portable power cable or cable coupler.

LUMINAIRES – PORTABLE and STATIONARY

WESTRIDGE HOMES will ensure that a luminaire that is located at a height of less than 2.1 metres above a working or walking surface is protected against physical or mechanical damage by installation of a safeguard or the location of the luminaire.

Where a portable luminaire is used, WESTRIDGE HOMES will ensure that:

- the electrical extension cord and fittings are approved for the intended use and location of the extension cord and fittings and are properly maintained
- the electrical extension cord is not used to supply power to any equipment other than the portable luminaire unless the cord meets the OH&S Legislation

WESTRIDGE HOMES will ensure that a portable luminaire used in a damp location or in a metallic enclosure, including a drum, tank, vessel or boiler:

- is operated at a potential of not more than 12 volt
- is supplied by a circuit that is protected by a class A ground fault circuit interrupter

EXPOSED METAL PARTS

WESTRIDGE HOMES will ensure that every exposed metal part of portable electrical equipment that is not designed to carry electrical current is connected to ground unless:

- the electrical equipment is of an approved, double-insulated type and is clearly marked as such
- power is supplied to the equipment through an isolating transformer having a non-grounded secondary of not more than 50 volts potential
- power is supplied to the equipment through a class A ground fault circuit interrupter
- power is supplied to the equipment from a battery of not over 50 volts potential

PORTABLE ELECTRIC POWER PLANTS

WESTRIDGE HOMES, contractor or supplier will ensure that:

- a portable electric power plant that is operated at voltages exceeding 240 volts to ground or is rated in excess of 12.0 kilovolt-amperes is connected to ground in a manner approved pursuant to *The Electrical Inspection Act, 1993*

- all electrical equipment connected to an ungrounded portable electric power plant:
  - is of the double insulated type
  - is clearly marked as being of the double insulated type or is supplied from a class A ground fault interrupting device

The above mention does not apply if the electrical energy is used for electric arc welding.

ELECTRICAL PANELS

WESTRIDGE HOMES will ensure that every electrical panel is:

- approved for the intended use and location of the electrical panel
- protected from physical or mechanical damage
- readily accessible
- fitted with an approved cover that has approved filler in any unused opening

HIGH VOLTAGE SWITCHGEAR AND TRANSFORMERS

WESTRIDGE HOMES will ensure that a place where electrical switchgear or transformers operating at high voltage are housed is:

- guarded
- kept free of extraneous material
- adequately ventilated

Where high voltage switchgear or transformers are housed, WESTRIDGE HOMES will post a warning sign that:

- indicates the highest voltage in us
- states that access is restricted to authorized persons only

FIRE EXTINGUISHERS

WESTRIDGE HOMES will ensure that a fire extinguisher approved for Class C fires is readily available to workers working on or near energized high voltage electrical equipment.
Flammable material shall not be stored or placed close to electrical equipment.

GROUNDING OF EQUIPMENT BEFORE WORK BEGINS

Before any work begins on an electrical conductor or electrical equipment and during the progress of that work, WESTRIDGE HOMES will ensure that:

- the electrical conductor or electrical equipment is isolated, locked out and connected to ground
- other effective procedures are taken to ensure the safety of the workers

PROXIMITY TO EXPOSED ENERGIZED HIGH VOLTAGE ELECTICAL CONDUCTORS

DEFINITIONS
Applied Science Technologist: an applied science technologist who is registered pursuant to *The Saskatchewan Applied Science Technologists and Technicians Act* and whose registration has not been suspended or cancelled
Certified Technician: a certified technician who is registered pursuant to *The Saskatchewan Applied Science Technologists and Technicians Act* and whose registration has not been suspended or cancelled

Qualified Electrical Worker:

- the holder of a journeyperson's certificate in the electrician trade issued pursuant to *The Apprenticeship and Trade Certification Act, 1999*, and includes an apprentice in the trade while under the supervision of a journeyperson
- the holder of a journeyperson's certificate in the power lineperson trade issued pursuant to *The Apprenticeship and Trade Certification Act, 1999*, and includes an apprentice in the trade while under the supervision of a journeyperson
- for the purpose of design, calibrating of equipment, inspection, monitoring, testing, and commissioning of equipment in high voltage installations, electrical engineers, applied science technologists or certified technicians who have achieved professional certification within an electrical, electronics, industrial or instrumentation discipline

WESTRIDGE HOMES will ensure that a qualified electrical worker has had approved training in high voltage safety. No qualified electrical worker will undertake high voltage electrical work unless the worker:

- has written proof of approved training in high voltage electrical safety
- has that written proof of approved training readily accessible at all times while working near energized high voltage electrical conductors

Except as otherwise provided in this section WESTRIDGE HOMES will ensure that no worker works, no material is piled, stored or handled, no scaffold is erected or dismantled and no equipment or powered mobile equipment is used or operated within the minimum distance from any exposed energized electrical conductor set OH&S Legislation. This does not apply to a worker who is undertaking a specific one-time activity under the direct supervision of a qualified electrical worker.

WESTRIDGE HOMES will ensure that no worker who is at ground potential approaches an exposed energized electrical conductor closer than the minimum distance set out in OH&S Legislation.

WESTRIDGE HOMES will ensure that only a qualified electrical worker works closer to an exposed energized electrical conductor than the minimum distance set out OH&S Legislation. Where a qualified electrical worker works closer to an exposed energized electrical conductor than the minimum distance set out in OH&S Legislation. WESTRIDGE HOMES will ensure that

- the qualified electrical worker:
  - performs the work in accordance with written instructions for a safe work procedure that have been developed and signed by a competent person who has been appointed by WESTRIDGE HOMES or contractor for that purpose
  - uses equipment that is approved for the intended use of the equipment
  - uses personal protective equipment that meets OH&S Legislation
- the conductor is operating at 25 kilovolts or less and is fitted with rubber and rubber-like insulating barriers that meet the requirements of an approved standard

WESTRIDGE HOMES will ensure that no part of a vehicle is operated on a public road, highway, street, lane or alley within the minimum distance from an exposed energized electrical conductor set out in OH&S Legislation and that no part of a vehicle's load comes within the minimum distance.

EXPOSED ENERGIZED ELECTRICAL CONDUCTORS OPERATING AT CERTAIN VOLTAGES

Where work is being carried out in proximity to exposed energized electrical conductors operating at 31 to 750 volts, WESTRIDGE HOMES will ensure that the work is carried out so that accidental contact with the energized electrical conductor by any worker is prevented.

EMERGENCY PROGRAM

Where an electrical worker may come in contact with an exposed energized electrical conductor and that contact may affect the health or safety of the worker WESTRIDGE HOMES will develop and implement an emergency program that sets out the procedures to be followed in the event of that contact. An emergency program developed must include procedures:

- to rescue a worker who has come into contact with a live conductor
- to administer first aid to a worker who has sustained an electric shock
- to obtain medical assistance

WESTRIDGE HOMES will ensure that the workers are adequately trained to implement the emergency program.

SAFE WORK PRACTICE	
Subject:	**EXCAVATIONS**

PURPOSE

To establish a safe work practice for to protect workers from injuries associated with working in or near excavations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

DEFINITIONS

Sheeting: the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system and includes uprights placed so that individual members are closely spaced in contact with or interconnected to each other

Shoring: an assembly of structural members designed to prevent earth or material from falling or sliding into an excavation

Spoil pile: material excavated from an excavation, trench, and tunnel/excavated shaft

Temporary protective structure: a structure or device in an excavation, trench, tunnel or excavated shaft that is designed to provide protection from cave-ins, collapse, sliding or rolling materials, and includes shoring, boxes, trench shields and similar structures

Upright: a vertical member of a shoring system that is placed in contact with the earth and usually positioned so that the vertical member does not contact any other vertical member

Wale: a horizontal member of a shoring system that is placed parallel to the excavation face and whose sides bear against the vertical members of the shoring system or the earth

Soil Types:

- **Type 1 soil:** soil that most closely exhibits the following characteristics:
  - is hard in consistency, has a dry appearance and no signs of water seepage
  - very dense in compactive condition and if a standard penetration test is performed it has a standard penetration resistance of greater than 50 blows per 300 millimeters this mean it can be penetrated only with difficulty by a small sharp objects or can be excavated only by mechanical equipment this does not include previously excavated soils
- **Type 2 soil:** soil that most closely exhibits the following characteristics:
  - is very stiff in consistency has a low to medium natural moisture content and a damp appearance after it is excavated with no signs of water seepage
  - dense in compactive condition and if a standard penetration test is performed has a standard penetration resistance of 30 to 50 blows per 300 millimeters this mean it can be penetrated with moderate difficulty by a small, sharp object and is difficult to excavate with hand tools this does not include previously excavated soils

- **Type 3 soil:** soil that most closely exhibits the following characteristics:
  - is stiff in consistency exhibits signs of surface cracking and exhibits signs of localized water seepage
  - compact in compactive condition and if a standard penetration test is performed it has a standard penetration resistance of 10 to 29 blows per 300 millimeters this means it can be penetrated with moderate ease by a small, sharp object and is moderately difficult to excavate with hand tools this includes previously excavated soil that does not exhibit any of the characteristics of type 4 soil
- **Type 4 soil:** soil that exhibits any of the following characteristics:
  - is firm to very soft in consistency granular soil below the water table, unless the soil has been dewatered
  - and has a wet appearance that flows or runs easily to very loose in compactive condition and is dry and runs easily into a well-defined conical pile
  - if a standard penetration test is performed, has a standard penetration resistance of less than 10 blows per 300 millimeters this means the soil is easy to excavate with hand tools is cohesive soil that is sensitive and on disturbance is slightly reduced in internal strength and it has been previously excavated soil

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest
- Gloves
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points upon opening/closing
- natural gas lines
- falling debris / engulfment
- overhead electrical lines/electrical shock
- buried electrical lines
- slippery conditions
- water/muddy conditions
- contacting with objects, people or other equipment on site

RESPONSIBILITIES

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with excavations operations.
- Monitor the use powered mobile equipment by workers and ensure that all workers use safe work practices.
- Ensure that powered mobile equipment is serviced appropriately and is maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Monitor the site condition that workers are exposed to and take appropriate corrective action when necessary when conditions change.
- Ensure powered mobile equipment operators are qualified to operate the equipment they are assigned.
- Ensure communications with other operators and workers in the area are clearly understood.

WORKERS

- Must wear the appropriate PPE when performing excavation tasks.
- Inspect all tools and powered mobile equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Ensure that powered mobile equipment is serviced appropriately and are maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Only certified trained operators are allowed to operate powered mobile equipment.
- Operate powered mobile equipment as per manufactures instructions.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

LOCATING UNDERGROUND PIPELINES, CABLES and FACILITIES

WESTRIDGE HOMES will accurately establish the location of all underground pipelines, cables, facilities and conduits in an area where work is to be done and will ensure that those locations are accurately marked

- before commencing work using power tools or powered mobile equipment on an excavation, trench, tunnel, excavated shaft or borehole
- before breaking ground surface with any equipment to a depth that may contact underground utilities

Where an operation is to be undertaken involving the disturbance of soil within 600 millimeters of an existing pipeline, cable, facility or conduit WESTRIDGE HOMES will ensure that the pipeline, cable, facility or conduit is exposed by hand digging or other approved method before mechanical excavating is allowed to begin within that area.

WESTRIDGE HOMES will ensure that the pipeline, cable or conduit is supported to prevent any damage during backfilling and any subsequent settlement of the ground.

Where there is contact with or damage to an underground pipeline, cable, facility or conduit WESTRIDGE HOMES will immediately:

- notify the owner of the pipeline, cable, facility or conduit that contact or damage has occurred and take steps to protect the health and safety of any worker who may be at risk until any unsafe condition resulting from the contact or damage is repaired or corrected

EXCAVATING and TRENCHING

WESTRIDGE HOMES will ensure that:

- before excavating or trenching begins, where the stability of a structure may be affected by an excavation or trench, the structure is supported by a temporary protective structure designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design
- all loose material is scaled or trimmed from the side of an excavation or trench where a worker is required or permitted to be present
- equipment, spoil piles, rocks and construction materials are kept at least one meter from the edge of an excavation or trench
- an excavation or trench that a worker may be required or permitted to enter is kept free from any accumulation of water
- the slope of a spoil pile adjacent to an excavation or trench has a slope at an angle not steeper than one horizontal to one vertical, or 45° measured from the horizontal

Where a wall of an excavation or trench is cut back WESTRIDGE HOMES will ensure that:

- in the case of type 1 or type 2 soil the walls are sloped to within 1.2 meters of the bottom of the excavation or trench with a slope at an angle not steeper than one horizontal to one vertical or 45° measured from the horizontal
- in the case of type 3 soil the walls are sloped from the bottom of the excavation or trench with a slope at an angle not steeper than one horizontal to one vertical or 45° measured from the horizontal
- in the case of type 4 soil the walls are sloped from the bottom of the excavation or trench with a slope at an angle not steeper than three horizontal to one vertical or 19° measured from the horizontal

Where an excavation or trench contains more than one type of soil the soil must be classified as the soil type with the highest number. If the excavation or trench that is cut in sound and stable rock no slope is required.
Where an excavation or trench is to be made in the vicinity of an overhead power line WESTRIDGE HOMES will ensure that the work is carried out in a manner that will not reduce the original support provided for any overhead power line pole unless permission has previously been obtained from the utility company responsible for the overhead power line.

WESTRIDGE HOMES will ensure that no powered mobile equipment or vehicle is operated and that no powered mobile equipment, vehicle or heavy load is located near an excavation or trench so as to affect the stability of the walls of the excavation or trench.

TEMPORARY PROTECTIVE STRUCTURES

WESTRIDGE HOMES will ensure that temporary protective structures are:

- designed, constructed, installed, used, maintained and dismantled to provide adequate protection to a worker who is in an excavation, trench, tunnel, excavated shaft or borehole and to a worker who installs, uses, maintains or dismantles the temporary protective structure extends at least 300 millimeters above the wall of the excavation, trench, tunnel, excavated shaft or borehole to prevent material from falling in

WESTRIDGE HOMES will ensure that:

- all drawings and instructions necessary to safely construct, install, use, maintain and dismantle a temporary protective structure required as per OH&S Legislation are kept at the site of the excavation, trench, tunnel, excavated shaft or borehole
- where required a professional engineer certifies that the temporary protective structure if constructed and installed as drawn and used, maintained and dismantled as instructed, will provide adequate protection to a worker who constructs, installs, uses, maintains or dismantles the temporary protective structure

Freezing the ground by artificial means is acceptable as an alternative or partial alternative to installing a temporary protective structure in an excavation, trench, tunnel, excavated shaft or borehole if the freezing is:

- designed by a professional engineer to control the ground condition so as to ensure the safety of workers
- performed in accordance with the professional engineer's specifications and instructions

Natural freezing of the ground is not acceptable as an alternative or partial alternative to the installation of temporary protective structures.

PROTECTION AGAINST CAVE-IN of EXCAVATION

Where a worker is present in an excavation that is more than 1.2 metres deep and is required to be closer to the wall or bank than the distance equal to the depth of the excavation, WESTRIDGE HOMES will ensure that the worker is protected from cave-ins or sliding material by:

- cutting back the upper portion of the walls of the excavation
- installing a temporary protective structure
- a combination of cutting back the walls to the slope and installing a temporary protective structure that extends at least 300 millimeters above the base of the cut-back

WESTRIDGE HOMES will ensure that a temporary protective structure required:

- designed and installed using shoring made of number 1 structural grade spruce lumber having the dimensions set out in OH&S Legislation for the type of soil and the depth of the excavation or made of material of equivalent or greater strength
- designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design

WESTRIDGE HOMES will ensure that a temporary protective structure in an excavation more than three metres deep is designed and certified as safe by a professional engineer and installed, used, maintained and dismantled in accordance with that design.

WESTRIDGE HOMES will ensure that a temporary protective structure in a trench more than six metres deep in type 1, type 2 or type 3 soil or in a trench more than four metres deep in type 4 soil is designed and certified as safe by a professional engineer and installed, used, maintained and dismantled in accordance with that design.

WESTRIDGE HOMES will ensure that:

- shoring is installed and removed in a manner that protects workers from cave-ins and structural collapses and from being struck by shoring components
- shoring components are securely connected together to prevent sliding, falling, kick outs or other possible failure
- individual components of shoring are not subjected to loads that exceed the loads the components were designed to bear

Where a worker is in a trench that is more than 1.2 metres deep, WESTRIDGE HOMES will ensure that a competent worker is stationed on the surface to alert the worker in the trench about the development of any potentially unsafe conditions and to provide assistance in an emergency.

Where a worker is required to enter a trench, WESTRIDGE HOMES will:

- install ladders, stairways or ramps to provide a safe means of entrance to and exit from the trench
- ensure that the ladder, stairway or ramp is located not more than eight meters from a worker working in the trench

WESTRIDGE HOMES will ensure that workers are instructed in and comply with the requirements of this section.

EXCAVATED SHAFTS and TUNNELS

WESTRIDGE HOMES will ensure that:

- during excavating, the walls of an excavated shaft or tunnel are retained by temporary protective structures that are adequate:
  - for the type of soil
  - to prevent collapse or cave-in of the walls of the excavated shaft or tunnel
- during the excavating of an excavated shaft that is three meters or deeper or of a tunnel, the walls of the shaft or tunnel are retained by temporary protective structures designed and certified by a professional engineer to be adequate for the protection of workers in the shaft or tunnel and constructed, installed, used, maintained and dismantled in accordance with that design

- a solid or wire mesh fence at least one meter high, or other equally effective means of preventing material from falling into an excavated shaft or the surface opening of a tunnel, is provided around that shaft or opening
- substantial gates that are not less than one-meter high is installed in every opening in a fence provided and the gates are kept closed except when being used

A worker who opens a gate shall close the gate after the worker no longer has a need to keep the gate open.
WESTRIDGE HOMES will provide suitable equipment to keep a tunnel or excavated shaft free from any accumulation of water.

BOREHOLES, BELLED AREAS of EXCAVATED SHAFTS

WESTRIDGE HOMES will ensure that:

- a worker who is required or permitted to enter a borehole is protected by the installation of a casing that is designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design
- the casing mentioned in clause (a) extends and remains at least 300 millimeters above the surface of the ground to prevent material from falling into the casing

WESTRIDGE HOMES will not require or permit a worker:

- to enter the belled area of an excavated shaft unless the worker is protected by a temporary protective structure that is designed by a professional engineer and constructed, installed, used, maintained and dismantled in accordance with that design
- to remain in a belled area of an excavated shaft where the worker may be exposed to falling materials

WESTRIDGE HOMES will ensure that the worker precedes or accompanies each load of excavated material to the surface.

WORKING IN EXCAVATIONS

- Excavations must be adequately sloped, benched or shored to guard against danger from a fall or from earth, rock or other material coming loose. Precautions must be taken to guard against material or objects falling into the excavation.
- Barricades, barriers, signs etc., must be in place to prevent workers or others from falling into the excavation.
- Prior to commencing work in an excavation, atmospheric testing must be done as required to ensure air quality.
- Adequate ventilation must be provided to limit any fumes, gases, vapors, dust or other air contaminants to safe levels.
- Only trained and experienced workers are permitted to erect, dismantle or alter the shoring or other support for any part of an excavation.
- When trench boxes are being used, always remain inside the box while working in the trench.
- Always be alert for changing soil conditions such as water seepage or bulging/shifting side walls.
- Only trained, competent and authorized workers are permitted to operate excavating equipment.
    - all powered mobile equipment operators must have completed a formal training program
- Safe and suitable access must be provided, and traffic must be controlled to ensure safe operation of equipment.
- Adequate signaling and other control measures must be provided to guard against danger from the movement of equipment. A trained signaler must be used when the view of the driver or operator is restricted.

- Where equipment is required to operate in dangerous proximity to live electrical installations, adequate precautions must be taken, such as isolating the electrical supply or erecting overhead barriers of a safe height. Work must be carried out in a manner which will not reduce the original support provided for any overhead power line pole, unless prior permission has been obtained from the utility company.
- Preventative measures must be taken to avoid the fall of equipment into excavations or into water. Equipment, vehicles or heavy loads must not be located in a position which may affect the stability of the walls of an excavation or trench.

SAFE WORK PRACTICE	
Subject:	**FATIGUE MANAGEMENT**

PURPOSE

The purpose and scope of this program is to manage fatigue and to mitigate the risks that may arise from fatigue.

- This procedure details the minimum requirements for the management of employee fatigue. Fatigue has been recognized as being a significant contributing element in a large number of incidents within all industries.
- Fatigue is recognized as a potential health and safety risk factor and needs to be managed and controlled as part of the duty and responsibilities of the employer and employees.

GENERAL

Fatigue is a feeling of tiredness or exhaustion that comes from physical or mental exertion; it is a message to the body to rest. It can be aggravated by acute lack of sleep or an accumulated sleep deprivation. It causes slower reaction time and can result in poor decisions, more mistakes, decreased performance and dangerous lapses from micro sleeps and automatic behavior. No one is immune to fatigue and its effects have an impact on the fatigued person's workplace, family, and community. When it comes to work and fatigue, research demonstrates that the probability of a workplace incident rises and falls with alertness. This information is meant to help increase awareness of the issue of fatigue, manage the risk factors and hazards, and prevent related injury and illness.

RESPONSIBILITIES

SUPERVISOR

- Ensure this procedure is implemented.
- Ensure all persons under his/her control, who may be exposed to fatigue, are aware of the hazards and are familiar with established control measures.
- Ensure compliance with the requirements of this procedure.
- Ensure working hours, shift rosters and shift cycles are structured and managed to avoid or minimize fatigue.
- Ensure employee authorized to operate vehicles and power mobile equipment do not suffer from the effects of fatigue.
- Ensure continued support and resources for effective implementation; and risk identification and control strategy documentation is maintained.
- Monitor compliance with the requirements of this procedure. This should include counselling of personnel who may exhibit the effects of fatigue.

It is important that supervisory staff understands that employees may be fatigued from various physically demanding work activities and consequently, require attention to ensure that this is adequately controlled. Controlling employee fatigue is a core requirement of supervisory staff and hence, rotation of personnel and adjustment or alterations of task priorities may be required.

Select appropriate corrective actions:

- Monitor workers' health and stress levels as much as possible. Gather all pertinent information at orientation. Ensure workers are not taking / using over the counter or prescription medicines which may make them drowsy.

- If a worker is using over the counter or prescription medicines, it may not be safe for them to continue performing their regular duties.
- When overtime is offered, ensure employees understand that it is optional.
- Monitor workers on reaction times, failing to respond to activities going on around them, concentration and motivation.
- Monitor tasks that are repetitive and done daily - rotate duties as much as possible.
- Ensure employees working compressed shifts are given the appropriate number of days off.
- Ensure employees are given and use their coffee and lunch breaks.
- Hazards leading to fatigue such as cold weather, poor nutrition, long working hours, etc. will be reviewed daily at toolbox talks and addressed on FLHA cards.
- Workers are encouraged to participate in micro stretch breaks throughout the work day.
- Encourage drinking plenty of water and eating wholesome foods.
- For work in remote locations encourage workers to return to site a full 12 hours before their first shift.
- Select PPE appropriate to the situation and/or condition that exists and limiting the duration of tasks requiring PPE that affects performance or that places additional physical demands on the worker.
- Multi skilling, training, roster rotation, task schedules to counter the potential for repetition and monotony.

WORKER

- Must understand the effects of fatigue and how their performance may be affected.
- Must comply with the requirements of the procedure.
- Ensure they get adequate sleep and are not in a fatigued state before commencing a shift.
- Report to the supervisor any personal medical signs or symptoms related to their own or others ability to conduct tasks in a safe and proficient manner.
- Report to the supervisor if they feel in any way fatigued to the extent where they believe it may affect their own and others personal safety.
- Report to the supervisor if they feel in any way fatigued to the extent where they believe the safe operation of a motor vehicle or power mobile equipment will be affected.
- Ensure activities outside of work hours do not impede on their ability to carry out their duties without risk to their own or to others safety and health while at work.
- Ensure workers are dressed appropriately for the weather conditions. Provide heat and/or ventilation as needed.
- Report fatigue assessments for incidents and consider fatigue in investigations.

ASSESSMENT & POTENTIAL CONTROL MEASURES

A complete risk evaluation will take into consideration the effects of environmental conditions and task design on the employee and its cumulative influence on employee fatigue. Shift length and schedules, work activity, commuting distance, environmental conditions, and diet all play significant roles in controlling the potential expose of employees to conditions, which produce fatigue.

Supervisors must evaluate the demands placed on employees by:

- Work schedules and rosters. Including the examination of structure of work, irregular and unplanned work schedules such as call out shift work (emergency personnel etc.).
- Staffing levels. This includes shift length, physical and mental demands of the work and commuting requirements (method of travel, distance, frequency, risk of incidents while commuting).
- Overtime restrictions for personnel on call out or similar duties.

- Monitoring systems for efficient performance. This would include heat, vibrations (machinery operation), stressors (working at heights, confined space etc.), humidity, light, noise and diet requirements/balance, etc.

WORK SHIFTS AND SCHEDULES OF WORK

The scope of work and time frame limitation will impact upon the type and duration of shifts implemented during a project. However, consideration, recognition and evaluation of fatigue management strategies require:

- The risk of fatigue increasing in the supervisory staff required to monitor and task work activities.
- The risk of fatigue increasing in employees required to complete tasks and activities.
- The requirement to provide adequate and sufficient breaks to recover from fatigue effects prior to recommencing work.
- 8 to 10 hours per workday (except for emergencies) authorized by your Supervisor and no more than 5 consecutive workdays with a minimum of 2 days of rest off-site.

Each Supervisor must ensure that their employees are appropriately rested. This will ensure that rosters are structured to ensure rest periods between shifts are at least 12 hours. In the event that an employee is required to work longer than the normal allocated hours, consideration must be given to their start time for the next shift.

NIGHT SHIFT

Where an employee is required to change shift from day to night shift, and vice versa, they must be given a full 24-hour rest period prior to commencing the new shift. For example, if an employee finishes work at 6 p.m., they will commence night shift at 6 p.m. the following night.

- Night shift operation will cause performance levels to be affected, as aspects of human performance are at their lowest during the night.
- It is critical for all personnel, regardless of position, to understand that nightshift operations will disrupt an employee's day-to-day rhythm. Consequently, the responsibility to control and to minimize the effects of fatigue, are the responsibility of both the employee and employer.

TRAVEL

Travel times need to be considered when addressing fatigue management in order to avoid fatigue from travel.

ENVIRONMENTAL AND CLIMATIC CONDITIONS

Continued work over extended periods in extreme temperatures and climatic conditions is physically demanding. Supervisors must ensure they assess the workload and effects of continued exposure in extreme conditions on the employee. Potential control measures may include scheduling physically demanding task. For example: a high demanding task should be schedule during cooler or less stressful periods of the day and planning work activities with suitable control measures such as canopies and regular rest breaks. Likewise, protection from extreme cold conditions may be required.

Supervisors are responsible for monitoring their employees and ensuring they are sufficiently rested, hydrated and capable of performing their allocated tasks. These issues are to be discussed on a regular basis prior to work commencing, as part of the pre-start checklist and kick off meeting.

TRAINING

Educating employees regarding the potential risks of fatigue and in particular the importance of a balanced diet, lower alcohol intake, regular exercise, proper dress for cold weather conditions and adequate rest periods are all important to mitigating the risks associated with fatigue.

REQUIREMENTS

This element has outlined the basic considerations and suggested some control measures for the implementation of an effective fatigue management program. However, as previously stated, the responsibility for reducing the exposure of workers to fatigue rests with Supervisor and of course, the workers themselves.

Open communications, trust and an understanding by workers that they have the ability to inform their supervisor that they believe they are suffering from symptoms of fatigue, without fear of recrimination forms the cornerstone of an effective fatigue management strategy.

SAFE WORK PRACTICE	
Subject:	**FIRE PROTECTION**

PURPOSE

WESTRIDGE HOMES will take all reasonably practicable steps to prevent the outbreak of fire at our establishments and will provide effective means to protect our employees from any fire that may occur. A written fire safety plan is developed and will be implemented in the event of a fire. The written fire plan includes the emergency procedures to be used in case of a fire, sounding of the fire alarm, notification of the fire department and the evacuation of endangered workers and workers with disabilities. All personal will be trained in their responsibilities for fire safety, holding fire drills and the control of fire hazards. The fire safety plan will be posted in a conspicuous place for reference by workers and the fire drill will be tested annually. WESTRIDGE HOMES will ensure that portable fire extinguishers are selected, located, inspected, maintained and tested so that the health and safety of workers at our facilities are protected.

GENERAL

This practice applies to all employees and subcontractors', working at WESTRIDGE HOMES' designated sites.

WHEN FIRE OCCURES

If you are the first to see a fire at your job site, your reactions must be right for the situation. Lives may depend on your actions. Assess the Situation you may need to escape immediately. All workers must immediately evacuate all facilities in the event of a fire or the activation of a fire alarm. Use emergency exits. If the fire is small and easily contained, find and use the appropriate extinguisher. However, employees should not attempt to use a fire extinguisher to put out a fire unless the fire is small, and they have received specific training. Keep a safe exit to your back away from the fire while using the extinguisher - you may need to leave quickly if you cannot control the fire. If you cannot fight the fire with an extinguisher, get out fast. Close the door behind you to reduce the spread of flames and smoke. The fire must be reported immediately to any available supervisor or other emergency personnel. WESTRIDGE HOMES believes that the best way to fight fires is to ensure that a fire does not have a place to start.

EMERGENCY EVACUATION

Every worksite should have several emergency exit routes. Know your escape routes and make sure they are well marked. Do not use elevators. Crouch low when in smoke or heat. Heat can damage your lungs. Smoke and carbon monoxide can render you unconscious. Some dangerous materials rise to the ceiling, others settle to the floor. About 1-1.2m (3-4 feet) above the floor is safest. If you are trapped, close the doors, seal and cracks so smoke won't come in and wait at the window. Signal for help if possible.

FIRE EXTINGUISHER INSPECTIONS

Ensure access to the extinguisher is not blocked and that the cabinet door, if any, opens easily. The pressure should be within the recommended level on extinguishers equipped with a gauge.

The needle should be in the green zone. If the needle is not in green zone, the extinguisher requires professional maintenance report this information to the immediate supervisor. Fire extinguishers shall be inspected once a month on the Fire Extinguisher Inspection Form.

HOW TO INSPECT AN EXTINGUISHER

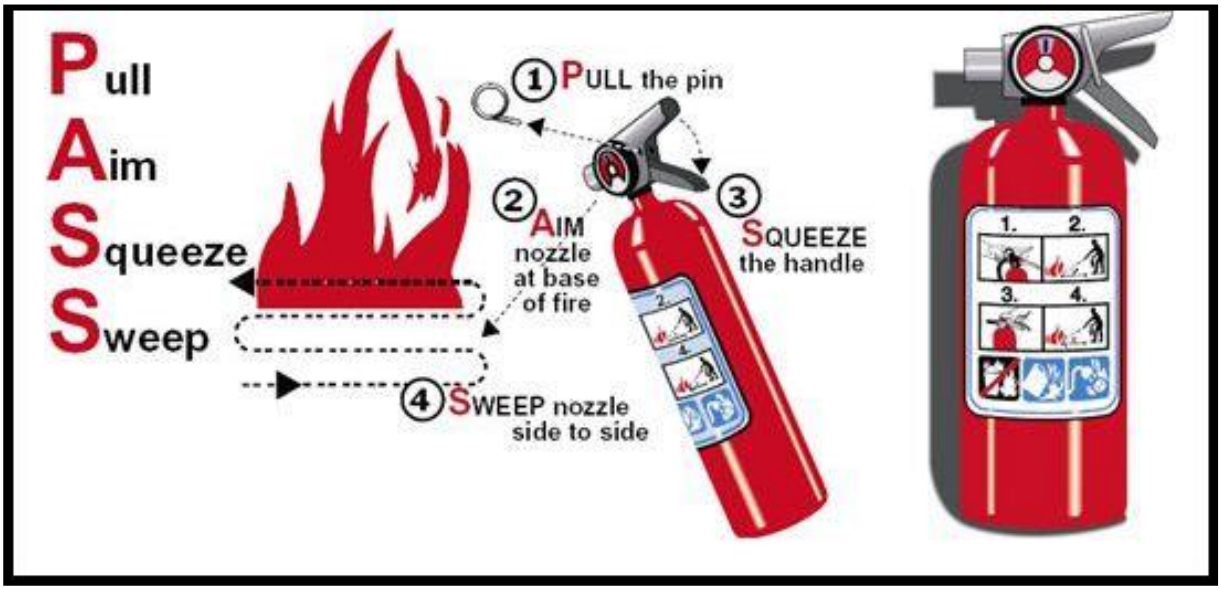
- Verify the locking pin is intact and the tamper seal is not broken.
- Visually inspect the hose and nozzle to ensure they are in good condition, showing no signs of cracking or dry rot. You may have to unscrew the hose from the handle assembly and visually inspect the inside of the hose by holding it up to the light. The hose should only be screwed on hand tight never use any sort of tool to tighten or loosen off the hose.
- Visually inspect the extinguisher for dents, leaks, rust, chemical deposits or other signs of abuse/wear and note any findings on the inspection report. If the extinguisher is damaged or needs recharging report this information to your immediate supervisor.
- Check the inspection tag for previous and required inspection, maintenance or charging and sign and date your inspection form.
- Tip the extinguisher upside down and tap the bottom of the extinguisher with your palm or a rubber mallet (this will ensure the agent inside is not stuck to the bottom of the extinguisher).

PREVENTABLE MEASURES

- Have a fire prevention plan.
- Plan describes the type of fire protection equipment and/or systems.
- Established practices and procedures to control potential fire hazards and ignition sources.
- Employees aware of the fire hazards of the material and processes to which they are exposed.
- Local fire department well acquainted with our facilities, location and specific hazards.
- Fire alarm system is tested at least annually.
- Fire alarm system is certified as required.
- Interior standpipes and valves are inspected regularly.
- Outside private fire hydrants are inspected regularly.
- Fire doors and shutters in good operating condition and are unobstructed.
- Fire door and shutter fusible links in place.
- Automatic sprinkler system water control valves, air and water pressures checked periodically as required.
- Sprinkler heads protected by metal guards, when exposed to physical damage.
- Proper clearance is maintained below sprinkler heads.
- Portable fire extinguishers provided in adequate number and type.
- Fire extinguishers mounted in readily accessible locations and are unobstructed and protected.
- Are fire extinguishers recharged regularly and noted on the inspection tag.
- Employees periodically instructed in the use of extinguishers and fire protection procedures.
- Where garbage that may constitute a fire hazard is present WESTRIDGE HOMES will provide covered receptacles for the garbage that are suitable to the nature of the hazard.

HOW TO USE A FIRE EXTINGUISHER

Most fire extinguishers operate using the P.A.S.S Technique
STEP 1 **P** - Pull the Pin
STEP 2 **A** - Aim low, pointing the extinguisher nozzle at the base of the fire.
STEP 3 **S** - Squeeze the handle to release the extinguishing agent.
STEP 4 **S** - Sweep from side to side at the base of the fire until it appears to be out. Watch the fire. If it reignites, repeat steps 2 -4.



TYPES OF FIRES

Class	Materials	Recommended Extinguisher	Fighting The Fire
A	Wood, paper, rags, rubbish and other ordinary combustible materials. Flammable liquids, Oil and grease.	Water from a hose; pump type water can or pressurized extinguisher and soda acid extinguishers.	Soak the fire completely – even the smoking embers.
B	Flammable liquids oil and grease.	ABC units, dry chemical, Foam and carbon dioxide Extinguishers.	Start at the base of the fire and use a sweeping motion from left to right, always keeping the fire in front of you.
C	Electrical Equipment	Carbon dioxide and dry Chemical (ABC units) extinguishers.	Use short bursts on fire. When Electrical current is shut off on a class C fire; it can become a class A fire if the materials around the electric fire are ignited.
D	Combustible metals such as sodium, magnesium and potassium.	Dry powder.	Follow manufacturer's instructions.

SAFE WORK PRACTICE	
Subject:	**FLAMMABLE AND COMBUSTIBLE SUBSTANCES**

PURPOSE

During the course of their work, it may be necessary for WESTRIDGE HOMES' employees and subcontractors to handle some types of flammable and combustible substances. In order to maintain the safety of WESTRIDGE HOMES' employees and subcontractors it has become necessary for WESTRIDGE HOMES to implement safe work practices and procedures for handling any flammable and combustible substance. All employees and subcontractors that handle or work around flammable or combustible substance must be trained in the safe handling, use, storage, and disposal of the substance. All information concerning the identity, nature, and potential hazards of the substance including the SDS will be made available to all employees and subcontractors. The procedures here establish uniform requirements designed to ensure that fire and explosion safety training, operation and maintenance practices are communicated to and are understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

GENERAL

This practice applies to all employees and subcontractors working at WESTRIDGE HOMES' designated sites.

DEFINITIONS

Combustible Liquid: a liquid that has a flashpoint at or above 37.8° Celsius and below 93.3° Celsius
Container: a stationary or portable vessel that is used to contain a flammable substance and includes a tank, tank car, tank truck and a cylinder
Flammable Liquid: a liquid that has a flashpoint below 37.8° Celsius and has a vapor pressure not exceeding 275.8 kilopascals at 37.8° Celsius
Flammable Substance:

- a flammable or combustible solid, liquid or gas
- dust that is capable of creating an explosive atmosphere when suspended in air in concentrations within the explosive limit of the dust

Hot Work: any work process that produces arcs, sparks, flames, heat or other sources of ignition
System: a system into which compressed or liquefied gases are delivered and stored and from which the compressed or liquefied gas is discharged in the liquid or gaseous form, and includes containers, pressure regulators, pressure relief devices, manifolds, interconnecting piping and controls

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Specialized PPE as required

FIRE SAFETY PLAN

WESTRIDGE HOMES will:

- take all reasonably practicable steps to prevent the outbreak of fire at a place of employment and to provide effective means to protect workers from any fire that may occur
- develop and implement a written fire safety plan that provides for the safety of all workers in the event of a fire

A plan developed pursuant to above mentioned must include:

- the emergency procedures to be used in case of fire, including sounding the fire alarm, notifying the fire department and evacuating endangered workers with special provisions for workers with disabilities
- the quantities, locations and storage methods of all flammable substances present at the place of employment
- the designation of persons to carry out the fire safety plan and the duties of the designated persons
- the training of designated persons and workers in their responsibilities for fire safety
- the holding of fire drills and the control of fire hazards

WESTRIDGE HOMES will ensure that:

- designated persons and workers who have been assigned fire safety duties are adequately trained in, and implement, the fire safety plan
- the fire safety plan is posted in a conspicuous place for reference by workers
- a fire drill is held at least once during each 12-month period

FIRE EXTINGUISHERS

WESTRIDGE HOMES will ensure that portable fire extinguishers class B or ABC, located, inspected, maintained and tested so that the health and safety of workers at the place of employment is protected. WESTRIDGE HOMES will ensure that portable fire extinguishers are placed not more than nine metres away from:

- each industrial open-flame portable heating device, tar pot or asphalt kettle that is in use
- each welding or cutting operation that is in progress

GARBAGE AS FIRE HAZARD

Where garbage that may constitute a fire hazard is present at a work site, WESTRIDGE HOMES will provide covered receptacles for the garbage that are suitable to the nature of the hazard.

PROCEDURES FOR FLAMMABLE SUBSTANCES

Where a flammable substance is or is intended to be handled, used, stored, produced or disposed of at a work site, WESTRIDGE HOMES will develop written procedures to ensure the health and safety of workers who:

- handle, use, safe storage, produce or dispose of a flammable substance that may spontaneously ignite or ignite when in combination with any other substance and stored separate from ignition sources
- perform hot work where there is a risk of fire

WESTRIDGE HOMES will implement the procedures developed as stated above and will ensure that all workers who are required or permitted to perform work mentioned above are trained in. Workers who perform these tasks will follow the written procedures as described.

CONTAMINATED CLOTHING AND SKIN

If a worker's clothing is contaminated with a flammable or combustible liquid, the worker must:

- avoid any activity where a spark or open flame may create or exists
- remove the clothing at the earliest possible time in a manner consistent with the above-mentioned procedures
- ensure that the clothing is decontaminated before it is used again or appropriately disposed of if unable to be decontaminated

If a workers' skin is contaminated with a flammable or combustible liquid the worker must wash the skin at the earliest possible time to remove all residue of the flammable or combustible liquid.

RECEPTACLE FOR MATERIALS CONTAMINATED BY FLAMMABLE LIQUIDS

WESTRIDGE HOMES will ensure that materials contaminated by flammable liquids are placed in receptacles that:

- are non-combustible and have close-fitting metal covers
- are labeled "flammable"
- are located at least one meter away from other flammable liquids

WESTRIDGE HOMES will ensure that the receptacle has a flanged bottom or legs that are not less than 50 millimeters high. A worker will place materials contaminated by flammable liquids and garbage that may constitute a fire hazard into the appropriate receptacle.

WESTRIDGE HOMES will ensure that combustible and flammable liquids are kept in receptacles that meet the requirements of the National Fire Code of Canada 1990, including any Revisions and Errata published from time to time, respecting the storage of flammable and combustible liquids.

HAZARDOUS ACTIVITIES INVOLVING COMBUSTIBLE OR FLAMMABLE LIQUIDS

WESTRIDGE HOMES will ensure that:

- no gasoline is used to start a fire or used as a cleaning agent
- no worker is required or permitted
    - to replenish a tank on a heating device with a combustible or flammable liquid while the device is in operation or is hot enough to ignite the liquid
    - to place a tar pot, while in use, within three meters of an entrance to or exit from a building

A worker will not:

- use gasoline to start a fire or use gasoline as a cleaning agent
- replenish a tank on a heating device with a flammable or combustible liquid while the device is in operation or is hot enough to ignite the liquid

CONTROL OF IGNITION SOURCES, STATIC CHARGES

WESTRIDGE HOMES will ensure that:

- suitable procedures are developed and implemented to prevent the ignition of flammable liquids or explosive dusts that are present at a worksite
- all sources or potential sources of ignition are eliminated or controlled where an explosive atmosphere exists or is likely to exist
- static charge accumulations during transfer of flammable liquids or explosive substances from one container to another are prevented by electrically bonding the containers

FLAMMABLE LIQUIDS, GASES OR EXPLOSIVE SUBSTANCES IN VEHICLES

WESTRIDGE HOMES will ensure that no worker undertakes any servicing or maintenance of a vehicle while a flammable liquid or gas or an explosive substance:

- is loaded into or unloaded from the vehicle
- is present in the vehicle in any place other than the fuel tank

Where reasonably practicable, a worker who operates a vehicle that contains a flammable liquid or gas or an explosive substance will ensure that the engine of the vehicle is shut off during the connection or disconnection of the lines for the loading or unloading of the flammable liquid, gas or explosive substance.

FLAMMABLE OR EXPLOSIVE SUBSTANCE IN ATMOSPHERE

Where a flammable or explosive substance is present in the atmosphere of a worksite at a level that is more than 10% of the lower explosive limit of that substance, WESTRIDGE HOMES will not require or permit a worker to enter or work at the worksite unless you are one of the following:

- a fire fighter or a competent worker who has been trained and is acting in an emergency situation at the work site

WESTRIDGE HOMES will ensure that:

- the competent worker mentioned above is trained, equipped and works according to an approved standard
- the training required is provided by a competent person
- a written record is kept of all training delivered to a worker

COMPRESSED LIQUID AND GAS SYSTEMS

WESTRIDGE HOMES will:

- develop and implement written procedures for the safe installation, use and maintenance of a system
- make readily available for reference by workers the procedures developed before, requiring or permitting the use of the system
- ensure that all workers are trained in and implement the written procedures developed

The workers will implement these written procedures as developed.
WESTRIDGE HOMES will ensure that the system:

- is not exposed to temperatures that may result in the failure of the system or explosion of the contents of the system
- is maintained in a clean state, free from oil, grease or other contaminant that may cause a failure of the system or that may burn or explode if the contaminant comes into contact with the contents of the system
- is located, guarded and handled during filling, transportation, use and storage so that the system is protected from damage
- that service valve outlets and the extensions of service valve outlets of containers that are not connected to any apparatus are capped when not in use
- where the equipment is designed for use with a particular compressed or liquefied gas or gases, that:
    - only those gases are used in the equipment
    - the equipment is clearly labeled as being only for that use

A worker will:

- take all reasonable steps to ensure that sparks, flames or other sources of ignition do not come into contact with a system
- maintain a system in a clean state, free from oil, grease or any other contaminant and secure the cap in place before transporting a container

OXYGEN

WESTRIDGE HOMES will ensure that no oil, grease or other contaminant contacts a cylinder, valve, regulator or any other fitting of oxygen using apparatus or an oxygen distribution or generating system. WESTRIDGE HOMES will ensure that oxygen is not used as a substitute for compressed air:

- in pneumatic tools
- to create pressure
- for ventilating purposes
- to blow out a pipeline

A worker will not use oxygen as a substitute for compressed air:

- in pneumatic tools
- to create pressure
- for ventilating purposes
- to blow out a pipeline

GAS BURING AND WELDING EQUIPMENT

Where gas burning or welding equipment is in use, WESTRIDGE HOMES will ensure that:

- approved flashback devices are installed on both hoses at the regulator end
- acetylene and liquefied gas containers are used and stored in an upright position

A worker will shut off the container valve and release the pressure in the hose when the worker has finished with any gas burning or welding equipment and is not likely to use it within the next two hours.

PIPING

Where workers are required or permitted to work on piping that may contain harmful substances or substances under pressure, WESTRIDGE HOMES, in consultation with the committee, will develop written procedures to protect the workers from contact with those substances. The written procedures developed must include:

- the installation of a blank that is appropriate for the proper pressure in the piping
- the closing of two blocking valves installed in the piping and the opening of a bleed-off valve installed between the blocking valves
- the installation of an approved safety device
- where the procedures mentioned are not reasonably practicable, any other procedures that are adequate to protect the health and safety of the workers

WESTRIDGE HOMES will ensure that all workers are trained in and implement the written procedures as developed. Also the following procedures must be included in the written procedures that the worker must follow:

- the piping is clearly marked to indicate that a blank has been installed
- the two blocking valves or the approved safety device are locked in the closed position and the bleed-off valve is locked in the open position and are tagged to indicate that the valves must not be activated until the tags are removed by a worker designated by WESTRIDGE HOMES for that purpose.

WESTRIDGE HOMES will ensure that a designated worker:

- monitors the valves to ensure that they are not activated while a worker is working on the piping
- records on the tag the date and time of each monitoring and signs the tag each time the worker monitors the valves

WESTRIDGE HOMES will ensure that any valve installed on piping is clearly marked to indicate the open and closed positions.

PROTECTIVE PROCEDURES AND PRECAUTIONS IN HAZARDOUS LOCATIONS

WESTRIDGE HOMES must ensure that, if a work area is determined to be hazardous location the boundaries of the hazardous location are:

- clearly identified to warn workers of the nature of the hazards associated with the presence of the flammable substances in the work area
- fenced off to prevent workers or equipment from entering the area without authorizations

If reasonably practicable, WESTRIDGE HOMES must ensure that procedures and precautionary measures are developed for a hazardous location that will prevent the inadvertent release of

- a flammable substance
- oxygen gas if it can contact a flammable substance

If not reasonably practicable to develop said procedures and precautionary measures that will prevent release, WESTRIDGE HOMES must ensure that developed procedures and precautionary measures that will prevent an explosive atmosphere from igniting in a hazardous location.

SAFE WORK PRACTICE	
Subject:	**FORKLIFT SAFETY**

PURPOSE

To establish a safe work practice for safe operation of forklifts while loading & unloading of transport trucks and trailers. WESTRIDGE HOMES has adopted the following practice for safe operation of forklifts in an effort to ensure the ongoing health and safety of our staff and to minimize the incidence of injuries in the workplace.

GENERAL

This practice applies to all employees, truck drivers, swappers, equipment operators, subcontractors, and visitors working at WESTRIDGE HOMES' designated sites. Prior to any work commencing, supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Loading / unloading of freight and equipment from transport trucks exposes employees to numerous hazards. Improper practices expose employees to property damage, injuries or even death. To reduce risks, we have a written set of Safe Work Practices outlining best practices for tasks considered to be hazardous along with manufactures instructions. They are developed to closely reflect the activities most common in our type of work. Management shall ensure that workers and supervisors are familiar with WESTRIDGE HOMES' Safe Work Practices and are properly trained to perform these tasks. If a worker is uncertain or unfamiliar in a particular area, they must approach their supervisor for proper training to do the job safely may refer to the Health & Safety Management System. The purpose of Safe Work Practices is to establish uniform methods of working to improve the safety of our workers and to eliminate unnecessary risk to plant, equipment, personnel, and the environment. These practices are intended to be the minimum required. All practices must be compared to Provincial Legislation and must meet or exceed these standards at all times.

PPE AS REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest
- Gloves
- CSA safety glasses (anti-fog or fog proof)

POTENTIAL HAZARDS

SYSTEMS – FEATURES of FORKLIFT OPERATION

- Lack or improper training of workers for those portions of their jobs that involve interaction with forklift trucks.
- Production factors – speed, stress.
- Lack of availability of tools, attachments and accessories.
- Improper assignment of forklifts and operators.
- Poor maintenance of forklifts.
- Age of forklifts.
- Lack of pre-use inspections.

BEHAVIORAL / OPERATIONAL FACTORS

- Improper back up.
- Improper turning.
- Improper warnings to other of forklift's presence.
- Requesting/giving rides on the forklift or load.
- Walking and working in the general area of forklift operations.
- Poor communication during shared tasks or in shared spaces.
- Parking the forklift.
- Improper blocking of wheels on semitrailers, checking on blocking and bed surfaces.
- Non-acceptable behaviors – horseplay, showoff driving, jerky driving.
- Inadequate servicing of the forklift.

OBSERVABLE CHARACTERISTICS of the WORKPLACE

- Narrow aisles.
- Crowded, cluttered aisles.
- Intersections and doors.
- Concentrations of traffic.
- Condition of the driving surface.
- Other conditions – noise, odors, toxic gases, dust, lighting.
- Many ramps, different surfaces.
- Condition of the loading dock.

CHARACTERISTICS of the LOAD

- Poor palletizing.
- Pallets in poor repair.
- Load too heavy.
- Load unstable or blocking vision.

FEATURES of the FORKLIFT

- Malfunction of brakes.
- Malfunction of steering.
- Malfunction of clutch, shift linkage or transmission.
- Leaks in hydraulic systems and/or transmissions.
- Safety devices lacking, inadequate or malfunctioning.
- Emissions from forklifts.
- Obstructions to driver vision.
- Poor layout of controls and displays.
- Worn pictograms on controls.
- Poor or non-existing data plate & load charts.

RESPONSIBILITIES

EMPLOYER

- WESTRIDGE HOMES will ensure that employees involved in the loading / unloading of are properly trained and understand the hazards that they face.
- WESTRIDGE HOMES will post all necessary signage and clearly identify all loading / unloading zones, safe parking areas and safe pedestrian pathways.

- WESTRIDGE HOMES will ensure that all appropriate barriers, warning signs and other safeguards are in place.
- WESTRIDGE HOMES will ensure that all loading dock areas are inspected as per Legislation and Regulation.

SUPERVISOR

- To verify that operators are trained and certified to operate the type of forklift(s) on site.
- Train employees in loading / unloading procedures.
- Ensure that all equipment used in loading / unloading areas is operated and maintained as per manufacturers' requirements.
- Verify that all vehicles are immobilized and properly secured before loading / unloading commences.
- Assure that the loading dock is clean, well-maintained and clear of any debris and noticeable hazards.
- Supervise employee use and maintenance of equipment, including confirming that only qualified employees are conducting particular tasks (e.g. operating forklifts, maintaining forklifts etc.).
- Supervisors to ensure pre-use inspection are being completed.

EMPLOYEE

- Operators to maintain certification and participate in ongoing training requirements.
- Participate in training for safe loading / unloading procedures.
- Operators to perform pre-use inspection.
- Equipment Operators are responsible to ensure safe conditions for loading or unloading a truck.
- Only operate / maintain equipment that you are qualified to.
- Keep the loading dock clear and free of debris.
- Report any safety concerns or hazards to your Supervisor.
- Properly immobilize vehicle and have a Supervisor verify.
- Equipment Operators are responsible to know the location of the truck driver and anyone else in the area when the truck is being loaded.
- Equipment Operator has total control over and is responsible for whether the conditions warrant he/she to proceed with loading or unloading of the equipment or cargo, this means:
  - All hazards have been identified and corrective measure put in place to protect people and property.
  - Proper procedures are followed for ground workers.
  - Proper communication procedure has been established between operator and ground crew.
  - To coordinate load placement.

TRUCK DRIVER

- Truck drivers and equipment operators must read and follow the procedures listed in this document.
- Truck drivers must ensure trucks are safely loaded and secured prior to transport.
- Truck driver must wear PPE while on site.
- Truck driver must follow WESTRIDGE HOMES' safety requirements while on site.

Failure to meet the responsibilities will result in:

- The truck not being loaded or unloaded.
- Trucking company notification.
- Driver no longer permitted on site.

OPERATOR RESPONSIBILITIES

- Regular, pre-start inspection and maintenance must be performed on all forklifts and maintenance documentation must be maintained. Perform a walk-around inspection prior to starting the forklift. All brakes, lights and warning devices must be operative.
- All forklifts will be maintained by a competent qualified person. All maintenance activities will be recorded and logged in accordance with WESTRIDGE HOMES' Preventative Maintenance Program.
- Any worker operating a company forklift must be a qualified, certified operator and must obtain prior authorization from the supervisor. All operators must observe provincial laws and regulations.
- The operation of any forklift is prohibited when the operator is fatigued or has consumed alcoholic beverages or drugs which could cause impairment. Operating a forklift while under the influence of alcohol or drugs may result in disciplinary action up to and including dismissal.
- Observe/control weight-limit and load-size restrictions and requirements.
- A forklift which may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement must be equipped with a back-up alarm.
- Do not leave a forklift running unattended.
- All forklifts must be equipped with seat belts. Operators must wear seatbelts at all times.

GENERAL GUIDELINES

A large percentage of site incidents and injuries involve mobile equipment and trucks. Most of these incidents occur while power mobile equipment is being reversed and is backing up. Operators must be continually aware of people/traffic movements and obstacles around them.

- Vehicles and equipment on site should never be parked directly behind equipment and left unattended. You should walk around your vehicle/equipment before getting into the driver's seat.
- Employees working on the ground near equipment should be alert for sudden changes in direction of the equipment. Employees should avoid being in the operator's blind spots. Always establish eye contact with the operator before working "In the line of fire". Cross in front of equipment not behind whenever possible or in the case the equipment is backing up because his view is obstructed by the load, a worker will then cross at the rear of the equipment to be in the view of the operator.
- A signal person or spotter should be used to guide when:
  - Backing up in an area where vision is limited
  - Aid in judging distance between the machine and obstacles is required
  - Backing into traffic areas.
- Operators should not use a cell phone/2-way radio when backing up or when being directed by a checker, spotter or another operator.
- The equipment should have a working backup alarm.
- All employees within the work area should be wearing a hardhat, reflectorized safety vest and steel toed boots.
- A traffic control plan is to be discussed and understood by all employees before work is started.
- Routes to be taken by vehicles and equipment should be established.
- Ensure that equipment can be operated safely minimizing any hazard to passing traffic or pedestrians.
- All employees working near vehicular traffic should be informed of the hazards.
- Ensure that employees do not enter traffic areas without adequate protection such as flag persons or spotters. Be alert to jobsite hazards and identify appropriate escape routes.
- Ensure that the operators are capable and qualified before allowing the equipment to be operated unsupervised.

- Park in areas that provide safe entrances and exits from the work area and provide protection for employees getting in and out of vehicles and equipment.
- Inspect the work zone regularly to ensure traffic control devices are in place and traffic is flowing adequately.
- When on foot, use extreme caution to stay clear of traffic and/or any equipment operating in the area. Establish eye contact with drivers/operators whenever approaching traffic/equipment. Always try to face traffic when on foot.

MAINTAINING CONTROL

INSERTING FORKS INTO a PALLET

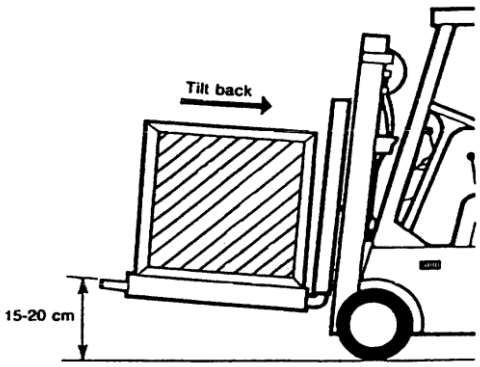
- Ensure forks are level, high enough to go into the pallet, as wide apart as possible and all the way under the load.

LIFTING, TILTING, STACKING a LOAD

- Lift the load straight up until it is clear, and then tilt back.
- Watch that the load does not catch on adjacent loads or obstructions.
- Do not raise or lower the forks unless the lift truck is stopped and braked.
- Ensure the forks are free of the load before you back up.

TRAVELLING

- Tilt the load backwards.
- Travel with forks 15-20 cm from the floor and tilted back.
- Match speed to driving conditions, load and workplace conditions. Obey posted traffic signs and watch for pedestrians.
- Decrease speed at all corners, sound horn and watch the swing of both the rear of the lift truck and the load. Avoid sudden stops.
- Travel in reverse when your vision is blocked by a load and always look in the direction of travel.
- Check for adequate overhead clearance when entering an area on raising the forks.



DRIVING IN REVERSE

- Face the rear.
- Sound horn before moving.
- Proceed slowly.
- Stop where vision is limited or blocked; sound the horn and proceed slowly.

TRAVELLING UP or DOWNHILL (SLOPES or RAMPS)

- Keep the forks pointed downhill without a load.
- Keep the forks pointed uphill with a load.
- Do not turn until you are on level ground.

DANGER on ROUTE

- Be alert for the following dangers on the floor or roadway: people, oil/wet spots, loose objects/holes, rough surfaces, other vehicles.
- Maintain a safe working limit from all overhead obstructions or powerlines.

PARKING

Every time you leave the lift truck unattended, secure it.

- Park in an approved location.
- Turn off the motor switch.
- Set the brakes.
- Disconnect the battery or go through propane shut down procedures.
- Lower the forks or load to the floor.
- Neutralize the controls.

OPERATOR SAFETY

- **Always** wear a seatbelt. In the event of an overturn, stay in the forklift. Never try to jump clear of overturning forklift.

SAFE LOADS

- Do not handle unstable loads.

UNLOADING & LOADING PROCEDURES

- Ensure that the vehicle's brakes are set and its wheels are properly chocked (blocked). Post signs not to move the vehicle. Secure truck and trailer from movement.
- Install fixed jacks to support a semi-trailer to prevent upending of trailer not coupled to tractor.
- Check that the height of the entrance door of the vehicle is adequate to clear forklift height by at least 5 cm.
- Check for obstacles and overhead hazards prior to unloading.
- Check floors to see they will support the combined weight of the forklift and the load.
- Ensure ground is level, solid and stable for unloading process.
- Inspect the interior condition of the vehicle for trash, loose objects and obstructions. Check for holes or weak floors and overhead clearance. Ensure proper lighting.
- Keep forks pointed downhill when travelling without a load on a ramp. Keep forks pointed uphill when travelling with a load on a ramp.
- Stay clear of edges of docks or ramps. Edges should be clearly marked.
- Do not leave forklifts running inside vehicle for long periods of time without ventilation.
- Use signal person as needed to ensure safe unloading
- Keep unnecessary personal away from unloading area.
- If the truck driver is outside the cab, he or she is to remain on the same side of the truck as the lift truck and be in eye contact with equipment operator. If driver is unable to do this, he is to remain in his truck.
- The truck driver will move on when equipment operator signals the trailer is empty.
- The truck driver will not place him or herself in the direct line of fire of moving equipment i.e. being in blind spot, swing zones, accessing the trailer while equipment is being unloaded from the deck, etc.
- Ensure tie downs have adequate rating and are in good condition for load securement.
- Ensure tie down are tight prior to leaving and check during transporting along the way.
- Be aware of height/size of load and overhead hazards while in transport.

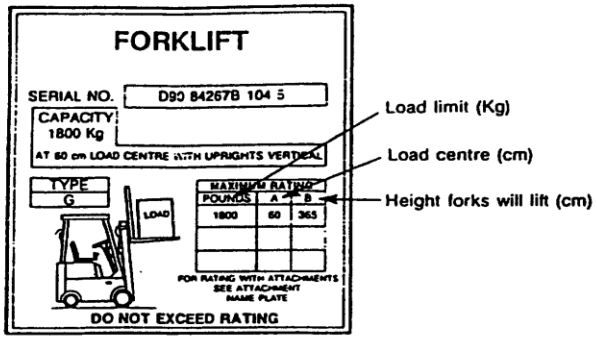
DOCK and DOCK PLATES

- Ensure that dock plate is properly secured before driving over it. Drive carefully and slowly over the plate. Do not spin wheels. Make sure that the plate will carry the load. (Load weight should be clearly marked.) Ensure that docks and dock plates are clear of obstructions and not oily or wet.
- Install anti-slipping material in any area that could be a hazard because of weather conditions.

LOAD LIMITS

LOAD LIMIT

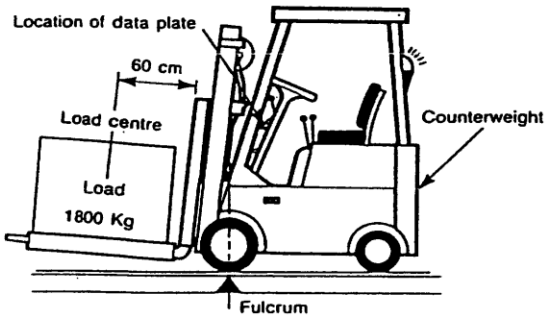
- DO NOT EXCEED the recommended load limit of your lift truck. Each lift truck has a maximum load limit. The load limit is shown on the data plate of the lift truck.



LOAD CENTRE

A lift truck is designed on the principle of a teeter-totter.

- POSITION load according to recommended load centre. The load limit of the lift truck decreases as the load centre is increased.



- DO NOT ADD extra weight to counterbalance an overload.
- INSERT the forks all the way under the load.
- KEEP the load close to the front wheels to keep the lift truck stable.
- CHECK for adequate overhead clearance before raising a load.

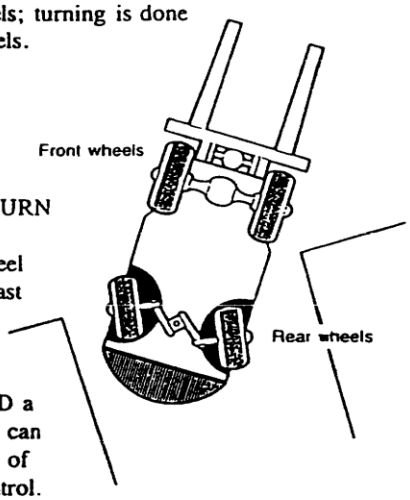
ELEVATING THE LOAD

When the load is raised, the lift truck is less stable. When raising a load:

- DO NOT RAISE or lower the forks unless the lift truck is stopped and braked.
- LIFT the load straight up or tilted slightly back.
- DO NOT LIFT a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.

STEERING

The weight of the load is carried by the front wheels; turning is done with rear wheels.



- DO NOT TURN a lift truck steering wheel sharply at fast speeds.
- DO NOT OVERLOAD a lift truck. It can cause a loss of steering control.
- DO NOT ADD extra weight to counterweight to improve steering.

MOVING A LOAD

- KEEP the forks 15-20 cm off the ground.
- ENSURE vision is not blocked by the load.
- DRIVE slowly.
- AVOID sudden stops.

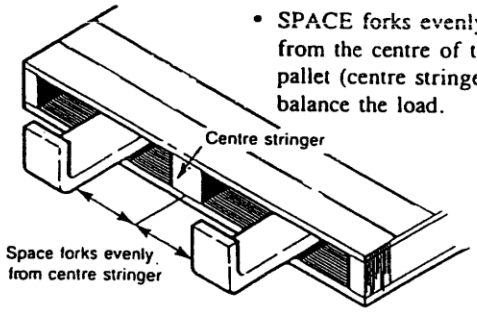
LOAD SECURITY

Check the load:

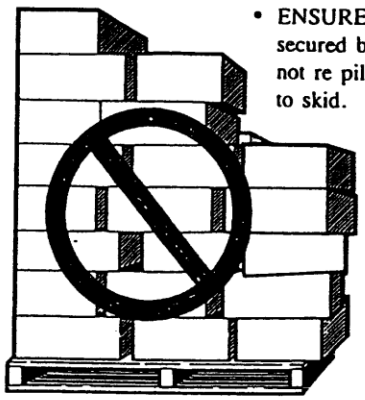
- Is it stacked correctly and securely?
- Is the pallet in good condition?
- Is the load within the recommended load limit of the forklift?

- ENSURE that the mast of forklift is in an upright position before inserting the forks into a pallet.
- ENSURE forks are adjusted for the most spread possible to fit the load.

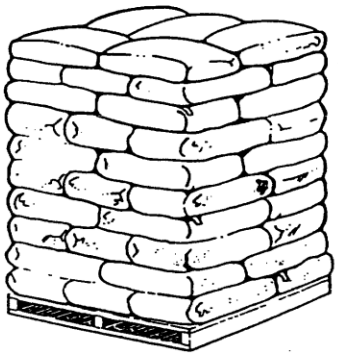
- SPACE forks as widely as possible to provide more even distribution of weight.



- SPACE forks evenly from the centre of the pallet (centre stringer) to balance the load.
- ENSURE forks are level before inserting them into the pallet.
- ENSURE forks do not protrude past back of pallet when stacking in tight areas.



- ENSURE that load is secured before moving; if not re pile or strap load to skid.



- ENSURE that palletized loads are stable, neat, cross-tied if possible, and evenly distributed.
- REMOVE damaged pallets from service.

Check the route you are going to travel before moving load. Look for:

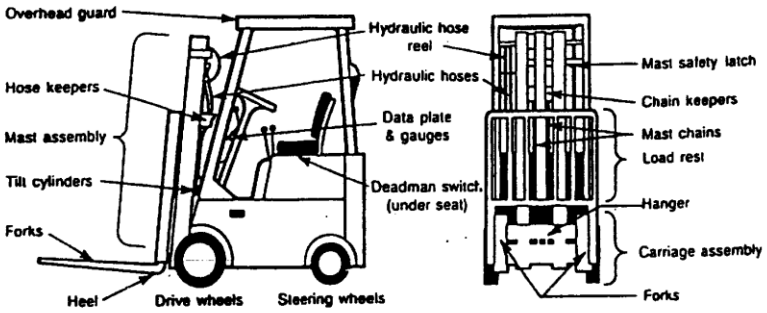
- Overhead and doorway clearances.
- Dock plates secure.
- Weight capacity of floors, dock plates, etc.
- Proper lighting.
- Floor in good condition.
- Obstructions.

PRE-USE INSPECTIONS

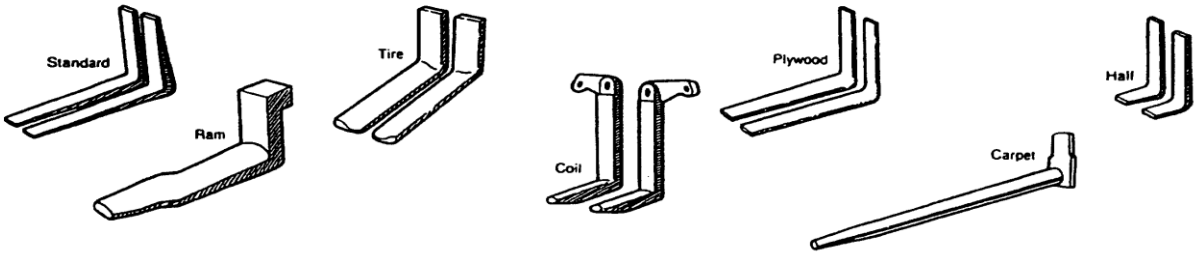
Perform a walk around visual and operational check pre-use. Inspect the general condition and cleanliness before getting on the forklift.

VISUAL PRE-START CHECK

- Check for fluid leaks – make sure hoses are held securely, not loose, worn or rubbing.
- Check for damage – missing/loose bolts, nuts, guards, chains, hydraulic hose reels.
- Check wheel/tire condition.
- Check chain anchor pins (worn, loose or bent).
- Check forks and ensure positioning latches are in working condition.
- Make sure carriage teeth are not broken, chipped or worn.
- Check the horn, signals and lights.
- As you walk around the forklift check for objects on the ground that could cause an accident, overhead obstructions and nearby objects to avoid as you drive away.
- Ensure fire extinguisher is present and charged.
- engine oil level, fuel level, radiator water level
- electrolyte level
- battery plug connections
- battery caps (non-missing)
- battery cables (exposed wires)
- ensure hold-downs are working



- Check fork blades for wear. Forks are constantly subjected to abrasion by concrete floors, steel shelving, etc. This abrasion can reduce the thickness of a fork until it is not capable of lifting to design capacity.
- Check for distortion. Forks can be bent out of shape. Depending on the degree of distortion, some forks can be straightened. Contact fork manufacturer for further information on straightening forks.
- Check for cracks in heel and hanger. Cracks may appear on forks where:
  - attachments are welded on or
  - in the inside radius of the bend area.
- Replace with quality forks. When you order or reorder forks, make sure you are getting high quality forks that will perform your lifting jobs in a safe and dependable manner. Insist on forks that are forged or have an upset heel. Always replace both forks at the same time.
- Use the proper forks.



DO'S

- Perform a visual and operational check of the forklift at the start of the shift.
- Buckle up as soon as you get on the forklift.
- Place forks as far under the load as possible. Drive with load against heel of rack with mast tilted back. Be sure forks are spaced correctly to support load.
- Operate a forklift smoothly when stopping, starting, lifting and tilting.

- Carry load as low as possible.
- Sound horn before moving forklift when other vehicles or worker may not be able to see forklift movement.
- Match speed to driving surfaces, load and workplace conditions.
- Know that overloading the forklift can cause loss of steering.
- Check for adequate overhead clearance before raising the load.
- Keep forks pointed uphill when traveling with a load on an incline.
- Keep forks pointed downhill when traveling without a load on an incline.
- Travel in reverse when load is blocking frontal vision.
- Sound horn and slow down when approaching pedestrians, doorways, rows aisles, ramps and other forklifts.
- Keep pedestrians away and raise and lower the load smoothly. Any elevated load is hazardous.
- Stop when a group of people are waking across the route being traveled: lower the load to the floor and wait until the people get by before proceeding.
- Watch out for pedestrians, avoid driving a forklift up to anyone who is standing in front of a bench or other fixed object.
- Stay constantly alert to changing or unusual conditions.
- Always be prepared to stop.
- Whenever anything develops that affects the normal operation of the forklift, tell the supervisor immediately.
- Report any accidents promptly to supervisor, immediately.
- Use only approved personnel platforms, securely fastened to the forks to elevate anyone. Reduce speed when doors, corners and elevations restrict vision. Keep to right unless plant conditions or layout dictate otherwise.
- Park forklift with controls in neutral, brakes applied and forks in a down position with the motor switched off.
- Keep hands, arms, head and feet and legs inside the confines of a moving forklift.
- Observe and obey the load capacity of the forklift.
- Ensure that battery retainers, fuel tanks, gas caps are secure before starting/moving forklift.
- Observe and obey the load capacity of the forklift.
- Place forks as far under the load as possible. Drive with load against heal of rack with mast tilted back. Be sure forks are spaced correctly to support load. Carry the load as low as possible.
- Allow three vehicle lengths between forklifts. (Tip of fork to forklift ahead.)
- Sound horn and slow down when approaching pedestrians, doorways, cross aisles, ramps and other forklifts.
- Reduce speed when vision is restricted by doors, corners and elevations. Keep to right unless plant conditions or layout dictate otherwise.
- Know the forklift wheel position in relation to edge of loading docks, trucks, box cars and/or platforms. Be careful when backing up.
- Mark driving and work areas with yellow lines.
- Install mirrors and/or stop signs at hazardous doorways, passageways and work areas. Sound horn when approaching.
- Park forklift with controls in neutral, brakes applied and forks in a down position with the motor switch off.
- Watch for overhead obstructions at all times, especially when stacking or removing material.
- Use only approved personnel platform securely fastened to the forks to elevate anyone.

DON'TS

- Do not position yourself between the swing radius of articulating machinery and other stationary objects.
- Do not assume an operator can always see you.
- Do no use the equipment attachments as a way to transport workers.
- Do Not overload. Operators should be aware of the capacity of the forklift, as well as the capacity of the forks. Overloading may bend and weaken forks. Periodic inspection for abrasion and bent forks should be carried out.
- Do not repair your own forks. The repair of forks should not be undertaken by anyone other than the fork manufacturer.
- Do not modify forks without consulting with your forklift supplier.
- Do not operate any unsafe forklift.
- Do not permit riders on any forklift.
- Do not move loads which are poorly piled or stacked.
- Do not drive with arms, head or legs outside the forklift. Check operating clearance space.
- Do not make quick starts, jerky stops or quick turns, particularly when stacking.
- Do not pass a forklift travelling in the same direction at intersections, blind spots, etc.
- Do not run over loose objects.
- Do not handle steering wheel if your hands or gloves are greasy or slippery.
- Do not allow anyone to stand, walk or work under elevated forks.
- Do not elevate anyone on the forks unless in approved man cage that is secured to forklift truck.
- Do not leave forklifts running inside for long periods of time without ventilation.
- Do not handle steering wheel if your hands or gloves are greasy or slippery.
- Do not try to move or adjust any part of the load, the forklift or the surroundings when on the forklift.
- Do not move loads that are piled or stacked poorly.
- Do not lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.
- Do not allow anyone but the operator to ride on the forklift.
- Do not use pallets elevated by forklifts as an improvised working platform.
- Do not permit anyone to stand or walk under the elevated part of any forklift, whether loaded or unloaded.
- Do not allow anyone to stand, walk or work under elevated forks.

SAFE WORK PRACTICE	
Subject:	**GENERAL HEALTH REQUIREMENTS**

PURPOSE

This written general health duties establishes guidelines to be followed whenever any of our employees are engaged in work activities for WESTRIDGE HOMES. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees, clients, subcontractors and visitors. All facilities will be inspected on a monthly basis to meet the required OH&S Legislation. Upon inspection if there is a substandard act or condition present the worker must advise his/her supervisor of the hazard. Everyone has a personal and shared responsibility for working together co-operatively to prevent occupational injuries and illnesses. THE OCCUPATIONAL HEALTH & SAFETY LEGISLATION recognizes that only workers who are adequately trained, informed and empowered can effectively fulfill their responsibilities. WESTRIDGE HOMES' management recognizes the rights that workers have to a safe and healthy work environment and encourages all workers to be familiar with these rights and practice them.

- **THE RIGHT TO KNOW** about workplace hazards, including how to identify hazards and protect themselves from those hazards; and about the rights afforded to workers under THE OCCUPATIONAL HEALTH & SAFETY LEGISLATION
- **THE RIGHT TO PARTICIPATE** in decisions related to occupational health and safety, free of reprisal for their participation. Participation, in part, is achieved through consultation with the Occupational Health committee
- **THE RIGHT TO REFUSE** unusually dangerous work

An injury and incident free workplace is our goal. Through continuous safety and loss control efforts, we can accomplish this. The management is committed to providing a safe, healthy, drug free work environment for all. We are dedicated to identifying, correcting and preventing substandard acts or conditions that could adversely affect our employee, client, subcontractors, visitors or general public.

GENERAL

WESTRIDGE HOMES will provide the following:

- the provision and maintenance of plant systems of work and working environments that ensures the health, safety and welfare of all personal
- arrangements for the use, handling, storage, and transport of articles and substances in a manner that protects the health and safety of workers
- the provision of any information, instruction, training, and supervision that is necessary to protect the health and safety of workers at work
- the provision and maintenance of a safe means of entrance to and exit from the place of employment and all worksites and work-related areas in or on the place of employment

WESTRIDGE HOMES shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker:

- begins work at a place of employment
- is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures

WESTRIDGE HOMES shall ensure that no worker is permitted to perform work unless the worker has been trained and has sufficient experience to perform the work safely and in compliance with the OH&S legislation and is under close and competent supervision. Training may be performed in-house or by a 3rd Party. A worker who knows or has reason to believe that equipment under the worker's control is not in a safe condition shall:

- immediately report the condition of the equipment to their immediate supervisor
- repair the equipment if the worker is authorized and competent to do so

A worker will:

- use the safeguards, safety appliances, and personal protective equipment provided in accordance with the OH&S legislation
- follow the safe work practices and procedures required by or developed pursuant to the OH&S legislation

SANITATION

WESTRIDGE HOMES will ensure that a place of employment is sanitary and kept as clean as is reasonably practicable and will ensure, to the extent that is reasonably practicable, that:

- dirt and debris are removed at least daily by a suitable method from all floors, working surfaces, stairways and passages
- floors are cleaned at least once each week by washing, vacuum cleaning or any other effective and suitable method
- all inside walls, partitions, ceilings, passages and staircases are clean and are suitably finished and maintained

Where a worker may be exposed to refuse, spills or waste materials that may pose a risk to the worker's health or safety, WESTRIDGE HOMES will ensure that the refuse, spill or waste material is removed by a suitable method from the worksite as soon as is practicable.

VENTILATION AND AIR SUPPLY

WESTRIDGE HOMES will:

- ensure the adequate ventilation of a place of employment
- to the extent that is reasonably practicable, render harmless and inoffensive, and prevent the accumulation of, any contaminants or impurities in the air by providing an adequate supply of clean and wholesome air and maintaining its circulation throughout the place of employment

MECHANICAL VENTILATION

WESTRIDGE HOMES will provide a mechanical ventilation system in a place of employment that is sufficient and suitable to protect the workers against inhalation of a contaminant and to prevent accumulation of the contaminant and ensure that the mechanical ventilation system is maintained and properly used, where any work, activity or process in the place of employment gives off:

- a dust, fume, gas, mist, aerosol or vapor or other contaminant of a kind and quantity that is likely to be hazardous to workers
- substantial quantities of contaminants of any kind

WESTRIDGE HOMES who provides a mechanical ventilation system at a work site will ensure that the system provides sufficient fresh and tempered air to replace the air exhausted by ventilation.

Where practicable, WESTRIDGE HOMES will ensure that a mechanical ventilation system:

- includes local exhaust ventilation that is installed and maintained at or near the point of origin of the contaminant so as to prevent effectively the contaminant from entering the air of the place of employment
- is equipped with a device that will provide a warning to workers when the system is not working effectively

WESTRIDGE HOMES will ensure that contaminants removed by a mechanical ventilation system are:

- exhausted clear of the place of employment
- where reasonably practicable, prevented from entering any place of employment

WESTRIDGE HOMES will ensure that effective provision is made for the immediate protection of workers in the event of failure of a mechanical ventilation system where an air cleaning system is used to clean re-circulated air, WESTRIDGE HOMES will ensure that the air cleaning system is designed, installed and maintained to remove particulate and gaseous contaminants at a rate that is sufficient to protect the health and safety of workers and, where reasonably practicable, to render the air inoffensive.

CLEANING AND MAINTAINING VENTILATION SYSTEMS

WESTRIDGE HOMES will ensure that:

- the mechanical ventilation system, including any humidification equipment, is constructed and maintained to minimize the growth and dissemination of micro-organisms, insects and mites through the ventilation system
- where reasonably practicable, the components of a mechanical ventilation system are readily accessible for cleaning and inspection

WESTRIDGE HOMES will ensure that a competent person inspects and maintains all parts of a mechanical ventilation system, cleans all louvers and replaces or adequately cleans all filters at a frequency that is sufficient to protect the health and safety of the workers. WESTRIDGE HOMES will keep all ventilation openings free of any obstruction or source of contamination.

WESTRIDGE HOMES will ensure that a record of all inspections, maintenance and cleaning of mechanical ventilation is kept and:

- is made by the competent person who performs the work
- is readily available for examination by the OH&S Committee or the representative or, where there is no committee or representative, the workers

SPACE

WESTRIDGE HOMES will ensure that no part of a place of employment is overcrowded to a degree that may cause risk of injury to workers. Without limiting the generality, WESTRIDGE HOMES will ensure that there is at least 10 cubic metres of space for each worker employed at any one time at a worksite. No space that is more than three metres from the floor and no space occupied by solid objects are to be taken into account.

LIGHTING

While workers are present at a worksite, WESTRIDGE HOMES will provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite. WESTRIDGE HOMES will ensure that the illumination of all parts of a place of employment where workers pass, other than underground at a mine, is at least five decalux.

Where failure of the regular lighting system is likely to create conditions dangerous to the health or safety of workers, WESTRIDGE HOMES will provide appropriate emergency lighting of at least five decalux for the worksite and exit routes from the worksite.

WESTRIDGE HOMES will ensure that:

- light fixtures, windows and skylights that provide light for work are, where practicable, kept clean and free from any obstruction, except for special treatment of light fixtures, windows or skylights to reduce heat or glare
- artificial light sources and reflective surfaces are positioned, screened or provided with a shade, where practicable, to prevent glare or the formation of shadows that cause discomfort or a risk of accident to a worker

THERMAL CONDITIONS

In an indoor place of employment, WESTRIDGE HOMES will provide and maintain thermal conditions, including air temperature, radiant temperature, humidity and air movement, that:

- are appropriate to the nature of the work performed
- provide effective protection for the health and safety of workers
- provide reasonable thermal comfort for workers

At an indoor place of employment where the thermal environment is likely to be a health or safety concern to the workers, WESTRIDGE HOMES will provide and maintain an appropriate and suitably located instrument for measuring the thermal conditions. Where it is not reasonably practicable to control thermal conditions or where work is being performed outdoors, WESTRIDGE HOMES will provide and maintain measures for:

- the effective protection of the health and safety of workers
- the reasonable thermal comfort of workers

Measures may include, but are not limited to, the following

- frequent monitoring of thermal conditions
- the provision of special or temporary equipment, including screens, shelters and temporary heating or cooling equipment
- the provision of suitable clothing or personal protective equipment
- the provision of hot or cold drinks
- the use of acclimatization or other physiological procedures
- the use of limited work schedules with rest and recovery periods, changes in workloads, changes in hours or other arrangements for work
- frequent observation of workers by a person who is trained to recognize the symptoms of physiological stress resulting from extreme temperatures
- the provision of emergency supplies for use when travelling under extremely cold or inclement weather conditions

Where a worker is required to work in thermal conditions that are different from those associated with the worker's normal duties, WESTRIDGE HOMES will provide, and require the worker to use, any suitable clothing or other personal protective equipment that is necessary to protect the health and safety of the worker.

TOILET FACILITIES

WESTRIDGE HOMES will ensure that suitable and readily accessible toilet facilities for workers:

- are provided at a place of employment, maintained and kept clean

- are sufficient in number for the number of workers at the place of employment at any one time
- have adequate provision for privacy, heat, light and ventilation

The minimum number of toilet facilities required is set out by OH&S Legislation. Where toilet facilities are likely to be used by persons other than workers WESTRIDGE HOMES will provide additional toilets in a number that is proportionate to the number set out and where use by those other persons is substantial and frequent. WESTRIDGE HOMES will provide separate toilet facilities for those other persons.

Where there are more than 10 workers and both male and female persons are employed at any time WESTRIDGE HOMES will provide separate toilet facilities for workers of each sex in numbers that are proportionate to the numbers of male and female persons employed. Where each toilet compartment is completely enclosed from floor to ceiling and has a door that can be locked from the inside WESTRIDGE HOMES is deemed to have met the requirements. Where more than 100 male persons work or are likely to work on any shift and sufficient urinal accommodations are provided, the minimum number of toilet facilities set out may be reduced with the permission of an OH&S Officer. WESTRIDGE HOMES will ensure that each toilet facility required is:

- used exclusively for the purposes for which the facility is designed
- free from any obstacle or obstruction that could prevent the facility from being used
- kept free of vermin
- supplied with toilet tissue at all times and with easily cleanable, covered receptacles for waste materials
- except in the case of a urinal, is equipped with an individual compartment and a door that can be locked from the inside

PERSONAL WASHING

WESTRIDGE HOMES will provide and maintain for the use of workers suitable facilities for personal washing that:

- are located near each toilet at a place of employment
- have a supply of clean hot and cold water or warm water, soap and clean towels or other suitable means of cleaning and drying
- have an easily cleanable, covered receptacle for waste materials
- are adequately heated, ventilated and lighted
- are kept in a clean and neat condition

CLOTHING

WESTRIDGE HOMES will provide at a place of employment and maintain for the use of workers clean, appropriately located and suitable accommodation for street clothing that is not worn at work and for clothing worn at work.

Where street clothing not worn at work is likely to become wet, dirty or contaminated from being kept in the same accommodation as clothing worn at work, the accommodation for street clothing must be separate from the accommodation provided for clothing worn at work. Where a worker's work clothing or skin is likely to be contaminated by hazardous or offensive substances,

WESTRIDGE HOMES will:

- provide protective clothing and head cover appropriate to the work and hazard
- provide a suitable changing area

- ensure that the clothing and head cover is handled and cleaned or disposed of in a manner that will prevent worker exposure to hazardous or offensive substances

CHANGE AND SHOWER FACILITIES

Where a worker's skin is likely to be contaminated by harmful or offensive substances as part of the regular work processes at a place of employment, WESTRIDGE HOMES will:

- where reasonably practicable, provide and maintain suitable, adequate and clean change and shower facilities
- allow sufficient time, during normal working hours without loss of pay or other benefits, for the worker to use the facilities

EATING AREAS

WESTRIDGE HOMES will provide sufficient, suitable areas that are kept clean, dry, thermally comfortable and reasonably quiet for workers to eat and drink during work breaks. At places of employment where the substances used in the work or the work processes are dusty, dirty or otherwise likely to contaminate a worker's person, clothing or food, WESTRIDGE HOMES will provide an eating area that is separate from the worksite and close to washing facilities.

DRINKING WATER

WESTRIDGE HOMES will provide, at suitable points that are readily accessible to all workers, an adequate supply of clean and safe drinking water. Where the supply of drinking water at a place of employment is not piped, WESTRIDGE HOMES will:

- provide drinking water in suitable covered containers
- protect the drinking water from contamination
- change the drinking water as often as is necessary to ensure that the water is clean and safe to drink

Except where drinking water is supplied in an upward jet, WESTRIDGE HOMES will provide an adequate supply of disposable cups near each supply of drinking water. Where it is necessary to identify the supply of drinking water, WESTRIDGE HOMES will clearly indicate the supply of drinking water with a sign that says "Drinking Water" or by another visual means. Where there is a supply of water at a place of employment that is unfit for drinking, WESTRIDGE HOMES will clearly indicate the supply of water with a permanently fixed, durable sign that says "Unfit for Drinking" or by another visual means.

SMOKING

DEFINITIONS
Institution: a place of employment where persons who are not workers reside for extended periods, but does not include a private dwelling
Smoke: to smoke, hold or otherwise have control over an ignited tobacco product
Tobacco Product: a product that is manufactured from tobacco and intended to be used for the purpose of smoking

WESTRIDGE HOMES will ensure that:

- no worker smokes in an enclosed place of employment, worksite or work-related area except in an area designated for smoking
- worker exposure to second-hand tobacco smoke is restricted until smoking areas are designated at the place of employment

WESTRIDGE HOMES, in consultation with the OH&S Committee, may:

- designate one or more enclosed areas at a place of employment as areas where smoking is allowed if the passage of smoke into non-smoking areas is minimized
- designate one or more worksites or parts of a place of employment as areas where smoking is allowed if the design of the worksite or part of the place of employment or of the mechanical ventilation of the area to be designated will ensure that:
    - no worker will be exposed to second-hand tobacco smoke
    - second-hand tobacco smoke from the area to be designated will not contaminate other areas of the place of employment
    - designate a vehicle supplied by WESTRIDGE HOMES or contractor as an area where smoking is allowed

Where a place of employment is an institution, a public place or a private dwelling, WESTRIDGE HOMES will:

- restrict worker exposure to second-hand tobacco smoke to the extent that is possible
- inform workers of the risk to workers' health from second-hand tobacco smoke

WESTRIDGE HOMES will post signs to indicate clearly the areas of a place of employment in which smoking is permitted.

LIFTING AND HANDLING LOADS

WESTRIDGE HOMES will ensure, where reasonably practicable, that suitable equipment is provided and used for the handling of heavy or awkward loads. Where the use of equipment is not reasonably practicable, WESTRIDGE HOMES will take all practicable means to adapt heavy or awkward loads to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required.

WESTRIDGE HOMES will ensure that no worker engages in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which the load is lifted, held or transported, is likely to be injurious to the worker's health or safety. WESTRIDGE HOMES will ensure that a worker who is to engage in the lifting, holding or transporting of loads receives appropriate training in safe methods of lifting, holding or carrying of loads.

STANDING

Where workers are required to stand for long periods in the course of their work, WESTRIDGE HOMES will provide adequate anti-fatigue mats, footrests or other suitable devices to give relief to workers. Where wet processes are used WESTRIDGE HOMES will ensure that reasonable drainage is maintained, and that false floors, platforms, mats or other dry standing places are provided, maintained and kept clean.

SITTING

Where, in the course of their work, workers have reasonable opportunities for sitting without substantial detriment to their work WESTRIDGE HOMES will provide and maintain for their use appropriate seating to enable the workers to sit. Where a substantial portion of any work can properly be done sitting WESTRIDGE HOMES will provide and maintain:

- a seat that is suitably designed, constructed, dimensioned and supported for the worker to do the work
- where needed a footrest that can readily and comfortably support the worker's feet

MUSCULOSKELETAL INJURIES

DEFINITIONS

Musculoskeletal Injury: an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:

- repetitive motions
- forceful exertions
- vibration
- mechanical compression
- sustained or awkward postures
- limitations on motion or action
- other ergonomic stressors

WESTRIDGE HOMES, in consultation with the OH&S Committee, will regularly review the activities at the place of employment that may cause or aggravate musculoskeletal injuries. Where a risk of musculoskeletal injury is identified, WESTRIDGE HOMES will:

- inform each worker who may be at risk of developing musculoskeletal injury of that risk and of the signs and common symptoms of any musculoskeletal injury associated with that worker's work
- provide effective protection for each worker who may be at risk, which may include any of the following
- providing equipment and personal protective equipment that is designed, constructed, positioned and maintained to reduce the harmful effects of an activity:
    - implementing appropriate work practices and procedures to reduce the harmful effects of an activity
    - implementing work schedules that incorporate rest and recovery periods, changes in workload or other arrangements for alternating work to reduce the harmful effects of an activity

WESTRIDGE HOMES will ensure that workers who may be at risk of developing musculoskeletal injury are instructed in the safe performance of the worker's work including the use of appropriate work practices and procedures, equipment and personal protective equipment.

Where a worker has symptoms of musculoskeletal injury WESTRIDGE HOMES will:

- advise the worker to consult a physician or a health care professional who is registered or licensed pursuant to an Act to practice any of the healing arts
- promptly review the activities of that worker and of other workers doing similar tasks to identify any cause of the symptoms and to take corrective measures to avoid further injuries

SAFE WORK PRACTICE	
Subject:	**GRINDING OPERATIONS**

PURPOSE

To provide awareness and protect workers from the hazards associated with grinder operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Abrasive wheels can cause severe injury. Proper storage, use and maintenance of abrasive wheels must be observed.

DEFINITIONS

Grinders include any grinder permanently affixed to a workstation (bench or pedestal) and hand-held portable units. Grinders can be equipped with various wheels, such as:

- Straight cup
- Cone and plug
- Depressed center

No matter which type you use, make sure you know the proper procedures for the grinder and wheel you are using. Read the manufacturer's instructions.

PPE REQUIRED

- CSA safety glasses and face shield
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE (respiratory equipment as required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from disk failure or other flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch points to hands and fingers
- improper spacing of the rest from the wheel
- manufactured guards not in place or damaged
- using the side of the wheel of grinding
- sparks created could ignite flammable materials
- wire wheel particles can be missiles if wheel not in good shape
- ergonomics regarding height and repetitive motion

NOTE: When working with any type grinder it is important not wear any loose clothing, jewelry, lanyards, drawstrings or long hair that may get caught in moving parts and pull you or tool into harm's way.

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with grinding operations.
- Monitor the use of grinders by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

Selecting the right wheel for the job is of critical importance for safety. A wheel is dangerous when used for work for which it was not designed. Refer to manufactures technical information pertaining to the equipment in use. Workers to perform regular maintenance and inspection this should include:

- Cleaning and servicing
- Inspection of wheels for cracks and defects
- A ring test on all new wheels
- Checking for clean and flat flange surfaces
- To wear the appropriate personal protective devices when operating a grinder.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

GRINDING MACHINES

WESTRIDGE HOMES shall ensure that:

- no abrasive wheel is operated:
  - unless it is equipped with blotters installed according to the manufacturer's recommendations and a safeguard
  - at a speed in excess of the manufacturer's recommendations
- the maximum speed of each grinder shaft in revolutions per minute is permanently marked on the grinder
- the mounting flanges for an abrasive wheel have an equal and correct diameter for the wheel.

Where a tool rest is installed on a fixed grinder, an employer or contractor shall ensure that the tool rest is:

- installed in a manner that is compatible with the work process
- securely attached to the grinder
- set not more than three millimeters from the face of the wheel or below the horizontal center line of the wheel

WESTRIDGE HOMES shall not require or permit a worker to use the sides of an abrasive wheel for grinding unless the abrasive wheel is designed for that use.

PORTABLE GRINDERS

- Maximum speed in revolutions per minute (rpm) is marked on every wheel. Never exceed the speed marked on the wheel.

- Check that the wheel speed marked on the wheel is equal to or greater than the maximum speed of the grinder.
- Ensure proper guards are in place and that adequate PPE is used.
- Familiarize yourself with the grinder operation before commencing work. Check that the machine does not vibrate or operates roughly.
- When mounting the wheels check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
- Position yourself so that you are not in the line of fire when starting a grinder.
- Before grinding run newly mounted wheels at operating speed for one minute to check for vibrations.
- Beware of "KICK BACK" when in operation.
- Store portable grinders appropriately to protect wheels from damage.
- Use racks or hooks to store portable grinders.
- Do not use grinders near flammable materials.
- Do not clamp portable grinders in a vise for grinding hand-held work.
- Do not use liquid coolant with portable grinders.
- Never use the grinder for jobs for which it is not designed such as cutting.
- Have a fire extinguisher in the immediate work area when performing hot work.

BENCH and PEDESTAL GRINDERS

- Fasten pedestal and bench grinders securely.
- Ensure all guards/shields are in place prior to using the bench grinder.
- Ensure the disc is made specifically for the material you are grinding.
- Protect your eyes with glasses and a face shield at all times when grinding.
- When using a respirator, a face shield must be worn - using goggles only may allow flying material to hit the face if a sufficient seal is not maintained between the goggles and respirator. Use hearing protection as required. Metatarsal safety boots and respiratory protection are advisable depending on the work. Wear gloves when necessary.
- Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm. Never adjust rests while wheels are moving. Work rest height should be on horizontal center line of the machine spindle. Maintain 6mm (1/4") wheel exposure with a tongue guard or a movable guard.
- Use the tool rest as much as possible.
- Each time a grinding wheel is mounted the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
- Visually inspect wheels for possible damage before mounting. Do not use a wheel that has been dropped or has defects in it (dispose of wheels).
- The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating speed according to the manufacturer's recommendation.
- Bring work into contact with the grinding wheel slowly and smoothly without bumping. Apply gradual pressure to allow the wheel to warm up evenly. Use only the pressure required to complete a job.
- Move the work back and forth across the face of the wheel - this prevents grooves forming.

- If the wheel has been abused and ground to an angle or grooved reface the wheel with the appropriate resurfacing tool.
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm clearance.
- Bench grinders are designed for peripheral grinding - do not grind on the side of the wheel.

ABRASIVE WHEELS

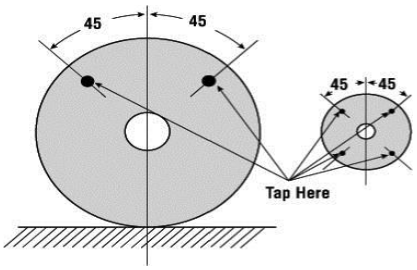
HANDLING and STORAGE of BONDED ABRASIVE WHEELS

To avoid injury and property damage to equipment follow these general guidelines:

- All abrasive wheels are fragile. Handle wheels carefully. Avoid dropping or bumping
- Transport wheels in containers designed to provide support for the wheels if they are too heavy to carry by hand.
- Store wheels in racks or bins with dividers for different types of wheels. Do not store in job boxes where other tools and equipment can be placed on top of wheels.
- Place straight or tapered wheels on end in a cradle or chocked position to prevent rolling.
- Follow the manufacturer's instructions for length of time a wheel should be stored and how to store thin wheels.
- Do not store wheels near excessive heat or cold, in contact with oil or moisture, or in drawers with loose tools.

WHEEL INSPECTION (RING TEST)

Upon receipt of all wheels, examine for any signs of damage. Use Ring Test to check wheels. Ring tests do not apply to small wheels 10 cm (4 in.) diameter and smaller.



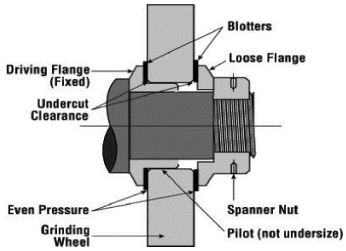
Tap wheels gently with a non-metallic tool such as a plastic screwdriver handle or wooden mallet. A wheel in good condition will emit a metallic ring. Reject any wheel that sounds dead or cracked.

BENCH and PEDESTAL WHEEL MOUNTING

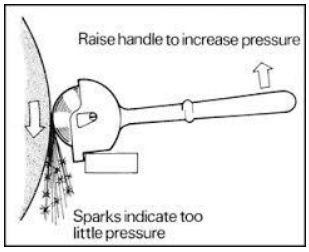
Follow the manufacturer's recommendations when installing, handling, grinding, maintaining and storing abrasive wheels:

- Ensure you have the correct type and size wheel for the machine by checking the markings on both. The machine spindle speed must not be greater than the speed marked on the wheel.
- Examine the wheel for cracks or chips and perform the ring test. Replace the wheel, if faulty.
- Maintain even pressure from both flanges against the sides of the wheel. Check flanges with a straight edge. Worn or warped flanges must not be used.
- Maintain a clearance (undercut relief) of at least 3 mm (1/8 in.) to prevent pressure on the wheel near the hole.
- Inspect and conduct ring test before mounting a wheel.

- Check flanges for distortion or abrasion. When flanges are distorted or warped the contact area is reduced.
- Use blotters to cushion flange pressure.
- Do not reverse flanges.
- Do not use flat washers or other filler materials in place of flanges.
- The fixed and loose flanges should have the same diameter and have undercut relief. The minimum flange size is 1/3 the wheel diameter.
- Reface wheels as required.



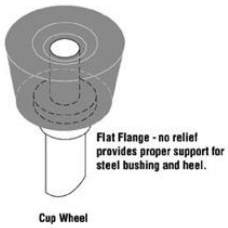
Cross section of benching grinder wheel mount



Re-facing tool

CUP WHEELS

Use a flat unrelieved flange with a threaded hole mounting. This flange prevents strain on the bond that anchors the bushing to the wheel cup.

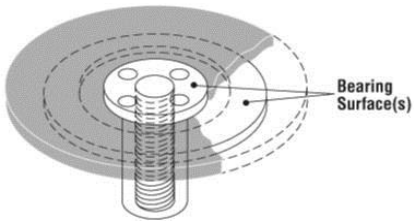


Mounted Cup Wheel cross section

The common cause of breakage occurs when the spindle threads are either too short or too long for the tapped hole in the wheel.

DEPRESSED CENTER WHEEL

- Replace worn or bent reusable adapters. A damaged adapter will not mount properly.
- Ensure grinder spindle shoulder runs true. The adapter must tighten against this shoulder. Use spacers provided with adapters if the spindle is too long. The wheel will wobble if the shoulder is not square with the spindle or if the adapter does not tighten against the shoulder. This can result in wheel breakage and injury to the operator or a nearby worker and or property damage to the operator or a nearby worker.
- Do not reuse throw-away adapters.



Cross section of a depressed center wheel.

SAFE WORK PRACTICE	
Subject:	**GROUNDING ASSURANCE**

PURPOSE

The purpose of this safe work practice is to provide procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools. This program applies to all WESTRIDGE HOMES' work sites, employees and contractors shall be used on owned premises. The Grounding Assurance safe work practice is designed to prevent electrically related injuries and property damage. This practice also provides basic training and PPE selection of workers to ensure they have the requisite knowledge and understanding of Grounding Assurance work practices and procedures. This safe work practice is intended for general safety precautions around electricity and is to be used by all employees for basic grounding safety. Only employees qualified may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions.

WESTRIDGE HOMES recognizes workplace electrical safety to be a key component of its overall Occupational Health and Safety Management System and related policies and practices. WESTRIDGE HOMES places a high priority on human health & safety and is committed to meeting these legislative requirements. The design, construction, operation, installation and maintenance of all electrical equipment shall meet the standards set out in the Canadian Electrical Code. All testing or work performed on electrical equipment shall be performed by a qualified person or an employee under the direct supervision of a qualified person with the required PPE to be worn. PPE must cover the entire body when working within the arc flash boundary. PPE requirements within the arc flash boundary shall be determined by completing an arc flash hazard analysis. This may include but is not limited to an arc flash suit with face shield, safety glasses, non-conductive head protection, and leather gloves and footwear. Rubber insulating gloves shall be worn for protection from electric shock due to inadvertent contact with an energized electrical conductor or circuit parts. No employee shall work on electrical equipment unless the equipment is isolated. No work on or live test of isolated electrical equipment shall be performed unless:

- isolation of the equipment has confirmed by test
- the employer has determined, on the basis of visual observation, that every control device and every locking device necessary to establish and maintain the isolation of the equipment is set in the safe position with the disconnecting contacts of control devices safely separated
    - or in the case of a draw-out type electrical switch gear is withdrawn to its full extent from the contacts of the electrical switch gear, is locked out, and bears a distinctive tag or sign designed to notify persons that operation of the control device and movement of the locking device are prohibited during the performance of the work or live test.
    - where more than one employee is performing any work on or live test of isolated electrical equipment, a separate tag or sign for each such employee shall be attached to each control device and locking device

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Electricity has long been recognized as a serious workplace hazard.

Many workers are unaware of the potential electrical hazards present in their work environment, which makes them more vulnerable to the danger of electrocution. OHS electrical standards are designed to protect employees exposed to dangers such as electric shock, electrocution, fires, and explosions. Working with electricity can be dangerous. Engineers, electricians, and other professionals work with electricity directly, including working on overhead lines, cable harnesses, and circuit assemblies. Others, such as office workers and salespeople work with electricity indirectly and may also be exposed to electrical hazards.

A wide variety of possible solutions can be implemented to reduce or eliminate the risk of injury associated with electrical work. Examples of solutions include the use of insulation, guarding, grounding, electrical protective devices, and safe work practices. Whenever you work with power tools or on electrical circuits there is a risk of electrical hazards, especially electrical shock. Anyone can be exposed to these hazards because job sites can be cluttered with tools and materials, fast-paced, and open to the weather. Risk is also higher at work because many jobs involve electric power tools.

DEFINITIONS

Competent Person: one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
Ground Fault Circuit Interrupter: a device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR clothing (if required)
- Specialized PPE (i.e. arch flash suit)

POTENTIAL HAZARDS

- high voltage electrical lines
- electrical shock
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the Grounding Assurance.
- It is the responsibility of the site supervisor to ensure that all equipment and tools are inspected and maintained in working as per local OH&S.
- Ensure all PPE is being used as required.
- Ensure workers are trained in Grounding Assurance.

WORKER

- To be trained in Grounding Assurance prior to completing electrical task.
- Employees are responsible for following the requirements of this program, to perform visual inspections and to take defective equipment out of service.
- To wear required PPE when perform electrical tasks.

ELECTRICAL WORKERS

WESTRIDGE HOMES will permit only electrical workers to construct, install, alter, repair or maintain electrical equipment. WESTRIDGE HOMES may permit a competent worker who is not an electrical worker:

- to operate powered mobile equipment and perform non-electrical work on or near de-energized electrical equipment
- to extend a portable power cable for routine advancement by interconnection of approved cord connectors, cord caps or similar devices
- to change light bulbs or tubes
- to insert or replace an approved fuse, to a maximum of 750 volts, that controls circuits or equipment
- to connect small portable electrical equipment that operates at less than 750 volts to supply circuits by means of attachment plugs, where the connection does not overload the circuit conductors, or to use or operate small portable electrical equipment that is connected in that way

TRAINING

All employees shall be provided basic electrical & grounding safety training. Employees should be provided training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels.

LOCKOUT/TAGOUT

Before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, WESTRIDGE HOMES will ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.
Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, WESTRIDGE HOMES will ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity WESTRIDGE HOMES will:

- provide a written lock-out process to each worker who is required to work on a machine
- where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key

Where the lockout process does not use a lock and key WESTRIDGE HOMES will designate a person to co-ordinate and control the lockout process. Where the lockout process uses a lock and key WESTRIDGE HOMES will designate a person to keep the duplicate key and ensure that:

- the duplicate key is accessible only to the designated person
- a log book is kept to record the use of the duplicate key and the reasons for that use

Where it is not practicable to use a worker's key to remove a lock WESTRIDGE HOMES may permit the person designated to remove the lock if the designated person:

- has determined the reason that the worker's key is not available
- has determined that it is safe to remove the lock and activate the machine
- if OH&S Committee or representative is in place, has informed the committee members of the proposed use of the duplicate key before it is used
- no person shall remove a lock out device except the worker who installed the lock out device or the designated person

WESTRIDGE HOMES will ensure that a designated person who is permitted to use a duplicate key:

- records in the log book the use of the duplicate key, the reason for its use and the date of its use
- signs the log book each time that the duplicate key is used

Where a central automated system controls more than one machine, WESTRIDGE HOMES will ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required. Before undertaking any maintenance, repairs, tests or adjustments to a machine to which a worker will lock out the machine following the process.

After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process will check the machine to ensure that the machine is inoperative. No person will deactivate a lockout process that does not use a lock and key except the person designated. No person will remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance to the above mentioned.

ELECTRICAL EQUIPMENT

WESTRIDGE HOMES will ensure that only approved electrical equipment is used by workers and that the electrical equipment is:

- approved for the intended use and location of the electrical equipment
- maintained in proper working condition and capable of safe operation
- tested in accordance with the manufacturer's recommendations
- when used outdoors or in a wet or damp location, portable electrical equipment shall be protected by an approved, CSA Certified, ground fault circuit interrupter

Where defects or unsafe conditions have been identified in electrical equipment WESTRIDGE HOMES will ensure that:

- steps are taken immediately to protect the health and safety of any worker who may be at risk until the defects are repaired or the unsafe conditions are corrected
- all equipment shall be mark or tag as unsafe and remove from service any equipment with damaged or defective electrical components that may render it unsafe for use
- the defects are repaired or the unsafe conditions are corrected as soon as is reasonably practicable
- the electrical equipment is disconnected and removed from use

COVERS for SWITCHES, RECEPTACLES, CONNECTION etc.

WESTRIDGE HOMES will ensure that:

- all switches, receptacles, luminaires and junction boxes are fitted with a cover that is approved for the intended use and location of the cover
- all wire joints or connections are:
  - fitted with an approved cap or other approved cover
  - enclosed in an approved box
  - where the wire joints or connections are not permanently installed, protected from damage by another approved means
  - all dead, abandoned or disused electrical conductors or equipment are removed from the place of employment or disconnected and secured to prevent inadvertent energizing the equipment

EXTENSION AND POWER SUPPLY CORDS

WESTRIDGE HOMES will ensure that an electrical extension or power supply cord used for supplying energy to any electrical equipment:

- is approved for the intended use and location of the electrical extension or power supply cord
- is fitted with approved cord end attachment devices that are installed in an approved manner
- is provided with a grounding conductor
- is maintained and protected from physical or mechanical damage

PORTABLE POWER CABLES AND CABLE COUPLERS

WESTRIDGE HOMES will ensure that every portable power cable and cable coupler is:

- protected from physical or mechanical damage
- inspected by a competent person at intervals that are sufficient to protect the health and safety of workers

WESTRIDGE HOMES will ensure that:

- where any unsafe condition is identified in a portable power cable or cable coupler, the portable power cable or the cable coupler is repaired or taken out of service
- every splice in a portable power cable is sufficiently strong and adequately insulated to retain the mechanical and dielectric strength of the original cable

A worker will take all reasonably practicable steps not to drive equipment over, or otherwise damage, a portable power cable or cable coupler.

GROUNDING OF EQUIPMENT BEFORE WORK BEGINS

Before any work begins on an electrical conductor or electrical equipment and during the progress of that work, WESTRIDGE HOMES will ensure that:

- the electrical conductor or electrical equipment is isolated, locked out and connected to ground
- other effective procedures are taken to ensure the safety of the workers

The following procedures and guidelines are designed to eliminate all injuries resulting from possible malfunctions, improper ground and/or defective tools.

ASSURED GROUNDING SITE PROGRAM REQUIREMENTS

An assured grounding conductor program must be implemented on all WESTRIDGE HOMES sites covering all cord sets, receptacles which are not part of the building or structure & equipment connected by cord and plug which are available for use or used by employees.

GROUND FAULT CIRCUIT INTERRUPTERS

A ground fault circuit interrupter, or GFCI, is an inexpensive lifesaver. GFCI's detect any difference in current between the two circuit wires (the black wires and white wires). This difference in current could happen when electrical equipment is not working correctly, causing leakage current. If leakage current (a ground fault) is detected in a GFCI-protected circuit, the GFCI switches off the current in the circuit, protecting you from a dangerous shock. GFCI's are set at about 5 mA and are designed to protect workers from electrocution. There is a more sensitive kind of GFCI called an isolation GFCI. If a circuit has an isolation GFCI, the ground fault current passes through an electronic sensing circuit in the GFCI.

The electronic sensing circuit has enough resistance to limit current to as little as 2 mA, which is too low to cause a dangerous shock. GFCI's are able to detect the loss of current resulting from leakage through a person who is beginning to be shocked. If this situation occurs, the GFCI switches off the current in the circuit. GFCI's are different from circuit breakers because they detect leakage currents rather than overloads. Circuits with missing, damaged, or improperly wired GFCI's may allow you to be shocked. You need to recognize that a circuit improperly protected by a GFCI is a hazard.

GFCI's are usually in the form of a duplex receptacle. They are also available in portable and plug-in designs and as circuit breakers that protect an entire branch circuit. GFCI's can operate on both two- and three-wire ground systems. For a GFCI to work properly, the neutral conductor (white wire) must:

- Be continuous
- Have low resistance
- Have sufficient current-carrying capacity.

GFCI's help protect you from electrical shock by continuously monitoring the circuit. However, a GFCI does not protect a person from line-to-line hazards such as touching two "hot" wires (240 volts) at the same time or touching a "hot" and neutral wire at the same time. Also be aware that instantaneous currents can be high when a GFCI is tripped. A shock may still be felt. Your reaction to the shock could cause injury, perhaps from falling. Test GFCI's regularly by pressing the "test" button. If the circuit does not turn off, the GFCI is faulty and must be replaced. The CEC requires that GFCI's be used in these high-risk situations:

- Electricity is used near water.
- The user of electrical equipment is grounded (by touching grounded material).
- Circuits are providing power to portable tools or outdoor receptacles.
- Temporary wiring or extension cords are used.

All 120-volt, single-phase 15 and 20 ampere receptacle outlets on construction or maintenance sites, which are not part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

- All hand portable electric tools and extension cords shall use a GFCI.
- Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.
- GFCI's must be used on all 120 volts, single-phase 15 amp and 20 amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.

- The GFCI must be the first device plugged into a permanent receptacle.
- The GFCI must be tested before each use.

ASSURED EQUIPMENT GROUNDING EQUIPMENT PROGRAM

The Assured Equipment Grounding Conductor Program (AEGCP) shall cover all cord sets, receptacles not a part of the permanent wiring of a structure and equipment connected by cord and plug on all construction and maintenance sites.

- **Restrictions for Use of Equipment that Does Not Meet Requirements**
- **Restrictions for the use of equipment that does not meet requirements or if is found to be defective shall be applied and enforced.**
- **Any equipment which has not met the requirements of this program shall not be available or permitted to be used by WESTRIDGE HOMES.**
- **Damaged items shall not be used until repaired. If the equipment is not fit for purpose it shall be destroyed or tagged and isolated from use.**

INSPECTIONS of CORDS and EQUIPMENT

Daily Visual inspections – The following shall be visually inspected before each day's use for external defects (such as deformed or missing pins or insulation damage) and for indication of possible internal damage:

- Cord sets
- Attachment caps
- Plug and receptacle of cord sets
- Any equipment connected by cord and plug (with the exception of cord sets and receptacles which are fixed and not exposed to damage) such as deformed or missing plug, and insulation damage
- Damaged items shall not be used until repaired or shall be discarded.
- Damaged items shall be tagged "DO NOT USE", removed from service until repaired and tested.

USE THE RIGHT EXTENSION CORD

The size of wire in an extension cord must be compatible with the amount of current the cord will be expected to carry. The amount of current depends on the equipment plugged into the extension cord. Current ratings (how much current a device needs to operate) are often printed on the nameplate. If a power rating is given, it is necessary to divide the power rating in watts by the voltage to find the current rating. For example, a 1,000-watt heater plugged into a 120-volt circuit will need almost 10 amps of current. Let's look at another example: A 1-horsepower electric motor uses electrical energy at the rate of almost 750 watts, so it will need a minimum of about 7 amps of current on a 120-volt circuit. But, electric motors need additional current as they startup or if they stall, requiring up to 200% of the nameplate current rating. Therefore, the motor would need 14 amps. Add to find the total current needed to operate all the appliances supplied by the cord. Choose a wire size that can handle the total current.

American Wire Gauge (AWG)

Wire Size	Handles Up To
#10 AWG	30 amps
#12 AWG	25 amps
#14 AWG	18 amps
#16 AWG	13 amps

Remember: The larger the gauge number, the smaller the wire!

The length of the extension cord also needs to be considered when selecting the wire size. Voltage drops over the length of a cord. If a cord is too long, the voltage drop can be enough to damage equipment. Many electric motors only operate safely in a narrow range of voltages and will not work properly at voltages different than the voltage listed on the nameplate. Even though light bulbs operate (somewhat dimmer) at lowered voltages, do not assume electric motors will work correctly at less-than-required voltages. Also, when electric motors start or operate under load, they require more current. The larger the size of the wire, the longer a cord can be without causing a voltage drop that could damage tools and equipment. The grounding path for extension cords must be kept intact to keep you safe. A typical extension cord grounding system has four components:

- A third wire in the cord, called a ground wire.
- A three-prong plug with a grounding prong on one end of the cord.
- A three-wire, grounding-type receptacle at the other end of the cord.
- A properly grounded outlet.

HAZARDS

An electrical hazard exists when the wire is too small a gauge for the current it will carry. Normally, the circuit breaker in a circuit is matched to the wire size. When you use an extension cord, the size of the wire you are placing into the circuit may be too small for the equipment. The circuit breaker could be the right size for the circuit but not right for the smaller-gauge extension cord. A tool plugged into the extension cord may use more current than the cord can handle without tripping the circuit breaker. The wire will overheat and could cause a fire.

HOW TO RECOGNIZE HAZARDS

The first step toward protecting yourself is recognizing the many hazards you face on the job. To do this, you must know which situations can place you in danger. Knowing where to look helps you to recognize hazards.

- Inadequate wiring is dangerous.
- Exposed electrical parts are dangerous.
- Overhead power-lines are dangerous.
- Wires with bad insulation can give you a shock.
- Electrical systems and tools that are not grounded or double-insulated are dangerous.
- Overloaded circuits are dangerous.
- Damaged power tools and equipment are electrical hazards.
- Using the wrong PPE is dangerous.
- Using the wrong tool is dangerous.
- Some on-site chemicals are harmful.
- Defective ladders and scaffolding are dangerous.
- Ladders that conduct electricity are dangerous.
- Electrical hazards can be made worse if the worker, location, or equipment is wet. Inadequate Wiring

Control electrical hazards through safe work practices. Plan your work and plan for safety.

- Avoid wet working conditions and other dangers.
- Avoid overhead powerlines.
- Use proper wiring and connectors.
- Use and maintain tools properly.
- Wear correct PPE.

EXPOSED ELECTRICAL PARTS HAZARDS

Electrical hazards exist when wires or other electrical parts are exposed. Wires and parts can be exposed if a cover is removed from a wiring or breaker box. Electrical terminals in motors, appliances, and electronic equipment may be exposed. Older equipment may have exposed electrical parts. If you contact exposed live electrical parts, you will be shocked. You need to recognize that an exposed electrical component is a hazard.

DEFECTIVE INSULATION HAZARDS

Insulation that is defective or inadequate is an electrical hazard. Usually, a plastic or rubber covering insulates wires. Insulation prevents conductors from coming in contact with each other. Insulation also prevents conductors from coming in contact with people. Extension cords may have damaged insulation. Sometimes the insulation inside an electrical tool or appliance is damaged. When insulation is damaged, exposed metal parts may become energized if a live wire inside touches them. Electric hand tools that are old, damaged, or misused may have damaged insulation inside. If you touch damaged power tools or other equipment, you will receive a shock. You are more likely to receive a shock if the tool is not grounded or double-insulated. (Double-insulated tools have two insulation barriers and no exposed metal parts.) You need to recognize that defective insulation is a hazard.

IMPROPER GROUNDING HAZARDS

When an electrical system is not grounded properly, a hazard exists. The most common OHS electrical violation is improper grounding of equipment and circuitry. The metal parts of an electrical wiring system that we touch (switch plates, ceiling light fixtures, conduit, etc.) should be grounded and at 0 volts. If the system is not grounded properly, these parts may become energized. Metal parts of motors, appliances, or electronics that are plugged into improperly grounded circuits may be energized. When a circuit is not grounded properly, a hazard exists because unwanted voltage cannot be safely eliminated. If there is no safe path to ground for fault currents, exposed metal parts in damaged appliances can become energized.

Extension cords may not provide a continuous path to ground because of a broken ground wire or plug. If you come in contact with a defective electrical device that is not grounded (or grounded improperly), you will be shocked. You need to recognize that an improperly grounded electrical system is a hazard.

OVERLOAD HAZARDS

Overloads in an electrical system are hazardous because they can produce heat or arcing. Wires and other components in an electrical system or circuit have a maximum amount of current they can carry safely. If too many devices are plugged into a circuit, the electrical current will heat the wires to a very high temperature. If anyone tool uses too much current, the wires will heat up. The temperature of the wires can be high enough to cause a fire.

If their insulation melts, arcing may occur. Arcing can cause a fire in the area where the overload exists, even inside a wall. In order to prevent too much current in a circuit, a circuit breaker or fuse is placed in the circuit. If there is too much current in the circuit, the breaker “trips” and opens like a switch. If an overloaded circuit is equipped with a fuse, an internal part of the fuse melts, opening the circuit. Both breakers and fuses do the same thing: open the circuit to shut off the electrical current.

If the breakers or fuses are too big for the wires they are supposed to protect, an overload in the circuit will not be detected and the current will not be shut off. Overloading leads to overheating of circuit components (including wires) and may cause a fire. You need to recognize that a circuit with improper overcurrent protection devices—or one with no overcurrent protection devices at all—is a hazard.

Overcurrent protection devices are built into the wiring of some electric motors, tools, and electronic devices. For example, if a tool draws too much current or if it overheats, the current will be shut off from within the device itself. Damaged tools can overheat and cause a fire. You need to recognize that a damaged tool is a hazard.

WET CONDITIONS HAZARDS

Working in wet conditions is hazardous because you may become an easy path for electrical current. If you touch a live wire or other electrical component—and you are well-grounded because you are standing in even a small puddle of water—you will receive a shock. Damaged insulation, equipment, or tools can expose you to live electrical parts. A damaged tool may not be grounded properly, so the housing of the tool may be energized, causing you to receive a shock. Improperly grounded metal switch plates and ceiling lights are especially hazardous in wet conditions. If you touch a live electrical component with an uninsulated hand tool, you are more likely to receive a shock when standing in water. But remember: you don't have to be standing in water to be electrocuted. Wet clothing, high humidity, and perspiration also increase your chances of being electrocuted. You need to recognize that all wet conditions are hazards.

CREATE a SAFE WORK ENVIRONMENT

A safe work environment is created by controlling contact with electrical voltages and the currents they can cause. Electrical currents need to be controlled so they do not pass through the body. In addition to preventing shocks, a safe work environment reduces the chance of fires, burns, and falls. You need to guard against contact with electrical voltages and control electrical currents in order to create a safe work environment. Make your environment safer by doing the following:

- Treat all conductors—even "de-energized" ones—as if they are energized until they are locked out and tagged.
- Lock out and tag out circuits and machines.
- Prevent overloaded wiring by using the right size and type of wire.
- Prevent exposure to live electrical parts by isolating them.
- Prevent exposure to live wires and parts by using insulation.
- Prevent shocking currents from electrical systems and tools by grounding them.
- Prevent shocking currents by using GFCI's.
- Prevent too much current in circuits by using overcurrent protection devices.

PLAN YOUR WORK and PLAN for SAFETY

Take time to plan your work, by yourself and with others. Safety planning is an important part of any task. It takes effort to recognize, evaluate, and control hazards. If you are thinking about your work tasks or about what others think of you, it is hard to take the time to plan for safety. But, YOU MUST PLAN. Planning with others is especially helpful. It allows you to coordinate your work and take advantage of what others know about identifying and controlling hazards. The following is a list of some things to think about as you plan:

- Work with a "buddy" - DO NOT work alone. Both of you must know what to do in an emergency.
- Know how to shut off and de-energize circuits - You must find where circuit breakers, fuses, and switches are located. Then, the circuits that you will be working on (even low-voltage circuits) MUST BE TURNED OFF! Test the circuits before beginning work to make sure they are completely de-energized.
- Plan to lock out and tag out circuits and equipment - Make certain all energy sources are locked out and tagged out before performing any work on an electrical circuit or electrical device.

Working on energized ("hot") circuits is one of the most dangerous things any worker could do. If someone turns on a circuit without warning, you can be shocked, burned, or electrocuted. The unexpected starting of electrical equipment can cause severe injury or death.

- Before ANY work is done on a circuit, shut off the circuit, lock out and tag out the circuit at the distribution panel, then test the circuit to make sure it is de-energized.
- Before ANY equipment inspections or repairs - even on so-called low-voltage circuits - the current must be turned off at the switch box, and the switch must be padlocked in the OFF position. At the same time, the equipment must be securely tagged to warn everyone that work is being performed. Again, test circuits and equipment to ensure they are de-energized.

No two locks should be alike. Each key should fit only one lock, and only one key should be issued to each worker. If more than one worker is working on a circuit or repairing a piece of equipment, each worker should lock out the switch with his or her own lock and never permit anyone else to remove it. At all times, you must be certain that you are not exposing other workers to danger. Workers who perform lock-out/tag-out must be trained and authorized to repair and maintain electrical equipment. A locked-out switch or feeder panel prevents others from turning on a circuit. The tag informs other workers of your action.

SAFE WORK PRACTICE	
Subject:	**GUARDRAILS/HANDRAILS and CONTROL ZONES**

PURPOSE

To establish a safe work practice to protect workers from injuries associated with open holes or working at heights (i.e. floor openings, platforms, roofs and excavations).

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are identified during the hazard assessment must be addressed and corrective action implemented prior to any work commencing.

A fall protection plan shall be developed and implemented whenever a fall hazard exists. A fall protection plan is intended to help prevent incidents and near misses from elevated fall hazards. It is the supervisor's responsibility to ensure that:

- fall protection plans are sufficient and/or developed, as required, specific to each situation
- all workers are instructed in the contents of any fall protection plan
- all workers follow the Fall Protection Plan as directed
- a copy of the fall protection plan is readily available before work begins at a worksite where a risk of falling exists

A fall protection plan is a tool that will increase awareness on the hazards associated with working at heights. The plan will involve the education of all workers of site-specific hazards, selection and use of appropriate fall protection methods, equipment and their limitations. The plan will also provide the necessary rescue procedures in the event of an emergency.

Any worker who works at heights of three metres or more in the case of temporary installation or 1.2 metres or more in the case of permanent installation, be protected from the hazard of falling. Engineering controls such as guardrails/handrails and control zones are used for fall protection whenever practicable. Guardrails/handrails are the best methods of fall protection; this method does not allow the worker to access the potential fall hazard (physical barrier) and must be used whenever practicable. Hiring client's fall protection requirements may be more stringent than WESTRIDGE HOMES or OH&S Legislated requirements. The most stringent will prevail.

DEFINITIONS

Control Zone: An area established a safe distance away from the unprotected edge of a structure that a worker must not enter unless wearing fall protection. The area must be marked, barricaded, taped off or flagged and must be placed two meters away from the edge of the structure.

Kilonewton: A Kilonewton is a standard used to measure a unit of force a Kilonewton of forces approximately the same as 225 lbs. of force. The result of testing a piece of equipment regarding the amount of force it may withstand is often represented by kilonewton (KN) or pounds force (lbf).

Passive Fall Protection: Fall protection systems that protect all workers in general. A guardrail/handrail, barrier or net, which would affect all workers, would be considered passive fall protection as opposed to a full body harness, lanyard, lifeline and anchor would be for a specific worker and thus active fall protection.
Safeguard: A guard, shield, wire mesh, guardrail, gate, barrier, safety net, handrail or other similar equipment that is designed to protect the safety of workers but does not include personal protective equipment.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest (if required)
- Gloves (if required)
- Fall protection equipment (harness, lanyard, lifeline, etc.)
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- Personal Injury
- Fall from heights
- Unsecured or inadequate hole coverings
- Falling debris, tools, equipment, etc.
- Inadequate training
- Warning devices (no signage or poorly signed areas where fall hazards exist)
- Other workers in area (workers & pedestrians)
- Poor maintenance or daily checks
- Poor housekeeping

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the erection of guardrails/ handrails and control zones.
- It is the responsibility of the site supervisor to ensure that all guardrails/handrails and control zones are properly erected inspected and maintained as per local OH&S.
- It is also the responsibility of the supervisor to ensure that adequate fall protection is used as required when establishing guardrails/handrails and control zones.
- Ensure all PPE is being used as required.
- Ensure workers are trained in fall protection.

WORKER

- To be trained in fall protection prior to working at heights.
- Guardrails must have top-rails, mid-rails and toe boards that meet local OH&S regulations.
- Guardrails must be installed wherever there is a hazard of falling 1.2 meters or more from a permanent level or three meters or more from a temporary level.
- It is also the responsibility of the worker to ensure that adequate fall protection is used as required when establishing guardrails/handrails and control zones.
- Where it is impracticable to use fall protection devices such as guardrails and handrails, fall arresting devices must be used.

REQUIREMENTS

PROTECTION AGAINST FALLING OBJECTS

Where a worker is required to work in an area where the worker may be in danger from a falling object, WESTRIDGE HOMES will take all necessary provisions to adequately protected workers by the installation of an overhead barrier and is clearly marked by barriers, notices, warning lights or other warning devices.

HANDRAILS

WESTRIDGE HOMES will ensure that a stairway with five or more treads:

- is equipped with a handrail that:
  - extends the entire length of the stairway
  - is adequately secured to the structure
  - is installed on the stairway at a height of between 800 and 920 millimetres above the front edge of the treads and is strong enough to support a worker who falls on the stairway
- on an open side is equipped with both a handrail and an intermediate rail or equivalent safeguard

Where a handrail is required for a temporary stairway to which above mentioned applies WESTRIDGE HOMES shall ensure that the handrail is constructed of at least 38 by 89 millimetre construction grade lumber or material of equivalent strength and is supported by posts that are not more than three metres apart.

GUARDRAILS

Generally speaking, a guardrail is a permanent or portable structural system consisting of a top rail, mid-rail, and toe board secured to vertical posts intended to stop a worker from inadvertently stepping off a working level and falling to a level below. The guard railing must be capable of resisting a static load of 900 Newton's (200-pound) force at any point along the rails. Guardrail posts must be capable of supporting any loads applied to the top rail. They must be securely attached to the base and braced where necessary to remain solid and secure. There are many different variations of guardrails, including wood-slat, wire rope, steel frame, safety fencing, tube and clamp, perimeter netting, and others. Any of these variations is acceptable as long as the system meets the basic design characteristics as mentioned previously. For example, where wire rope (cable) is used for guard railing it must be tensioned to provide equivalent strength protection as a wooden guardrail system with a top and intermediate rail.

Where the installation of a guardrail is required WESTRIDGE HOMES will ensure that the guardrail meets the following requirements:

- has a horizontal top member that is not less than 920 millimetres and not more than 1070 millimetres above the working surface
- has a horizontal intermediate member that is spaced midway between the horizontal top member and the working surface
- is supported for the entire length of the guardrail by vertical members that are:
  - not more than 2.4 metres apart
- is capable of supporting a worker who may fall against the guardrail
- is constructed of 38 by 89 millimetre construction grade lumber or other materials that are of equal or greater strength

A horizontal intermediate member is not required in the case of a temporary guardrail that is manufactured with a substantial barrier completely filling the area enclosed by the horizontal top member a horizontal bottom member and the vertical members.

A wire rope guardrail may be used at the external perimeter of a building under construction meeting the following requirements:

- the guardrail consists of a horizontal top member and a horizontal intermediate member made of wire rope that is not less than 9.5 millimetres in diameter with vertical separators not less than 50 millimetres wide that are spaced at intervals not exceeding 2.4 metres
- the horizontal top member and horizontal intermediate member are positioned above the working surface in accordance with the above mentioned
- the guardrail is kept taut by means of a turnbuckle or other appropriate device
- the guardrail is arranged so that a worker coming into contact with the wire ropes cannot fall through the wire ropes
- no worker shall hang equipment on a guardrail

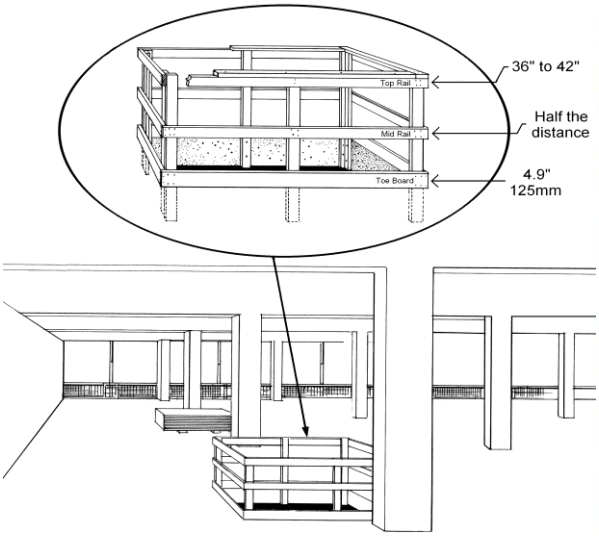
TOEBOARDS

Where there is a danger of materials or objects falling from the work surface to a working level below a toeboard is required from the floor or other horizontal surface to a height of not less than 125 millimetres from the floor or surface and is required to be secured to the guardrail posts.

WESTRIDGE HOMES shall provide toeboards at the edge of:

- a permanent floor, platform, mezzanine, walkway, ramp, runway or other surface from which it is possible for materials to fall more than 1.2 metres
- a temporary scaffold or work platform from which it is possible for materials to fall more than three metres
- a pit for a flywheel or pulley

The above mentioned does not apply to a loading or unloading area WESTRIDGE HOMES has taken other precautions to ensure that materials will not fall from the floor or other horizontal surface.



OPENINGS in FLOORS, ROOFS, etc.

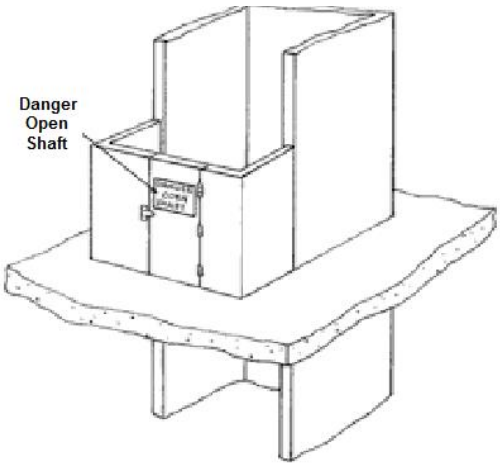
WESTRIDGE HOMES shall ensure that any opening or hole in a floor, roof or other work surface into which a worker could step or fall is:

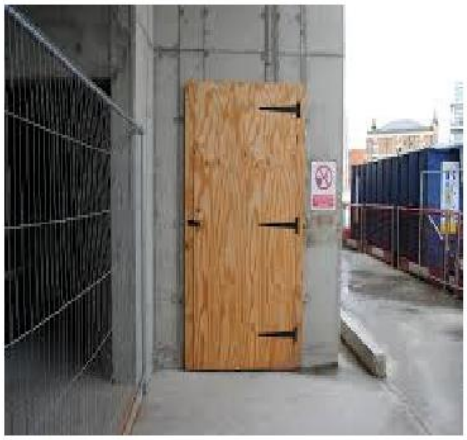
- covered with a securely installed covering that is capable of supporting a load of 360 kilograms per square metre and that is provided with a warning sign or permanent marking clearly indicating the nature of the hazard
- or provided with an adeguate guardrail and a toeboard system

Where the covering or guardrail and toeboard above mentioned or any part of the guardrail or toeboard is removed for any reason WESTRIDGE HOMES shall immediately provide an effective alternative means of protection.

BUILDING SHAFTS

Where there is no work platform installed at the level of a doorway or opening in a building shaft WESTRIDGE HOMES shall ensure that the doorway or opening is covered by a solid barrier that extends from the bottom of the doorway or opening to a height of at least two metres and is capable of preventing a worker or loose material from falling down the shaft. Also post at least one warning sign indicating the presence of an open building shaft is placed on the erected barrier.





CONTROL ZONE

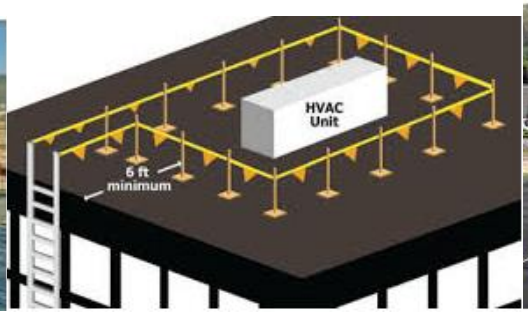
WESTRIDGE HOMES shall ensure that a control zone:

- is only used if a worker can fall from a level surface in a work area
- is not less than two metres wide when measured from the unguarded edge

When crossing a control zone mentioned above a worker is not required to use a fall protection system other than the control zone to enter or leave the work area and shall follow the most direct route to get to or from the unguarded edge. The control zone is to be clearly marked with an effective raised warning line or other equally effective method if a worker is working more than two metres from an unguarded edge.

If a worker who has to work within a control zone that is less than two meters from the edge the worker is required to use:

- a travel restraint system
- a means that is as equally effective as a travel restraint system and that prevents the worker from getting to the unguarded edge



DO'S

- Make sure a competent person has inspected the guardrail before use.
- Ensure that the guardrail is properly secured.
- Ensure nails are not protruding.
- Ask a supervisor if you're not sure if working conditions are safe.
- Use only equipment that is designed, constructed, erected and maintained in accordance with an approved standard.
- Ensure environmental conditions and/or overhead obstructions do not create a danger to workers.
- Keep guardrails in good condition.

DON'TS

- Do not take chances.
- Do not stand on the guardrail.
- Do not hang materials and equipment on the guardrail.
- Do not apply excessive pressure on the guardrail.
- Do not remove the guardrail unless authorized by a competent/qualified person and other provision are established prior to removing the guardrail. Others are to be notified of the change.

SAFE WORK PRACTICE	
Subject:	**HAND HELD DRILL**

PURPOSE

To establish a safe work practice for to protect workers from injuries associated with drilling operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. There are many different types of hand-held drills from corded, cordless, pneumatic driven, 3/8", 1/2" drives and hammer drills each have their own capabilities and uses, always select the proper drill for the task.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Gloves tight fitting (if required)
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with drilling operations.
- Monitor the uses of drills by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a drill.

- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.
- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of rotating components, cord and housing for possible damage or defect

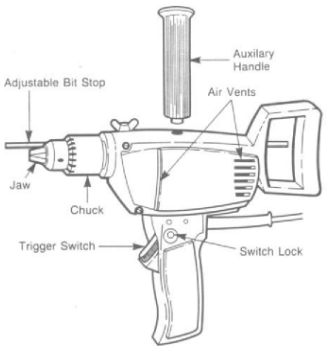
DO'S

- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Ensure a proper work station at appropriate height. Check workspaces and walkways for trip-hazards are not present. Keep table and work area clear of all tools and material.
- Connect corded drills to properly grounded 110V power source if electric drill, use GFCI if required.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Ensure you are familiar with the operation of the ON/OFF switch.
- Faulty equipment must not be used immediately report suspect equipment.
- Ease the drill bit against the material when starting to bore. Do not force tool.
- If a helper is required, make sure that person is wearing the proper PPE also.
- When operating a power tool outdoors use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
- Keep your hand/fingers away from the turning bit.
- Drill a small pilot hole before drilling a large hole. Slow the rate of feed just before breaking through the surface.
- Use auxiliary (second) handle for larger work or continuous operation.
- Working with small pieces clamp stock so work will not twist or spin do not drill with one hand while holding the material with the other.
- Immediately after drilling, the drill bit and the metal chips from the cut can be dangerously hot. Do not touch these with bare hands.
- Keep drill vents clear to maintain adequate ventilation.
- Keep drill bits sharp at all times.
- After finishing the bore release the switch and wait for the chuck to stop before setting the drill down.
- Wear suitable respiratory protection if the drilling operation will generate harmful or irritating dusts.
- Disconnect the plug from the power source and /or the battery pack from the power tool before making any adjustments, changing accessories or storing power tools.
- Tighten the chuck securely. Remove chuck key before starting drill if equipped with a keyed chuck.
- After changing bits, visually check the bit for proper positioning. Make it a habit to check that the chuck key has been removed from the chuck before starting the drill.
- Hold tool by insulated gripping surfaces when performing an operation where the tool may contact hidden wiring. Contact with a "live" wire will also make exposed metal parts of the tool "live" and shock the operator.
- Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.
- When unplugging equipment pull on the plug, not on the cord. Keep power cords away from heat, water and oil. Keep all electrical cords clear of the turning bit.
- Ensure there is adequate lighting in the work area.

- Use the drill, tool accessories, bits and battery charger in accordance with the manufacturer's instructions and in the manner intended.
- Choosing the proper bit or attachment:
  - select the bit or attachment suitable to the size of the drill and the work being done
  - use only bits and attachments that run true ensure that the bit or attachment is properly seated and tighten in the chuck
  - follow manufacturer's instructions when selecting and using a bit or attachment
- If gloves are to be worn on site ensure only snug fitting leather gloves are worn to reduce risk of entanglement.
- When drilling overhead, a minimum of safety glasses must be used, a full-face shield is strongly recommended to protect your eyes.
- When using hammer drills hearing protection must be utilized.
- Drill from a comfortable well supported position – do not overreach from ladders, or other work platforms while drilling.
- Choose correct size of drill for the job – do not force a small drill to work beyond its capacity – be careful not to allow larger more powerful drills to jam or bind in material – clear the hole often while drilling by moving the drill bit in and out of the bore.

DON'TS

- Do not use the power tool if the switch does not turn it on and off.
- Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool.
- Do not remove the stock or any debris while the bit is spinning.
- Do not place your hands under the material/stock being drilled.
- Do not carry the drill with your finger on the trigger switch.
- Never use excessive force to push a drill bit into the stock.
- Do not use a bent drill bit.
- Do not use a hole saw without a pilot drill.
- Do not exceed the manufacturer's recommended maximum drilling capacity.
- Do not use power from the drill to tighten a keyless chuck hand tighten only.
- Do not use a drill if the switch does not turn it on and off.
- Do not use a drill that vibrates or appears unsafe in any way.
- Do not operate a corded power drill while standing in water.
- Never use the lock-on device when there is any possibility of the bit binding in the work piece.



SAFE WORK PRACTICE	
Subject:	**HOISTING AND LIFTING DEVICES**

PURPOSE

The purpose of this plan is to outline the minimum requirements for working on, around, and when maintaining cranes, equipment use as hoists or lifting devices at WESTRIDGE HOMES. This plan applies to all cranes, including vehicle mounted cranes, equipment used as hoists or lifting devices. Due to the nature of WESTRIDGE HOMES' operations, the use of equipment used as hoists or lifting devices is a necessary part of our daily operations. The requirement for the management of cranes, equipment use as hoists or lifting devices is set out in Occupational Health and Safety Legislation. WESTRIDGE HOMES places a high priority on human safety and is committed to meeting these legislative requirements.

GENERAL

WESTRIDGE HOMES will ensure that every crane, equipment used as hoist or lifting device, including all rigging, used at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the cranes, equipment use as hoists or lifting devices including all rigging. A supplier will ensure that every crane, equipment use as a hoist or lifting device, including all rigging, supplied for use at a place of employment is designed, constructed, installed, maintained and operated to perform safely any task for which the crane, equipment use as a hoist or lifting device and rigging is intended to be used.

DEFINITIONS

Designated Operator: A worker designated to operate a hoist, crane or lifting device.
Lifting Device: A device that is used to raise or lower material or an object but does not include a crane or hoist.
Load Rating: The maximum loads that may be lifted or lowered safely at a series of stated configurations under a series of stated conditions.
Lock: to fix the controls of a hoist in one position by any mechanical means.
Material Hoist: A hoist that is designed to raise and lower equipment or material and that has a load-carrying unit that moves within fixed guides but does not include a hoist that is designed to raise or lower workers.
Rated Load: The maximum load that may be lifted or lowered safely using a particular configuration under the conditions existing at the time of the lifting or lowering operation.

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points
- slippery / icy conditions
- housekeeping
- water/muddy conditions
- contacting with objects, people or other equipment on site

RESPONSIBILITIES

MANAGER

- Ensure that all persons in our work areas effectively implement the requirements of this plan.

SUPERVISOR

- To facilitate and/or provide proper instruction to their workers on the protection requirements associated with hoisting operations.
- Monitor the use powered mobile equipment by workers and ensure that all workers use safe work practices.
- Ensure that powered mobile equipment is serviced appropriately and is maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Monitor the site condition that workers are exposed to and take appropriate corrective action when necessary when conditions change.
- Ensure powered mobile equipment operators are qualified to operate the equipment they are assigned.
- Ensure communications with other operators and workers in the area are clearly understood.
- Ensure that all employees, sub-contractors and visitors are provided with adequate equipment and PPE to meet the requirements of this plan.
- Ensure that all persons using or working equipment that is used as a hoist or lifting device are adequately trained and competent to carry out their role.
- Ensure all relevant information is communicated to persons involved.
- The requirements of this program and subsequent documents are enforced onsite during lifting operations.

WORKERS, SUBCONTRACTORS AND VISITORS

- Employees, Subcontractors and Visitors must ensure compliance with the program.
- Any defects to machinery or concerns about lifts must be communicated to your supervisor immediately.
- Ensure that all persons using or working around equipment used as a hoist or lifting device are adequately trained and competent to carry out their role.
- Ensure all relevant information is communicated to persons involved.
- Must wear the appropriate PPE when performing excavation tasks.
- Inspect all tools and powered mobile equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Ensure that powered mobile equipment is serviced appropriately and are maintained according to manufacturer's specifications and all powered mobile equipment is in good working order.
- To ensure daily pre-use inspections are being completed.
- Only certified trained operators are allowed to operate powered mobile equipment.
- Operate powered mobile equipment as per manufactures instructions.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

MANUFACTURER LIMITATIONS

Operators will comply with the manufacturer's specifications and limitations applicable to the operation of all equipment use as hoists or lifting devices.

Where manufacturer's specifications are not available, the limitations assigned to the equipment will be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded. Attachments used with hoist & lifting devices should not exceed the capacity, rating, or scope recommended by the manufacturer.

ADOPTION OF STANDARDS

WESTRIDGE HOMES will ensure that all equipment use as a hoist or lifting device manufactured on and after the day on which these regulations come into force are constructed, inspected, tested, maintained and operated in accordance with an approved standard. A supplier will ensure that all hoists and lifting devices manufactured on and after the day on which these regulations come into force are constructed, inspected, tested and maintained in accordance with an approved standard.

QUALIFICATIONS

No employer shall require an employee to operate motorized or manual materials handling equipment unless the employee:

- is an operator
- where the laws of the province in which the equipment is operated require an operator's license possesses and operator's license issued by the province

WESTRIDGE HOMES will:

- designate a worker to operate a hoist or lifting device
- ensure that the designated operator is trained in the operation of that hoist or lifting device
- ensure that no worker operates a hoist or lifting device other than a designated operator

No worker will operate a hoist or lifting device unless the worker is a designated operator and has been trained in the operation of that hoist or lifting device.

LOAD RATINGS

WESTRIDGE HOMES will ensure that a hoist or lifting device is provided with a durable and clearly legible indication of the load rating that is readily accessible to the operator at the control station. The load ratings for the equipment will not be exceeded at any time. A supplier will ensure that the indication of the load rating of a hoist or lifting device contains:

- all appropriate load ratings for the hoist or lifting device
- any applicable warning that no allowance is made in the load ratings for such factors as the effects of swinging loads, tackle weight, wind, degree of machine level, ground conditions, inflation of tires and operating speeds
- any applicable restrictions to operating in low temperatures

OPERATING PROCEDURES

Ensure all critical components are inspected and in place prior to a hoist or lifting devices being commissioned and put into service. Operators must undertake a pre-operational safety check for each shift the hoist or lifting equipment is used and this should be kept with equipment. Hoist and lifting equipment must not be operated with an inoperable or defective safety device. Before lifting, the following must be carried out:

- Rigging connections to be checked and correct prior to commencing.

- Safe working load being lifted is within the rated capacity of the crane and the lifting attachments and is within the limits set out in the lift plan.
- Safety devices are checked and all safety devices or overload limiters to ensure they are not overridden or cut out.
- Lifting hooks are fitted with a safety latch to prevent the load from accidently detaching, unless otherwise specified during the risk analysis.
- Loads must not swing over people, equipment or occupied buildings. No person shall be under a suspended load or in a position where they could be struck by a falling load. Where there is a risk of a load falling and striking a person, barricading or similar controls to prevent access must be in place.
- Operator will not leave the equipment controls while a load is suspended.
- Tag lines must be attached to loads that require a steadying guidance while suspended. The load must be well secured and properly balanced in the sling or lifting device.
- Approved communication between the operator and those assisting with the lift.
- Equipment rating must have a rating capacity chart available in the cab where power mobile equipment is being used or near the controls.
- Vehicle mounted crane operator control stations for vehicle mounted cranes must be located in an area protected from swinging loads and from the crane jib.
- Slewing is to test the integrity of outriggers on mobile cranes must be conducted prior to commencing lifts.
- Slew pins must be secured in place in mobile cranes when travelling.

WESTRIDGE HOMES will ensure that:

- a copy of the manufacturer's operating manual for a hoist or lifting equipment is readily accessible to the operator
- an operator of a hoist or lifting equipment is thoroughly trained in and implements the manufacturer's recommended operating procedures

Where the manufacturer's manual for a hoist or lifting equipment cannot be obtained, WESTRIDGE HOMES will develop an operating manual for the hoist or lifting equipment and ensure that:

- a copy of the operating manual is readily accessible to the operator
- an operator of the hoist or lifting equipment is thoroughly trained in and implements the operating procedures set out in the operating manual

RATED LOAD

WESTRIDGE HOMES will not require or permit the operator of a hoist or lifting device to raise any load that is greater than the rated load determined by the manufacturer of the equipment or a professional engineer for the conditions in which the equipment is to be operated. WESTRIDGE HOMES will not require or permit the operator of a hoist or lifting device to use the hoist or lifting device to raise or lower workers unless the load applied to the hoist or lifting device is less than one-half of the rated load as prescribed.

An operator of a hoist or lifting device will not raise a load unless:

- the operator has determined the accurate weight of the load
- the load is less than the rated load for the operating conditions

RAISING AND LOWERING WORKERS

Where a hoist or lifting, equipment will be used to raise or lower workers, WESTRIDGE HOMES will:

- develop and implement work practices and procedures that will provide for the safe raising and lowering of the workers

- train the workers in those work practices and procedures
- ensure that the hoisting equipment and personnel lifting unit are inspected by a competent person before use and daily when in use
- ensure that the competent person records the details of the inspection in the log book

WESTRIDGE HOMES will not require or permit the operator of a hoist or lifting equipment to use the hoist or lifting equipment to raise or lower workers unless:

- the personnel lifting unit meets the requirements set out by OH&S legislation for aerial devices and elevating work platforms
- workers in the personnel lifting unit use a full-body harness attached to the personnel lifting unit

An operator of a hoist or lifting equipment will not use the crane or hoist to raise or lower workers unless:

- the personnel lifting unit meets the requirements set out by OH&S legislation for aerial devices and elevating work platforms

DETERMING WEIGHT OF LOAD

WESTRIDGE HOMES will provide the operator of a hoist or lifting device with all the information necessary to enable the operator to determine readily and accurately the weight of any load that the operator is required or permitted to raise.

DESIGNATED SIGNALER

WESTRIDGE HOMES will designate a signaler where the operator of a hoist or lifting equipment does not have a clear, unobstructed view of any of the following throughout the whole range of movement of the load or hook:

- the pick-up point
- the setting point and the load
- the hook, if there is no load

Before a hoisting operation begins WESTRIDGE HOMES will ensure that the operator of the hoist or lifting equipment reviews with the designated signaler the signals to be used. Where a hand signal is to be used in connection with a hoist or lifting equipment, WESTRIDGE HOMES will ensure that the signal used is the signal that is appropriate for the activity to be carried out and that is set out in an approved standard. An operator of a hoist or lifting equipment and a designated signaler will use the signal set out in the standard mentioned above that is appropriate for the activity to be carried out.

INSPECTIONS

WESTRIDGE HOMES will ensure that a hoist or lifting device is inspected by a competent person to determine whether the hoist or lifting device is in safe working condition:

- before the hoist or lifting device is used at the start of each work shift
- at regular intervals as recommended by the manufacturer
- in accordance with legislative requirements of this section

Where a defect or unsafe condition that may create a hazard to a worker is found in a hoist or lifting device or rigging, WESTRIDGE HOMES will:

- take steps immediately to protect the health and safety of any worker who may be at risk until the defect is repaired or the unsafe condition is corrected
- as soon as is reasonably practicable, repair any defect or correct any unsafe condition

REPAIRS

Where the inspection of a hoist or lifting, device reveals a condition that might render the equipment unsafe or incapable of raising the rated load WESTRIDGE HOMES will not require or permit the use of the equipment until any necessary repairs are completed. WESTRIDGE HOMES will ensure that a structural repair or modification to a component of a hoist or lifting device is performed only under the direction and control of a professional engineer.

Before a hoist or lifting device is used after a structural repair or modification, WESTRIDGE HOMES will ensure that:

- the equipment is tested under the direction of a professional engineer
- a professional engineer has determined the rated load of the repaired or modified hoist or lifting device and has certified that the hoist or lifting device is capable of safely raising the new rated load

Where the rated load of a hoist or lifting device after repair or modification differs from the rated load before repair or modification, WESTRIDGE HOMES will ensure that a new indication of load rating is provided.

SAFE WORK PRACTICE	
Subject:	**HOT WORK**

PURPOSE

To provide awareness and protect workers from the hazards associated while performing hot work tasks. It applies to all employees, and subcontractors when performing hot work tasks. Hot work tasks present a significant opportunity for fire and injury. All precautions of this program must be applied prior to commencing any hot work by WESTRIDGE HOMES' employees or subcontractors. The use of tools and equipment to perform hot work are, but are not limited to, the following: welding, cutting, grinding or any other type of work that produces a spark or may ignite combustibles from direct or indirect heat source.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Due to the nature of their job, workers at WESTRIDGE HOMES are performing hot work on a day to day basis. All workers and subcontractors will be provided hot work training before performing any welding, cutting, grinding or any other type of hot work. Any worker who performs the hot work must be trained on the safe work practices and safe job procedures pertaining to the type of task being performed and be qualified to operate the tools or equipment that is producing the hot work. Any employee who authorizes hot work and those who conduct fire watches must be trained on fire watch and emergency response procedures.

Where any hot work is to be performed, WESTRIDGE HOMES will ensure that a permit process is in place that includes testing the atmosphere for flammable vapors, removing or covering all flammable and combustible substances in the area of work and confirming that fire extinguishing equipment is readily available in case of a fire. Before any hot work can begin workers will conduct a formal hazard assessment and inspect the area for fire hazards. The surrounding area must be free of any flammable and combustible material to a minimum of 40 feet in all direction. Where this practice is not possible all flammable liquids and combustible materials will be covered with a flame-resistant material.

DEFINITIONS

Hot Work: any activity that results in sparks, fire, molten slag or hot material that has the potential to cause fires or explosions either direct or indirect contact with flammable or combustible materials

WESTRIDGE HOMES will ensure that no hot work is performed where a flammable substance is or may be present until the following suitable tests have been conducted that:

- indicate whether the atmosphere contains a flammable substance in a quantity sufficient to create an explosive atmosphere
- a flammable substance in a mixture with air in an amount exceeding 10 percent of the substance's lower explosive limit for gas or vapors
- the minimum ignitable concentration for dust
- confirm that the work may be safely performed
- the work procedures developed have been implemented to ensure continuous safe performance of the work activities

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Specialized PPE as required

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- burns
- fire
- explosive materials
- flammable / combustible materials in area
- respiratory hazards (fumes from materials being cut)
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

MANAGEMENT

- provide training for all employees whose task include heat, spark or flame producing operations such as welding, brazing, or grinding
- develop and monitor effective hot work procedures
- provide safe equipment for hot work
- provide proper and effective PPE for all hot work

SUPERVISORS

- monitor all hot work operation
- ensure all hot work equipment and PPE are in safe working order
- allow only trained and authorized employees to conduct hot work
- ensure permits are used for all hot work

WORKERS

- follow hot work procedures
- properly use appropriate all hot work equipment and PPE are in safe working order
- inspect all hot work equipment before use
- not use damaged hot work equipment
- inspect work area prior to performing and when completed hot work tasks
- workers are trained in hot work and permitting procedures
- review of legislated requirements for the region you are working in
- how to use the hot work permit system
- fire watch responsibilities
    - that their ONLY duty is to fire watch
    - when they can terminate the watch
    - how to use a fire extinguisher
    - how to activate fire alarm if fire is beyond the incipient stage

RISK ASSESSMENT and POTENTIAL CONTROL MEASURES

While hot work is being performed:

- WESTRIDGE HOMES will conduct tests at intervals appropriate to the work being performed and record the results. WESTRIDGE HOMES will not require or permit any hot work to be performed in the vicinity of a material that may constitute a fire hazard until suitable steps have been taken to reduce the risk of fire.
- WESTRIDGE HOMES will ensure that a container or piping that contains or has contained a flammable substance is purged using an effective method to remove the flammable substance from the container or piping before any hot work is to take place on that container or piping. Fire extinguishers must be placed in strategic places to extinguish any fire that might occur during any hot work activities.
- All workers performing hot work must wear appropriate protective equipment. Appropriate PPE may include, but is not limited to, leather gloves with arm protection, flame retardant work clothing, leather apron and welder's helmet.
- All welding equipment must be inspected for gas leaks before use. If any leaks are found the gas supply must be shut-off, taken out of service and an out-of-service tag must be placed on the equipment until the leak is repaired and/or the defective parts are replaced.
- On any gas welding equipment, there must be a flash back arrestor located between the torch and the gas and oxygen supply lines to prevent a flame from burning back from the torch to the supply lines.
- Compressed gas cylinders must not be stored near ignition sources or in high temperatures. The cylinders must be stored in a well-ventilated area, secured in an upright position, protected from falling and must have the protective cap in place when not in use. All full and empty containers must be kept in separate areas.
- Where electrical arc welding or cutting operations are performed, a protective screen must be used to protect the other workers in the area from any harmful radiation.
- If any hot work generates sparks and/or hot slag, a fire watch must be conducted while hot work is underway, and for 30 minutes following completion. Where cutting or welding is done near walls, partitions, ceilings or a roof of combustible construction, fire-resistant shields or guards shall be provided to prevent ignition. If welding is to be done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side due to conduction of radiant heat. Welding shall not be attempted on a metal partition, wall, ceiling or roof having a covering or on a wall having combustible sandwich panel construction.
- Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work. Where relocation is impractical, combustibles shall be protected with flame proof covers, shielded with metal, guards, curtains or wet down material to help prevent ignition of material.
- Ducts, conveyor systems and augers that might carry sparks to distant combustibles shall be protected or shut down.
- Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if the work is close enough to cause ignition by combustion.

Cutting or welding shall not be permitted in the following situations:

- in areas not authorized by management
- in sprinkled buildings while such protection is impaired
- in the presence of potentially explosive atmospheres
- in areas near the storage of large quantities of exposed, readily ignitable materials
- in areas where there is dust accumulation within 40 feet of the area where welding/hot works will be conducted
- all dust accumulation should be cleaned up following the housekeeping program of the facility before welding/hot works are permitted

SAFE WORK PRACTICE	
Subject:	**HOUSE KEEPING**

PURPOSE

To establish a safe work practice for general requirements for housekeeping in shops, offices, work sites and laydown areas.

GENERAL

This practice applies to all employees including independent contractors' working at WESTRIDGE HOMES' designated sites. Good housekeeping practices are one of the best methods of preventing injuries and property damage. Housekeeping is the number one concern on construction sites, offices, shops and laydown areas. Many accidents and near misses occur as a result of poor housekeeping. Housekeeping is not just cleaning up garbage and building materials. It includes keeping work areas neat, maintaining hallways and exits, keeping floors free of slip and trip hazards, removing of waste materials and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle markings, the adequacy of storage facilities, and laydown areas. Good housekeeping provides a sound basis on which to strengthen overall safety practices at your work location. Efficiency and morale at the worksite can be greatly improved if positive attitude and proper care is taken towards housekeeping. Make it your priority.

PPE REQUIRED

- Safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- Coverall (if required)
- Respiratory (if required)
- Face Shield (if required)
- Etc.

POTENTIAL HAZARDS

- personal injury to yourself or to others as a result from contact with materials
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- slip, trip or falls
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITY

MANAGEMENT

During the bidding process an estimate of the waste that will be generated prior to work being performed will be considered so as to meet the need for waste management. This may include the following:

- WESTRIDGE HOMES will coordinate with the client to ensure proper disposal of wastes or scrap materials.
- Who is responsible to remove waste and scrape materials from the site (WESTRIDGE HOMES or the Client).

- WESTRIDGE HOMES will ensure the client is aware of whether wastes and scrap materials will be taken off site by WESTRIDGE HOMES or will be disposed of on the client's site.
- Who is responsible to provide receptacles used on site?
- Is there an established procedure for proper segregation of waste materials?
- Is there a recycling program on site and if so what are the requirements for the materials to be recycled (recycling is encourage at all sites)?
- What are the site requirements for disposal of non-hazardous wastes, trash, or scrap materials?
- What are the site requirements for wastes generated that are classified as hazardous?
- Safe practices related to the immediate storage and handling of waste, scrap, or leftover materials.
- If PPE or other precautions are necessary to handle waste these should also be identified.

SUPERVISOR

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on practices, procedure and PPE selection for the proper handling, storage and disposal of waste. Supervisor will assign a worker(s) accountable for disposal of waste generated at the work site.

WORKER

Workers are to make every effort to maintain a clean and organized work area. These areas include offices, shops, client sites and laydown areas both on client sites and WESTRIDGE HOMES' property. Office areas are to be kept neat and orderly. The following general rules apply to prevent injuries and maintain a professional appearance.

- All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.
- Storage areas will be maintained orderly at all times. When supplies are received the supplies will be stored properly.
- Spills will be cleaned-up immediately and wastes disposed of properly.
- All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Custodial Employees will use rubber gloves when handling wastes.
- Keep file and desk drawers closed when not attended to avoid injuries.
- At the end of the business day turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters must be un-plugged at the end of the day to assure they have been turned-off.

Work areas will be kept neat and orderly during operations and as follows:

- All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.
- All process leaks and spill will be reported to supervision and maintenance for immediate repair and clean-up (as per the Environmental Spill Prevention and Response SWP).
- All refuse and waste materials will be placed in the recognized waste containers for disposal.

Restrooms and break areas are provided as a convenience for all Employees. The following rules will apply:

- Employees are expected to clean-up after themselves as a common courtesy to fellow Employees.
- Flammable materials may not be stored in break areas.
- Personal food item will not be stored in break areas overnight.
- All refuse and waste materials will be placed in the recognized waste containers for disposal.

Shops, sites and lay down areas, the following rules apply:

- All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.
- Storage Areas will be maintained orderly at all times.

- Pipe stock stored horizontally on racks and sorted by size.
- Metal stock stored horizontally on racks and sorted by size.
- Sheet metal stock stored vertically in racks and sorted by type.
- All fittings, etc., stored in bins on shelves and sorted by type and use.
- All flammables stored approved fire cabinets, compressed gas storage and self-closing cans where necessary.
- Spills will be cleaned-up immediately and wastes disposed properly (as per the Environmental Spill Prevention and Response SWP).
- All refuse and waste materials will be placed in the recognized waste containers for disposal.

EFFECTIVE HOUSEKEEPING RESULTS IN

- reduced handling to ease the flow of materials
- fewer tripping and slipping incidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapors)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventative maintenance
- less janitorial workers improved morale
- improved productivity (tools and materials will be easy to find)

SAFE WORK PRACTICE	
Subject:	**LOADING & UNLOADING of EQUIPMENT & CARGO**

PURPOSE

To establish a safe work practice for safe loading & unloading of transport trucks and trailers. WESTRIDGE HOMES has adopted the following practice for loading and unloading transport trucks and trailers in an effort to ensure the ongoing health and safety of our staff and to minimize the incidence of injuries in the workplace.

GENERAL

This practice applies to all employees, truck drivers, swappers, equipment operators, subcontractors, and visitors working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Loading / unloading of freight and equipment from transport trucks exposes employees to numerous hazards. Improper practices expose employees to property damage, injuries or even death. To reduce risks, we have a written set of Safe Work Practices outlining best practices for tasks considered to be hazardous along with manufactures instructions. They are developed to closely reflect the activities most common in our type of work. Management shall ensure that workers and supervisors are familiar with WESTRIDGE HOMES' Safe Work Practices and are properly trained to perform these tasks. If a worker is uncertain or unfamiliar in a particular area, they must approach their supervisor for proper training to do the job safely may refer to the Health & Safety Management System. The purpose of Safe Work Practices is to establish uniform methods of working to improve the safety of our workers and to eliminate unnecessary risk to plant, equipment, personnel, and the environment. These practices are intended to be the minimum required. All practices must be compared to Provincial Legislation and must meet or exceed these standards at all times.

PPE AS REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest
- Gloves
- FR coveralls (if required)
- Specialized PPE (if required)
- CSA safety glasses (anti-fog or fog proof)
- CSA steel toed winter work boots
- CSA hard hat with liner or approved head wear for hard hats
- Winter gloves
- Winter headgear
- Insulating layers
- Insulated winter jacket
- First Aid Kit
- Winter survival kit

POTENTIAL HAZARDS

- falls from elevated heights
- pinch points upon opening/closing
- falling debris
- overhead electrical lines/electrical shock
- tripping hazards

- slippery conditions
- water/muddy conditions
- noise (hearing loss)
- flying objects/eye injury
- chemical burn/exposure
- accidental releases
- repetitive strain injuries
- equipment failure
- contact with objects, people or other equipment on site

RESPONSIBILITIES

EMPLOYER

- WESTRIDGE HOMES will ensure that employees involved in the loading / unloading of are properly trained and understand the hazards that they face.
- WESTRIDGE HOMES will post all necessary signage and clearly identify all loading / unloading zones, safe parking areas and safe pedestrian pathways.
- WESTRIDGE HOMES will ensure that all appropriate barriers, warning signs and other safeguards are in place.
- WESTRIDGE HOMES will ensure that all loading dock areas are inspected as per Legislation and Regulation.

SUPERVISOR

- Train employees in loading / unloading procedures.
- Ensure that all equipment used in loading / unloading areas is operated and maintained as per manufacturers' requirements.
- Verify that all vehicles are immobilized and properly secured before loading / unloading commences.
- Assure that the loading dock is clean, well-maintained and clear of any debris and noticeable hazards.
- Supervise employee use and maintenance of equipment, including confirming that only qualified employees are conducting particular tasks (e.g. operating forklifts, maintaining forklifts etc.).

EMPLOYEE

- Participate in training for safe loading / unloading procedures.
- Equipment Operators are responsible to ensure safe conditions for loading or unloading a truck.
- Only operate / maintain equipment that you are qualified to.
- Keep the loading dock clear and free of debris.
- Report any safety concerns or hazards to your Supervisor.
- Properly immobilize vehicle and have a Supervisor verify.
- Equipment Operators are responsible to know the location of the truck driver and anyone else in the area when the truck is being loaded.
- Equipment Operator has total control over and is responsible for whether the conditions warrant he/she to proceed with loading or unloading of the equipment or cargo, this means:
  - All hazards have been identified and corrective measure put in place to protect people and property.
  - Proper procedures are followed for ground workers.
  - Proper communication procedure has been established between operator and ground crew.
  - To coordinate load placement.

TRUCK DRIVER

- Truck drivers and equipment operators must read and follow the procedures listed in this document.
- Truck drivers must ensure trucks are safely loaded and secured prior to transport.
- Truck driver must wear PPE while on site.
- Truck driver must follow WESTRIDGE HOMES' safety requirements while on site.

Failure to meet the responsibilities will result in:

- The truck not being loaded or unloaded.
- Trucking company notification.
- Driver no longer permitted on site.

OPERATOR RESPONSIBILITIES

- Regular, pre-start inspection and maintenance must be performed on all motor vehicles and maintenance documentation must be maintained. Perform a walk-around inspection prior to starting the vehicle. All brakes, lights and warning devices must be operative.
- All vehicles will be maintained by a competent qualified person. All maintenance activities will be recorded and logged in accordance with WESTRIDGE HOMES' Preventative Maintenance Program.
- Any worker operating a company vehicle must be a qualified, licensed operator and must obtain prior authorization from the supervisor. All operators must observe provincial vehicle laws and regulations, follow all posted speed limits and use safe driving practices.
- Any worker operating his/her own, a company-owned or a rental vehicle on company business must inform the immediate supervisor of the intended travel route.
- The operation of any motor vehicle for company business is prohibited when the driver is fatigued or has consumed alcoholic beverages or drugs which could cause impairment. Operating a motor vehicle for company business while under the influence of alcohol or drugs may result in disciplinary action up to and including dismissal.
- Observe/control weight-limit and load-size restrictions and requirements.
- A motor vehicle which may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement must be equipped with a back-up alarm.
- Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. When backing up it is recommended that a spotter be stationed outside the vehicle to ensure the driver backs up safely whenever practicable.
- Do not leave a vehicle running unattended.
- All motor vehicles must be equipped with seat belts. Drivers and passengers must wear seatbelts at all times.
- All vehicles must be equipped with shatterproof windshields free from cracks, windshield washing devices and defrosters to keep windows clear and clean at all times.
- All vehicles must be equipped with emergency supplies appropriate to the conditions of travel (first aid kit, fire extinguisher, etc.).
- Passengers must observe standard safety practices (i.e. workers are not permitted to ride on the exterior of a vehicle).
- Any vehicle operating near falling hazards must be equipped with a suitable cab or some other safe guard to prevent injury.
- All vehicle braking systems must include an emergency brake and must be maintained to manufacture specifications.
- Safe access and egress must be provided on trucks used to transport workers.

- Do not offer rides to strangers or hitchhikers.
- Tools and equipment must be adequately secured when being transported and all loads must be tied securely to the vehicle with straps or ropes to prevent slippage; any material extending past the rear of the vehicle must be flagged with red material and always drive slowly and cautiously when transporting material.
- Watch for wildlife.
- When operating a motor vehicle drive defensively:
  - look and think ahead
  - adjust your driving to the road conditions
  - obey signs, lines and traffic signals
  - maintain safe driving distances behind other vehicles
  - be courteous - don't take chances
  - take extra care when backing up - get out and look if necessary
  - concentrate on your driving - stay alert
  - DON'T DRINK AND DRIVE
- When driving in isolated areas observe the requirements of the "Working Alone and Working in Cold Weather" safe work practices.
- Any and all violations or tickets incurred by the employee must be paid by the employee.

GENERAL GUIDELINES

A large percentage of site incidents and injuries involve mobile equipment and trucks. Most of these incidents occur while machines are being reversed and are backing up. Operators must be continually aware of people/traffic movements and obstacles around them.

- Vehicles and equipment on site should never be parked directly behind equipment and left unattended. You should walk around your vehicle/equipment before getting into the driver's seat.
- Employees working on the ground near equipment should be alert for sudden changes in direction of the equipment. Employees should avoid being in the operator's blind spots. Always establish eye contact with the operator before working "In the line of fire". Cross in front of equipment not behind whenever possible.
- A signal person or spotter should be used to guide when:
  - Backing up in an area where vision is limited
  - Aid in judging distance between the machine and obstacles is required
  - Backing into traffic areas.
- Operators should not use a cell phone/2-way radio when backing up or when being directed by a checker, spotter or another operator.
- The equipment should have a working backup alarm.
- All employees within the work area should be wearing a hardhat, reflectorized safety vest and steel toed boots.
- A traffic control plan is to be discussed and understood by all employees before work is started.
- Routes to be taken by vehicles and equipment should be established.
- Ensure that equipment can be operated safely minimizing any hazard to passing traffic or pedestrians.
- All employees working near vehicular traffic should be informed of the hazards.
- Ensure that employees do not enter traffic areas without adequate protection such as flag persons or spotters.
- Ensure that the operators are capable and qualified before allowing the equipment to be operated unsupervised.

- Park in areas that provide safe entrances and exits from the work area and provide protection for employees getting in and out of vehicles and equipment.
- Be alert to jobsite hazards and identify appropriate escape routes.
- Inspect the work zone regularly to ensure traffic control devices are in place and traffic is flowing adequately.
- When on foot, use extreme caution to stay clear of traffic and/or any equipment operating in the area. Establish eye contact with drivers/operators whenever approaching traffic/equipment. Always try to face traffic when on foot.

DON'TS

- Walk beside or behind mobile equipment that is operating.
- Position yourself between the swing radius of articulating machinery and other stationary objects.
- Assume an operator can always see you.
- Use the equipment attachments as a way to transport workers.

UNLOADING PROCEDURES

- Ensure ground is level, solid and stable for unloading process.
- Check for obstacles and overhead hazards prior to unloading.
- Secure truck and trailer from movement.
- Use signal person as needed to ensure safe unloading
- Keep unnecessary personal away from unloading area.
- If the truck driver is outside the cab, he is to remain on the same side of the truck as the lift truck and be in eye contact with equipment operator. If driver is unable to do this, he is to remain in his truck.
- At no time can the truck driver be on the opposite side of the truck while a load is being adjusted.
- The equipment operator is to wait until given a clear directive from the truck driver to commence unloading trailers after all tarps and tie downs are removed.
- The truck driver will move on when equipment operator signals the trailer is empty.
- The truck driver will not place him or herself in the direct line of fire of moving equipment i.e. being in blind spot, swing zones, accessing the trailer while equipment is being unloaded from the deck, etc.

LOADING PROCEDURES

- Ensure ground is level, solid and stable for loading process.
- Check for obstacles and overhead hazards prior to loading.
- Secure truck and trailer from movement.
- Use signal person as needed to ensure safe unloading
- Keep unnecessary personal away from loading area.
- If the truck driver is outside the cab, he is to remain on the same side of the truck as the lift truck and be in eye contact with equipment operator. If driver is unable to do this, he is to remain in his truck.
- At no time can the truck driver be on the opposite side of the truck while a load is being put on or adjusted.
- The equipment operator must be given a clear directive to commence loading i.e. deck is secured and clear for loading.
- No truck driver is to approach the lift truck without equipment operator's permission
- Truck drivers can only assist in the loading with the equipment operator's permission.

- Power mobile equipment may have specific loading procedures for transport (i.e. equipment to be loaded in reverse position) always refer to manufactures instruction on proper loading of equipment.
- If belly bands or tie downs are required, the truck driver is to wait until the equipment operator has placed the cargo on to the trailer and given the all clear for the truck driver to secure the load. The equipment operator is at no time to load the same trailer the truck driver is strapping.
- The truck driver will not place him or herself in the direct line of fire of moving equipment i.e. being in blind spot, swing zones, accessing the trailer while equipment is being loaded onto the deck, etc.
- Ensure tie downs have adequate rating and are in good condition for load securement.
- Ensure tie down are tight prior to leaving and check during transporting along the way.
- Be aware of height/size of load and overhead hazards while in transport.

LOAD SECURITY

Every commercial motor vehicle or combination of vehicles carrying a load on the highway shall ensure that the load will not shift, move or fall from that vehicle in transit. Loads shall be secured by means of sides, sideboards, stakes, end gates, tie down assemblies, tarps or covers. Drivers transporting secured loads shall check during a trip at a place off the traveled portion of a highway, as often as and in such a manner as is necessary to maintain the security of the load. Tie down assemblies used for securing loads against movement in any direction shall have an aggregate working load limit equal to at least the weight of the article being secured.

SAFE WORK PRACTICE	
Subject:	**LOCK-OUT / TAG-OUT**

PURPOSE

To establish a safe work practices and safe job procedures where there is or may be danger to a worker by the inadvertent release of energy or a hazardous substance into the atmosphere or a pressure system. If that potential danger exists, then that system must be locked out.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

DEFINITIONS

Authorized employee: An employee who actually locks/tags machines or equipment in order to perform servicing or maintenance of that machine or equipment. Examples of Authorized employees are:

- electricians, plumbers, energy facility operators, etc.

Authorized employees must be trained in the recognition of hazardous energy sources, the type and magnitude of energy sources in their work area, and the procedures that are used for energy isolating and control.

Affected employee: An affected employee is not qualified to lock/tagout a piece of equipment but uses/operates a machine or piece of equipment which made need maintenance or servicing. An affected employee can also be a person who works in/around an area where equipment may be locked/tagged out. Examples of an affected employee are:

- housekeeping staff, grounds staff, plumbers, electricians, welders, roofers, office employees, etc.

Energy source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Energy sources are what makes the piece of equipment or machinery run, move or operate. Equipment may have a single energy source or may have many different sources of energy.

Energized: Machines and equipment are energized when they are connected to an energy source, or they contain residual or stored energy. An example of stored energy could be a steam line. Even though you may have isolated a section of steam line by closing valves, pressure will remain in the line until it is properly bled-off.

Energy-isolating device: A mechanical device that physically prevents the transmission or release of energy. Examples of energy-isolating devices include:

- A manually operated electrical circuit breaker.
- A disconnect switch.
- A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices

Capable of being locked out: An energy-isolating device must be locked-out if it is available on the piece of equipment you are performing maintenance tasks. An energy-isolating device is considered capable of being locked out if it:

- Is designed with a hasp or other means of attachment to which a lock can be affixed.
- Has a locking mechanism built into it.

- Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy control capability.

Lockout: The placement of a lockout device on an energy-isolating device which ensures that equipment being controlled cannot be operated until the lockout device is removed.

Lockout device: examples include locks, chains, blank flanges and bolted slip blinds. Lock out devices are used to hold an energy-isolating device in a safe position and to prevent the start-up of machinery or equipment. Whenever possible a lockout device must be used along with a tagout device. An example of this is when you lockout an electrical disconnect, you must attach the warning tag to the lock shackle and then attach both the lock and tag to the disconnect. Never remove a lockout that does not belong to you.

Tagout device: A tag and a nylon tie that is securely fastened to an energy-isolating device to indicate that the machine cannot be operated until the tagout device is removed. A tag alone will only serve as a warning device - people can easily remove tags, putting you at risk. Never remove a tagout that does not belong to you.

PPE REQUIRED

- CSA safety Glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE (i.e. high voltage, chemical suits, SCBA etc.)

POTENTIAL HAZARDS

- high voltage electrical lines
- electrical shock
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- accidental release of solids, liquids or gases
- accidental movement of machinery or equipment
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITY

SUPERVISOR

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

WORKERS

To follow the practice with applying Lock-out / Tag-out measures

MAINTENANCE on MACHINES and EQUIPMENT

Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.

WESTRIDGE HOMES shall:

- provide a written lock-out process to each worker who is required to work on a machine
- where the lock-out process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key

Where the lock-out process does not use a lock and key WESTRIDGE HOMES shall designate a person to co-ordinate and control the lock-out process.

Where the lock-out process uses a lock and key WESTRIDGE HOMES shall designate a person to keep the duplicate key and ensure that:

- the duplicate key is accessible only to the designated person
- a log book is kept to record the use of the duplicate key and the reasons for that use

Where it is not practicable to use a worker's key to remove a lock, an employer or contractor may permit the person designated to remove the lock if the designated person:

- has determined the reason that the worker's key is not available
- has determined that it is safe to remove the lock and activate the machine
- if a OH&S Committee or representative is in place, has informed the OH&S Committee representative of the proposed use of the duplicate key before it is used

WESTRIDGE HOMES shall ensure that a designated person who is permitted to use a duplicate key

- records in the log book the use of the duplicate key, the reason for its use and the date of its use
- signs the log book each time that the duplicate key is used

Where a central automated system controls more than one machine WESTRIDGE HOMES shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures. Before undertaking any maintenance, repairs, tests or adjustments to a machine to which a worker shall lock out the machine following the procedure:

- After a lock-out device has been installed or a lock-out process has been initiated, the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.
- No person shall deactivate a lock-out process that does not use a lock and key except the person designated.
- No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with the above procedure.

This process applies where any of the following requires cleaning, lubrication or adjustment while all or any part of a machine or other piece of equipment is in motion or under power:

- the machine or other piece of equipment
- a part of the machine or of the piece of other equipment
- any material on the machine or on the piece of equipment

In the circumstances mentioned above WESTRIDGE HOMES shall:

- develop and implement written work practices and procedures that ensure that the cleaning, lubrication or adjustment is carried out in a safe manner
- ensure that workers who are required to perform the cleaning, lubrication or adjustment are trained in the written work practices and procedures mentioned above

- ensure that a copy of the written work practices and procedures is readily available for reference by workers

LOCK-OUT/TAG-OUT PROCEDURE

- All machinery or equipment capable of movement is required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, when required as per manufacturer instructions.
- The locking-out of control circuits in lieu of locking-out main power disconnects is prohibited.
- All equipment control valve handles are provided with a means for locking-out.
- The lock-out procedure requires that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs.
- Appropriate employees be provided with individually keyed personal safety locks.
- Employees are required to keep personal control of their key(s) while they have safety locks in use.
- Employees shall check the safety of the lock-out by attempting a start up after making sure no one is exposed.
- Once maintenance activities are complete, a supervisor must ensure that personnel are out of harm's way, slip, trip, and fall hazards have been cleared from the area, and guards have been replaced. Each worker who affixed a lock to an energy control point must remove his/her own lock(s). Equipment start-up may occur after all of the above are complete.

RISK ASSESSMENT and POTENTIAL CONTROL MEASSURES

- Lock-out is the preferred method of isolating machines or equipment from energy sources.
- Lock-out/Tag-out will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energized or start-up of the machine or equipment or release of stored energy could cause injury such as minor to serious shock, burns (chemical or thermal), cuts, or abrasions.
- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lock-out.
- All workers involved in the maintenance activity must place their own lock and tag on each energy control point.
- Authorized employees are required to perform the lock-out in accordance with this procedure. Servicing is to be done only by trained, authorized employees.
- Some equipment may be required to be operating in order for adjustments to be made or for certain servicing aspect, only authorized employees that are competent to perform maintenance activities and services of equipment while in operation are authorized to do so.
- Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lock-out/ tag-out procedures.
- All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use the machine or equipment.
- Contractors are required to utilize WESTRIDGE HOMES' procedure except when the contractor can demonstrate that their current lock-out procedure affords the same level of safety as WESTRIDGE HOMES' procedure.
- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operations could cause injury to personnel.
- Do not attempt to operate any switch, valve or other energy-isolating device where it is locked or tagged out.

- In the event a piece of equipment is to be lock-out/ tag-out for a period of time exceeding one normal shift and the isolating means is not capable of being locked out, a reasonable effort will be made to affix a device to the isolating means to make capable of being locked-out.
- All authorized employees engaging in lock-out/ tag-out activities will follow the written procedure and the guidelines set forth in WESTRIDGE HOMES' Lock-out/Tag-out procedure.

SAFE WORK PRACTICE	
Subject:	**MACHINE GUARDING**

PURPOSE

WESTRIDGE HOMES is dedicated to the protection of its employees, clients, subcontractors and visitors while operating machinery and equipment. This program is in place to ensure the proper and safe operation of WESTRIDGE HOMES' machinery and equipment.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety Glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- high voltage electrical lines
- electrical shock
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- accidental release of solids, liquids or gases
- accidental movement of machinery or equipment
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with machine operations.
- Monitor the use of machines by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating machinery.
- Perform appropriate pre-use inspections of machines prior to use and report any defects to their immediate supervisor for repairs or replacement.
- If deficiency is found, remove the tool from service, tag it and have it repaired or destroyed.
- Never operate machines if the guards are broken or missing.
- Inspect electrical cords for damage prior to connecting to a power source.

OPERATION of MACHINES

WORKER

WESTRIDGE HOMES will ensure that:

- machines are operated only by a competent worker
- workers are informed of any risk associated with, and trained in the safe use of the machines

Where machines guard is installed on a machine no person shall use or operate the machine unless the machine guard is in its proper position.

- that safeguards remain in place at all times and tampering with safeguards is prohibited
- that a safeguard that is removed from a machine or made ineffective to permit maintenance, testing, repair or adjustment of a machine is replaced or made effective before a worker is required or permitted to use the machine

Every machine that has exposed moving, rotating, electrically charged, or hot parts or that processes, transports, or handles material that constitutes a hazard to an employee shall be equipped with a machine guard that:

- prevents the employee or any part of his or her body from coming into contact with the parts or material
- prevents access by the employee to the area of exposure to the hazard during the operation of the machine
- makes the machine inoperative if the employee or any part of his clothing is in or near a part of the machine that is likely to cause injury

Before starting a machine, an operator will ensure that neither the operator nor any other worker will be endangered by starting the machine. Where a worker or a worker's clothing may contact a moving part of a machine WESTRIDGE HOMES will ensure that the worker:

- wears close-fitting clothing
- confines or cuts short any head and facial hair
- does not wear dangling neckwear or jewelry, rings or other similar items

CONTROLS

WESTRIDGE HOMES will ensure that operating controls on machines:

- are located within easy reach of the operator
- cannot be activated by accidental contact

WESTRIDGE HOMES will ensure that stopping devices on machines are:

- located in the direct view and within easy reach of the operator
- readily identifiable

Where a worker is required to feed material into a material-forming press, punch, shear or similar machine, WESTRIDGE HOMES will:

- where practicable, install a positive means to prevent the activation of the machine while any part of the worker's body could be injured by moving parts of the machine
- where it is not practicable to comply with above mention WESTRIDGE HOMES will install safeguards to prevent the worker from contacting a moving part of the machine

UNATTENDED & SUSPENDED MACHINES

WESTRIDGE HOMES will not require or permit a worker to leave unattended or in a suspended position any machine or any part of a machine unless the machine or part has been:

- immobilized and secured against accidental movement
- enclosed by a safeguard to prevent access by any other worker to the machine or part

A worker will not leave unattended or in a suspended position any machine or any part of a machine unless the machine or part has been:

- immobilized and secured against accidental movement
- enclosed by a safeguard to prevent access by any other worker to the machine or part

Except where otherwise provided by these OH&S Legislation WESTRIDGE HOMES will provide an effective safeguard where a worker may contact:

- a dangerous moving part of a machine
- a pinch point, cutting edge or point of a machine at which material is cut, shaped, bored or formed
- an open flame
- a steam pipe or other surface with a temperature that exceeds or may exceed 80° Celsius
- a cooled surface that is or may be less than minus 80° Celsius

WESTRIDGE HOMES will ensure that a safeguard remains in place at all times does not apply to:

- a machine that is equipped with an effective safety device that stops the machine automatically before any part of a worker's body comes into contact with a hazard mentioned
- a belt, rope or chain that is operated from a cathead or capstan

WESTRIDGE HOMES will ensure that a safeguard that is removed from a machine or made ineffective to permit maintenance, testing, repair or adjustment of a machine is replaced or made effective before a worker is required or permitted to use the machine. Where there is a possibility of machine failure and of injury to a worker resulting from the failure WESTRIDGE HOMES will install safeguards that are strong enough to withstand the impact of debris from the machine failure and to contain any debris resulting from the failure.

WARNING SYSTEMS

Where the circumstances exist WESTRIDGE HOMES will install:

- an audible alarm system that provides a warning of sufficient volume and for a sufficient period before start-up of the machine to give workers timely notice of the imminent start-up
- a distinctive and conspicuous visual warning system to alert workers of the imminent start-up of the machine. applies where:
    - a worker may be endangered by moving machine parts when a machine is started
    - the operator of the machine does not have a clear view from the operating position of all parts of the machine and of the surrounding area in which there is a potential danger

WESTRIDGE HOMES will place adequate, appropriate and clearly visible warning signs at each point of access to a machine that starts automatically.

LOCKING OUT

Before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool WESTRIDGE HOMES shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk. Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.

WESTRIDGE HOMES shall:

- provide a written lock-out process to each worker who is required to work on a machine to which
- where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key

Where the lockout process does not use a lock and key, an employer or contractor shall designate a person to co-ordinate and control the lockout process.

Where the lockout process uses a lock and key, an employer or contractor shall designate a person to keep the duplicate key and ensure that:

- the duplicate key is accessible only to the designated person
- log book is kept to record the use of the duplicate key and the reasons for that use

Where it is not practicable to use a worker's key to remove a lock, an employer or contractor may permit the person designated to remove the lock if the designated person:

- has determined the reason that the worker's key is not available
- has determined that it is safe to remove the lock and activate the machine
- if a OH&S Committee or representative is in place and has informed committee members of the proposed use of the duplicate key before it is used

An employer or contractor shall ensure that a designated person who is permitted to use a duplicate key:

- records in the log book the use of the duplicate key, the reason for its use and the date of its use
- signs the log book each time that the duplicate key is used

Where a central automated system controls more than one machine, an employer or contractor shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures.

Before undertaking any maintenance, repairs, tests or adjustments to a machine to which a worker shall lock out the machine following the process mentioned above.

After a lock-out device has been installed or a lockout process has been initiated the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.

No person shall deactivate a lockout process that does not use a lock and key except the person designated.

No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with above mentioned.

Refer to SWP Lockout/Tagout for more information.

CLEANING, etc. OF MACHINE OR OTHER EQUIPMENT IN MOTION

This process applies where any of the following requires cleaning, lubrication or adjustment while all or any part of a machine or other piece of equipment is in motion or under power:

- the machine or other piece of equipment
- a part of the machine or of the piece of other equipment
- any material on the machine or on the piece of equipment

In the circumstances mentioned above WESTRIDGE HOMES shall:

- develop and implement written work practices and procedures that ensure that the cleaning, lubrication or adjustment is carried out in a safe manner
- ensure that workers who are required to perform the cleaning, lubrication or adjustment are trained in the written work practices and procedures mentioned above
- ensure that a copy of the written work practices and procedures mentioned above is readily available for reference by workers

BELTS

WESTRIDGE HOMES shall ensure that a permanent belt shifter is:

- provided for all loose pulleys on any machine
- constructed so that the belt cannot creep back on to the tight pulley

WESTRIDGE HOMES shall ensure that a worker does not shift a belt on a machine by hand while the belt is in motion.

CONTROL MEASURES

- There is a training program to instruct employees on safe methods of machine operation.
- There is adequate supervision to ensure that employees are following safe machine operating procedures.
- There is a regular program of safety inspection of machinery and equipment.
- All machinery and equipment kept clean and properly maintained.
- Sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal.
- Equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury.
- There is a power shut-off switch within reach of the operator's position at each machine.
- Electric power to each machine must be locked out for maintenance, repair, or security.
- The noncurrent-carrying metal parts of electrically operated machines bonded and grounded.
- Foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects.
- Manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible.
- All emergency stop buttons colored red.
- All pulleys and belts that are within 7 feet of the floor or working level properly guarded.
- All moving chains and gears properly guarded.
- Splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees.
- Methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks.
- Machinery guards secure and so arranged that they do not offer a hazard in their use.
- Special hand tools are used for placing and removing material protects the operator's hands.
- Revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded.
- Arbors and mandrels have firm and secure bearings and are they free from play.
- Provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown.
- Machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed.
- Machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury.

- Fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor.
- Saws used for ripping, equipped with anti-kick back devices and spreaders.
- Radial arm saws so arranged that the cutting head will gently return to the back of the table when released.

SAFE WORK PRACTICE	
Subject:	**MACHINERY, HAND AND POWER TOOLS**

PURPOSE

Provide awareness and protect workers from the hazards associated with using defective machinery, hand and power tools. This work instruction details standards to be used when operating and handling machinery, hand or power tools. The use of hand or power tools on site will be guided by this document to protect those who are competent in their use.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety Glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- high voltage electrical lines
- electrical shock
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- accidental release of solids, liquids or gases
- accidental movement of machinery or equipment
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with machinery, hand and power tools.
- Monitor the use of machinery, hand and power tools by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.
- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating machinery, hand and power tools.
- Perform appropriate pre-use inspections of machines prior to use and report any defects to their immediate supervisor for repairs or replacement.
- If deficiency is found, remove the tool from service, tag it and have it repaired or destroyed.
- Never operate machinery, hand and power tools if the guards are broken or missing.
- Inspect electrical cords for damage prior to connecting to a power source.
- Inspect blades or grinding wheels for damage, cracks, or missing pieces.
- Ensure the proper blade or wheel is being used for purpose.
- Check hand tools for: mushroomed heads, split or broken handles, chipped or broken drill bits, worn out jaws on wrenches, missing pieces.

WESTRIDGE HOMES maintains kept up to date maintenance records for all tools. All written documentation is available to the operators or any other person involved with inspection and maintenance. When purchasing all machinery, hand or power tools WESTRIDGE HOMES takes into consideration all ergonomic concerns when selecting machinery, hand or power tools.

GENERAL REQUIREMENTS for HAND TOOLS

- All tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition.
- Hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary.
- Broken or fractured handles on hammers, axes and similar equipment replaced promptly.
- Worn or bent wrenches replaced regularly.
- Appropriate handles used on files and similar tools.
- Employees made aware of the hazards caused by faulty or improperly used hand tools.
- Appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage.
- Jacks checked periodically to assure they are in good operating condition.
- Tool handles wedged tightly in the head of all tools.
- Tool cutting edges kept sharp so the tool will move smoothly without binding or skipping.
- Tools stored in dry, secure location where they won't be tampered with.
- Eye and face protection used when driving hardened or tempered spuds or nails.
- If available, review manufacturer's provided information regarding the proper use of the tool.

GENERAL REQUIREMENTS FOR ELECTRIC POWER TOOLS & MACHINERY

- All power tools & machinery shall be CSA approved. All portable electric tools must be grounded (3-wire) or double insulated. Electrical tools shall not have a lock-on device.
- Protective guards shall be in place at all times on all power tools and machinery. Cords must be in good condition. All damaged cords, plugs or switches must be lock-out or tag-out "DO NOT OPERATE" and repaired immediately by a qualified journeyman or removed from site.
- Electrical tools and cables must be covered or elevated to protect them from damage and to eliminate tripping hazards.
- Under no circumstances will power tools be handled / lowered by their cords. A hand line or bucket shall be used.

- When using power tools or machinery read and follow manufacturers' specifications. Guards shall be used on all equipment and machinery as equipped by the manufacturer. Guards and other safety devices shall not be modified, tampered with, or removed.
- Cutting or abrasive attachments such as blades, disks or bits shall be the proper size and rating for the power tool or machine used.
- Never force or put pressure on power tools; let the tool do the work. Applying too much pressure may cause the blade, disk or bit to fail.
- Always disconnect the tool or machine from the power source when making adjustments or changing attachments. Trigger locking devices shall be removed from all power tools.
- Power tools shall be removed from receptacles by removing the plug, not pulling on the cord.
- Power tools must be held firmly and material must be properly secured before turning on and starting work. Always use handles provided to help control the tool and avoid twisting.
- They are to be ergonomically correct for the appropriate task based
- All power tools and machines must be inspected prior to each use
- All power tools used outdoors must be plugged into a power outlet with a Ground Fault Circuit Interrupter (GFCI)
- If available, review manufacturer's provided information regarding the proper use of the tool or machinery.
- A machine must be locked out and tagged out prior to performing maintenance activities.

All machinery, hand or power tools are to be ONLY OPERATED BY TRAINED COMPETENT INDIVIDUALS. The Proper PPE Personal Protective Equipment must be worn at all times when operating machinery, hand or power tools.

INSPECTIONS

- Watch for Electrical hazards, broken guards, and any area where you could be struck by/cut by a piece of equipment.
- Any tools that are found to be defective must be tagged and taken out of service for replacement or repair.
- Look for frayed power cords, missing ground plugs, nonfunctional or missing safety guards, broken casings.
- Insufficient or improper grounding due to damage on double insulated tools.
- The on/off switch not in good working order.
- The wrong grinder wheel is being used or the guard has been wedged back on a power saw.
- When using hand tools, look for things that may be defective i.e. chisels and wedges with mushroomed heads, split or cracked handles, chipped or broken bits, wrenches with worn jaws, files that do not have handles.
- Ensure qualified technical trades person repairs defect tools. Only repair tools within your scope of work.
- NEVER use defective tools.
- A competent, trained worker must inspect all machinery, hand or power tools on a daily basis prior to use.

DEFECTIVE TOOLS

Defective machinery, hand or power tools can cause serious and painful injuries. If a machinery, hand or power tools are defective in some way, **DON'T USE IT**.
Defective machinery, hand or power tools must be tagged “Out of Service” and lock-out until repairs can be made or the item replaced.
When tagging a defective item, include a detailed explanation of the problem if possible. All Defective tools must be removed from service Lock-out & tag-out. Defective tools are to be identified in a manner which will ensure it is not inadvertently returned to service until it has been safe for use. All tools may only be use for the purposes for which they were designed. Machinery, hand or power tools shall be appropriate for the job for which they are intended and be used solely for the purposes for which they were designed.

SAFE WORK PRACTICE	
Subject:	**MANUAL MATERIAL HANDLING**

PURPOSE

Provide awareness and protect workers from the hazards associated with manual handling. Manual material handling operations are carried out on a daily basis. Each handling task poses unique demands on the worker. However, workplaces can help workers to perform these tasks safely and easily by implementing and upholding proper techniques and procedures. WESTRIDGE HOMES will ensure, where reasonably practicable, that suitable equipment is provided and used for the handling of heavy awkward loads. Where it is not reasonable to use equipment to handle heavy or awkward loads, loads will be adapted to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required. No worker shall engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size, or shape, frequency, speed or manner in which the load is lifted, held or transported, is likely to be injurious to the worker's health and safety. WESTRIDGE HOMES shall ensure that a worker who is to engage in the lifting, holding or transporting of loads receives training in safe methods of lifting, holding or carrying of loads.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

To assess the hazards of manual material handling operations, consider the load, the task, the environment in which the task is performed, and the operator. When these factors interact with each other, they can create hazards that result in injuries. A load may be hazardous because of:

- size, weight, or shape (making it awkward to handle)
- coupling (type of grip on the load)
- slippery or damaged surfaces
- absent or inappropriate handles
- imbalanced loads (changing centre of gravity)
- the task or method of handling may be hazardous when it involves:
    - lifting and lowering of material
    - repetitively
    - quickly
    - for extended periods of time
    - while seated or kneeling
    - immediately after prolonged flexion
    - shortly after a period of rest

- an inability to get close to the load
- moving the load over large distances
- accuracy and precision required because of
    - fragile loads
    - specific unloading locations
    - material positioned too low or too high
    - hazardous movements or postures (e.g. twisting, extended bending and reaching)
    - multiple handling requirements (e.g. lifting, carrying, unloading)
- environmental factors include:
    - temperature
    - humidity
    - lighting
    - noise
    - time constraints
    - physical conditions such as:
        - obstacles
        - ground surface
- operator characteristics that affect the handling of loads include:
    - general health and physical factors
        - height, weight, strength
        - aerobic capacity, reach, flexibility and pre-existing musculoskeletal problems
        - psychological factors such as motivation and stress

CONTROL MEASURES

The best control measure is to eliminate the need for workers to perform manual handling tasks. Since this is not always possible, design manual handling tasks so that they are within the worker's capabilities. Take consideration to include the load itself, the design of the workstation and work practices and procedures. Providing mechanical handling devices or aids can often eliminate the task itself or ease the demands on the worker.

Reduce the weight of the load by decreasing the:

- size of the object
- weight of the container
- capacity of containers
- load in the container

Conversely, consider increasing the weight of the load so that it may only be handled mechanically. This can be done by the use of:

- palletized loads
- larger bins or containers

Decrease the load on the worker by:

- limiting the number of objects he/she is required to handle during the day
- designation heavier loads as team lifts
- changing the size and shape to the load's centre of gravity

WORK STATION DESIGN

Reduce the distance over which the load has to be moved by relocating production and storage areas and design work stations so that workers:

- can store and handle all material between knuckle and should height; waist height is most desirable
- can begin and end handling materials as close to the body as possible
- can face the load and handle materials as close to the body as possible
- do not have to handle loads using awkward postures or an extended reach
- do no handle loads in confined spaces that prevent them from using good body mechanics

Facilitate access to material by:

- providing workbenches and other work stations with toe cut-out, so that workers can get closer to the load
- supply bins and totes with removable sides
- removing obstructions, such as unnecessary railings on bins

WORK PRACTICES

Eliminate the need to lift and lower manually by providing and ensuring proper use of:

- lift trucks, cranes, hoists, scissor lifts, drum and barrel dumpers, stackers, work dispensers, elevating conveyors, articulating arms and other mechanical devices
- gravity dumps and chutes
- power lift tail gates on trucks, and hand trucks to ensure easy transfer of material from the truck to ground level
- portable ramps or conveyors to lift and lower loads on the work stations

Make loads easier to push or pull by ensuring the use of:

- carts, hand trucks and dollies with large diameter casters and good bearings
- grips or handles on loads or mechanical aids place to provide optimal push and prevent awkward postures

Instruct employees to:

- push rather than pull
- avoid overloading – limit the load
- ensure the load does not block vision
- never push one load and pull another at the same time
- ask for help when needed
- use mechanical devices whenever possible

Reduce carrying and holding forces by:

- evaluating the work flow – determine if heavy loads can be moves mechanically over any distances
- converting the operation into a pushing task
- providing carts, slings or trolleys
- providing portable containers in which to place awkward loads
- providing grip or handle on loads
- limiting the distance over which the load is moved

Environmental factors can influence the abilities of a worker to move materials by hand. Other factors to consider when workers are moving materials:

- workers take frequent breaks away from the heat
- workers drink frequently from liquids provided near the work site
- workers wear good insulating clothing

- break loads down so as to easily handle with winter gloves and heavy clothing is worn
- humidity is at an acceptable level
- lifting instructions can be heard in a noisy environment
- layout of the work area provides good access to the load and path ways clear

Provide proper storage facilities such as:

- avoid deep shelving that make retrieving or placing a load difficult
- racks or shelf trucks to store material, thus eliminating the need for lifting the containers
- storage bins and containers with fold down sides for easier access to loads

Wear appropriate clothing and PPE:

- clothes that are comfortable around the hips, knees and shoulders, and that do not have exposed buttons or loose flaps
- non-slip closed footwear with broad based low heals. Safety footwear is essential when handling heavy loads on a regular basis

Encourage workers to remain in good physical condition by participating in regular exercise programs to stay healthy. Incorporating exercise is easier than you think for example:

- use the stairs not the elevator
- walk instead of driving
- stretch or exercise between TV shows
- The following tips can also enhance fitness:
  - use good body mechanics when sitting, standing, and lifting, etc.
  - maintain a curve in the lower back
  - stabilize the back by lighting contracting the stomach muscles
  - take regular task breaks to avoid or reduce muscle fatigue
  - get adequate sleep on a good mattress
  - eat sensibly

GENERAL PRECAUTIONS

Instruct employees to take the following precautions when handling loads:

- Ensure that you know your physical limitations and the approximate weight of materials you are trying to lift.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled. Practice good team lifts use verbal commands
- Ensure a good grip before lifting, protect hands against pinch points, and employ proper lifting technique.
- Pipes, conduit, reinforcing rods, and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
- Be aware of hazardous and unsafe conditions. Think about the lift and how far you may have to travel. Have a clear route.
- Bulky loads should be carried in such a way as to permit an unobstructed view ahead.
- Lift gradually; lift slowly, smoothly and without jerking. Don’t rush a lift or cut corners to get the work done faster.
- The back should be kept close to vertical or straight, and the lifting done with the leg muscles, which are stronger.
- Avoid bending. Do not place objects on the floor if it must be picked up again later.

- Avoid twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to twist your back.
- Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up an object.
- Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back.

TRAINING

Traditional training has focussed on proper lifting techniques and safe work practices and procedures. More recently workplaces have introduced fitness and back education approaches. In combination with job and workplace design changes, these approaches are effective in preventing incidents. On the job demonstrations and practice sessions are the best methods of training.
Cover the basic manual material handing procedure and the proper techniques to ensure there continue use. Provide information to assist workers with proper procedures.
The objectives of material handling are to teach the worker:

- How to identify hazardous loads or handling tasks?
- The proper selection and use of mechanical handling devices and aids.
- Safe posture and proper lifting techniques to minimize injuries.

Most lifting incidents are due to improper lifting methods, as well as trying to lift more than an acceptable weight for one worker. All manual lifting **shall be planned,** and safe-lifting practices followed.

SAFE LIFTING TECHNIQUE

Think

- Is it safe to lift?
- Can I lift it alone?
- Where is it going?
- Is the route clear?

Prepare

- Face the object.
- Make sure you have firm footing.
- Feet shoulder width apart.
- One foot slightly behind the other to provide a firm base of support.

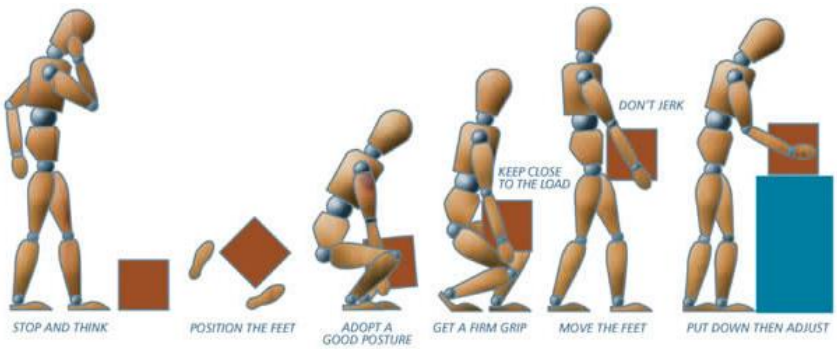
Position

- Bend your knees, not at the waist.
- Tighten your stomach, buttock, and muscles.

Hug the Object

- Keep arms and elbows tucked in.
- Keep the load centered.

Lift



SAFE WORK PRACTICE	
Subject:	**NOISE**

PURPOSE

To reduce worker's exposure to noise pollution within the work environment. Exposure to high levels of noise can not only have a permanent negative impact on a person's ability to hear, but it also can have other health effects such as increased blood pressure and heart rate, and increased hormonal levels associated with stress. WESTRIDGE HOMES places a high priority on human safety and is committed to meeting Occupational Health and Safety legislation requirements. The objective of the Noise Management Plan is to identify noise hazards in the workplace and those workers most likely to be exposed to noise exceeding the OELs.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

DEFINITIONS

dBA: noise levels measured in decibels.
Occupational Exposure Limits (OELs): a worker's maximum permitted daily exposure to noise without hearing protection
Sound Level Meter: a device for measuring sound pressure level that meets the performance requirements for a Type 2 instrument as specified in the International Electrotechnical Commission Standard

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE (i.e. ear plugs)

POTENTIAL HAZARDS

- noise levels from equipment and process may cause hearing damage if over 85 decibels

RESPONSIBILITIY

MANAGEMENT
Management is responsible for minimizing the noise hazard at their workplaces and must comply with the province's Occupational Health and Safety legislation. If a noise exposure assessment confirms that workers are exposed to excess noise at the work site, WESTRIDGE HOMES will develop and implement a noise management program for their workers.

SUPERVISORS
Supervisors are responsible to identify high noise areas, provide appropriate hearing protection devices and ensure workers are aware of their responsibility to wear hearing protection in areas over 85dBA.

Supervisors will ensure workers are wearing appropriate hearing protection and that workers must not be exposed to noise that exceeds 85 dBA over an 8 hour time period. And if a worker is exposed to noise levels that exceed 85 dBA over an 8 hour time period the worker will be provided with appropriate hearing protection and the worker shall be required to use the appropriate hearing protection.

WORKERS

All employees involved in the planning, supervision and execution of operating, maintenance and construction tasks performed at WESTRIDGE HOMES work sites are required to understand and comply with this program. Employees are responsible to wear appropriate hearing protection when required and advise their supervisor of concerns with high noise areas.

RISK ASSESSMENT AND POTENTIAL CONTROL MEASSURES

Complete a hazard assessment to identify high noise areas over 85dBA (or where the workers are exposed to 74dBA on a federal work site). Noise levels can be measured using a sound level meter or an octave band analyzer and record your findings.

GENERAL DUTY

WESTRIDGE HOMES shall ensure that all reasonably practicable means are used to reduce noise levels in all areas where workers may be required or permitted to work.

The means to reduce noise levels may include any of the following:

- eliminating or modifying the noise source
- substituting quieter equipment or processes
- enclosing the noise source
- installing acoustical barriers or sound-absorbing materials

WESTRIDGE HOMES will reduce the exposure to workers through design, construction of buildings which include:

- all new places of employment are designed and constructed so as to achieve the lowest reasonably practicable noise level
- any alteration, renovation or repair to an existing place of employment is made so as to achieve the lowest reasonably practicable noise level
- all new equipment to be used at a place of employment is designed and constructed so as to achieve the lowest reasonably practicable noise level

MEASURMENT of NOISE LEVELS

In every area where workers are required or permitted to work and the noise level may frequently exceed 80 dBA, WESTRIDGE HOMES will ensure that:

- the noise level is measured in accordance with an approved method
- in consultation with the OH&S Committee or the representative or where there is no committee or representative, the workers, a competent person evaluates the sources of the noise and recommends corrective action and the measurements, evaluation and recommendations are documented
    - documentation to include the following:
        - the dates of measurements
        - the workers or occupants evaluated
        - the type of measuring equipment used

- the sound level reading measured
- the work location evaluated

WESTRIDGE HOMES shall re-measure the noise level in accordance with the above mentioned where altering, renovating or repairing the place of employment, introducing new equipment to the place of employment or modifying any process at the place of employment may result in a significant change in noise levels or occupational noise exposure. WESTRIDGE HOMES shall keep a record of the results of any noise level measurements conducted at the place of employment. Records must be kept of the noise level measurements. WESTRIDGE HOMES will make available to an affected worker a copy of the results of any measurements conducted. WESTRIDGE HOMES will post a clearly marked sign indicating the range of noise levels where noise levels in excess of 80 dBA.

HEARING PROTECTION REQUIRED

Where a worker's occupational noise exposure is or is believed to be between 80 dBA Lex and 85 dBA Lex, an employer or contractor shall:

- inform the worker of the hazards of occupational noise exposure
- on the request of the worker, make available to the worker hearing protectors that meet the requirements of OH&S Legislation
- train the worker in the selection, use and maintenance of the hearing protection

DAILY EXPOSE GREATER THAN 85 dBA Lex

Where a worker's occupational noise exposure equals or exceeds 85 dBA Lex, WESTRIDGE HOMES will:

- inform the worker of the hazards of occupational noise exposure
- take all reasonably practicable steps to reduce noise levels in all areas where the worker may be required or permitted to work
- minimize the worker's occupational noise exposure to the extent that is reasonably practicable
- document the steps for the above mentioned

Where in the opinion of WESTRIDGE HOMES, it is not reasonably practicable to reduce noise levels or minimize the worker's occupational noise exposure to less than 85 dBA Lex, WESTRIDGE HOMES will provide written reasons for that opinion to the OH&S Committee and where there is no committee, shall inform the workers of the reasons for that opinion.

Where it is not reasonably practicable to reduce a worker's occupational noise exposure below 85 dBA Lex or the noise level below 90 dBA in any area where a worker may be required or permitted to work, WESTRIDGE HOMES will:

- provide a hearing protector to the worker that meets the requirements of OH&S Legislation
- train the worker in the selection, use and maintenance of the hearing protector
- arrange for the worker to have an initial baseline test as soon as is practicable but not later than six months after the worker is employed or within six months after a exposed to excess noise because a change in the worker's duties or process conditions
- not more than 12 months after the initial baseline test
- at least once every 24 months during the worker's normal working hours, an audiometric test and appropriate counselling based on the test results under the direction of a physician, an audiologist or a registered nurse who has a certificate in audiometric testing

Where a worker cannot attend an audiometric test mentioned during the worker's normal working hours, WESTRIDGE HOMES will credit the worker's attendance at the test as time at work and ensure that the worker does not lose any pay or other benefits. Where a worker cannot recover the costs of an audiometric test mentioned above WESTRIDGE HOMES will reimburse the worker for the costs of the test.

HEARING CONSERVATION PLAN

Where 10 or more workers' occupational noise exposure exceeds or is believed to exceed 85 dBA Lex, an employer or contractor shall, in consultation with the OH&S Committee:

- develop a hearing conservation plan
- review and, where necessary, revise the hearing conservation plan every three years

WESTRIDGE HOMES will implement a hearing conservation plan and appoint a supervisor to oversee the plan. A hearing conservation plan must be in writing and must include:

- the methods and procedures to be used in assessing the occupational noise exposure of workers
- the methods of noise control to be used, including engineering controls and administrative arrangements
- the selection, use and maintenance of hearing protectors
- a plan to train workers in the hazards of excessive exposure to noise and the correct use of control measures and hearing protectors
- the maintenance of exposure records
- the requirements for audiometric tests
- a schedule for reviewing the hearing conservation plan and procedures for conducting the review

A copy of the hearing conservation plan must be readily available for workers' reference.

SAFE WORK PRACTICE	
Subject:	**OFFICE SAFETY**

PURPOSE

Protecting workers from incidents associated with office environment. To ensure employees are aware of the potential and existing hazards in the office environment.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated offices. To ensure employees are aware of the potential and existing hazards in the office environment. All worked performed in office and administrative areas must be conducted using safe work practices and areas must be maintained free of recognized hazards.

RESPONSIBILITIES

MANAGERS/SUPERVISORS
Supervisors are responsible to facilitate and/or provide proper instructions to their workers on protection requirements and training.

WORKERS
All employees are responsible to participate in the Health and Safety Management System to ensure a health and safety work environment.

POTENTIAL HAZARDS

- Chemical hazards - cleaning products and toner/printer cartridges.
- Physical hazards - noise, indoor air quality, lighting, slip, trips or falls.
- Ergonomic hazards - force (lifting and pushing/pulling), repetitive movements, posture and duration.
- Machine hazards - moving parts/blades and absence of guards, pinch points to hands and fingers, contact points with blade or sharp edges.
- Energy hazards - electricity, mechanical and kinetic.

DO'S

- Ensure you are conversant with emergency evacuation. Be familiar with fire evacuation routes and the locations of emergency exits. Know the location of manual fire alarm pull stations and extinguishers.
- Inspect the first aid kit monthly for supplies are stocked and no product(s) expiration dates.
- Ensure that computer monitors are adjusted to correct height and kept clean.
- Ensure your computer workstation is properly setup and adjusted.
- Ensure your chair is beneath you when you sit down.
- Ensure that shelving units are secure and stable.
- Load a filing cabinet from the bottom to provide stability. Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened.

Open only one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.

- Keep file and desk drawers closed when not in use.
- Use handles to close drawers to avoid catching your fingers.
- Store sharp objects with the point down or flat in a drawer.
- Place all waste and recycling material in appropriate containers.
- Ensure fans/space heaters (unplug heaters at night to ensure they are off) are used to manufacturer's specifications.
- Ensure proper type of fire extinguisher is available.
- Be sure to use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects. When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
- Read and follow the manufacturer's instructions and warning labels.
- Operate microwave according to manufacturer's specifications.
- Ensure coffee makers are used according to manufacturer's specifications.
- Ensure photocopier is maintained according to manufacturer's specifications.
- Ensure chairs are in good repair.
- Ensure rugs are kept clean and in good repair – free of tripping hazard. Ensure that entrance mats are secure and do not have curling edges.
- Ensure paper cutter blade is placed in closed lock position.
- Ensure all loose clothing is tied back when using paper shredder
- Guard the sharp edges of furniture to prevent personal injury. Keep desk "pull-out" writing or key board surfaces closed when not in use.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Ensure floors and aisles are kept clear and not cluttered.
- Keep waste cans out of the way.
- Prevent slipping accidents by cleaning up spills immediately.
- Keep razor blades, tacks and other sharp objects in closed containers.
- Use the proper tool for the job at hand (e.g. a stable remover to remove staples).
- Report immediately any damaged electrical cords, broken switches, loose connections or bare wires to the supervisor. Only use electrical equipment that has a CSA certification. Ensure that all electrical cords are in good condition and are not overloaded. When unplugging equipment pull on the plug, not on the cord.
- Power switches must be off or the cord unplugged when electrical equipment is being cleaned or serviced. If it is necessary to run a cable or electrical cord across the floor, a cable cover or tape must be used to protect the wiring and prevent tripping. Ensure that phone lines, cords, cables, etc. do not present a trip hazard.
- Faulty equipment must not be used immediately report suspect equipment. Unplug any office machine that smokes, sparks or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- Use only step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- Be careful with flammable liquids. Only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.
- Refer to SDS for information on the specific chemicals and flammable liquids. Know how to safely use, handle and store controlled WHMIS products.
- Office doors must be kept free of obstructions at all times to permit emergency egress.
- Ensure that guards are in place and safety devices are working properly.
- Ensure that large glass walls and doors are clearly marked.

- Wipe your shoes/boots on entrance mats to remove moisture or snow.
- Ensure footwear is on at all times due to sharp object may be embedded in the flooring and cause foot injuries.
- Report all defects such as loose tiles, broken steps, railings and doors immediately to the supervisor.

DON'TS

- Do not overfill the waste and recycling receptacles.
- Do not overload electrical outlets. Do not plug a multiple outlet strip (an extension cord with multiple electrical receptacles) into a second multiple outlet strip.
- Do not lean too far back in chairs. This may result in over-balancing and a fall.
- Do not cover air vents or obstruct air flow from registers.
- Do not place furniture, equipment or materials in locations that will interfere with air movement around thermostats.
- Never leave an appliance unattended while cooking.
- Smoking is not permitted in any building.
- Do not run electrical cords under carpets, floor mats or chair pads or run electrical cords through doorways or in high traffic areas.
- Do not carry loads that obstruct your vision or carry boxes of materials on stairs.
- Do not wedge open a fire door.
- Do not store items in hallways or corridors.
- Do not overload shelving units.
- Do not store equipment, books, boxes, etc. on top of bookcases.
- Do not store any combustible materials in mechanical or electrical rooms.
- Do not store items within 18 inches of a sprinkler head.
- Do not place any combustible materials near a heater.
- Do not use a box, desk or chair to reach high objects.
- Never use compressed air duster that is designed to blow out dust and debris from computer electronics on a paper shredder; it will cause an instant fire due to the electric charge that is made when the knives cut paper (use caution when using this product as it is extremely sensitive to electric sparks).

SAFE WORK PRACTICE	
Subject:	**PORTABLE/EXTENSION LADDER**

PURPOSE

To establish a safe work practice when accessing heights with a portable/extension ladder.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat

POTENTIAL HAZARDS

- tipping ladder over (uneven driving surface)
- inadequate operator training / improper setup
- falling
- contacting with other structures, equipment or power source
- electrocution
- other workers in area (workers & pedestrians)
- poor lighting
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment
- injuries to yourself or to others as a result from falling tools or materials
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion
- musculoskeletal injuries

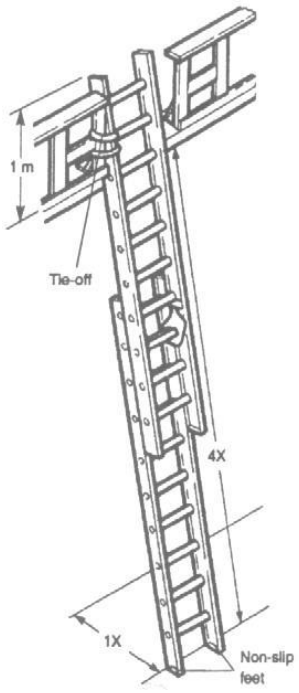
RESPONSIBILITY

SUPERVISOR
Supervisors are responsible to facilitate and/or provide proper instruction and training to their workers on proper use, care and maintenance of ladders.

WORKER
Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task. As with all ladders, make sure that the portable/extension ladder is in good condition, and is the right ladder for the job to be done:

- All ladders shall be inspected prior to performing a task.

- All extension ladders shall be equipped with non-slip feet.
- A ladder shall not be placed against an unsafe support, check stability.
- Ensure that all ladder feet are on a firm, level and non-slippery surface.
- Extension ladders shall be secured from accidental movement in any direction i.e. up, down, sliding left or right, and movement away from supporting structure. On soft ground where one leg may sink farther into the ground than the other a sill plate must be used.
- All ladders erected between levels or erected to access a roof or platform shall be securely fastened, extend 1 meter (3') above the top landing and afford clear access at top and bottom and no work is to be performed from the top three rungs of the ladder.
- When a task shall be done while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the fourth from the top.
- Unless suitable barricades have been erected or other adequate protection provided, ladders shall not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons, materials, equipment or vehicles.
- Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or vehicles.
- Straight ladders shall be set up at an angle such that the horizontal distance between the base and top support is not less than one-quarter (1/4) of the length of the ladder away from the supporting structure that the ladder is leaned up against.
- A metal or wire-bound portable ladder/extension ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor.
- Wooden ladders shall not be painted but shall be finished with a clear, non-conducting wood preservative.
- Defective ladders shall not be used; they should be placed out of service and red tagged.
- Only CSA Standard ladders will be used
- Ladders shall not be used horizontally.
- Workers on a ladder shall not straddle the space between a ladder and another object.
- Three points of contact shall always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
- When climbing up or down, workers shall always face the ladder. Keep your body centered between side rails. You have climbed to high if your any part of your body is within the one-meter section of the ladder that extends over your roof, landing or platform or if you cannot maintain a handhold on the ladder.
- Do not overreach; climb down and move the ladder over to a new position.
- Do not "shift" or "walk" an extension ladder when standing on it.
- Do not overload an extension ladder; there is a load rating on the side of the ladder that states its load limits. It is a combination of the weight of the worker on the ladder and any tools or equipment that is attached to the worker; they are meant for one worker at a time.
- CSA approved Fall Arrest System shall be worn when a worker is exposed to a fall of greater than 3M (10ft) while working on an extension ladder.
- An extension ladder must have locks to secure ladder sections in the extended position.



- An extended section of ladder must overlap another section for at least one meter.
- An extension ladder with two sections cannot exceed 14.6 metres in length.
- An extension ladder with more than two sections cannot exceed 20 meters in length.

SAFE WORK PRACTICE	
Subject:	**RECIPROCATING SAW – (SAWZALL)**

PURPOSE

To establish a safe work practice for to protect workers from injuries when cutting with a reciprocating saw.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. There are many different models and designs of reciprocating saws on the market but they all have one thing in common the blade action moves in and out of the of the unit to mimic the actions of a hack saw. The blade only cuts in the one direction so the operator is aware of the blade in which it has been installed. The applications are endless where one can utilize the tool with different options of blades from cutting wood, plastic, metal and even blades that can do more than one function or able to cut more than just one specific type of material. The reciprocating saw can be used in the same place that you would use a hacksaw, handsaw or drywall saw. This enables you to do the work faster and with less strain and exertion on the operator's body.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Gloves (if required)
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- manufactured guards not in place or damaged
- forcing saw into the material or bending blade due to improper use could cause kick back
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with reciprocating saw operations.
- Monitor the use of reciprocating saws by workers and ensure that all workers use safe work practices and that unsafe use of tools is identified and corrected.

- Monitor the condition of tools used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company tools are serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a reciprocating saw.
- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of blade, cord and housing for possible damage or defect
- Inspect all tools and equipment before using and report any defects to their immediate supervisor for repairs or replacement.
- Do not use defective tools or equipment.
- To tag out of service any tools or equipment if defective.

DO'S

- Know you equipment. Learn the operation, application and limitations as well as the specific and potential hazards of the equipment before operating it. Refer to the operating manual if necessary. Have someone with experience assist you before using the tool on you own.
- Refer to SDS for information on the specific material being cut.
- Ensure a proper work station at appropriate height.
- If corded saw connect saw to properly grounded 110V power source, use GFCI if required.
- Use blades that are appropriate for the material being cut.
- Before each use inspect the blade for ware, being overheated (blade will show as turning a blueish color), chips, bent blades and broken teeth.
- Check workspaces and walkways for trip-hazards are not present.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Never operate a reciprocating saw with the lower guard foot or shoe guard is installed. The saw may kick back and cut you.
- Always maintain complete control of the saw until the blade stops moving. Ensure all guards are in place, in working order, and in proper adjustment and alignment.
- Incidents have also occurred when the operator forgets that the blade is exposed and puts the saw on the floor. The blade still in motion, forces the saw to move, cuffing anything in its path.
- Ensure you are familiar with the operation of the ON/OFF switch. The trigger on the inside of the handle cannot be pressed without first pressing a latch somewhere on the outside of the handle in some cases.
- Keep table and work area clear of all tools and off-cut material.
- Faulty equipment must not be used immediately report suspect equipment.
- Allow the saw to reach full speed before contacting the material.
- Keep the base or shoe of the saw in firm contact with the stock being cut.
- Secure and support stock as close as possible to the cutting line to avoid vibration.
- Ease the blade against the material when starting to cut. Do not force tool.
- Keep hands away from cutting area. Both hands should be always on the saw to control it. After finishing the cut release the switch and wait for the blade to stop before removing off-cut piece.
- If a helper is required, make sure that person is wearing the proper PPE also.

- When operating a power tool outdoors use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
- Use just enough force to let the blade cut without labouring. Hardness and toughness can vary in the same piece of material. When the blade labours, reduce pressure to keep blade speed constant. Forcing the saw beyond its capacity will result in rough and inaccurate cuts. It also overheats the motor and saw blade.
- If the cut gets off line don't force the saw back onto line, Withdraw the saw and either start over on the same line, correcting any error, or begin a new line.
- Maintain a firm, well-balanced stance, particularly when working on uneven footing.
- Disconnect the plug from the power source or remove the battery and bring the saw to a complete stop before making any adjustments.
- Avoid accidental starting. Ensure the switch is in the off position before plugging in or attaching a battery.
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Proper adjustment of cutting depth reduces blade friction and results in cooler cutting.
- Ensure that there is adequate room to work with the reciprocating saw.
- When cutting especially at heights watch where the piece that you are cutting off will fall, and make sure that you or someone else has control over it.
- Refer to the manufacturer's instructions for maintenance specifications.
- If you are working off a ladder or scaffold, make sure that the reciprocating saw is secured in case you drop it. If by chance you do drop the tool, never try to reach for it-let it drop. Reaching out to grab a falling tool can lead to losing you balance and falling off your ladder or scaffold.

DON'TS

- Do not try to hold the material on the work rest at an angle or in the air as you attempt to cut it.
- Do not use a length stop on the free off-cut end of a clamped material.
- Do not have any part of your body in line with the path of the blade.
- Never use the saw to grind or chew excess material by placing the teeth 90^0 or on an angle to the material to remove excess material.
- Do not overextend when making the cut – you could lose control of the saw, lose footings or pull a muscle.
- Do not carry by the cord.
- Do not carry saw with finger on trigger.
- Do not attempt to remove cut material while blade is moving.
- Do not use the reciprocating saw if the switch does not turn it on and off. Any reciprocating saw that cannot be controlled with the switch is dangerous and must be repaired.
- Do not cut live electrical material.
- Do not use a blade that is damaged or shows signs of defect.
- Do not force a blade into the saw or alter the size of the mounting hole if blade does not fit the saw get proper size one.
- Do not start the saw until the guard is in place.
- Don't jam, bend or pinch the blade it may cause kick back.
- Never use your leg or any other body part as a work bench. Too many operators have been seriously injured by this careless act.
- Never place a reciprocating saw in a fixed position and feed material into it.
- Never reach under the material being cut.

- Do not cut materials without first checking for obstructions or foreign objects (nails, screws) unless you have a blade in the saw that is cable of cutting both materials.
- Do not insert a blade into (or withdraw a blade from) a cut or lead hole while blade is moving it will cause the saw to be kick backed at the operator.

CHANGING BLADES

Note: not all reciprocating saws are alike refer to owner's manual if the following procedure does not fit the type of reciprocating saw in use. Always inspect the new blade for defect prior to installing on saw. Take care to choose the right blade for the job. Blades are available in a variety of styles and tooth sizes.

- Unplug saw from power source or remove the battery and zero state the equipment by depressing the on / off trigger a couple of times.
- If necessary remove the foot or shoe to allow easier access to the locking mechanism.
- Rotate the lock mechanism and pull on the blade to remove it.
- Replace with new blade. (Note: the blade can be inserted on most models so as the teeth point up or down depending on the application for the task)
- Release the lock mechanism and pull on the blade by hand to confirm blade has been installed correctly.
- Re-install the foot or shoe.
- Test the equipment prior to cutting making sure your body is not in the line of fire when first starting the reciprocating saw.

SAFE WORK PRACTICE	
Subject:	**REFUELING**

PURPOSE

To establish a safe work practice for to protect workers from injuries associated when refueling a vehicle or Power Mobile Equipment.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Refuelling should only take place in well-ventilated areas. Portable fuel containers shall not be filled completely this will allow expansion of the fuel when the temperature changes.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat (if required)
- Hi-Vis Reflective Vest (if required)
- Gloves
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- Static charge
- Spills
- Fire & explosions
- Worker exposure
- Housekeeping

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
- Supply SDS.
- Ensure all PPE is being used as required.
- Only approved containers are used to transport liquid fuels.

WORKER

- Read and follow manufacturer operator's instructions and refer to SDS.
- Perform job site inspection.
- Secure all fuel containers while in transport.
- Do not refuel any equipment if hot work being performed in area.

CONTROL MEASURES

WESTRIDGE HOMES must ensure that a worker does not:

- smoke within 7.5 meters of a powered mobile equipment or vehicle while being refueled
- refuel a powered mobile equipment or vehicle when there is a source of ignition within 7.5 meters of that powered mobile equipment or vehicle
- dispense flammable fuels into the fuel tank of a powered mobile equipment or vehicle while the engine is running

A person must not:

- smoke with 7.5 meters of a powered mobile equipment or vehicle while it is being refueled
- refuel a powered mobile equipment or vehicle when there is a source of ignition within 7.5 meters of the powered mobile equipment or vehicle
- dispense flammable fuels into the fuel tank of a powered mobile equipment or vehicle while the engine is running

DO'S

- Refueling will only be carried out by trained personnel. A spill contingency plan will be in place and emergency spill equipment will be maintained on site. Staff will be trained in how to deal with spills and proper disposal techniques.
- All machinery fuel tanks will not be filled to full capacity so as to minimize the potential for overflow due to overfilling or expansion of product under high temperature conditions. Any overflow shall be collected and disposed of properly using appropriate spill containment equipment.
- Containers must be properly grounded. Do not fill portable gas containers that are in the backs of trucks.
- SDS information for the handling, storage, use, spill, clean-up and disposal of fuels must be followed at all times. Safety glasses and other PPE prescribed in the SDS to be worn.
- Open containers must not be left near running equipment. Reseal container after each use. Only store fuel in approved containers and as per regulations.
- Refueling is not to be performed near an ignition source, i.e. fire, sparks. Smoking is not permitted in proximity to stored fuel or refueling areas.
- Engines should be shut down or turned off during refueling operations on equipment. Fire extinguisher of appropriate size and rating shall be kept in proximity to refueling areas.
- No use of cell phones while refueling.
- Wear gloves when dispensing fuel.
- Portable fuel containers shall not travel in the vehicle or carrier cab with personnel. The fuel nozzle should be kept in contact with the tank being filled to prevent static sparks from igniting the fuel.
- Stationary storage fuel tanks must be vented and kept clear of buildings and if the tank is not buried, it must be grounded.
- Gasoline must be carried in closed containers and fuel storage areas must be adequately vented.
- When fueling equipment, the metal fill nozzle must be kept in contact with the lip of the tank to prevent any static accumulation.
- Use a funnel or pour spout to prevent spills. If a minor spill occurs, clean up with absorbent material and dispose of in an approved container
- Use only approved storage containers. Mark and designate the type of fuel to be stored in each container.

DON'TS

- Do not smoke while fueling vehicles or equipment.
- Do not use a cell phone while refueling
- Do not put gasoline in a diesel can.
- Never re-enter a vehicle while fueling to prevent the possibility of static discharge.
- Do not leave the vehicle or equipment running while refueling.
- Do not leave vehicle or equipment unattended while refueling.
- Do not refueling a vehicle or equipment within 30m of any drainage ditch or any other watercourse.

SAFE WORK PRACTICE	
Subject:	**RIGGING AND DESIGNATED SIGNALERS**

PURPOSE

To provide awareness and protect workers from the hazards associated with rigging in regards to lifting operations. Rigging is an important part of our daily operations. WESTRIDGE HOMES places a high priority on human safety and is committed to ensuring that rigging is carried out safely.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. WESTRIDGE HOMES and suppliers of every hoist, crane and lifting device, including all rigging used on a work site will ensure that:

- it is designed, constructed, installed, maintained and operated to perform safely any task for which the hoist, crane, lifting device or rigging is used
- are constructed, inspected, tested, maintained and operated in accordance with an approved standard

WESTRIDGE HOMES and suppliers of a hoist, crane or lifting device will ensure that all workers are provided with a durable and clearly legible indication of the load rating that is readily accessible to the operator at the control station. WESTRIDGE HOMES will ensure that no load is imposed on any rigging that is in excess of:

- 10% of the breaking strength of the weakest part of the rigging in the case of rigging used to raise or lower workers
- 20% of the breaking strength of the weakest part of the rigging in the case of any other rigging

WESTRIDGE HOMES will ensure that the maximum load that may be hoisted by any rigging as determined by the manufacturer of the rigging or a professional engineer is conspicuously marked on the rigging. Where it is not practicable to conspicuously mark the maximum load on the rigging WESTRIDGE HOMES will make readily available to workers the information about the maximum load that may be hoisted by the rigging.

A supplier shall ensure that the indication of the load rating of a hoist, crane or lifting device contains:

- all appropriate load ratings for the hoist, crane or lifting device
- any applicable warning that no allowance is made in the load ratings for such factors as the effects of swinging loads, tackle weight, wind, degree of machine level, ground conditions, inflation of tires and operating speeds
- any applicable restrictions to operating in low temperatures

WESTRIDGE HOMES will ensure that:

- all rigging is assembled, used, maintained and dismantled under the supervision of a competent worker and in accordance with the manufacturer's specifications and instructions
- any worker who is required or permitted to assemble, use, maintain or dismantle rigging is trained and competent in safe rigging practices

CONSIDERATIONS WHEN PREFORMING a LIFT

- Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.
- Where chain slings are used, select only alloy chain slings and NEVER exceed the working load limits.
- Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings never use bolts or nuts.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.
- Ensure that safety latches on hooks are in good working condition.
- Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.
- Make sure a tagline is used to control the load.
- Name one member of the crew to act as a signalman and instruct the equipment operator to recognize signals from that person only. Ensure that the signalman understands techniques of proper signaling and that he or she is properly identified by the use of distinctive vests, armlets, etc.
- Make sure the hoist or crane is directly over the load.
- Each rigger must be sure he or she in the clear before he or she gives an "all ready" to the signalman. When you have positioned the sling or choker you're using release it, if possible, before you give the "all ready" signal. If you must hold the sling or choker in position, be sure your hand is clear of pinch points. In fact, your hand should be far enough away that there is no possibility of a frayed wire catching your glove and jerking your hand into a pinch point. (Of course, frayed cables should never be used.)
- The signalman must be careful not to order a move until he has received the "all ready" signal from each member of the crew.
- Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load.
- Make sure all personnel stand clear from the load being lifted.
- Make sure your path of travel is clear of personal, do not swing loads over workers.
- Never permit anyone to ride the lifting hook or the load.
- Watch out for the roll or swing of the load. Since it is almost impossible to position the hook exactly over the load center, there will almost always be a swing or roll. Anticipate the direction of the swing or roll and work away from it.
- Never place yourself between material, equipment or any stationary object and the load swing. Also, stay away from stacked material that may be knocked over by a swinging load.
- Never stand under the load and keep from under the boom as much as possible.
- Never work under a suspended load.
- When lowering or setting the load be sure your feet and all other parts of your body are out from under. Set the load down easily and slowly so that if it rolls on the blocking it will be a slow shift that you can get away from.
- Make sure the load is stable before slackening the sling or chain.
- Never leave a load suspended when the hoist or crane is unattended.

SAFETY FACTORS

WESTRIDGE HOMES will ensure that rigging components are rated relative to their ultimate breaking strength in accordance with the following safety factors:

- running lines 3.5 to 1
- non-rotating hoist lines 5 to 1
- tugger lines/blocks for pulling 3 to 1
- pendant lines/guy lines 3 to 1
- winch lines 2 to 1

NOTE: All rigging components or hoisting lines that are used in any towing operations are not used for any hoisting operation.

DEFINITIONS

Pendant - a fixed-length rope that forms part of a boom suspension system
Rigging - any combination of rope, wire rope, cable, chain, sling, sheave, hook and associated fittings used in a hoisting operation.

PPE REQUIRED

- CSA safety Glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- Hi-Vis reflective vest or armlets
- FR coveralls (if required)
- Specialized PPE (if required)

INSPECTIONS

WESTRIDGE HOMES will ensure that all rigging and components of rigging are inspected thoroughly at appropriate intervals and visually inspected before use to ensure that the rigging and rigging components will safely perform the intended function of the rigging and rigging components. Upon inspection if a component is damaged, defective or the manufactures tag is missing from the rigging equipment it must be tagged out and removed from service. The follow criteria will be used to qualify the rigging equipment for safe use:

SYNTHETIC FIBRE SLINGS
A synthetic fibre web sling is permanently removed from service if it is damaged or worn in any of the following ways:

- the length of the edge cut exceeds the web thickness
- the depth of an abrasion is more than 15 percent of the webbing thickness, taken as a proportion of all plies
- the total depth of the abrasion on both sides of the webbing is more than 15 percent of the webbing thickness, taken as a proportion of all plies
- the depth of the warp thread damage is up to 50 percent of the webbing thickness and the damage
- is within 25 percent of the sling width of the edge
- covers 25 percent of the sling width
- the warp thread damage is as deep as the sling is thick
- in an area that is within 25 percent of the sling width of the edge
- over an area that is more than 12.5 percent of the width of the sling

- weft thread damage allows warp threads to separate over an area that is wider than 25 percent of the sling width and longer than twice the sling width

A synthetic fibre web sling is permanently removed from service if any one of the following situations occurs:

- part of the sling is melted, charred or damaged by chemicals
- stitches in load bearing splices are broken or worn
- end fittings are excessively pitted or corroded, cracked, distorted or broken

A synthetic fibre web sling is permanently removed from service if it is damaged in such a way that the total effect of the damage on the sling is approximately the same as the effect of any one of the types of damage outlined above. A synthetic fibre web sling that is permanently removed from service under this section is physically altered to prevent its further use as a sling.

WIRE ROPE

WESTRIDGE HOMES will ensure that wire rope is permanently removed from service if any one of the following conditions is present:

- wear or corrosion affects individual wires over more than one third of the original diameter of the rope
- there is evidence that the rope structure is distorted because of bulging, kinking, bird-caging or any other form of damage
- there is evidence of heat or arc damage
- the normal rope diameter is reduced from any cause by more than
- 0.4 millimeters if the normal rope diameter is 8 millimeters or less
- 1 millimeter if the normal rope diameter is more than 8 millimeters and less than 20 millimeters
- 2 millimeters if the normal rope diameter is 20 millimeters or more and less than 30 millimeters
- 3 millimeters if the normal rope diameter is 30 millimeters or more

WESTRIDGE HOMES will ensure that a running wire rope is permanently removed from service:

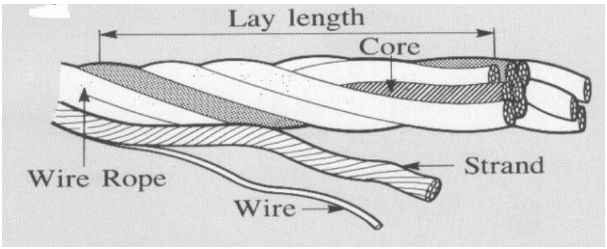
- if six or more randomly distributed wires are broken in one rope lay; or
- if three or more wires are broken in one strand in one rope lay

WESTRIDGE HOMES will ensure that a stationary wire rope such as a guy line is permanently removed from service:

- if three or more wires are broken in one rope lay in sections between end connections; or
- if more than one wire is broken within one rope lay of an end connection

WESTRIDGE HOMES will ensure that wire rope that does not rotate because of its construction is permanently removed from service:

- if there is evidence of the damage mentioned above;
- if two randomly distributed wires are broken in six rope diameters; or
- if four randomly distributed wires are broken in 30 rope diameters



METAL MESH SLINGS

WESTRIDGE HOMES will ensure that a metal mesh sling is removed from service if any one of the following conditions are present:

- there is a broken weld or a broken brazed joint along the sling edge
- a wire in any part of the mesh is broken
- corrosion has reduced a wire diameter by 15 percent

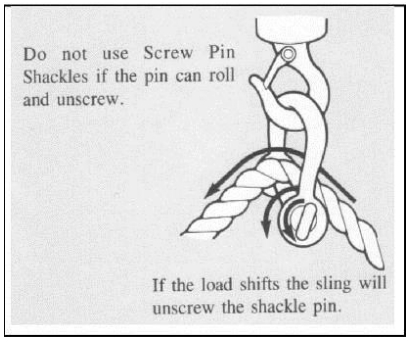
- abrasion has reduced a wire diameter by 25 percent
- there is a loss of flexibility because the mesh is distorted
- the depth of the slot is increased by more than 10 percent because the choker fitting is distorted
- the width of the eye opening is decreased by more than 10 percent because either end fitting is distorted
- the original cross-sectional area of metal is reduced by 15 percent or more at any point around the hook opening or end fitting
- either end fitting is distorted
- an end fitting is cracked

ELECTRIC ARC DAMAGE

WESTRIDGE HOMES will ensure that a component of rigging that has been contacted by an electric arc is removed from service until a professional engineer certifies that it is safe to use.

DAMAGED HOOKS

WESTRIDGE HOMES will ensure that a worn, damaged or deformed hook is permanently removed from service if the wear or damage exceeds the specifications allowed by the manufacturer.



SLINGS

WESTRIDGE HOMES will ensure that a sling used to hoist a load and its fittings and attachments are:

- suitable for the intended use of the sling, fittings and attachments
- suitable for and capable of supporting the load being hoisted
- arranged to prevent the load or any part of the load from slipping or falling
- arranged to ensure that the load is equally divided among the slings when more than one sling is used
- capable of supporting at least 10 times the load to which the sling, fittings and attachments may be subjected where they are used to support a worker and at least five times the maximum load to which the sling, fittings and attachments may be subjected in any other case and guarded to prevent damage to the sling where the sling may be applied over a sharp edge

WESTRIDGE HOMES and supplier will ensure that a sling:

- is clearly labelled to indicate the sling's maximum load or the sling's maximum load is made readily available to workers
- is not used if the sling has been or may be damaged

DO'S

- refer to the manufacturer's reference chart (affixed to sling)
- check sling each time it is used
- determine the weight of the load
- prevent loading in excess of the rated capacity by considering sling angle
- protect the webbing from sharp corners, protrusions, or abrasive surfaces
- ensure that the sling choking action is on the webbing, not the hardware
- have slings repaired only by a sling manufacturer

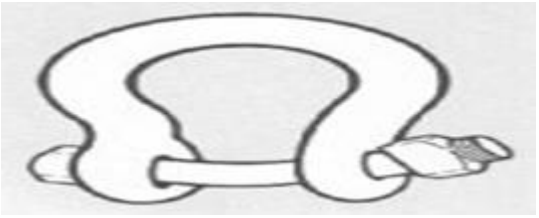
DON'TS

- drag slings across floors or other abrasive surfaces
- drop slings with metal fittings
- set loads down on top of slings
- pull slings from under loads when the load is resting on the sling
- weld anything hung from a sling
- lengthen or shorten slings by tying knots
- place stitch patterns (laps) on hooks, around sharp corners or at choker bearing points
- use writing instruments of any kind on the sling material – if information must be written on the sling, write only on the tag(s)

SHACKLES

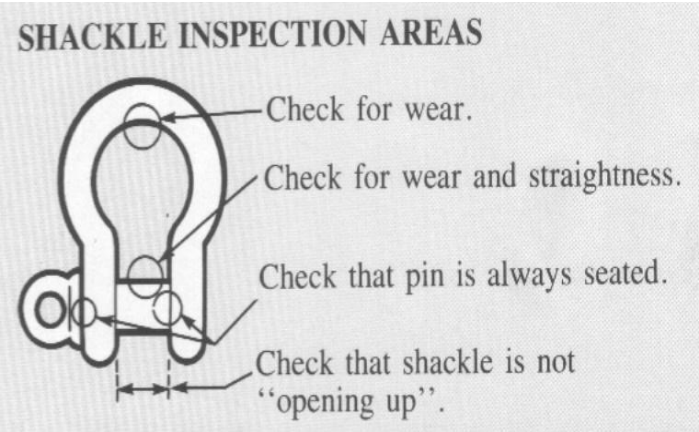
WESTRIDGE HOMES will ensure that no shackle is subjected to a load greater than the maximum load indicated on the shackle and that:

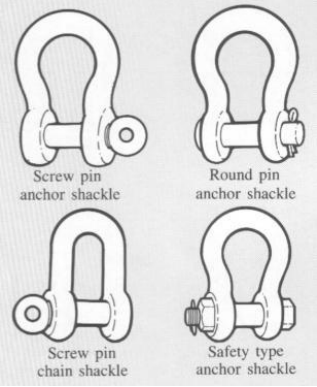
- all shackle pins are installed to prevent accidental withdrawal
- a bolt is never used in place of a properly fitted shackle pin



Example of a bolt that was used instead of a shackle pin.

Shackles are sized by the diameter of the bow section rather than the pin size. Never use a shackle if the distance between the eyes is greater than listed in the table. All pins must be straight, and all screw pins must be completely seated. Cotter pins must be used with all round pin shackles. Replace shackles worn in the crown or the pin by more than 10% of the original diameter.





SHEAVES, SPOOLS and DRUMS

WESTRIDGE HOMES will ensure that:

- the diameter of a sheave, spool or drum for wire rope is not less than the diameter specified by the manufacturer of the rope and the rope is the correct size for the sheave, spool or drum over which the rope passes
- the grooving of a sheave is the correct size for the diameter of rope
- a block or sheave is constructed or installed so that the rope cannot leave the block or sheave groove
- rope fastened to a winding drum is fastened securely
- the number of full wraps of rope that remain on a winding drum corresponds to the manufacturer's recommendations
- where there are no manufacturer's recommendations at least five full wraps of rope remain on a winding drum at all times

KNOTS, WIRE ROPE CLIPS

WESTRIDGE HOMES will ensure that:

- no knot or wire rope clip is used as a stopper on a rope or rope end that passes through a winding drum
- no knot is used to connect rigging hardware to a wire rope

WESTRIDGE HOMES will ensure that all wire rope clips are:

- made of drop-forged steel
- installed according to the manufacturer's instructions
- inspected at frequent intervals to ensure the nuts are tight

Where U-bolt clips (Crosby Clamps) are used to fasten wire rope WESTRIDGE HOMES will ensure that:

- the U-bolt is installed so that the U section bears on the short or dead end of the rope and the saddle bears on the long or live end of the rope
- the nuts are correctly torqued
- the number of clips and the amount of rope turn-back conform to the manufacturer's specifications and instructions

Where double saddle or fist clips are used to fasten wire rope WESTRIDGE HOMES will ensure that the clips are installed in numbers and with the amount of rope turn-back specified by the manufacturer. Where double base clips are used to fasten wire rope WESTRIDGE HOMES will ensure that the clips are at least six rope diameters in length.

DON'TS:

- bend the sling around sharp edges - protect by means of corner saddles, padding, or wood blocks
- use slings with knots
- slide load along a rope
- use a single leg hitch on a load that cannot be controlled - rotation of a load can undo the wire rope strands, weakening the rope
- position the "saddle" of the clamp on the dead end of the rope - it must be on the running end "never saddle a dead horse" (see Crosby Clamps information sheet at end of document)

EYE LOOPS

WESTRIDGE HOMES will ensure that every eye loop used in a sling is formed from:

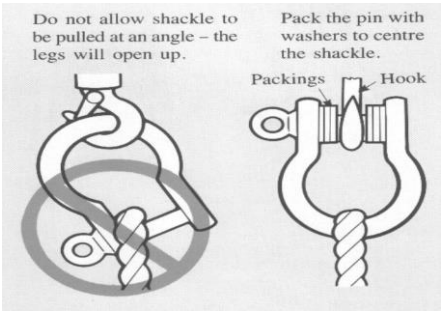
- a flemish eye splice secured by a pressed steel ferrule

- a steel wire loop secured by a cold-formed aluminum alloy ferrule is readily identifiable as being formed as described above
- if an aluminum alloy ferrule must be used must ensure that the ferrule is:
- commercially manufactured
- identified as being made of aluminum alloy
- properly swaged onto the splice

Except where otherwise specified by the manufacturer of the rope WESTRIDGE HOMES will ensure that a suitable and properly sized thimble is inserted in an eye loop to increase the strength of the eye and decrease wear on the rope.

HOOKS

Where the dislodgment of a hook could injure a worker WESTRIDGE HOMES will ensure that the hook is secured by a safety latch, moussing, shackle or other effective means, except where:



- skeleton steel is being hoisted or a similar operation is being performed while a sorting or grab hook is being used
- power poles or telephone poles are being hoisted into place or removed using an approved S-hook
- the design of the hook and the work practices used prevent dislodgement of the hook
- the health and safety of a worker disconnecting the hook would be placed at risk

WESTRIDGE HOMES will not require or permit a worker to use a hook where:

- the throat opening has been increased or the tip has been bent more than 10° out of plane from the hook body
- any dimension of the hook has been reduced by more than 10%

WESTRIDGE HOMES will not require or permit a worker to side load, back load or tip load a hook unless the hook has been specifically designed for that purpose.

WESTRIDGE HOMES and suppliers will ensure that:

- a hook is clearly labelled with the maximum load of the hook in a location where a worker using the hook can easily see the rating
- the hook's maximum load is made readily available to workers

WESTRIDGE HOMES will not require or permit a worker to allow use a hook that is not equipped with a safety latch, moussing or shackle. During hoist operation in a caisson worker will not use a spring-loaded safety latch hook. A worker will only use a shackle assembly consisting of a pin fully shouldered into the eyes of the shackle and secured by a nut that is prevented from rotating the cotter pin. A worker may be permitted to use a sorting hook for hoisting a skeleton steel structure or for performing similar operations if a sorting hook is safer to use than a hook with a safety latch, moussing or shackle. WESTRIDGE HOMES will not require or permit a worker to allow a load to bear against a safety latch, moussing or shackle.

WEDGE SOCKETS

Where a wedge socket is used to anchor a wire rope, an employer or contractor shall ensure that:

- the wedge socket is installed according to an approved method
- the dead end of the wire rope extends at least 15 centimeters beyond the wedge socket

- the wire rope is fitted with a wire rope clip to prevent accidental release or loosening of the wedge

WIRE ROPE

WESTRIDGE HOMES will ensure that wire rope used in rigging:

- is the type, size, grade and construction recommended by the manufacturer of the hoisting equipment or is rope of an equivalent type, size, grade and construction
- is compatible with the sheaves and the drum of the hoisting equipment
- is lubricated to prevent corrosion and wear
- is not spliced or knotted
- is fitted with end connections that:
    - conform to the manufacturer's specifications and instructions concerning number, size and installation method
    - are securely fastened to the wire rope

WESTRIDGE HOMES will ensure that no wire rope used in rigging:

- contains six or more randomly-distributed wires that are broken in one rope lay, or three or more wires that are broken in one strand in a rope lay
- is worn by more than one-third of the original diameter of the wire rope's outside individual wires or shows evidence of:
    - kinking, bird-caging, corrosion or other damage resulting in distortion of the rope structure
    - damage that may result in rope failure

WESTRIDGE HOMES will ensure that no wire rope that is static or that is used for pendants has:

- three or more broken wires in one lay or in a section between end connectors
- one or more broken wires at an end connector

WESTRIDGE HOMES will ensure that rotation-resistant wire rope is not used:

- as a cable in boom hoist reeving and pendants
- where an inner wire or strand of the wire rope is damaged or broken

WESTRIDGE HOMES will ensure that no load is imposed on any wire rope that exceeds the maximum load recommended by the manufacturer of the wire rope.

MATCHING COMPONETS

WESTRIDGE HOMES will ensure that:

- the wire ropes, sheaves, spools and drums used in rigging have a diameter of not less than the diameter specified by the manufacturer for use in that circumstance
- the rope used in rigging is of the correct size for the sheave, spool or drum over which the rope passes
- that the grooving of wire rope sheaves is of the correct size for the wire rope used
- that end fittings and connectors used on a wire rope conform to the manufacturer's specifications as to number, size and method of installation
- rigging blocks are constructed and installed so that the ropes cannot jump off the sheaves

MAKESHIFT RIGGING and WELDING

WESTRIDGE HOMES will ensure that rigging does not have:

- makeshift fittings or attachments including those constructed from reinforcing steel rod that are load bearing components

- rigging and fittings that are repaired by welding unless they are certified safe for use by a professional engineer after the repair is completed
- alloy steel chain that is welded or annealed

ROTATION or MOTION of LOAD

Where a worker may be endangered by the rotation or motion of a load during hoisting WESTRIDGE HOMES will ensure that:

- one or more taglines are used to control the rotation or motion of the load
- the taglines are of sufficient length to protect the workers from any overhead hazard
- the taglines are not removed from the load until the load is securely landed
- only workers directly engaged in the hoisting operation are allowed to be in the area where the load is being hoisted or lowered

DESIGNATED SIGNALER

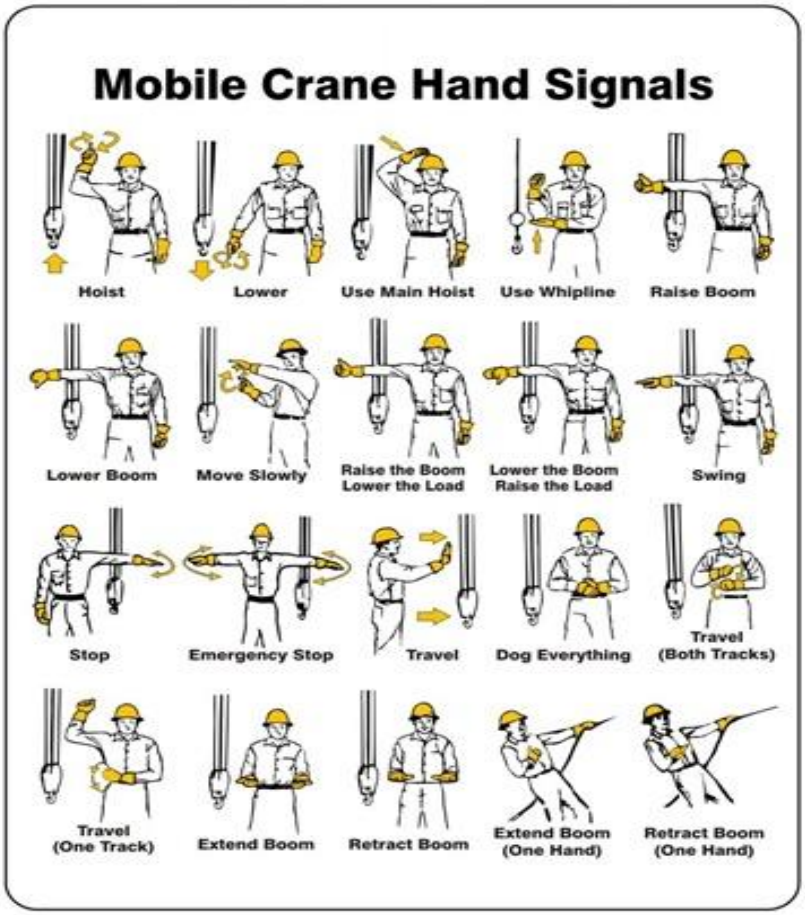
WESTRIDGE HOMES will designate a signaler where the operator of a hoist or crane does not have a clear unobstructed view of any of the following throughout the whole range of movement of the load or hook:

- the pick-up point
- the setting point of the load
- the hook if there is no load

A designated signaler will be trained in both signaling and rigging.

Before a hoisting operation begins WESTRIDGE HOMES will ensure that the operator of the hoist or crane reviews with the designated signaler the signals to be used. Where a hand signal is to be used in connection with a hoist or crane WESTRIDGE HOMES will ensure that the signal used is the signal that is appropriate for the activity to be carried out and that is set out in an approved standard. An operator of a hoist or crane and a designated signaler shall use the signal set out in the standard mentioned below that is appropriate for the activity to be carried out.

STANDARD HAND SIGNALS FOR CRANE OPERATION



SAFE WORK PRACTICE	
Subject:	**SCAFFOLDS**

PURPOSE

The purpose for a temporary work platforms is to control hazards associated with the erecting, dismantling, accessing and working from temporary work platforms.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- tipping scaffolding over (uneven surface)
- inadequate training / improper setup
- falling
- contacting with other structures, equipment or power source
- electrocution
- other workers in area (workers & pedestrians)
- poor lighting
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment
- injuries to yourself or to others as a result from falling tools or materials
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion
- musculoskeletal injuries

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
- Ensure all PPE is being used as required.
- Ensure only approved and undamaged scaffolding is used.
- Ensure all inspections are completed as required.

WORKER

- Read and follow manufacturer operator's instructions.
- Do not erect scaffolding if not trained or authorized to do so.
- Workers must be trained in fall protection also prior to erecting or utilizing scaffolding.
- Perform scaffolding inspection prior to use.
- Review of the load limitations to scaffolding and platforms prior to use (do not overload scaffolding).
- Secure all tools and materials on the platform.
- Use stabilizers and/or outriggers according to manufacture instructions.
- Ensure ground is level, firm and sill plates are used.
- Be aware of power line proximity.
- Wear a safety harness and lanyard attached to a life line at all time when scaffolding is not equipped with guard rails or toe boards above 3 meters.

DEFINITIONS

Base plate: A device that is attached to the base of a scaffold upright and that is used to distribute the vertical load over a larger area of the sill

Bearer: A horizontal scaffold member on which the platform rests and that may be supported by ledgers, and includes transoms and joists

Brace: A scaffold member fastened diagonally to the uprights across the vertical faces of the scaffold to provide stability against lateral movement of the scaffold

Bracket scaffold: A platform that is supported by two or more triangular brackets projecting out from a structure to which the brackets are securely fastened

Double-pole scaffold: A platform that is supported by bearers attached to a double row of braced uprights

Elevating work platform: A work platform that can be self-elevated to overhead worksites, and includes an elevating rolling work platform, a self-propelled elevating work platform and a boom-type elevating work platform

Flyform deck panel: A temporary supporting structure that:

- is used as a modular falsework
- is intended to be moved
- is capable of being moved from floor to floor and re-used during a construction project

Half-horse scaffold: A platform that is supported by two or more braced, splayed supports resting in or on the structure

Heavy-duty scaffold: A scaffold that is intended to support workers, equipment and stored or stacked materials and that is designed to support the minimum load

Ladderjack scaffold: A platform that is supported by brackets attached to ladders

Ledger: A horizontal scaffold member extending from upright to upright that may support the bearers, and includes runners, stringers and ribbons

Light-duty scaffold: A scaffold that is intended to support workers and materials for current use only, with no storage of other materials except the worker's tools, and that is designed to support the load

Maximum load: the maximum actual load that a scaffold is designed to support or resist in use, and includes the working load, the actual weight of all the components of the scaffold, wind, environmental conditions and all other loads that may reasonably be anticipated

Modular scaffold: A platform that is supported by uprights with fixed attachment points for standard-sized ledgers, bracing and accessories

Needle-beam scaffold: A platform that is supported by parallel horizontal beams suspended by ropes attached to overhead anchors

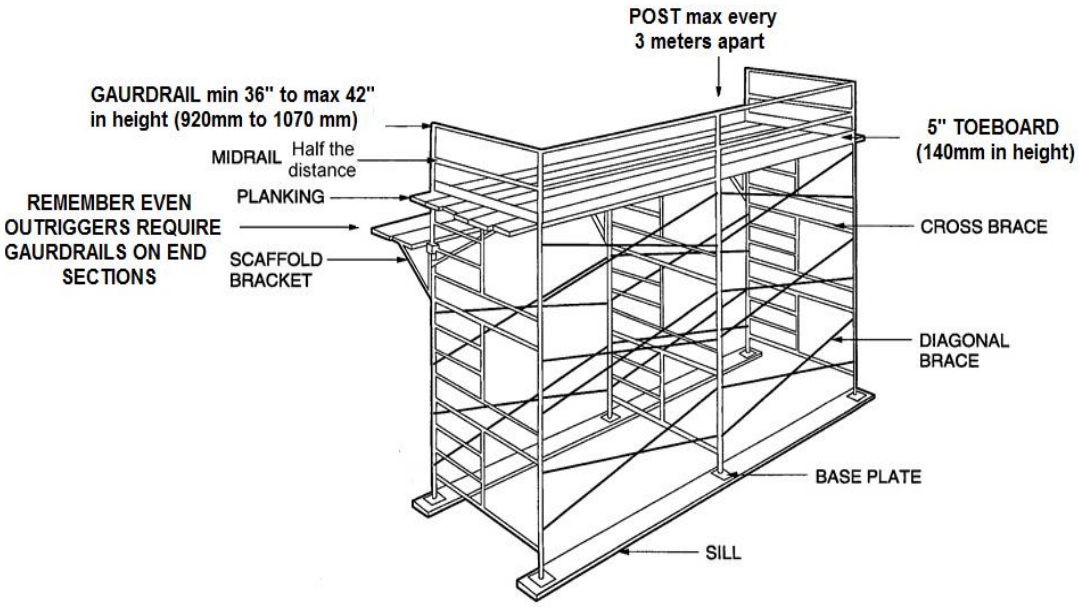
Outrigger scaffold: A platform that is supported by rigid members that are cantilevered out from the structure or vertical supports
Personnel lifting unit: A work platform suspended by rigging from a crane or hoist that is used to position a worker at an elevated worksite, and includes a manbasket and work basket
Rolling scaffold: A freestanding scaffold that is equipped with castors or wheels at the base of the scaffold
Scaffold: A temporary elevated platform and the platform's supporting structure that are designed to support workers and hand tools, or workers, equipment and materials
Sill: A wood, concrete or metal footing used to distribute the load from a standard, an upright or a base plate of a scaffold to the ground
Single-pole scaffold: A platform that is supported by bearers attached at the outer end to a single row of braced uprights and at the inner end to the structure
Suspended outrigger scaffold: A scaffold with a working platform that is suspended by wooden vertical members from rigid horizontal members that are cantilevered out from the structure
Suspended powered scaffold: A platform that is suspended from overhead supports by ropes or cables and equipped with winches or pulley blocks so that the scaffold can be moved, and includes a boatswain's chair, work basket, work cage, swing stage or other similar scaffold
Suspended scaffold: A platform that is supported by four wire ropes suspended from members that are cantilevered out from the structure
Temporary supporting structure: A false work, form, flyform deck panel, shoring, brace or cable that is used to support a structure temporarily or to stabilize materials or earthworks until the materials or earthworks are self-supporting or the instability is otherwise overcome, and includes metal scaffold components
Tube and clamp scaffold: A platform that is supported by steel or aluminum tubes with wedge or bolt clamp connectors and accessories
Tubular frame scaffold: A platform that is supported by welded tubular frames, cross-braces and accessories
Upright: A vertical scaffold member that transmits the load to the ground, and includes posts, verticals and standards
Working load: The total of the loads from workers, materials, equipment and work processes

CONTROLS

- Field Level Hazard Assessment (FLHA). CSA/ANSI approved equipment and PPE, Regulatory requirements, worker training, competent supervision and inspection, engineered drawings, scaffold inspection tags.
- Choose correct scaffold system for the job – evaluate the following: weight of workers, tools, materials and equipment, site conditions, configuration of structure to be worked on, height the scaffold must reach, type of work to be done from the scaffold, duration of work to be done from scaffold, experience of supervisor and crew, pedestrian traffic in area where scaffold is to be erected, public walk way protection required in area of scaffold erection, weather conditions, ladders and other means of access to work platforms.
- No scaffold should be loaded in excess of its rated capacity. Workers permitted on or required to work from scaffolding must be informed of its rated capacity. A scaffold should not be subjected to loads greater than 1/4 of the load for which it was designed.
- Minimum component requirements, such as: mudsills for scaffold erected on soil, base plates, screw jacks, castors for rolling scaffolds, vertical and horizontal bracing, fully decked working platforms, frame connectors such as pigtails and banana clips, guardrails and toe boards, ladders, (built in or portable), tie-in components, outriggers for rolling scaffold.

- Where soil supports the load of a scaffold (without excessive settlement), mudsills or footings must be used.
- Erection and dismantling of all scaffolds should be done by competent workers under the direction of competent supervision.
- All scaffold components must be inspected for damage prior to assembly – damaged components must be replaced immediately, and the damaged components removed from site.
- During erection and dismantling all workers must wear a full body harness with a shock-absorbing lanyard attached to the scaffold or an independent anchorage by means of an anchorage connecting device.
- All components must be installed as scaffold is erected – do not wait until scaffold is up to install connecting pins – install them as you go.
- Erect scaffold systems according to manufacturer's instructions.
- If scaffolding or temporary work platform ca be damages by powered mobile equipment or a vehicle contacting it WESTRIDGE HOMES must take reasonable measures to protect the scaffolding or temporary work platform from contacted.
- All scaffolding must be adequately braced in the horizontal and vertical planes.
- Scaffolds over three meters (or in the case of a Federal site 2.4 meters 8') high must have fully decked in work platforms, protected by a guardrail complete with a toeboard (see diagram below).
- Sawn lumber scaffold planks must be No. 1 structural grade spruce lumber or material of equivalent or greater strength, at least 38 mm x 240 mm (1 1/12" x 9 1/2")in Saskatchewan and 51 mm x 254 mm (2" x 10") in Alberta and is free of noticeable defects such as loose knots, splits and rot.
- Toeboards must be 140 mm (5") in height and constructed out of material that sufficient to protect from damaged if material or product strikes it.
- Frame scaffolds must be tied in to the structure at every 3rd frame vertically and 4th frame horizontally.
- If the scaffolding is hoarded then the scaffolds must be tied in to the structure at every 3rd frame vertically and 3rd frame horizontally.
- Tube and clamp scaffolds must be tied in to the structure at every second node vertically and every third standard horizontally.
- Connecting pins must be used on towers and rolling scaffolds of two or more frames in height.
- Scaffold planks must be cleated or secured to the scaffold to prevent them from sliding. They must overhang supports no more than 300 mm (12") and no less than 150 mm (6").
- Pre-fab platforms must be in good condition and be secured to the frames to prevent sliding and up lift.
- Employers must ensure that a copy of the manufacturer's specifications for commercially manufactured scaffolds is readily available on site. Drawings certified by a professional engineer of any alterations to scaffolding must be readily available on site.
- Working platforms must be protected by proper guardrails in accordance with Regulatory standards. Scaffolds must be erected level and plumb.
- Scaffolds over 15 meters in height (50 ft.) (tube and clamp 10 meters (30 ft) must be erected in accordance with an engineered drawing and that drawing must be kept on site-available for inspection.
- All scaffolds must be kept a safe distance from overhead electrical lines. Check path of travel for rolling scaffolds and keep clear of energized lines.
- All personnel on rolling scaffold over 3 meters (10 feet) must be tied off to an independent anchorage if they are to remain on the scaffold when it is moved.
- Castors on rolling scaffolds (including baker scaffolds) must be securely connected to the frames and be equipped with functioning brakes.
- Scaffolds mounted on wheels or castors must be equipped with braking devices and must have such devices in a locked position when a worker is on the scaffold (includes baker scaffolds).

- The frame of the scaffolding is not intended to be climb on, a portable ladder or a scaffolding ladder may be affix to the scaffolding as per manufactures instructions.
- When loading a scaffold do so in a uniform manner – do not overload work platforms and that load limits for temporary work platforms must not be exceeded.
- Portable access ladders must be properly sloped and tied off to the scaffold and extend 3' beyond the level they are accessing. When erecting and dismantling scaffolds make sure that you are aware of pinch points and be extra careful attempting to dislodge jammed components (do not use hammers to dislodge components only rubberize mallets). When handing components to another worker, be sure they have a solid grip on the part and are supporting it securely before letting go. Get help with heavy frames and planks.
- Openings in scaffold platforms must be protected by a secure cover that completely covers the opening and is built to withstand at least 50 lb./sq. ft. live load.
- Do not carry materials up ladders to scaffold platforms. Hoist them up with a rope or gin wheel from a secure place behind a guardrail or when you are protected from falling by an approved fall arrest system.
- All scaffolds must be inspected and tagged by a competent trained person prior to its first use and not at intervals exceeding every 21 calendar days. If the scaffolding has not been inspected or is past 21 calendar as indicated on the existing tag on the scaffolding, a red tag must be posted on the scaffolding until it has been inspected.



TRAINING

WESTRIDGE HOMES will ensure to provide adequately trained and only trained and competent workers will assemble and disassemble temporary work platforms. Workers will be trained on the safe use, maintenance and care of temporary work platforms.

TAGGING REQUIRMENTS

WESTRIDGE HOMES will ensure that a scaffolding tag is attached to at each entry point a colored tag indicating the status and condition as follows:

- A GREEN tag with "Safe for Use" or similar wording, to indicate it is safe for use
- A YELLOW tag with " Caution: Potential or Unusual Hazard" or similar wording, to indicate the presence of a potential or unusual hazard
- A RED tag with "Unsafe to Use" or similar wording, to indicate it is not safe to use

Scaffolds must always have a tag attached to it.

The GREEN and YELLOW scaffold tag shall include the following:

- The duty rating of the scaffold
- The date on which the scaffold was last inspected
- The name of the competent worker who last inspected the scaffold
- Any precautions to be taken while working on the scaffold
- The expire date of the tag

A worker must not use scaffolding if it has

- A RED tag on it
- A green or yellow tag that has expired or no tag at all

SAFE WORK PRACTICE	
Subject:	**STEP LADDER**

PURPOSE

To establish a safe work practice when accessing heights with a step ladder

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat

POTENTIAL HAZARDS

- tipping ladder over (uneven driving surface)
- inadequate operator training / improper setup
- falling
- contacting with other structures, equipment or power source
- electrocution
- other workers in area (workers & pedestrians)
- poor lighting
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment
- injuries to yourself or to others as a result from falling tools or materials
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- ergonomics regarding height and repetitive motion
- musculoskeletal injuries

RESPONSIBILITY

SUPERVISOR
Supervisors are responsible to facilitate and/or provide proper instruction and training to their workers on proper use, care and maintenance of ladders.

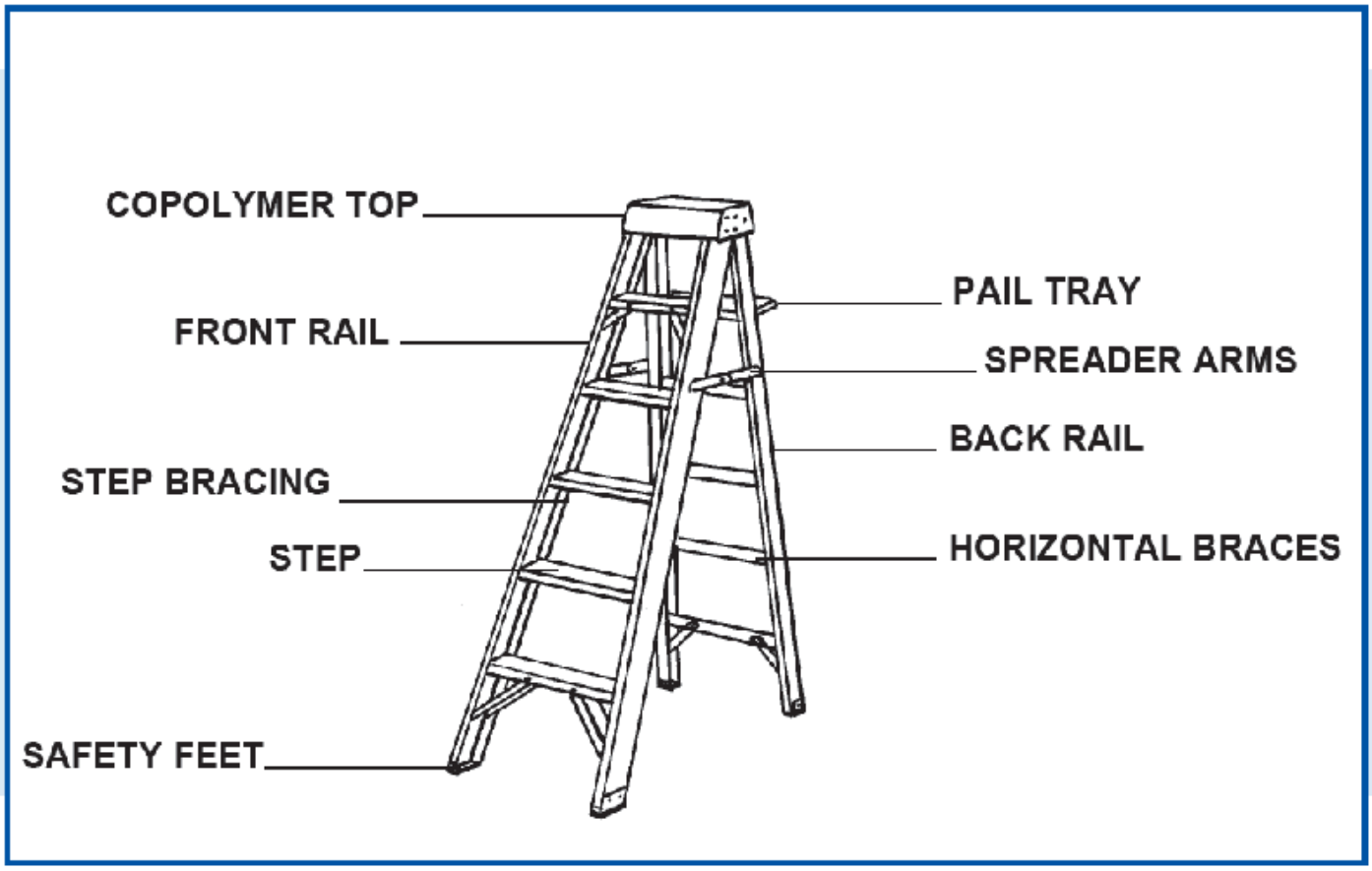
WORKER
As with all ladders, make sure that the step ladder is in good condition and is the right ladder for the job to be done:

- All ladders shall be inspected prior to performing a task.
- All step ladders shall be equipped with non-slip feet.

- A ladder shall not be placed against an unsafe support. Ensure that all ladder feet are on a firm, level and non-slippery surface and check stability.
- Stepladders must have legs that are securely held in position by means of metal braces or an equivalent rigid support.
- A metal or wire-bound step ladder is not used where the ladder or a worker handling or using the ladder may come into contact with an exposed energized electrical conductor.
- Always maintain three-point contact and face the ladder when climbing up or down. Three-point contact means making contact with the ladder with two hands and one foot, or two feet and one hand, at all times during the ascending or descending.
- Keep your body centered between the rails of the ladder and never over reach to the side or attempt to reach too high.
- Do not carry tools or materials in your hands when climbing.
- Do not climb, stand or sit on spreaders, rear braces, ladder top, or pail shelf.
- No work is to be done from either of the top two rungs or steps of the step ladder unless the ladder is a step ladder that has an approved platform equipped with a suitable handrail.
  The top connection point or plate is not a rung or a step and should not be considered when counting rungs or steps on a step ladder. The last available rung or step that a worker may access is the third rung or step from the top of a step ladder.

- Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or vehicles.
- A stepladder must not be more than six meters high when set for use.
- When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.
- The step ladder is only to be used in the fully opened position with the spreader bars locked. Workers will not lean a step ladder against a supporting structure.
- Step ladders shall be secured from accidental movement in any direction i.e. up, down, sliding left or right. On soft ground where one leg may sink farther into the ground than the others a sill plate must be used.
- Unless suitable barricades have been erected or other adequate protection provided, ladders shall not be set up in passageways, doorways, driveways, or other locations where they can be struck or bumped by persons, materials, equipment or vehicles.
- Wooden ladders shall not be painted but shall be finished with a clear, non-conducting wood preservative.
- Defective ladders shall not be used; they should be placed out of service and red tagged.
- Only CSA Standard ladders will be used.
- Ladders shall not be used horizontally.
- Workers on a ladder shall not straddle the space between a ladder and another object.
- When climbing up or down, workers shall always face the ladder. Keep your body centered between side rails. You have climbed to high if you cannot maintain a handhold on the ladder.
- Do not overreach-climb down and move the ladder over to a new position.
- Avoid pushing or pulling step ladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Do not “shift” or “walk” a step ladder when standing on it.

- Do not overload a step ladder; there is a load rating on the side of the ladder that states its load limits. It is a combination of the weight of the worker on the ladder and any tools or equipment that is attached to the worker; they are meant for one worker at a time.
- CSA approved Fall Arrest System shall be worn when a worker is exposed to a fall of greater than 3M (10ft) while working on an extension ladder.



SAFE WORK PRACTICE	
Subject:	**TABLE SAW**

PURPOSE

To establish a safe work practice for to protect workers from injuries when cutting with a table saw.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Most table saws are designed for right- and left-hand operation. Typically, most table saws are direct-drive and probably the most widely used. The other type is belt driven. The direct-drive is most common on construction sites where as the belt driven is usually used in more industrial fabrication shops. The direct-drive saw has the blade at a right angle to the motor shaft whereas the belt drive has a belt connected to pulleys, one on the motor and one on the blade drive shaft.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Gloves (if required)
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- respiratory hazards (dust inhalation)
- pinch and contact points to hands and fingers
- manufactured guards not in place or damaged
- forcing material into the saw or bending blade due to improper use could cause kick back
- ergonomics regarding height and repetitive motion

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with table saw operations.
- Monitor the use of the table saw by workers and ensures that all workers use safe work practices and that unsafe use of the tool is identified and corrected.
- Monitor the condition of the table saw and take appropriate corrective action when the tool is defective.
- Ensure that the table saw is maintained according to manufacturer's specifications.

WORKERS

- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of blade, cord and housing for possible damage or defect
- To wear the appropriate personal protective devices when operating a table saw.

DO'S

- Refer to SDS for information on the specific material being cut.
- Ensure a proper work station at appropriate height.
- Connect saw to properly grounded 110V power source, use GFCI if required ensure the on/off prior switch is in the off position prior to plugging in the saw.
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- Use blades with the correct size arbor hole.
- Before each use inspect the blade for ware, chips and broken teeth.
- Check workspaces and walkways for trip-hazards are not present.
- Check workspaces for gaseous or explosive atmospheres and flammable materials including flammable dust before starting the equipment.
- Never operate an electric saw with the lower guard off or wedged open. The saw may kick back and cut you or another worker may pick up the saw and not knowing that the guard is pinned back sustaining an injury.
- Ensure you are familiar with the operation of the ON/OFF switch. On some saws a latch prevents the operator from accidentally starting the motor. Keep table and work area clear of all tools and off-cut material.
- Faulty equipment must not be used immediately report suspect equipment.
- Place material to be cut onto the table, well away from the blade. Ask for assistance when carrying long heavy lumber. Provide adequate support to the rear and sides of the table saw for wide or long work pieces.
- Inspect work piece for nails or other foreign materials before cutting / ripping.
- Adjust height of blade according to stock thickness:
- With machine at complete stop, unlock the front hand wheel and rotate the hand wheel clockwise to raise the blade. Adjust the blade height to 1/8 inch above the thickness of stock. - Lock the hand wheel by turning the hand knob extending from the hand wheel shaft. Proper adjustment of cutting depth reduces blade friction and results in cooler cutting.
- Allow the saw to reach full speed before contacting the material.
- Ease the material against the blade when starting to cut. Do not force tool.
- Keep hands away from cutting area make sure you use the fence if required and guards are in place.
- If a helper is required, make sure that person is wearing the proper PPE also.
- When operating a power tool outdoors use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
- Hold work firmly against the miter gage or fence. Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool.
- Turn off the machine if the material is to be backed out of an uncompleted cut.
- Always use the guard, splitter and anti-kickback fingers. Ensure they are free from defects and accumulation of wood dust and debris. DO NOT REMOVE THE GUARD.
- Use local exhaust ventilation and or wear recommended respiratory protection.

- Use just enough force to let the blade cut without labouring. Hardness and toughness can vary in the same piece of material. When the blade labours, reduce pressure to keep blade speed constant. Forcing the saw beyond its capacity will result in rough and inaccurate cuts. It also overheats the motor and saw blade. Pushing a cut is very hard on blades and saw. Wear dramatically increases and the risk of breaking a blade rises.
- Feed work into a blade or cutter, against the direction of rotation of the blade or cutter only.
- Always keep your hand on the long side of the material being cut and clear of the saw and use the push tool to feed material into the saw. Maintain a firm, well-balanced stance, particularly when working on uneven footing.
- When work has been completed, turn off the saw and stay till machine comes to a complete stop. Turn the lockout switch to off, before freeing work piece.
- Remove material from the table and clean the area. If there is a lot of saw dust, wear a dust mask while cleaning the area.
- Disconnect the plug from the power source and bring the saw to a complete stop before making any adjustments.
- When ripping, ensure the pressure on the work piece is between the blade and the fence.

DON'TS

- Do not try to hold the material on the work rest at an angle or in the air as you attempt to cut it.
- Do not store tools and parts on top of the machine.
- Do not have any part of your body in line with the path of the blade.
- Never use the saw to grind or chew excess material by placing the teeth 90^0 to the material to remove excess material.
- Never leave the machine running unattended. Do not leave the machine until the blade has come to a complete stop.
- Before making adjustments switch off and bring the machine to a complete standstill.
- Stop the machine before removing scrap pieces from the table.
- Always keep hands and fingers away from the blade. Always use a push stick or pad for ripping narrow stock.
- Never stand or have any part of your body in line with the path of the saw blade.
- Never use the miter and fence together.
- Never reach directly behind or over the cutting tool with either hand for any reason.
- Do not overextend when making the cut – you could lose control of the saw, lose footings or pull a muscle.
- Never attempt to free a stalled saw blade without first turning the saw off.
- Do not use the table saw if the switch does not turn it on and off. Any table saw that cannot be controlled with the switch is dangerous and must be repaired.
- Do not cut live electrical material.
- Do not use a blade that is damaged or shows signs of defect.
- Do not force a blade into the saw or alter the size of the mounting hole if the wheel does not fit the saw get proper size one.
- Do not start the saw until the guard is in place.
- Don't jam, bend or pinch the blade it may cause kick back.
- Never reach under the material being cut.
- Do not cut materials without first checking for obstructions or foreign objects (nails, screws)
- Do not cut "freehand". Always use a miter gauge or rip fence. When cross-cutting, always use the miter gauge rather than the rip fence to position the work piece.

CHANGING BLADES

Note: not all table saws are alike refer to owner's manual if the following procedure does not fit the type of table saw in use. Always inspect the new blade for defect prior to installing on saw. Take care to choose the right blade for the job. Blades are available in a variety of styles and tooth sizes.

- Unplug saw from power source and zero state the equipment by depressing the on / off switch a couple of times.
- If equipped, remove the guard or rotate guard out of the way.
- Remove the top panel from the saw to expose the blade. Loosen the blade with the appropriate wrench.
- Carefully remove the saw blade.
- Attach a new saw blade (ensure it is the correct size and RPM rating), making certain the teeth of the blade are pointing down at the front. (Note: the blade will be directional so check to confirm rotation of wheel is correct).
- Tighten all screws and remove all wrenches before re-starting the machine.
- Check rotation of blade by hand to confirm blade has been installed correctly.
- Re-insert the top panel of the table saw
- Replace saw blades that are dull. Keep saw blades clean.
- Test the equipment prior to cutting making sure your body is not in the line of fire when first starting the table saw.

PUSHBLOCK and PUSHSTICKS

Pushblock - means a short block of wood with a shoulder at the rear that is provided with a suitable handle that will engage with the shoulder

Pushstick -means a narrow strip of wood or other suitable material with a notch cut into one end.

WESTRIDGE HOMES shall ensure that a worker uses a pushstick or pushblock to feed wood or other material into any machine that is used for cutting or shaping the wood or other material.

SAFE WORK PRACTICE	
Subject:	**THREADING MACHINE**

PURPOSE

To establish a safe work practice for to protect workers from injuries when using a threading machine.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

PPE REQUIRED

- CSA safety glasses and face shield (if required)
- CSA steel toed work boots
- CSA hard hat
- Tight fitting leather gloves only (if required)
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- entanglement
- ergonomics regarding height and repetitive motion
- inadequate operator training / improper setup
- poor lighting
- musculoskeletal injuries
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with threading operations.
- Monitor the use of the threading machines by workers and ensures that all workers use safe work practices and that unsafe use of the tool is identified and corrected.
- Monitor the condition of the threading machines and take appropriate corrective action when the tool is defective.
- Ensure that the table saw is maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective devices when operating a threading machine.
- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of tool, cord and housing for possible damage or defect
- Only trained workers are to operate threading machine.
- Follow manufactures instructions.

DO'S

- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts. . Eye protection must be worn. Hearing protection should be worn when using the equipment for long periods of time or in a very noisy work area.
- Make sure all safety guards and covers are in place.
- Set up the equipment on a flat, level surface. Be sure the tool and power drive are stable and will not tip over.
- Secure the machine to its stand to keep it from tipping over. Do not use on a bench or any elevated surface that is unstable.
- Secure the power drive properly to the equipment. Place foot switch behind tool and near the power drive.
- Ensure a proper work station at appropriate height.
- Place a piece of appropriate material (do not use cardboard) on the floor and a properly sized piece of plywood under the power vice to catch oil drips from going onto the existing floor surfaces.
- Prevent water from mixing with oil if power vise is equipped with an oil sump.
- Change oil in sump if water enters sump.
- Clean chip pan regularly if threading machine is equipped with one.
- Clean sump regularly if threading machine is equipped with one.
- When setting up threading machine, set it up in such a manner that most of the oil will flow out of the pipe end (if required a drip plan to catch oil) rather than flowing into the end of the pipe.
- Check threads allowance by turning a fitting on by hand.
- Clean oil by hand wiping end of pipe with a cloth rag wait for pipe to stop rotating
- Use proper tripod pipe vice and pipe wrench to tighten fittings.
- Avoid accidental starting. Be sure switch is off before plugging in.
- Stay alert, watch what you are doing when operating threading machine. A moment of inattention while operating threading machine may result in serious personal injury.
- Support long heavy pipe with supports to prevent the machine from tipping over.
- Operate the machine with the foot pedal to maintain a safe distance from the machine.
- Ensure all switches are operating properly. The momentary contact switch lets you shut off the motor by removing your finger. If clothing should become caught in the pipe or tool, it will continue to wind up, pulling you into the machine.
- Check for damaged parts before using the tool. Check for alignment, binding, damaged or worn blades, mounting of parts that may affect operation. Ensure the foot switch is in working order, and that all guards are in place and operating properly. Inspect the cord. Keep handles dry, clean and free from oil and grease.
- Keep observers at a safe distance from the equipment, pipe and extension cords. Use barricades if necessary.
- Ensure the work area is clean, uncluttered and well-lit. Keep floors dry and free of slippery materials. Do not allow scraps, metal chips/shavings, etc., to accumulate around the equipment.

- Clear the equipment of all objects such as wrenches or tools before turning the power drive on.
- Once pipe is in place and support stands adjusted, check rotation on low speed for vibrating or whipping of the tail end of pipe. Adjust as required.
- Keep hands and feet clear of the blade and of the pipe in the event it falls after being cut. High pressure exerted by the cutter may cause the cut section to fly with considerable force.
- Disconnect the power supply when adjusting, servicing or changing accessories.
- When not in use, store the tool in a secured, locked area, out of reach of children and people unfamiliar with the machine.
- Faulty equipment must not be used immediately report suspect equipment.
- Ease the attachments against the material when starting to cut, thread or other functions. Do not force tool.
- Use a brush to remove cuttings.
- If a helper is required, make sure that person is wearing the proper PPE also.
- Keep your hand/fingers away from the turning parts.
- Disconnect the plug from the power source before making any adjustments, changing accessories.
- Maintain power tools. Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool's operation.
- When unplugging equipment pull on the plug, not on the cord. Keep power cords away from heat, water and oil. Keep all electrical cords clear of the turning parts.
- Ensure there is adequate lighting in the work area.
- Use the tool accessories in accordance with the manufacturer's instructions and in the manner intended.
- Choosing the proper attachment:
  - select the attachment suitable to the size of pipe and the work being done
  - use only attachments that run true ensure that the attachment is properly seated and tighten in the chuck
  - follow manufacturer's instructions when selecting and using an attachment
- If gloves are to be worn on site, ensure only snug fitting leather gloves are worn to reduce risk of entanglement – never access any moving parts or materials until all moving parts are shut off and the rotation has seized.

DON'TS

- Do not use the power tool if the switch or foot pedal does not turn it on and off.
- Do not abuse the cord. Never use the cord for carrying, pulling, or unplugging the power tool.
- Do not remove the stock or any debris while pipe is spinning.
- Do not use bent or broken attachments.
- Do not exceed the manufacturer's recommended maximum capacity.
- Do not pour oil out of container onto threads. Use proper pump oil can.
- Do not check thread allowances with machine running.
- Do not clean oil off pipe end while machine is running.
- Do not use cardboard for setting vise on for catching oil drips.
- Do not tighten fitting with power vise.
- Do not wear loose clothing or jewelry while operating this equipment. Long hair must be tied up. Wear only tight-fitting leather gloves when operating equipment; do not wear loose cloth gloves
- Do not reach across the machine or rotating pipe as clothing can be caught resulting in entanglement.
- Do not operate the equipment if power drive switch is broken.
- Do not use with dull, bent or damaged cutter wheels.
- Do not leave the threading machine running unattended.

SAFE WORK PRACTICE	
Subject:	**TOWING A TRAILER**

PURPOSE

To establish a safe work practice for to protect workers from injuries associated when towing a trailer.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. Towing is very different from everyday driving – it requires additional driving skills and safety precautions. As a driver, you have a responsibility to other road users when towing a trailer or other vehicle.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi Vis Reflective Vest
- Gloves
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- Tipping unit over (uneven driving surface).
- Inadequate operator training.
- Over loading towing vehicle and trailer.
- Exceeding GVWR for both tow vehicle and trailer.
- Improper or unsecured loads.
- Colliding with other structures, workers or equipment.
- Other workers in area (workers & pedestrians).
- Operator not experienced with towing a trailer.
- Working inside buildings (fumes).
- Pinch points
- Poor maintenance, damaged equipment or daily checks.
- Poor housekeeping.

RESPONSIBILITY

SUPERVISOR

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements.
- Ensure all PPE is being used as required.
- Ensure all inspections are completed as required.
- Ensure equipment is in good working condition.
- Ensure workers do not exceed GVWR or over load the equipment.

WORKER

- Read and follow manufacturer operator's instructions.
- Do not operate without adequate training.
- Perform job site inspection and walk around inspections of tow vehicle and trailer prior to use.
- Do not use damaged equipment.
- Review GVWR limitations of the vehicle and trailer prior to use.
- Secure all tools, materials and equipment prior to moving the trailer.
- Ensure ground is firm and level when hitching and unhitch a trailer.
- Be aware of your surroundings (workers, objects, building etc.) and proximity to.
- Do not overload the trailer at any time.

DO'S

Ensure that the tow vehicle, trailer and its load meet all legal and safety requirements set forth in *The Motor Vehicles Act* and *The Traffic Highway Act* or any other governing agency regulation in the region you are working in.

- All trailers should be inspected by a qualified mechanic on a pre-determined schedule to ensure roadworthiness.
- Perform a trailer safety check prior to use:
  - Inspect the frame and suspension for damage and wear.
  - Ensure the tires are properly inflated and free of damage.
  - Inspect all light, safety chain and break connections for compatibility between trailer and vehicle.
  - Perform a function check of all lights and brakes if equipped.
  - Check that all connections are secure between the vehicle and trailer and lock pins in place.
- Ensure that ball hitch is the exact size to match the trailer hitch and the weight restrictions on hitch tongue and ball are compatible to the load that will be imposed on it.
- Make sure the trailer load is balanced side to side and front to back.
- Ensure that loads are secured to the trailer so that they do not move independently of the trailer, when rocked back.
- Use three points of contact when climbing on and off trailers (use a ladder to access heights if required and climbing on and off of trailer.
- Properly attach safety chains in a crisscross or basket configuration prior to departure.
- Pause after 10-20 km of towing to check all hitch connections, load tie downs and adjustments, and is recommended again each 100-200 km.
- Reduce speeds while towing.
- Allow additional distance for following and stopping to account for additional load on vehicle's controls.
- Make use of tow/haul function on vehicle and or use lower gears when descending a grade.
- Perform a walk around of the trailer prior to backing up a trailer.
- If possible or if required, have a spotter positioned to the rear and off to the side of the vehicle and trailer to assist in backing up.

DON'TS

- Do not become complacent about towing on the highway.
- Do not exceed weight limit of the trailer or tow vehicle (GVWR).
- Do not decide to tow without necessary safety gear, even for short distances.

- Do not knot or twist chains to shorten them, this reduces the strength of the chain and may break if trailer comes unattached from tow vehicle.
- Do not let safety devices drag on the ground while underway.
- Do not become distracted while securing or unhooking trailer from tow vehicle.
- Do not climb on unsecured cargo while tying them down.
- Do not tow trailers that are damaged.

HOOKING UP HITCHES

- Always ensure you are familiar with the proper hook up procedure for the type of hitch you are using.
- Do not twist, knot or pin to shorten safety chains, doing so will cause them to snap and render them useless if the hitch comes undone.
- Always use the proper locking pin in the hitch assembly. Do no use bent nails etc.
- Always use the proper hitch for the trailer, do not substitute. If any of the above mentioned are present do not hook up and tow the trailer.
- Raise storage leg or dollies prior to towing.
- Connect air lines (if equipped) and lights.

TRAILER BACKING

Observe the following guidelines when backing a trailer:

- Walk to the rear to make sure the way is clear.
- Back slowly, turning the steering wheel right to go left and left to go right if your hand is positioned at the top center of the wheel. If you position your hand at the bottom center of the when the direction you turn is also the direction the trailer will precede. Left for left and right for right.
- Do not turn the wheels too much or hold them in turned position too long use small rotations of the wheel, short trailers will swing or turn faster than long trailers. Always be aware of the possibility of jack knifing your trailer causing damage to both the tow vehicle and trailer.
- When backing into any spot always place the tow vehicle and trailer so as you to back in from the driver's side, this will reduce the possibility of backing into an object or workers. Always turn toward the left side of your vehicle where you can see the trailer over your left shoulder, when backing from the right side or passenger side you will notice a blind spot where you will not be able to see the back end of the trailer, objects or workers in close proximity to the trailer.
- When unhitching from a trailer the wheels of the trailer will be blocked. All units must have wheel blocks available.

TRAILER PULLING

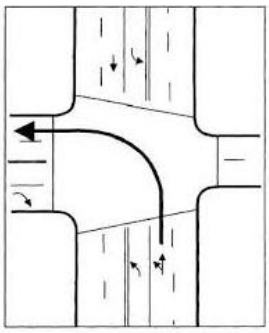
When pulling a trailer:

- Allow a greater space before entering traffic, as your acceleration rate is reduced, and a greater stopping distance is required.
- Always use the right-hand lane.
- Plan your driving route so that you are not required to make sudden lane changes. If traffic builds up behind you pull over and stop when safe to do so and allow others to pass.
- Periodically check the load, and inspect tires and hubs for heat buildup, signs of heat buildup in hubs could mean potential bearing failure.

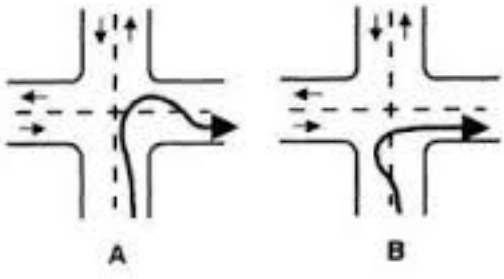
TRAILER TURNING

The following guidelines apply to making a turn while pulling a trailer, not all trailers are the same consideration must be given to the type of trailer you are towing (length, height, width of load and weight of load). When turning take your time reduce your speed and make the turn slowing and safely. The following are guidelines for turning, adjustments may be required when turning:

- **To turn left:** begin turning from the right side of the most left lane to the intersection you are turning into, beware that the length of your tow vehicle and trailer may require additional space to complete the turn. Make sure traffic is clear from right hand or merge lanes when completing your turn. Move forward into the intersection and turn when you have deemed that the trailer will clear the corner, your tow vehicle in some cases depending on the length of the trailer may enter the right lane or merge lane to complete the turn, use caution when proceeding. After the tow vehicle and trailer have cleared the corner the vehicle and trailer should return to the most left hand lane.



- **To turn right:** begin from the right side of the lane when the tow vehicle is approximately the length of the vehicle and trailer away from the corner, turn the vehicle at this time to the left creating a "S" like shape with the tow vehicle and trailer. Make sure traffic is clear to the left lane and to the front of the vehicle as you may require additional space to complete the turn. Move forward to the far-left side of the lane you are turning into, again you may require addition space in the second lane or in some cases if the road is narrow the oncoming traffic lane to make sure you are clear before you proceed. When turn is completed the vehicle should be positioned in the most right lane.



Note: Remember that your trailer tires will always dog track inside your tow vehicle tires when making turns. You must always proceed with caution when moving a trailer; obey the rules of the roadway.

SAFE WORK PRACTICE	
Subject:	**USE OF CHAIN SAWS**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with chainsaw operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Accidents involving chainsaws are frequent. Most injuries occur when the operator makes contact with the chain or when the object being cut falls on the operator. In many cases, these kinds of accidents can be easily avoided. Following basic safety procedures will help reduce injuries. Make sure you know all the operating procedures for the chainsaw you are using by reading the manufacturer's specifications. Find out the answers to any questions before you start. An unsure operator is an unsafe operator. Only trained and competent workers who have been authorized by the supervisor are permitted to use a chain saw**.**

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- Mesh face shield
- Chainsaw chaps
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- damage to the face and eyes or to others as a result from flying material from the product being worked on
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch and contact points to hands and fingers
- entanglement
- ergonomics regarding height and repetitive motion
- inadequate operator training / improper setup
- poor lighting
- musculoskeletal injuries
- poor maintenance or daily checks
- poor housekeeping
- damaged equipment

RESPONSIBILITIES

MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with chain saw operations.

- Monitor the use of the chain saws by workers and ensures that all workers use safe work practices and that unsafe use of the tool is identified and corrected.
- Monitor the condition of the chain saws and take appropriate corrective action when the tool is defective.
- Ensure that the chain saw is maintained according to manufacturer's specifications.

WORKERS

- Workers must be trained in the safe use of chain saws before using one.
- The proper personal protective equipment to be worn is set out by the manufacturer and Occupational Health and Safety Legislation.
- Fueling of the saw must be done in a well-ventilated area and not while the saw is running or hot.
- An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring.
- The correct methods of starting, holding, carrying, or storage and use of the saw as directed by the manufacturer must be used.
- Ensure that the chain brake is functioning properly and adequately stops the chain.
- The chain must be sharp, have the correct tension, and be adequately lubricated.
- When carrying/transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
- The chain saw must not be used for cutting above shoulder height.
- All chain saws will comply with CSA Standards.

BEFORE YOU START

Chainsaws need to be inspected frequently and before each use to ensure all handles and guards are in place and tight, that the cutting chain is properly adjusted, that the muffler is operative, and that chain brakes and other manufacturer's safety features remain operational. Inspect the saw careful look for the following:

- ensure appropriate bar is used and it is not bent
- inspect for bolt tightness, cracks and defects (when tightening nuts on the bar, always hold bar nose up)
- clean bar groove and oil hose and ensure bar is receiving oil (grease roller and sprocket nose)
- remove any burred edges on the bar
- cracked or worn housing
- loose or broken handles
- leaking gas or oil caps
- make sure the chain is sharp, undamaged and that nothing is caught in the teeth or components
- make sure the chain is tight (as per manufacture instructions)
- Check for pinched or uneven bar groove and reverse bar if require for even wear

Note: Do not use the chainsaw if it's not up to standard.

Review the starting procedures and controls for the model you are using. Be sure you are confident before you start it. Mix gasoline and engine oil according to manufacturer's recommendations. Do not fuel the saw if the saw is running or the saw is still hot from previous use. Mix fuel in a well-ventilated area. Do not smoke or allow any ignition sources while refueling. Store fuel in an appropriate approved CSA approved container. Use a funnel or spout for pouring. Wipe off any spills.

WHEN STARTING

Always refer to manufactures instruction on the safe starting procedure for the type of chainsaw you are using. Know how to use the controls before starting the saw. Ensure that chain is clear of obstructions before starting.

- hold the saw firmly on the ground with the chain away from your body and clear of any obstructions
- hold the saw firmly with one foot on the footplate (bottom of rear handle) and one hand on the top handle (not the chain break) use a quick, sharp motion on the starting cord
- warm up the saw prior to cutting (the saw should idle without the chain turning) if the chain continues to turn after the throttle switch is released adjust the idle as shown in the owner's manual

CUTTING

Plan each job before you start. Arrange to have helped if you need it. Know the location of the person working with you at all times. Use the correct saw. The weight, power and bar length should all be suitable for the job. Operate chain saw in a firm two-handed grip with fingers and thumb surrounding the handles. Keep both feet firmly positioned when operating a chain saw. Follow Safe job procedures and manufacture instruction while cutting at all times. The following are items to keep in mind:

- never work alone
- always hold the saw with both hands
- operate the saw at full throttle at all time
- never cut above shoulder height
- don't cut with the toe of the guide bar
- keep the chain lubricated
- if the chain loosens, stop the saw and adjust it
- use a scabbard or bar guard whenever the saw is not in use
- shut off the saw when carrying it more than a short distance
- keep your work area clear of branches and other objects to avoid kickback

DO'S

- wear adequate PPE for the job
- ask your supervisor if you are unsure of the required protective equipment
- follow manufacturer's directions for oil / gas mixture
- allow saws to cool down prior to refueling
- inspect the saw before starting

DONT'S

- "drop start" (starting saw in hands) – this leaves only one hand to control a running saw and has resulted in leg cuts
- start saw unless it is at least 3 meters (10 feet) from fuel container
- smoke while refueling a saw

- make adjustments to chain or guide bar when motor is running
- stand directly behind the saw
- leave a saw running unattended
- carry chain saw with saw running
- use a chain saw when working alone
- cut above shoulder height

KICKBACK

Is the upward motion of the guide bar? It's sudden, unexpected and dangerous. Guarding against kickback requires your special attention. Follow legislation and manufacturer's recommendations. Work with your co-workers to get the job done right - and safe.

FALLING and BUCKING TREES

- WESTRIDGE HOMES will make available to workers appropriate means of summoning and rendering assistance in case of an emergency.
- Fallers and buckers shall ensure that there are no obstructions to the falling and bucking operations and a safe escape from the hazardous area has been cleared before a tree is fallen or bucked.
- Clear an escape path for the faller to the rear of the tree being felled away from the direction of the fall.
- Other workers except the faller must remain at a distance of not less than the height of the tallest tree away from the area where the felling is taking place.
- Decide what direction the tree will fall and clear the area of debris.
- Warn workers and others to stay well back from the whole area.
- Notify the proper authorities so they can make sure you will not hit power lines, roads or buildings.
- Leg protective pads and mesh face shields shall be used by all personal that are exposed to the hazards when a chainsaw is in use.
- Crews burning brush on right of ways must use extreme caution to prevent the possibility of sparks igniting a forest fire. (do not use gasoline to start the fire)
- Fall areas should be designated to only authorized personal and traffic.

CHAIN SAWS

WESTRIDGE HOMES shall ensure that a chain saw is:

- equipped with an effective chain brake or a chain and bar that is designed to minimize the possibility of a kickback
- designed and constructed so that the chain stops when the engine is at idle

Where a chain saw is to be used by a worker operating from an elevated cage or basket, the width of which is less than twice the length of the chain saw, WESTRIDGE HOMES shall ensure that a secondary platform is installed outside the cage or basket and is used to store the chain saw and to start the chain saw engine.
WESTRIDGE HOMES shall ensure that a worker who operates a chain saw:

- stops the chain while the worker is walking with the saw
- does not operate the saw at a height that is higher than the worker’s shoulder level;
- holds the saw firmly in both hands while operating the saw
- maintains the chain saw, cutting chain and safeguards in safe operating condition.

A worker who operates a chain saw:

- shall stop the chain while the worker is walking with the saw
- shall not operate the saw at a height that is higher than the worker's shoulder level
- shall hold the saw firmly in both hands while operating the saw
- shall maintain the chain saw, cutting chain and safeguards in safe operating condition
- shall maintain the chain saw so that the chain stops when the engine is at idle.

SAFE WORK PRACTICE	
Subject:	**USE OF EXPLOSIVE/POWDER ACTUATED FASTENING TOOLS**

PURPOSE

To establish a safe work practice for to protect workers from injuries in the use of an explosive/powder actuated tool.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing. There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- Ear protection
- FR coveralls (if required)
- Specialized PPE (if required)

POTENTIAL HAZARDS

- noise levels from equipment and process may cause hearing damage if over 85 decibels
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- pinch points to hands and fingers
- contact points with moving parts
- manufactured guards not in place or damaged
- ergonomics regarding height and repetitive motion
- improper lifting of materials
- improper storage of shot
- misfires / explosions
- unfired shot left on the floor could accidental discharge if heavy object come in contact with (i.e. Powered Mobile Equipment, pallets jacks moving materials and other equipment or materials)

RESPONSIBILITIES

MANAGERS/SUPERVISORS

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with explosive/powder actuated fastening operations.

Employees assigned to use explosive / powder activated tools are suitably trained and certified in the use of the type of equipment being used.

WORKERS

Only properly trained and qualified operators are to use this type of tool. The user shall possess proof of this training issued by the manufacturer, authorized dealer/distributor, or other competent source.

- Workers to perform regular maintenance and inspection this should include:
  - cleaning and servicing
  - inspection of the equipment for defects and damage
- To wear the appropriate personal protective devices when operating a powder actuated tool.

EXPLOSIVE-ACTUATED FASTENING TOOLS

Explosive-actuated fastening tool – is a machine that propels or discharges, by means of an explosive force, a fastening device to attach the fastening device on, affix the fastening device to or cause the fastening device to penetrate another object or material.

WESTRIDGE HOMES shall ensure that a worker who operates explosive-actuated fastening tool systems is trained in and uses safe work procedures for any explosive-actuated fastening tool that the worker may operate, including:

- the selection of the appropriate tool, accessories, fastener and power load for each application
- the limitations of each type of tool, fastener and power load
- the maintenance, inspection and use of the tool

WESTRIDGE HOMES shall ensure that a worker who operates an explosive-actuated fastening tool:

- does not leave the tool or explosive charges unattended
- stores the tool and explosive charges in a locked container when not in use
- uses an industrial eye or face protection

DO'S

- Powder-actuated tools operate like loaded guns. Handle powder-actuated tools with the same respect and safety precautions as guns. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- The tool must be CSA standard approved for "Explosive Actuated Fastening Tools".
- Refer to SDS for information on the specific shot being used.
- Check the chamber to see that the barrel is clean and free from any obstruction, before using the tool.
- Check workspaces and walkways for trip-hazards are not present.
- Ensure you are familiar with the operation of the tool with manufactures instructions.
- Faulty equipment must not be used immediately report suspect equipment.
- If a helper is required, make sure that person is wearing the proper PPE also.
- Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- The tool should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.
- Use the tool as the tool was intended for.
- Explosive/powder actuated tools should always be stored in their proper lockable boxes.
- Insert fastener into the muzzle/barrel end of the tool with the point out.
- Explosive/powder actuated tools must never be used in an explosive atmosphere.

- The tool must be held firmly and at right angles to the surface being driven into.
- Eye protection must be worn by the operator. Where there is a danger of spalling, full face protection must be worn. Hearing protection is also to be worn in confined areas.
- Brace yourself at all times when working on ladders or scaffolds to maintain good balance.
- To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (i.e. Glass block, hollow tile, etc.)
- Manufacturers' recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.
- Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.
- Always check the material in which the fastener is being discharge into is of actuate dimensions as to keep the fastener from passing right through the material.
- Clean and maintain tools according to the manufacturers' instructions.
- Check tools before use to ensure that they are in good working order.
- Tag defective tools "Out of Service" and remove from service until properly repaired.
- Store tools and cartridges in a locked container when they are not in use. Ensure that the tool is unloaded before storing it. Make sure shot is stored so that no tools are dropped, or where the shot can be crushed.
- Check that the color of the cartridge is appropriate for work being done. Charge cartridges are color-coded to show their strength.
- Place all spent or misfired shot in a container of water.
- Provide adequate ventilation in confined spaces where powder-actuated tools are used.
- Hold the tool in the firing position for at least 15 seconds after firing. If a cartridge misfires, keep the tool pointed in a direction that will not cause injury to you or others and unload the cartridge with extreme caution. Place the misfired cartridge into a bucket of water.
- Use caution when using tools near live electrical circuits. Ensure that the nails (etc.) do not enter live circuits buried or hidden in the base material.
- Thoroughly wash hands and face after using the tool and prior to eating, smoking or drinking to remove residue created by the ignition of cartridges.

DON'TS

- Do not have any part of your body in line of fire.
- Do not leave loaded powder-actuated tools unattended.
- Do not allow bystanders near the work. Shields for protecting workers against a possible ricochet may be necessary in the working area.
- Do not attempt to force a cartridge into a tool.
- Do not carry cartridges loose or in a pocket, carry them in the manufacturer's package.
- Do not store flammables with shot.
- Do not store shot where oil and other petroleum-based products can come in contact with shot or nails.
- Do not clean powder actuated tool with solvents or oil tool, only use wire brush and clean dry cloth to clean tool.
- Do not close tool against work surface. The tool should be manually closed, with hand away from muzzle/barrel to prevent accidental discharge.
- Do not fasten into cast iron, tile, glass or other types of brittle materials. These materials can shatter and create sharp fragments which may cause injury.

- Never attempt to override the safety features of a powder actuated tool.
- Never load a fastener with your finger on the trigger.
- Do not use excess force when inserting a fastener, STOP immediately if excess force is required, remove shot if shot is in the chamber and inspect the muzzle/barrel to find out why the fastener is not entering freely. Do not continue loading unless the problem is corrected.

SAFE WORK PRACTICE	
Subject:	**USE OF PROPANE**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with using propane cylinders.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Since propane is heavier than air and invisible it is a special concern when it is used on the job site. All installations and use of this product on the job site must comply with the OH&S Legislation set out for its safe use.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- noise levels from equipment and process may cause hearing damage if over 85 decibels
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- inhalation hazard
- pinch points to hands and fingers
- manufactured guards not in place or damaged
- ergonomics regarding height and repetitive motion
- improper lifting of cylinders / musculoskeletal injuries
- inadequate operator training / improper setup
- poor housekeeping
- damaged equipment
- improper storage or propane cylinders
- fires / explosions
- accidental release of propane (if contact with body part will cause instant freezing to contact point)

RESPONSIBILITIES

SUPERVISOR

To facilitate and/or provide proper instruction to their workers on the protection requirements associated working with propane and propane cylinders. Only trained workers are authorized to perform tasks associated with propane.

WORKERS

- Do not transport a propane cylinder inside a closed vehicle (cylinders must be stored in a well-ventilated area).
- Wear proper personal protective equipment, including hard hats, safety boots, eye protection, and gloves. Clothing must be flame-resistant (cotton or wool-no synthetics).
- All equipment must be in good working order, with fittings, regulators, hoses, and head secure and cylinder valves clean.
- Do not use leaking propane equipment. If a leak occurs during operation, stop immediately.
- Ensure that the propane bottles are properly shut off.
- Make sure propane cylinders are securely braced upright or tied in order to prevent movement.
- Use only approved high pressure hoses to connect to regulators.
- Never accept a damaged or rusted gas cylinder.
- Whenever possible, always keep body upwind of fumes. Prevent clothing from becoming saturated with combustible gas.
- Do not smoke near propane tanks and equipment. If fuel were to leak from the unit smoking could provide ignition and cause a fire or an explosion.
- Ensure safety data sheets are on the project and reviewed prior to use. Refer to the current SDS (within three (3) years) for safe handling and storage procedures.
- Transport cylinders on an appropriate hand truck. Ensure cylinders are always upright and secure. Protect cylinders and fittings against damage. Ensure cylinder valve caps are in place if equipped.
- Do not use magnets or slings for hoisting cylinders from one level to another, (use only an approved hoisting cradle). Tank valves and regulators are to be removed prior to any movement of the tank.
- Lifting lugs provided on bulk fuel tanks can be used only if the tank is empty.
- Crane hooks must be equipped with a "safety latch".
- Do not hoist by hooking onto protective collar of cylinder.
- Never drop cylinders or strike them against each other.
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
- Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
- Tanks are not to be heated to increase flow.
- Prior to connecting a propane cylinder to any equipment, ensure the equipment is approved for use with propane. If in doubt, ask your supervisor.
- Uses only approved hose and protect it from heat or damage.
- Repairs to propane heaters, cylinders, tanks, hoses and other components must be done by licensed service people.
- Only competent workers who are instructed and/or trained are permitted to remove and replace cylinders.
- Tanks are not to be hooked up and used without proper regulators.
- Be careful when handling propane - it can cause frostbite if it comes in contact with the skin.
- Never transport cylinders in a closed container. Always regard cylinders as being partially full.
- When transporting propane cylinders on a man/material hoist or elevator, no worker except for the operator and the worker transporting the compressed gases will be allowed. Ensure man/materials hoist has a method of communication; also ensure a fire extinguisher is present.
- Never store flammable materials (gas, oil, hazardous substances or materials) in the same area.
- Do not store cylinders in non-ventilated containers such as job boxes or equipment containers.
- Do not store compressed oxygen cylinders within twenty 9 meters of cylinders containing flammable gases.

- Propane gas is heavier than air and will congregate in low lying areas – do not store them near shafts, pits, basements or excavations.
- Propane cylinders must be stored away from high activity areas such as walkways, stairways and vehicular traffic.
- Never allow grease or oil on cylinder threads - explosion hazard.
- Refer to the manufacturer, supplier or SDS for storing procedures.
- If the cylinder valve is not closed during storage, if air has entered while the cylinder is empty, or if the valve is changed, the cylinder must be purged to remove any contaminants. Purging may only be done by a qualified person. Never use a tank or cylinder that has sat empty with its shutoff valve open until it has been properly purged and corrosion protected.

PROPANE LEAKS

In its natural state propane is an odorless gas; a foul-smelling odorant (usually ethyl mercaptan) is added to provide a way to detect a leak. Certain conditions such as rust or scale in cylinders or piping can cause "odor fade". Gas detectors can be installed as a backup warning device – gas detectors can detect the presence of propane even if there is no odor. If you detect or suspect a gas leak, immediately turn off all sources of propane at the cylinder or tank and clear the area. If there is any accumulation of propane decrease the concentration by ventilating the area and insure that no sources of ignition are present. To locate a gas leak, use a mixture of soap and water or a leak detector solution. If the relief valve opens apply cold water to the container to decrease pressure and allow the relief valve to close.

SAFE WORK PRACTICE	
Subject:	**USE OF TIGER TORCH**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with the use of tiger torch.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Protecting workers from injuries associated with the use of tiger torches. The primary function of the tiger torch is to preheat piping systems prior to welding. The safe work practice for propane must also be read in conjunction with this information.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

POTENTIAL HAZARDS

- noise levels from equipment and process may cause hearing damage if over 85 decibels
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- inhalation hazard
- pinch points to hands and fingers
- manufactured guards not in place or damaged
- ergonomics regarding height and repetitive motion
- improper lifting of cylinders / musculoskeletal injuries
- inadequate operator training / improper setup
- poor housekeeping
- damaged equipment
- improper storage or propane cylinders
- fires / explosions
- accidental release of propane (if contact with body part will cause instant freezing to contact point)

RESPONSIBILITIES

SUPERVISOR

To facilitate and/or provide proper instruction to their workers on protection requirements and training. Ensure workers have been adequately trained in the assembly and general maintenance of the system. Training must include proper storage, handling, and use of propane. Only trained workers are authorized to perform tasks with a tiger torch.

WORKERS

- Torches are not to be used for heating of work areas or thawing lines and equipment, etc.
- Ensure hot work permit is in place (a fire watch may be required)
- Do not transport a propane cylinder inside a closed vehicle (cylinders must be stored in a well-ventilated area).
- Protect combustible materials and equipment with flame retarded blankets or a shield that is not easily ignitable.
- Wear proper personal protective equipment, including hard hats, safety boots, eye protection, and gloves. Clothing must be flame-resistant (cotton or wool-no synthetics).
- Check work areas for combustible material and remove what is not needed.
- Inspect torches before use. All equipment must be in good working order, with fittings, regulators, hoses, and head secure and cylinder valves clean.
- Do not use leaking propane equipment. If a leak occurs during operation, stop immediately.
- When torch is stored indoors, allow to cool and store equipment in protective cases. Unless operating the torch, stay at least two or three meters away from the flame.
- Be aware of gas and electrical lines. If a potential gas or electrical threat is present perform a utility locate. Turn off, de-energize/put in place adequate protection.
- When shutting off the torch, close the propane cylinder valve first. Let the remaining gas in the hose and torch burn off, and then close the torch valve.
- Ensure that the propane bottles are properly shut off.
- Ensure all workers know the escape route in case of fire.
- Have at least one fully charged 20-lb dry chemical fire extinguisher readily accessible (within 9 meters of each worker using a torch).
- Never leave torches ignited and unattended. Tiger torches cannot be left burning unless the operator is actually holding it or it is equipped with a thermal coupling.
- Make sure compressed gas cylinders are securely braced upright or tied in order to prevent movement.
- Use only approved high pressure hoses to connect torches to regulators.
- Whenever possible, always keep body upwind of fumes. Prevent clothing from becoming saturated with combustible gas.
- Do not point a tiger torch towards another worker, as the flame may be invisible, and clearances must be maintained to avoid injuries.
- Light all flames with an approved igniter. Using matches or butane lighters to light torches is dangerous.
- Do not smoke near propane tanks and equipment. If fuel were to leak from the unit, smoking could provide ignition and cause a fire or an explosion.
- Workers are not permitted to connect, disconnect, or activate torches unless they have written evidence that they have been trained to the required standard.

SAFE WORK PRACTICE	
Subject:	**VEHICLE SAFETY**

PURPOSE

To establish a safe work practice for safe operation of motor vehicles.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Driver abstracts will be obtained and reviewed for all drivers of WESTRIDGE HOMES' owned vehicles, as well as rentals and personal vehicles used for company business. A driver abstract contains information on the operator's license, conviction information, demerit points, and suspensions.
Some employees are provided with vehicles for use in their jobs. The following rules apply:

- WESTRIDGE HOMES requires all drivers of company vehicles to have current, valid licenses.
- WESTRIDGE HOMES' policy prohibits anyone without a valid driver's license from driving a company vehicle.
- An employee who becomes uninsurable by WESTRIDGE HOMES' insurance company may be subject to termination.
- WESTRIDGE HOMES' vehicles are to be used as authorized by management.
- People who are not employed by WESTRIDGE HOMES or who are not assisting in work-related activities are not to be transported in company vehicles, unless approved by management, as passengers because it presents a potential exposure to liability.
- All traffic laws and regulations are to be obeyed.
- Every effort should be made to keep mileage driven to a minimum by combining trips whenever possible. Special circumstances that may require deviation from this policy must first be cleared by your supervisor.

PPE AS REQUIRED

- CSA safety glasses (anti-fog or fog proof)
- CSA steel toed winter work boots
- CSA hard hat with liner or approved head wear for hard hats
- Winter gloves
- Winter headgear
- Insulating layers
- Insulated winter jacket
- First Aid Kit
- Winter survival kit

OPERATOR RESPONSIBILITIES

- Regular, pre-start inspection and maintenance must be performed on all motor vehicles and maintenance documentation must be maintained. Perform a walk-around inspection prior to starting the vehicle. All brakes, lights and warning devices must be operative.
- All vehicles will be maintained by a competent qualified person. All maintenance activities will be recorded and logged in accordance with WESTRIDGE HOMES' Preventative Maintenance Program.
- Any worker operating a company vehicle must be a qualified, licensed operator and must obtain prior authorization from the supervisor. All operators must observe provincial vehicle laws and regulations, follow all posted speed limits and use safe driving practices.

- Any worker operating his/her own, a company-owned or a rental vehicle on company business must inform the immediate supervisor of the intended travel route.
- The operation of any motor vehicle for company business is prohibited when the driver is fatigued or has consumed alcoholic beverages or drugs which could cause impairment. Operating a motor vehicle for company business while under the influence of alcohol or drugs may result in disciplinary action up to and including dismissal.
- Observe/control weight-limit and load-size restrictions and requirements.
- A motor vehicle which may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement must be equipped with a back-up alarm.
- Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. When backing up it is recommended that a spotter be stationed outside the vehicle to ensure the driver backs up safely whenever practicable.
- Do not leave a vehicle running unattended.
- All motor vehicles must be equipped with seat belts. Drivers and passengers must wear seatbelts at all times.
- All vehicles must be equipped with shatterproof windshields free from cracks, windshield washing devices and defrosters to keep windows clear and clean at all times.
- All vehicles must be equipped with emergency supplies appropriate to the conditions of travel (first aid kit, fire extinguisher, etc.).
- Passengers must observe standard safety practices (i.e. workers are not permitted to ride on the exterior of a vehicle).
- Any vehicle operating near falling hazards must be equipped with a suitable cab or some other safe guard to prevent injury.
- All vehicle braking systems must include an emergency brake and must be maintained to manufacture specifications.
- Safe access and egress must be provided on trucks used to transport workers.
- Do not offer rides to strangers or hitchhikers.
- Tools and equipment must be adequately secured when being transported and all loads must be tied securely to the vehicle with straps or ropes to prevent slippage; any material extending past the rear of the vehicle must be flagged with red material and always drive slowly and cautiously when transporting material.
- Watch for wildlife.
- When operating a motor vehicle drive defensively:
    - look and think ahead
    - adjust your driving to the road conditions
    - obey signs, lines and traffic signals
    - maintain safe driving distances behind other vehicles
    - be courteous - don’t take chances
    - take extra care when backing up - get out and look if necessary
    - concentrate on your driving - stay alert
    - DON’T DRINK AND DRIVE
- When driving in isolated areas observe the requirements of the “Working Alone and Working in Cold Weather” safe work practices.
- Any and all violations or tickets incurred by the employee must be paid by the employee.

WINTER DRIVING

All necessary precautionary measures must be taken by the operator before a road trip is taken:

- ensure your vehicle is ready for the road trip and weather conditions
- clear snow from all windows, lights and mirrors
- avoid using cruise control on icy roads
- accelerate and brake gently to reduce skids or spin-outs
- ensure winter clothing does not restrict movement, vision or hearing
- ensure fuel tank is full when possible
- monitor weather and road reports and adjust your travel plan or route accordingly
- plan driving activities during busy daylight hours, if possible, so if help is needed it will be there

CELL PHONE USAGE

For the purpose of these rules, the term "cell phone" is defined as any wireless handheld electronic device with the ability to send or receive and/or transmit voice, voice mail, text, music, and or data files and messages including, but not limited to (digital wireless phones, black berry, switch backs, iPhone, iPads, iPods, E-readers, MP3, MP4 players, PDAs personal digital assistant device with wireless capabilities) walkie-talkies telephone pagers and or any other electronic device that will temporary distract one's ability to focus on his or her task at hand.

Hand held devices may be supplied to management, supervisory staff as well as to field and service personnel for the exclusive purpose of maintaining communication with the office, clients and other personnel for business purposes.

Make driving your first priority – do not allow your mobile device take your attention off the road.

- employees will not use handheld cell phones while operating a motor vehicle
- all cell phone use including hands-free is prohibited while driving on customer/client property
- whenever possible, let your voice mail take your incoming calls
- do not text, manipulate or hold your cell phone while driving
- do not engage in stressful or emotional conversations while driving
- do not take notes or look up phone numbers while driving
- do not use your cellular phone when refueling

If you receive a phone call or text message while operating a vehicle and choose to answer or read it, you are required by law to pull over and park the vehicle to do so. Any and all violations or tickets incurred by the employee and must be paid by the employee.

MOTOR VEHICLE ACCIDENT

Operators must report motor vehicle incidents that occur while conducting company business to their immediate supervisor. To ensure incident reporting is consistent report forms are available at all worksites. The report form provides sufficient information for supervisors and management to make a preliminary evaluation of the potential consequences of the incident and determine the extent to which the actual investigation will be carried out. The form requests the following information:

- Names of everyone involved
- Location, date and time of incident or accident
- Names of victims and descriptions of illnesses or injuries (if applicable)

- Descriptions of damage (if applicable)
- Description of incident or accident (including diagrams, if appropriate)
- Description of events immediately prior to the incident or accident
- Preliminary determination of cause

Note: Please refer to Investigation Policy Section 10.0 of the Health and Safety Management System for more information on conducting an investigation.

SAFE WORK PRACTICE	
Subject:	**WELDING OPERATIONS**

PURPOSE

To establish a safe work practice for workers who are exposed to the hazards associated with welding operations.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. There are more than 80 different types of welding and associated processes. Some of the most common types of welding include: arc welding, metal inert gas (MIG) and tungsten inert gas (TIG). Special precautionary measures are in place for the safe use, storage and operation of equipment. As a whole it is everyone's responsibility to ensure that guide lines are followed. For the most part the two gases you will see in most of our operations are oxygen and acetylene. Special care must be used in the identification and selection of cylinders in order that the proper use of gas is used. Identification should be made from confirming the itched writing on the side of the cylinder matches the tag or label attached to the bottle instead of solely depending on the bottle color code. All installations and use of these and any other products on the job site must comply with the OH&S Legislation set out for its safe use. Use torch as described in manufacturer's instructions. A procedure for one torch is not always safe for another.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE (CSA approved welding helmet and respirator if required)

POTENTIAL HAZARDS

- noise levels from equipment and process may cause hearing damage if over 85 decibels
- damage to the face and eyes or to others as a result from flying material from the product being worked on
- pinch points to hands and fingers
- contact points with moving parts
- manufactured guards not in place or damaged
- ergonomics regarding height and repetitive motion
- improper lifting of materials / musculoskeletal injuries
- ruptured tank
- fire and explosion
- improper storage compressed gas cylinders
- welder flash / burns / electrocution
- contacting with other structures, equipment or power source
- other workers in area (workers & pedestrians)
- poor lighting / ventilation

- poor maintenance or daily checks
- poor housekeeping
- damaged equipment
- inadequate operator training / improper setup
- slip / trips or falls

RESPONSIBILITIES

SUPERVISOR

To facilitate and/or provide proper instruction to their workers on the protection requirements associated working with cutting torch operations. Only trained workers are authorized to perform tasks associated with torch operations.

WORKERS

Know your equipment. Learn the operation, application and limitations as well as the specific and potential hazards of the equipment before operating it.

- All equipment must be in good working order (inspection prior to use) with fittings, regulators, hoses and cylinder valves clean. Use only approved high pressure hoses to connect to regulators and protect it from heat or damage. Never accept a damaged or rusted gas cylinder
- Welding leads must be completely insulated and in good condition.
- Ensure proper grounding of arc welding equipment prior to operation.
- Only competent workers who are instructed and/or trained are permitted to remove and replace cylinders. Never move a cylinder without its protective cap secured in place.
- Minimum PPE for this equipment is safety glasses welding shield, leather gloves and steel-toed boots. This also includes welder's helpers if exposed to welding operations.
- Wear dry, undamaged, flame-resistant clothing and gloves. Clothing made from tightly woven material - such as leather, wool or heavy denim - works well.
- Do not keep matches or butane lighters in your pockets. Avoid wearing cuffed pants, as the cuffs may catch sparks.
- The pilot arc can cause burns too, so keep away from the torch tip when pressing the trigger.
- When starting the arc, point the torch away from your body and toward the work piece.
- Ensure safety data sheets are on the project and reviewed prior to use. Refer to the current SDS (within three (3) years) for safe handling and storage procedures.
- Check the SDS before starting work for material-specific hazards and other information on the compressed gases and the materials that you are heating or cutting. Additional PPE or other safeguards may be required.
- To prevent eye damage to other personnel it is recommended that welding screens be placed around the work area. Arc welding must not be carried out unless workers who may be exposed to radiation from the arc flash are protected by adequate screens, curtains or partitions or wear suitable eye protection.
- A screen, curtain or partition near an arc welding operation must be made of or be treated with a flame-resistant material or coating and must have a non-reflective surface finish. NOTE: 12m (40 feet) are the recommended minimum distance from which an electric welding arc should be seen by the unprotected eye.
- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding.

- Prior to connecting a compressed gas cylinder to any equipment, ensure the equipment is approved for use with compressed gas. If in doubt, ask your supervisor.
- Tanks are not to be hooked up and used without proper regulators.
- Repairs to compressed gas cylinders, hoses and other components must be done by licensed service people.
- Whenever possible, always keep body upwind of fumes. Prevent clothing from becoming saturated with combustible gas.
- Do not smoke near compressed gas cylinders and equipment. If fuel were to leak from the unit smoking could provide ignition and cause a fire or an explosion.
- Uncap the cylinders and quickly open and close the valves to clear any dirt out of the valves. Make sure that the stream is directed away from you or others in the area.
- Mount the regulators on the cylinders. Each tank has a different thread, so it is impossible to mount a regulator on the wrong cylinder. Zero out the regulator by turning the dial counter-clockwise until it becomes easy to turn.
- Make sure that reverse flow valves (also called check valves or flashback arrestors) are installed
- Check for leaks by turning off on the cylinders. The pressure on the regulator gauges should not drop for 5 minutes. If you find a drop-in pressure, advise your supervisor immediately and tag out the equipment until repairs have been made or replacement.
- Before starting any welding operation make sure that all combustibles are away from the welding area and non-moveable flammables should be covered with welding blankets. Spilled flammables should be immediately cleaned up from the work area.
- All potentially heat or flame damageable goods should be cleared from the flame and heat radius of the work area.
- Always have firefighting or prevention equipment on hand before starting welding. Position a fire extinguisher within 9 meters of where hot work is being performed.
- All hoses, cable and debris that could cause you to slip, trip or fall while welding or handling materials should be cleared from the work area.
- Check the work area for combustible material and possible flammable vapors before starting work.
- Ensure that there is a key wrench on the cylinders. A key wrench must be kept on all cylinders during operation as it will permit rapid shut down in the event of an emergency. Do not use excessive force to open or close cylinder valve.
- Select the proper welding head or mixer nozzle from the charts supplied by the manufacturer and screw it firmly.
- Examine hoses before use for signs of damage. Secure connections with clips or crimps. Check connections and non-return valves regularly.
- Roll or loop-up hoses and cords and store them with the tank to prevent slipping, tripping or falling.
- To avoid equipment damage, keep the welding tip out of dirt.
- Refer to the manufacturer's operating instructions for further and more detailed instructions and maintenance specifications.
- Where other workers may also be exposed to the hazards created by welding they must be alerted to these hazards with signage and/or protected from them by the use of "screens".
- Never start work without proper authorization. (hot work permit required)
- A welder should never work alone. A fire or spark watches should be maintained.
- Check cables and hoses to protect them from slag or sparks.
- Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
- Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.

- When working overhead use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- Welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.
- Compress gas cylinders shall not be used as a prop while cutting nor shall an arc be struck on any cylinder.
- Receptacles for stubs must be provided and used.
- Lighting should be adequate for safe use of equipment and for reading labels.

PORTABLE ARC WELDERS

Portable arc welders are a piece of equipment that has to be treated like a vehicle. Do not operate them indoors.

- Be sure the machine is firmly attached to the transporting unit.
- Check all fluid levels, water, oil and gas to be sure they are at acceptable levels for operations.
- When fueling, DO NOT "top off" the gas tank. Gasoline expands as the outside temperature rises, and this may result in seepage and an ensuing fire.
- Do not fuel the machine while it is running.
- Be sure the radiator and gas caps are in proper working order and securely attached.
- Do a "walk around" to check for damage and obvious leaks.
- Any repairs should be done by qualified mechanics or technicians.
- Make sure all cables are wound securely when transporting.
- Ensure the side covers are kept closed to protect the machine from any damage from external objects and outside weather, as well as to protect the operator and others from the moving parts of the machine.

SETUP and INSTALLATION

ENGINE DRIVEN EQUIPMENT

- Locate on a level base protected from weather.
- Block wheels to prevent movement (if applicable).
- Equipment used outside may require temporary shelter.
- Ensure equipment is in good order no leaks present and all components and guards are in working order.
- Pipe engine exhaust outside when used inside or utilize an appropriate exhaust system to remove the buildup of carbon monoxide gases.

GROUNDING

- Wear eye protection; ground according to manufacturer’s instructions.
- Check that welding machine frame is grounded, with special attention to ground connectors.
- Do not ground to pipelines carrying gases, flammable liquids or electrical conductors.
- Keep plugs and sockets connecting welding machines to power clean and free of moisture.
- De-energize electrical power when connecting power plug to the power socket.
- Stand well away from plug and socket when power is turned on.
- Install caps on plugs and sockets when not in use.

CONNECTIONS and CABLE

- Locate main switch near equipment so power can be shut off easily (if welder requires power supply).
- Spread out welding cable prior to use.
- Check weld lead cables for damaged insulation and lead cables for exposed conductors.
- Check welding cables for full insulation along their length.
- Ensure welding cable is large enough to carry the current required.
- As the total length of cable in the welding circuit increases, the current carrying capacity of that cable decreases. Therefore, for a given application, it may be necessary to increase cable size.
- Replace weld lead spliced within 3m (10ft) of the electrode holder.
- Check for leaks in gas hoses if metal inert gas (MIG) or tungsten inert gas (TIG) welding.
- Inspect equipment periodically for loose or corroded connections, cable damage, dirty or defective jaws of electrode holders and ground clamps.
- Connect to the transformer or generator with the proper plugs or lugs.
- Do not use bolts for clamping stranded or plaited conductors.
- They usually work loose. Use proper cable couplings to extend leads.

MAINTENANCE and INSPECTIONS

- Ensure that the welding equipment has required power supply capacity and is grounded. Only qualified electricians should install and repair electrical equipment.
- Provide properly sized fuses or circuit breakers for overload protection - size for machine current requirements.

MAINTENANCE PERSONAL

- Inspect regularly and keep records.
- Check oil level and moisture content in oil-cooled transformers. Prevent overheating.
- Check with portable ammeters to ensure that load current has not increased beyond the capacity of the welding machine, cable or torch.
- Clean equipment according to manufacturer's recommendations.
- Ensure welding set has adequate ventilation and internal cooling fans, if present, are operating properly.

WELDERS

- Check daily all external connections. Report defective electrode holders and guns, insulation, overheating or suspected defects.
- Ensure all connections are tight and contact areas are clean. Connect cables sized for maximum welding amperage.
- Check welding leads for damage.
- Report and clean up all fuel leaks in engine driven equipment. Avoid spilling fuel when filling tanks (clean up spills).
- Ensure exhaust gases are vented.

ELECTRODE HOLDERS INSPECTION

- Check for: loosened metallic screws in the holder, burned or cracked insulation which exposes electrical conductors, overheating and damage at cable connections secure the "welding return" and "welding ground" cables to the work with a bolt or strip conductor. (For stranded conductors use a cable lug or a grounding clamp). Cable strands are unlikely to hold firm for long periods under the head of a bolt.
- Ensure welding lead and returns are sized for maximum welding amperage.

EQUIPMENT USE CHECKLIST

- Make sure you have solid footing and support yourself against stable objects. Your sense of balance may be affected with your welding shield covering your face.
- Hold the weight of the welding lead in one hand while welding with the other hand.
- Store electrode holders where they cannot contact workers, fuels or compressed gas leaks.
- Remove all electrodes from holders and disconnect the machine from power source when welding is stopped for any period of time. Retract or cut off wire electrodes in semi-automatic holders to prevent contact.
- Burn electrodes to no less than 38 to 50 mm (1 1/2 to 2") in length. Burning them shorter damages the electrode holder insulators and may result in accidental shorting out.
- Keep electrode holders and electrodes dry. If exposed to water or steam, dry thoroughly before further use.
- Place electrode stubs in a container to prevent others from slipping or falling on them.
- Position yourself where welding fumes do not rise directly into your face.
- Shield other workers from your welding arc.
- Wear protective clothing, including eye and foot protection.
- Chip slag so that the pieces fly away from you. Remove combustible materials from slag path before chipping.

DO'S

- Close cylinder valves when work is finished. Put valve protection caps in place and release pressure in regulators and hose lines before cylinders are moved or placed in storage.
- Stand to one side and away from regulator gauge faces when opening cylinder valves leave key wrenches on cylinders in use so they can be closed quickly.
- Ensure connections between the regulators and cylinder valves are tight.
- Check accuracy of regulator pressure gauge at least yearly

DON'TS

- Hang welding equipment from a regulator or other equipment so that they come in contact with the side of gas cylinder could cause an arc.
- Leave the hoses pressurized. Always turn off the supply from the cylinder, bleed the lines, and with line open, back off the regulator. Lines should be coiled without kinks.
- Connect a hose longer than needed - keep hose from becoming kinked or tangled.
- Use tape to repair a leaky hose or make repair if not certified to do so.
- Have oil or grease on any welding or cutting equipment - this may cause an explosion.
- Use pipe wrenches or pliers for attaching regulators to cylinders, use wrench of proper size
- Open cylinder valve until the regulator is drained of gas and the pressure-adjusting screw on the regulator is fully released.
- Thaw a frozen regulator with a flame - use warm water.
- Interchange regulators for a gas with similar equipment intended for use with other gases.
- Use oil or grease as a lubricant for tight threads - any oil or grease on a regulator or fittings may cause an explosion.
- Release the pressure-adjusting screw when there is pressure in the hose and the hose torch valve is closed - the valve diaphragm will be damaged
- Change electrodes with bare hands, wet gloves or when standing on wet floors or grounded surfaces.
- Weld near degreasing operations. This causes the formation of hazardous gases.

- Cut or weld on containers, tanks or drums until they have been thoroughly cleaned and properly ventilated.
- Cool electrode holders by dipping in water.
- Switch the polarity switch with an electric welder in operation. Turn off the equipment to change polarity.

VENTILATION

- Fumes and gases are released from welding rods and torches and coatings on the metal. They rise in a cloud or plume from the welding site.
- Fumes and gases are toxic and can be harmful. Check regulations and standards for recommended personal protection. Mechanical ventilation is necessary unless the work being done is in the open air.
- Take advantage of any general ventilation such as open windows so that the fumes are blown away from your face. Keep your head out of the welding plume.
- Local exhaust ventilation is better than general ventilation. It captures the fumes and gases at the source. Locate exhaust openings as close as possible to the welding site discharge exhaust air where it cannot contaminate fresh air being drawn into the work room.

TYPES OF LOCAL EXHAUST

- Freely Movable Hood: Exhaust through flexible ducting. Provide an air velocity of at least 0.5 m/s (100 ft/min) across the welding site. Arrange work so that the fumes and gases are drawn away from your face.
- Down-Draft Bench: Bench with an open grid as the work surface. Air is drawn downward through the grid, into exhaust ducting. Air speed should be great enough so that the fumes and gases do not rise into your breathing zone. Work pieces must not be so large as to cover too much of the ducting or the exhaust effect will be lost.
- Extractor Nozzles: Fumes and gases from around the welding site are drawn through the extraction chamber and into the exhaust system.

ERGONOMICS

LIGHTING

- Gas and electric welding usually provide good local lighting of the work piece. General lighting is required to allow safe access and handling of equipment. Avoid excessive glare from the light source or by reflection. Prevent excessive contrast between the work piece and background.

COLOR

- Select color for welding area to avoid glare and to obtain a satisfactory general level of lighting. It is not necessary to choose dark colors. Colors (avoid blue and turquoise) should be light with a flat matt finish. Piping, ducting or structural supports should be the same color as the background unless piping requires color coding. This reduces distraction.

WORKING POSTURE

- Difficult or uncomfortable body positions cause fatigue and reduce concentration. The welding position should be a stable non-fatigue posture.
    - Position scaffolding at a comfortable height with preference for seating positions. Avoid working in one position for long periods of time.

- Work with material slightly below the elbow, keeping arm motions within normal work area. Use a foot rest if standing for long periods.
- Locate materials and tools conveniently and in the same places.

PPE

GENERAL

- Wear 100% wool or flame-retardant cotton clothing. Wear long-sleeved shirts with buttoned cuffs and a collar to protect the neck. Dark colors prevent light reflection. Remove shirt pockets or have flaps with buttons.
- Pant legs without cuffs should cover the tops of the boots. Cuffs can collect sparks.
- Repair all frayed edges, tears or holes in clothing.
- Wear high-top boots to prevent sparks from going into the boots. The top of the toe of the boot should be smooth so that sparks will not get caught in the seams.
- Boot protectors or spats can be strapped around the pant legs and boot tops to prevent sparks from bouncing in the top of the boots.
- Remove matches and lighters from pockets. The hot welding sparks may light the matches or burn a hole through a plastic lighter, causing serious injury.
- Leather is a good insulator. Wear gauntlet-type cuff leather gloves or protective sleeves of similar material, which protect wrists and forearms. Arrange seams inside to prevent burning of stitches and trapping of hot metal particles. Non-seamed gloves with reinforcement between thumb and forefinger are preferred.
- Wear leather aprons to protect your chest and lap when standing or sitting. Leather jackets with full sleeves, back and a high neck are good for out-of-position work.
- Wear a flame-resistant skull cap under your helmet to prevent head burns.
- Keep clothing free of oil or grease to avoid fire or slipping. Keep dry to reduce electrical risk.

EYE & FACE PROTECTION

- The arc welding lens assembly consists of three parts. The outside lens is clear plastic or tempered glass. It protects the shade lens from damage. The center lens is a shade lens which filters out the harmful light. The inner lens is clear and must be plastic.
- Use gaskets provided with helmets or goggles.
- Wear arc welding helmets for all arc welding or cutting operations.
- Do not use gas welding goggles for arc welding.
- Wear safety glasses with side shields at all times, even under welding helmets.
- Replace pitted or cracked lenses.
- Protect eyes from flying pieces of slag when chipping the weld.
- Do not substitute modified glasses, sunglasses, and smoked plastic or other materials for proper welding lenses.
- Replace loose or damaged helmets. Invisible and dangerous light rays (ultraviolet) can get in undetected.
- Contact lens users should prevent dust and particles from getting in their eyes. Foreign particles can collect behind the lens and cause severe discomfort and possibly eye damage.

SELECTION OF SHADE NUMBERS

Welding Operations	Shade Number (suggested)
Torch Soldering	2
Torch Brazing	3 or 4
Oxygen Cutting	
• Under 25 mm (1")	3 or 4
• 25 to 150 mm (1 to 6")	4 or 5
• Over 150 mm (6")	6 or 8
Gas Welding	
• Under 3.2 mm (1/8")	4 or 5
• 3.2 to 12.7 mm (1/8 to 1/2")	5 or 6
• Over 12.7 mm (1.2")	6 or 8
Carbon-Arc Welding	14
Gas Tungsten-Arc Welding:	
• Under 50A	10
• 50 to 150A	12
• 150 to 500A	14
Gas Metal-Arc Welding:	
• 60 to 160A	11
• 160 to 250A	12
• 250 to 500A	14
Shielded Metal-Arc Welding:	
• 2.5 to 4 mm (3/32 to 5/32") Electrodes	10
• 4 to 6.4 mm (5/32 to 1/4") Electrodes	12
• Over 6.4 mm (1/4") Electrodes	14

HAZARDS

How Does Welder's Flash Happen?

WELDER's FLASH (Photokeratitis): (welder's flash, arc flash, arc eye, flash burn) is one of the many hazards associated with welding. It is caused by the ultraviolet (UV) light produced by the welding arc. What happens is the UV light causes a very painful inflammation of the mucous membrane in the front of the eye. It is a lot like getting sunburn, only in your eye. Since it is caused by UV light, it is not just a welding problem. The sun, very bright lights/lamps, lightning or a cutting torch or plasma cutter can cause arc flash. Basically, any bright source of light that has an ultraviolet component can cause welding flash. This is true for direct exposure to UV radiation as well as radiation that is reflected from metal surfaces, walls, and ceilings.

The amount of time required to cause these symptoms depends on several factors such as the intensity of the radiation, the distance from the welding arc, the angle at which the radiation enters the eye and the type of eye protection that the worker or bystander is using. It is important to note, exposure to just a few seconds of intense UV light can cause arc eye and these symptoms may not be felt until several hours after exposure.

Treating Welder's Flash

- Wash hands thoroughly as to not contaminate the eye and remove contact lenses if you are wearing them if possible, Close your eye. The most important thing you need to do if you have suffered from welder's flash is to close the affected eye and let it rest. Keeping it closed will also protect it from further damage and prevent bacteria from entering the eye.
- Place gauze pads in cold water. Wring out excess water and find a comfortable spot to lie back. Place the cold gauze pads over the eye and keep them in place until they are warm. Repeat the process if you are still experiencing pain or swelling.

- Place an eye patch over your affected eye to protect it during sleep. Take a dry gauze pad and fold it into a square and place that over your eye. Cover the gauze pad with the eye patch. This will keep a bit of extra pressure on the eyelid to help keep it closed.
- Wear dark sunglasses with UV protection when being exposed to sunlight or bright light. Bright light strain can delay healing in an eye with flash burn, as well as cause additional pain. Even if you have the affected eye shut, strain on your good eye can cause strain on the affected eye. If possible rest in a dark room.
- Take an over-the-counter anti-inflammatory to relieve the pain and swelling associated with the welder's flash burn. See a physician immediately. If the pain is severe or your vision is blurred, both of these symptoms can be indicative of a more serious flash burn that requires immediate medical attention. It is important to see a physician regardless of severity with any eye injury to ensure the proper diagnosis. What feels like a minor case of welders flash may actually be a foreign body in the eye. Once a doctor has inspected the eye he may give you eye drops to relieve the pain.

SAFE WORK PRACTICE	
Subject:	**WORKERS FITNESS FOR DUTY**

PURPOSE

WESTRIDGE HOMES is committed to ensuring the safety and health of all individuals associated with its operations. To achieve this WESTRIDGE HOMES must ensure that all individuals are "fit for work (duty)" while on work sites and or shop through a process of education, awareness, assistance, counselling and, if required, disciplinary procedures.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. WESTRIDGE HOMES recognizes that an individual's Fitness for Duty may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs. These factors can lead to major deficiencies in an individual's work performance and are a contributing factor in industrial incidents.

Workers must be physically capable of performing their job tasks. A Job Hazard Assessment will be conducted for all work-related task. Worker's Fitness for Duty procedures provides a framework for dealing with these difficult and often sensitive issues. WESTRIDGE HOMES believes that early intervention in such problems can assist individuals to deal with a situation which may otherwise place at risk their and others' health, safety and employment.

OBJECTIVES

The objectives of the procedure are to provide a safe working environment for all individuals by:

- ensuring that while at work employees, subcontractors, client and visitors are provided with a safe working environment which minimizes the risk of injury due to any act or omission by themselves or others
- ensuring that WESTRIDGE HOMES meets its obligations to employees, subcontractors, client and visitors to the general public to carry out all its activities safely
- providing assistance through a full range of preventative, educational and rehabilitative measures to overcome problems that could impair an individual's Fitness for Work
- ensuring that all employees and subcontractors who are deemed unfit for work are dealt with in an effective, fair and constructive manner
- promoting a healthy lifestyle amongst WESTRIDGE HOMES' employee and their families

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Gloves
- FR coveralls (if required)
- Specialized PPE

RESPONSIBILITIES

MANAGERS and SUPERVISORS

Managers, Supervisor are responsible for the content, administration, implementation and maintenance of this procedure. WESTRIDGE HOMES will provide safe work places and safe systems of work and to eliminate hazards in the workplace. Part of the duty of care includes taking reasonable precautions to ensure all individuals on its sites are in a fit state to work so as to minimum risks to themselves and others.

- Assessing the Fitness for Work of individuals under their control, at the start of and throughout the work period.
- For taking prompt and appropriate action whenever they believe an individual is not capable of working in a safe and effective manner (i.e. may include isolating the individual from the workplace if under the influence of alcohol or drugs).
- For taking prompt and appropriate action to address safety or declining work performance in the same manner as for any other cause and will include:
    - documenting occasions when an employee is not fit for work or when performance is affected or unsatisfactory
    - providing effective feedback to the employee concerning their performance or safety
    - assisting the employee to access support and assistance
    - are responsible for establishing appropriate procedures and facilities to ensure that sensitive medical and other personal information are safeguarded as required by this procedure

WORKERS

- Workers have a duty to take reasonable care so as not to expose themselves or others to unnecessary health or safety risks.
- An important part of this duty is the responsibility to ensure that they are in a fit state to work at the start of and throughout the work period.
    - this includes ensuring that they are not in an unfit state for any reason including the adverse effects of fatigue, stress, alcohol or other drugs
- They also have a duty to identify and report safety issues to immediate supervisor.
- Workers must notify their immediate supervisor of any concerns about or potential impairment of their Fitness for Work.
- Workers will notify their immediate supervisor that any prescription or nonprescription medication is taken safely. This requires individuals to:
    - discuss with the prescribing medical practitioner the nature of their duties and to ascertain any possible side effects of the prescribed medication which may impact on their safety or performance at work
    - the medication they are taking which could affect their safety or performance at work
    - are taking medication strictly in accordance with the medical practitioner's recommendations
    - report any side effects to their medical practitioner and to advise their supervisor

An individual's personal problems or behavior outside work are private matters. WESTRIDGE HOMES Management will only become involved when these have the potential to interfere with job performance and/or safety in the workplace, or where an employee requests assistance in dealing with an issue.

Employees who feel they are developing or already have a problem that could impair their Fitness for Work are encouraged to discuss this with either their Supervisor, Manager or human resource representative. These discussions shall remain confidential.

NOTIFICATION of BREACHES

All individuals must notify their immediate supervisor or OH&S Committee representatives, of any situation in which this procedure may have been breached this includes:

- any situation in which other individuals may be unfit for work
- the unauthorized possession or consumption of alcohol or drugs on the worksite or during the work period by another individual
- any other apparent breach of the procedure
- all such information will be dealt with in the strictest confidence

TRAINING

New employees will be made aware of WESTRIDGE HOMES' Fitness for Work Procedure and procedures through the following means:

- new worker orientation
- monthly safety meetings / toolbox talks
- new employees will also be provided with written information about the availability of professional assistance through the Employee Assistance Program

DISCUSSIONS REGARDING FITNESS for WORK

Once it has become evident or suspected that an individual's Fitness for Work could be impaired the individual concerned will be given the opportunity to discuss the matter in confidence, with their supervisor, manager or the appropriate human resources staff. Individuals will have the right, if they wish, to be accompanied at any discussion by a work colleague, family member or health and safety representative.

NEED for MEDICAL or OTHER ASSESSMENT

There may be legitimate medical or other reasons for impairment of an individual's Fitness for Work. In such circumstances, employees will be required to have their doctor discuss their circumstances with WESTRIDGE HOMES medical provider before they are permitted to return to work.

MEDICAL ASSESSMENT of FITNESS to WORK

Individuals will be requested to seek medical assessment where a supervisor or manager has reasonable grounds to believe that their Fitness for Work may be affected by physical or mental illness, injury, stress, fatigue or any other condition. This assessment may also require referral to other professionals for specialist assessment. Such individuals will not be permitted to return to work until they have been appropriately assessed and cleared for return to work under procedures acceptable to WESTRIDGE HOMES' occupational physician.

EMPLOYEE ASSISTANCE PROGRAM

Employees who suspect that they have a problem that could impair their Fitness for Work are encouraged to seek advice and treatment before their work performance is impaired. The decision to undertake assistance for any problem is the responsibility of the individual and cannot be made mandatory.

However, WESTRIDGE HOMES' Management will insist that the individual provide satisfactory evidence that the impairment of the individual's Fitness for Work has been addressed before they are permitted to return to work.

PROTECTION of JOB SECURITY and PROMOTIONAL OPPORTUNITY

Employee's job security and promotional opportunities will not be jeopardized because of their voluntary decision to seek treatment. However, if after a reasonable time following treatment and following appropriate review and feedback, there is no clear and consistent improvement in the employee's job performance, then the HSMS for dealing with these issues will be applied.

DECLINE TO ACCESS ASSISTANCE

Where an employee chooses to decline a request to obtain assistance for problems that impair the employee's Fitness for Work, subsequent recurrence of performance or safety issues will result in disciplinary action in accordance with WESTRIDGE HOMES' HSMS.

OFFENCES

Where breaches occur, WESTRIDGE HOMES' HSMS will be followed.
In all circumstances, when an individual is deemed unfit for work for any reason the following action shall be taken:

- the worker will be immediately isolated from the workplace and under no circumstances shall be permitted to drive a vehicle or operate any machinery
- where necessary in such circumstances the workers supervisor or manager will make arrangements for the individual to be transported back to their place of accommodation
- the worker will not be permitted to return to work until such time as they have undergone appropriate counselling and/or are able to demonstrate that they are fit for work
- where the individual is deemed unfit for work as a result of a positive alcohol or other drug test, the worker immediate supervisor or manager will seek appropriate advice from the CEO of WESTRIDGE HOMES
- in circumstances where serious misconduct occurs, an investigation into the circumstances will occur which may result in disciplinary action other than counselling

First Offence
The worker will be counselled by their immediate supervisor or manager and this will focus on:

- the Fitness for Work and the obligations it places on other workers on site
- the unacceptability of the worker's state or behavior
- the risk that such states or behaviors create for the safety of the worker and other individuals
- the worker's responsibility to demonstrate that the problem has been effectively addressed
- the consequences for future breaches of the procedure
- establishing why the worker was attempting to work in an unfit state

The worker will be notified that their circumstances may be monitored for a specified period to allow appropriate opportunities for review and feedback:

- The employee will be offered assistance to address the problem
- The worker may receive a written warning which shall reflect the key points covered in this process, a copy of this will be placed in the employee's personal file

The President will decide if the individual will receive pay for the period that the employee is not fit for work. In determining this, consideration will be given to whether the impairment of Fitness for Work is a direct result of the employee's deliberate decisions or voluntary behavior.

Second Offence

Where a worker's fitness to work is impaired as a direct result of the worker's deliberate decisions or behavior:

- the worker will be suspended from duty without pay
- the worker will again be counselled by their immediate supervisor or manager and formally offered the opportunity to obtain professional assistance from the EAP
- the supervisor or manager will require the worker to provide satisfactory evidence that the causes of the Non- Fitness for Work have been addressed before the worker is permitted to return to work
- the worker's Fitness for Work will be monitored for 12 months, during which time periodic assessment will occur
- where the impairment of Fitness for Work is a direct result of the worker's deliberate decisions or behavior, the worker will be issued with a final written warning to the effect that a reoccurrence will result in dismissal

Third Offence

Where the impairment of Fitness for Work is not a direct result of a deliberate decision or behavior, the worker will be suspended from duty until the most senior manager is convinced that the issue has been resolved. If, after a reasonable period of time, the worker is unable to provide this, then employment options will be considered in consultation with the HR Manager. The worker’s manager, in consultation with the HSE, HR Managers and President, will determine if this suspension is with or without pay. Where the impairment of Fitness for Work is a direct result of the worker's deliberate decisions or behavior, formal disciplinary procedures will be invoked. In such cases the worker’s formal termination will be adhered to.

SAFE WORK PRACTICE	
Subject:	**WORKING ALONE**

PURPOSE

The following safety practice must be followed where a worker is required to work alone at a work site or where assistance is not readily available in the event of incident or emergency. Due to the nature of our business at WESTRIDGE HOMES personnel may work alone in remote areas away from direct communication with other personnel. Every attempt will be made to ensure two or more people work together but this is not always feasible.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. WESTRIDGE HOMES' policy states that everything reasonable will be done to protect the health and safety of our workers while working alone. Where a worker is required to work alone or at an isolated work site WESTRIDGE HOMES in consultation with the worker(s), shall identify the risks arising from the conditions and circumstances of the worker's work or the isolation work site and put in place control measures which will include:

- Establishing safe work practices and/or procedures and ensuring they are adhered to.
- Training all personnel to work safely and follow all health and safety rules.
- Ensuring all equipment is regularly inspected and maintained in the best possible working condition and any defects must be immediately reported in writing to maintenance personnel.
- Ensuring all employees have the necessary personal protective equipment and that it is used.
- Ensuring all vehicles and workers are equipped with appropriate communication devices for the area of operation including means of charging said equipment. (i.e. an effective communication system that consists of radio communication, phone or cellular phone communication, or any other means that provides effective communication in view of the risks involved).
- Ensuring each vehicle is equipped with a standard first aid kit, fire extinguisher and survival gear consisting of appropriate personal winter clothing. It is the responsibility of personnel to ensure these items are present.
- Personnel traveling into an area where they will be alone and away from communication must contact their immediate supervisor prior to entering the remote area and give the location and an estimated time of return to where established communication was prior to entering a location where communication is not possible. Upon returning to where communication is possible workers are to make contact with their immediate supervisor and advise of their situation.
- In the event of an overdue situation the workers immediate supervisor will contact management. Management will decide on the necessary action required to locate the person.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi Vis Vest (if required)
- Fire Rated Coveralls (if required)
- Gloves (if required)

RESPONSIBILITY

SUPERVISOR

Supervisors are responsible to facilitate and/or provide proper instruction, communication system and training to their workers where a worker may be in a situation where he/she is working alone.

WORKER

- Any worker planning to work alone at a work site must inform the office or supervisor upon leaving the shop and of the expected time of arrival back at the shop. Any worker planning to work alone at company-owned facilities must receive the prior authorization of the immediate supervisor prior to commencing the work.
- In all cases, when working alone:
  - do not work at heights where fall protection is required
  - always have your cell phone on your person
  - know the local emergency numbers (911 may not be available)
- Before starting work at an isolated site, a hazard assessment must be performed, and the risks identified. Safety precautions must then be taken to eliminate or reduce those risks prior to starting work.
- A worker working alone must have an effective means of communication, such as a two-way radio, phone, cellular phone, etc. Where necessary, a call-in schedule may be pre-arranged, and the worker will be required to check in with the supervisor (or another person) at specific times.
- The required PPE must be used, and safe work practices and job procedures must be observed at all times.
- Other precautions may be required, such as:
  - limiting or prohibiting certain specific activities
  - requiring the worker to have a minimum specific experience related to the work
  - ensuring there are emergency supplies for use when travelling under extreme weather conditions
- When travelling alone in winter conditions, carry extra clothing, emergency supplies and a fully-charged cell phone. Inform the designated contact person in the office of the route you will travel and do not deviate from it.

POSSIBLE HAZARDS WHEN WORKING ALONE

- going off the road in areas where traffic is infrequent and unpopulated
- mechanical problems, resulting in the potential of being stranded
- medical conditions occurring while driving/operating equipment
- slipping and falling while loading/unloading trailer, mounting/dismounting equipment, hooking up and/or unhooking to a load in the yard or a remote location and "chaining up"

SAFE WORK PRACTICE	
Subject:	**WORKING IN COLD WEATHER**

PURPOSE

To establish a safe work practice to protect workers from working in cold weather.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites.

PPE REQUIRED

- CSA safety glasses (anti-fog or fog proof)
- CSA steel toed winter work boots
- CSA hard hat with liner or approved head wear for hard hats
- Winter gloves
- Winter headgear
- Insulating layers
- Insulated winter jacket

RESPONSIBILITIES

SUPERVISOR

Supervisors are responsible to facilitate and/or provide proper instruction, communication system and training to their workers where a worker may be in a situation where he/she is working in cold weather conditions.

WORKER

- Plan your work outdoors during the warmest hours of the day, if possible, to minimize effects of weather conditions.
- Learn the symptoms of cold-related stresses: shivering, frostbite, severe fatigue, and hypothermia.
- Wear gloves and a helmet liner under the hard hat - 40 percent of a person's body heat can be lost from an uncovered head and remember to cover the ears.
- Wear cotton clothing next to the skin to wick away moisture. As soon as your clothing gets wet change it out to stay dry and warm. Bring extra clothing with you to site as conditions may change.
- Wear warm footwear with one or two pairs of warm socks - footwear should not fit too tightly because it will restrict blood flow and may cause more harm than good.
- Wear insulating layers of clothing not just one heavy layer.
- Work in pairs so partners can monitor one another and obtain help quickly in an emergency. Also, have a way of communication and emergency winter kit inside your vehicle.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm. Drink plenty of fluids preferably warm, sweet beverages and soups. Try to avoid drinks with caffeine as caffeine increases heat loss from the body.
- Take periodic breaks to warm up with additional breaks as wind velocity increases. See table below
- Use vehicle or some other objects to shield work area from windy conditions.
- Winter driving:
  - ensure your vehicle is ready for the road trip and weather conditions

- clear snow from all windows, lights and mirrors
- avoid using cruise control on icy roads
- accelerate and brake gently to reduce skids or spin-outs
- ensure winter clothing does not restrict movement, vision or hearing
- ensure fuel tank is full when possible
- monitor weather and road reports and adjust your travel plan or route accordingly
- plan driving activities during busy daylight hours, if possible, so if help is needed it will be there

MEDICAL CONDITIONS

The two serious medical conditions that can result from prolonged exposure to the cold are frostbite and hypothermia.

FROSTBITE
Is an injury to the skin and underlying tissue most often that of the nose, ears, fingers or toes resulting from prolonged exposure to extreme cold? The first symptoms are a "pins and needles" sensation followed by numbness or pain in the affected extremities. Frostbite is distinguishable by hard, pale, and cold skin. As the area thaws, the flesh becomes red and very painful.

First Aid – Move the victim to a warmer place and remove any constricting jewellery and wet clothing. Wrap the affected areas in sterile dressings (remember to separate affected fingers and toes) and immediately get medical attention. Do not rub or massage the affected skin and do not apply hot water or heat. Also, look for signs of hypothermia and treat accordingly.

HYPOTHERMIA
Is a medical condition in which the victim's core body temperature drops significantly below normal and normal metabolism begins to be impaired. This begins to happen when the core temperature drops below 35°C (95°F). When body temperature falls below 32°C (90°F) the condition can become critical and eventually fatal. The early warning signs of hypothermia are: excessive shivering, blue lips and fingers, slurred speech, poor coordination, confusion and impaired thinking. Hypothermia may occur at tempera- tares well above freezing when a victim is submerged in cold water.

First Aid – If any of the symptoms of hypothermia are observed, the victim should immediately be taken to shelter e.g., heated office, trailer, car or truck. Remove wet clothing and wrap victim in warm covers or provide him/her with warm dry clothing. Keep the victim awake if possible. Provide victim with warm, sweet drinks (sugar water, sports type drinks), avoiding drinks with caffeine (e.g. coffee, tea, sodas or hot chocolate) and alcoholic beverages. Get medical attention.

WORK WARM-UP SCHEDULE FOR OUTDOOR ACTIVITIES

This information applies to any four-hour period.

- Warm-up breaks are assumed to provide 10 minutes in a warm environment.
- These guidelines apply to workers wearing dry clothing.
- The schedule provides for additional breaks as the wind velocity at the work site increases and/or the temperature drops.

<table>
<tr><th colspan="2">Sunny Sky Air Temperature</th><th colspan="2">No Noticeable Wind</th><th colspan="2">Wind 8km/h (5mph)</th><th colspan="2">Wind 16km/h (10mph)</th><th colspan="2">Wind 24km/h (15mph)</th><th colspan="2">Wind 32km/h (20mph)</th></tr>
<tr><th>˚C Below zero</th><th>˚F Below Zero</th><th>Max. Work Period</th><th>Number of breaks</th><th>Max. Work Period</th><th>Number of breaks</th><th>Max. Work Period</th><th>Number of breaks</th><th>Max. Work Period</th><th>Number of breaks</th><th>Max. Work Period</th><th>Number of breaks</th></tr>
<tr><td>26 to 28</td><td>15 to 19</td><td>120 minutes</td><td>1</td><td>120 minutes</td><td>1</td><td>75 minutes</td><td>2</td><td>55 minutes</td><td>3</td><td>40 minutes</td><td>4</td></tr>
<tr><td>29 to 31</td><td>20 to 24</td><td>120 minutes</td><td>1</td><td>75 minutes</td><td>2</td><td>55 minutes</td><td>3</td><td>40 minutes</td><td>4</td><td>30 minutes</td><td>5</td></tr>
<tr><td>32 to 34</td><td>25 to 29</td><td>75 minutes</td><td>2</td><td>55 minutes</td><td>3</td><td>40 minutes</td><td>4</td><td>30 minutes</td><td>5</td><td colspan="2" rowspan="3">Non-emergency Work should stop</td></tr>
<tr><td>35 to 37</td><td>30 to 34</td><td>55 minutes</td><td>3</td><td>40 minutes</td><td>4</td><td>30 minutes</td><td>5</td><td colspan="2" rowspan="3">Non-emergency Work should stop</td></tr>
<tr><td>38 to 39</td><td>35 to 39</td><td>40 minutes</td><td>4</td><td>30 minutes</td><td>5</td><td colspan="2" rowspan="3">Non-emergency Work should stop</td></tr>
<tr><td>40 to 42</td><td>40 to 44</td><td>30 minutes</td><td>5</td><td colspan="2" rowspan="2">Non-emergency Work should stop</td></tr>
<tr><td>43 and Below</td><td>45 and Below</td><td colspan="2">Non-emergency Work should stop</td></tr>
</table>

*all temperatures are approximate

Apply the schedule one step lower for work with limited physical activity. For example, at -35°C (-30°F) with no noticeable wind a worker with a job requiring little physical movement should have a maximum work period of 40 minutes with four breaks in a four-hour period consisting of 10 minutes each in a warm environment.

If reliable weather reports are not available, use the following as a guide to estimate wind velocity:

- An 8 km/h (5 mph) wind will move a light flag.
- A 16 km/h (10 mph) wind will fully extend the flag.
- A 24 km/h (15 mph) wind will raise a newspaper
- A 32 km/h (20 mph) wind will produce blowing and drifting snow.

SAFE WORK PRACTICE	
Subject:	**WORKING IN HOT WEATHER**

PURPOSE

To establish a safe work practice to protect workers from injuries/illnesses associated with working in hot weather.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

Although outdoor workers are more likely to think about possible heat stress, the condition is also of concern to workers in any area prone to heat build-up such as construction sites, warehouses, storerooms, etc. This SWP provides guidance on risk factors, mitigation strategies, and recognizing signs and symptoms as an aid to avoid heat stress and illnesses. Working in the heat stresses that can lead to illness or even death in severe cases. Exposure to heat can also increase the risk of other injuries because of sweaty palms, fogged-up safety glasses, dizziness, and burns from hot surfaces. Every year thousands of workers become sick from heat exposure and a number of workers die. Most heat-related health problems can be prevented, or the risk of developing them can be reduced.

RISK FACTORS

Weather/Working Conditions: The risk of heat stress is relative to temperature, humidity, sunlight, and wind speed. High temperature, high humidity, direct sunlight and low wind speed make the worst combination. Working indoors in areas where heat is generated and/or is not easily dissipated can be a risk factor. If possible, schedule heavy work for the cooler parts of the day. Indoors, try to provide ventilation/enhance air movement. **Personal Factors and Physical Demands**: The risk of heat stress increases with physical demands. For example, a worker who is walking is at higher risk than a worker who is riding in a vehicle. A worker who is lifting and carrying heavy items is at the greatest risk. Older workers, obese workers, and persons taking certain types of medication, such as antihistamines, are at a greater risk for heat illness.

SIGNS and SYMPTOMS

Heat-related illnesses can range from mild heat rash and heat cramps to life threatening heat stroke.

- **Heat rash** is a skin irritation marked by small clusters of pimples or blisters caused by excessive sweating during hot, humid weather. Talcum powder may help relieve discomfort.
- **Heat cramps** occur when excessive sweating results in loss of normal levels of body moisture and salts. Heat cramps often occur in the abdomen, arms, or legs and may be an early symptom of a more serious heat illness- heat exhaustion or heat stroke. If you experience heat cramps, stop the strenuous activity, get to a cooler environment, drink lots of fluids (preferably an electrolyte sports drink), and do not resume the strenuous activity for several hours after the cramps subside. Seek medical attention if you have an underlying health condition.

- **Heat fainting** (heat syncope) is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. If you feel dizzy, seek a cool spot to rest and drink fluids. Slowly acclimate to the work and stop if the symptoms recur. Seek medical attention if you have an underlying health condition
- **Heat exhaustion** is often identified with several of the following symptoms: heavy sweating, extreme weakness, dizziness, confusion, nausea, clammy skin, muscle cramps, elevated body temperature, and/or fast and shallow breathing. Left untreated, heat exhaustion can quickly progress to heat stroke. Persons with symptoms of heat exhaustion should seek a cool place to rest and drink fluids. Often a cool shower or bath will help reduce the body temperature. Persons with underlying health conditions should seek medical attention.
- **Heat stroke** occurs when the body temperature rises about 104 degrees F. In the case of heat stroke the body's natural ability to cool itself is compromised and internal body organs may be damaged. Symptoms may include hot, dry skin or profuse sweating, rapid pulse, throbbing headache, dizziness, hallucinations, slurred speech, nausea, confusion, loss of consciousness, and seizures. If heat stroke is suspected, call 911 immediately and begin first aid by moving to a cool location, removing excess clothing, wetting the body with cool water, and fanning.

MITIGATION STRATEGIES

It may not always be possible to work only in cooler parts of the day or in cool environments. The risk of heat-related illness can be reduced by:

- **Acclimation**: Tolerance to the heat can be increased through a process of acclimation that involves gradually increasing exposure time and work load. New employees and workers returning from an absence of a week or more should take care to re-acclimate to the conditions.
- **Appropriate Clothing**: Wear light, loose clothing and a hat. In some cases, personal cooling devices (such as water circulating cooling vests) may be advisable.
- **Hydration**: Pre-hydrate by drinking 8-16 ounces of water before working in the heat. Keep water or an electrolyte drink within easy reach and consume about 8 ounces every 15-20 minutes, not just during rest breaks. Avoid alcohol, coffee, tea, or soda, which act as diuretics and further dehydrate the body. Monitor your urine output. Large volumes of relatively clear or light-colored liquid indicate proper hydration. Small volumes and/or dark urine may be indicators of dehydration.
- **Adequate Rest Periods**: Avoid overexertion and work at a steady pace. Heed the body's signals. Take plenty of breaks in shaded or cooler areas.
- **Job Rotation**: When possible, rotate difficult work tasks in hot conditions between two or more employees.
- **Education**: Heat stress can manifest as a number of conditions, all to be taken seriously and some requiring medical assistance to avoid permanent aftereffects. Workers should recognize the signs and symptoms of heat stress and the proper actions to take, whether experienced personally or observed in co-workers.

The chart provides reminders about protective measures that should be taken at the indicated risk level to protect workers from heat-related illness, for example, reminders about drinking enough water, recognizing signs and symptoms of heat-related illness, planning for and knowing what to do in an emergency.

SIGNS AND SYMPTOMS	TREATMENT*
Early Heat Illness Mild dizziness, fatigue, or irritability; decreased concentration; impaired judgment.	• Loosen or remove clothing. • Rest in shade 30 minutes or more. • Drink water.
Heat Rash Tiny blister-like red spots on the skin; prickling sensations. Commonly found on clothed areas of the body.	• Clean the skin and allow it to dry. • Wear loose clothing. • Rest in a cool place.
Heat Syncope Fainting of an un-acclimated worker when standing still in the heat.	• Lie down until recovered. • Moving around, instead of standing still, in the heat will reduce recurrence. • Acclimate to heat.
Heat Cramps Painful spasms of the muscles; occurs when workers drink large amounts of water without replacing salts. May occur during or after work hours.	• Drink electrolyte liquids (i.e., sports drinks such as Gatorade, All Sport, etc.). • Rest. • Massage affected areas. • May require intravenous salt solutions if determined by a doctor.
Heat Exhaustion Extreme weakness or fatigue, giddiness, nausea, or headache. Moist, clammy skin. Pale or flush complexion. Normal or slightly elevated body temperature.	• Rest lying down in a cool place. • Loosen or remove clothing. • Splash water on body. • Massage legs and arms. • If conscious, drink water or an electrolyte solution, but not salt or salt water. • If unconscious, treat for Heat Stroke (below) until proven otherwise. • Severe cases involving workers who vomit or lose consciousness may require longer treatment under medical supervision. • Medical personnel should evaluate workers who collapse.
Heat Stroke Often occurs suddenly. Sweating stops. Mental confusion, very aggressive behavior, delirium, loss of consciousness, convulsions, or coma. Fast pulse. Rapid breathing. Body temperature of 106° F or higher. Hot, red skin that may be red, mottled, or bluish. Worker may resist treatment.	• Summon medical assistance. • While awaiting medical help, remove victim to cool area, soak clothing with cool water, fan vigorously to increase cooling and elevate legs. Treat for shock, if required, after temperature drops. • If conscious, have victim drink as much water as possible. • Prompt first aid can prevent permanent injury to the brain and other vital organs.

WHAT IS THE IMPORTANCE OF HUMIDITY

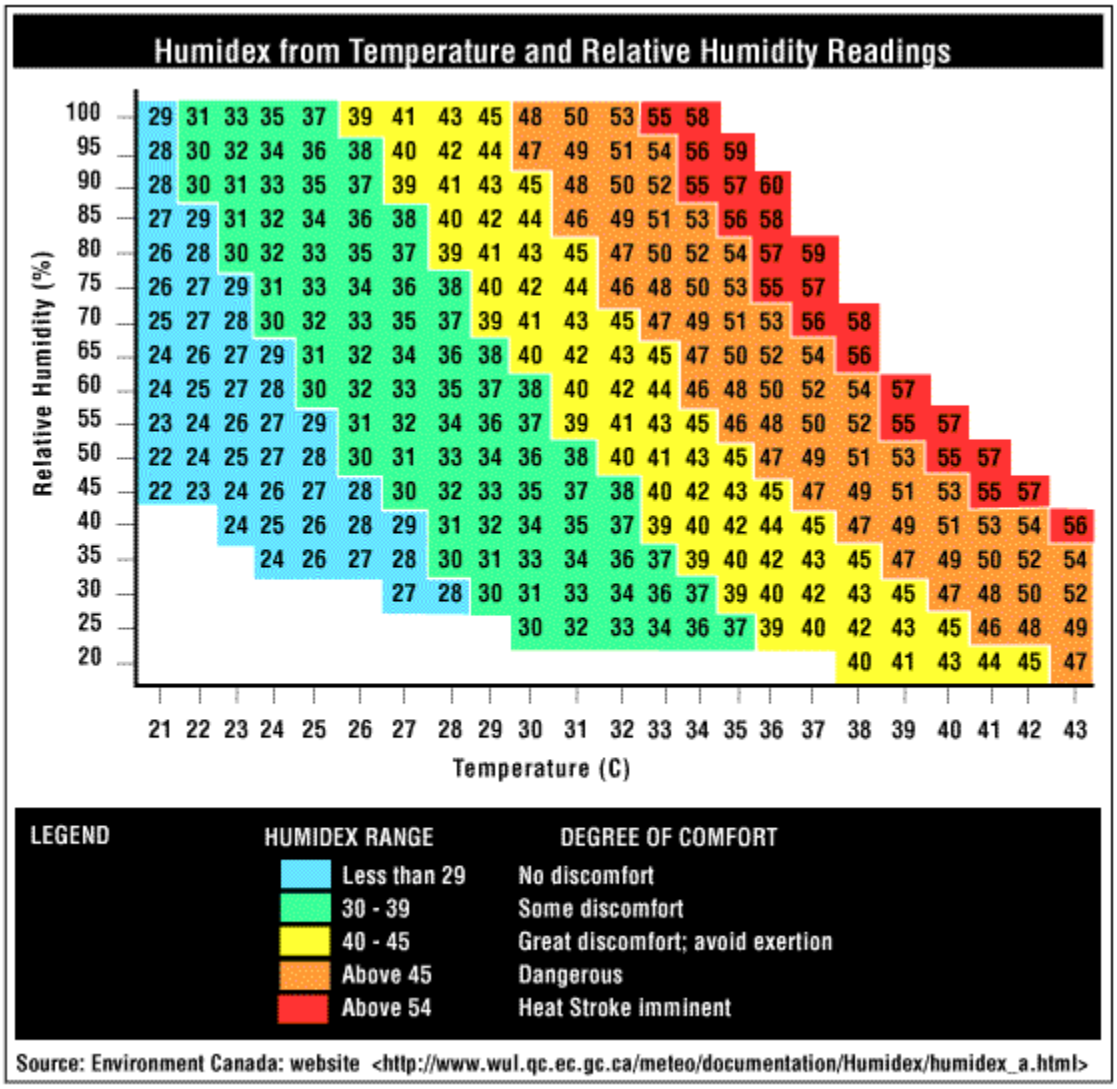
The body attempts to maintain a constant internal temperature of 37°C at all times. In hot weather, the body produces sweat, which cools the body as it evaporates. As the humidity or the moisture content in the air increases, sweat does not evaporate as readily. Sweat evaporation stops entirely when the relative humidity reaches about 90 percent. Under these circumstances, the body temperature rises and may cause illness.

WHAT IS HUMIDEX

Humidex is a measure of how hot we feel. It is an equivalent scale intended for the general public to express the combined effects of warm temperatures and humidity. It provides a number that describes how hot people feel, much in the same way the equivalent chill temperature, or "wind chill factor," describes how cold people feel. Humidex is used as a measure of perceived heat that results from the combined effect of excessive humidity and high temperature.

HOW DO I KNOW WHAT THE HUMIDEX IS

If you know the temperature and relative humidity, the following chart can be used to determine the humidex rating. For example, if the temperature is 30°C and the relative humidity is 70%, the humidex rating is 41. This level is considered a level of "great discomfort" and exertion should be avoided.



SAFE WORK PRACTICE	
Subject:	**WORKING NEAR HIGH VOLTAGE POWER LINES or EQUIPMENT**

PURPOSE

To establish a safe work practice to protect workers from injuries associated with equipment activities near high voltage power lines or equipment. These activities may include the use of powered mobile equipment or non-powered equipment such as dump trucks, boom trucks, ladder trucks, bucket trucks, aerial work platforms, cranes, augers, excavators, backhoes, scaffolds, ladders or other equipment with a long reach; chances are you're working dangerously close to high voltage power lines or equipment that may be overhead, exposed or buried. Electricity has long been recognized as a serious workplace hazard exposing employees to such dangers as electrocution, burns, fires and explosions. Only employees qualified may conduct adjustment, repair or replacement of electrical components or equipment.

GENERAL

This practice applies to all employees and subcontractors' working at WESTRIDGE HOMES' designated sites. Prior to any work commencing supervisors must conduct a hazard assessment of all applicable work areas. Any hazards that are found during the hazard assessment must be addressed prior to any work commencing.

Only qualified competent persons can perform electrical work. This safe work practice is intended for general safety precautions around electricity and is to be used by all employees for basic high voltage electrical safety. Electrical work means work in connection with the placing, installing, maintaining, repairing, replacing or removing of any electrical equipment, and includes such work done on conduits of
any description designed or used for the purpose of enclosing or carrying electrical conductors independent of the characteristics of the current and on any conductors or electrical equipment designed or used for the purpose of supplying any electrical service or for any purpose in connection with such electrical service. All electrical equipment used must meet all ratings and standards for its intended purpose.

DEFINITIONS

- **Current:** A movement or flow of electrically charged particles, typically measured in amperes.
- **Resistance:** A measure of the degree to which conductor opposes an electric current through that conductor.
- **Voltage:** The amount of potential energy between two points on a circuit one point has more charge than another. This difference in charge between the two points is called voltage. It is measured in volts, which technically is the potential energy difference between two points that will impart one joule of energy per coulomb of charge that passes through it.
- **Conductors:** Is an object or type of material that allows the flow of electrical current in one or more directions. Substances such as metals that have little resistance to electricity.
- **Insulators:** A material that does not easily transmit energy such as electric current or heat. Substances such as wood, rubber, glass, and rubber-like polymers and most plastics. Such materials can serve as practical and safe insulators for low to moderate voltages.
- **Grounding:** The connecting of electrical equipment and wiring systems to the earth by a wire or other conductor. The primary purpose of grounding is to reduce the risk of serious electric shock from current leaking into uninsulated metal parts of an appliance, power tool, or other electrical device.

PPE REQUIRED

- CSA safety glasses
- CSA steel toed work boots
- CSA hard hat
- Hi-Vis Reflective Vest
- Gloves
- FR coveralls (if required)
- Specialized PPE (high voltage if required)

POTENTIAL HAZARDS

- Accidental contact to high voltage electrical lines or equipment
- electrical shock / burns
- arch flash, explosion and fire
- damage to the face and eyes or to others as a result from flying material
- accidental release of energy
- accidental movement of machinery or equipment
- noise levels from equipment and process may cause hearing damage if over 85 decibels
- pinch, contact and entanglement points to hands and fingers
- falls from elevated heights
- manufactured guards not in place or damaged
- ergonomics regarding height, repetitive motion and lifting materials

RESPONSIBILITIES

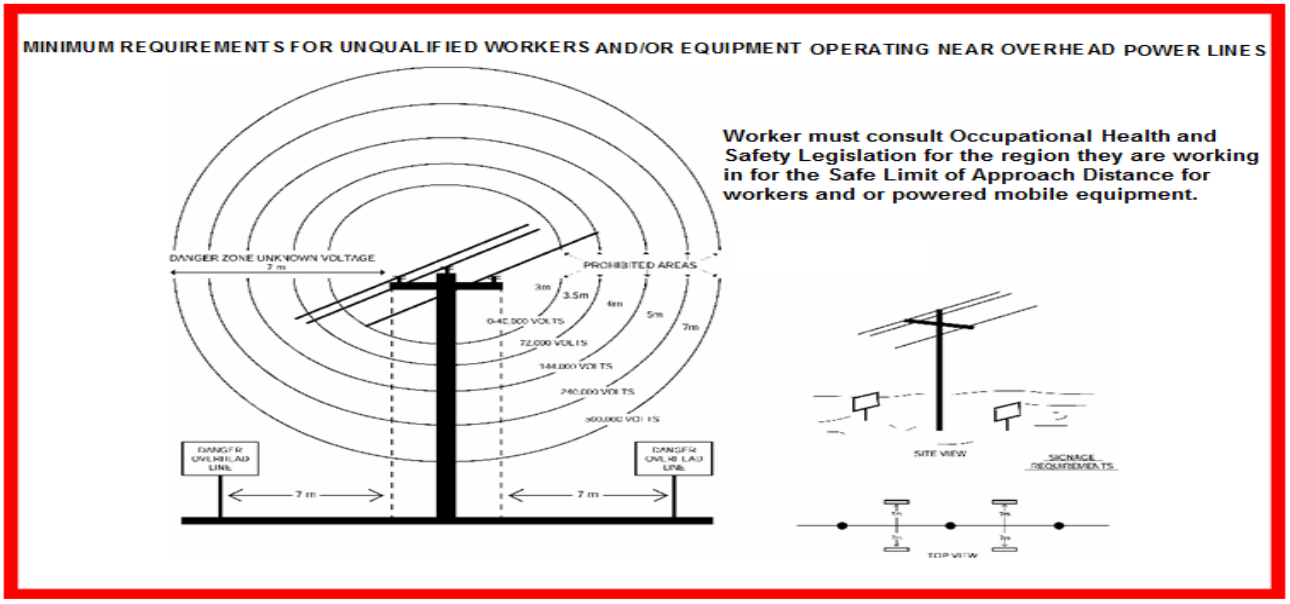
MANAGERS/SUPERVISORS

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on the protection requirements associated with working near high voltage power lines or equipment.
- Monitor workers and ensure that all workers use safe work practices and that unsafe conditions are identified and corrected.
- Monitor the condition of equipment used by workers (whether owned by WESTRIDGE HOMES or by the worker) and take appropriate corrective action when tools are defective.
- Ensure that company equipment is serviced appropriately and are maintained according to manufacturer's specifications.

WORKERS

- To wear the appropriate personal protective equipment when working near high voltage power lines or equipment.
- Be conversant with and maintain allowable clearances as identified in the Occupational Health and Safety Regulations and adhere to all site-specific regulations.
- Install warning devices and signs.
- Install telescopic non-conductive posts and flagging across Right of Ways (R.O.W.) at the minimum allowable clearance as allowed by regulations for the line voltage.
  Position signs or other warning devices to determine the "Danger Zone". At all power line locations, "DANGER – POWER LINES" sign shall be installed before work commences. These signs shall be placed and maintained 7 meters (23 feet) on each side of the power line(s) in such a position that they may be seen from all equipment travelling the R.O.W. or work site.
- Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.

- Perform appropriate pre-use inspections of PPE, tools and equipment prior to use and report any defects to their immediate supervisor for repairs or replacement.
- If deficiency is found, remove the PPE, tool or equipment from service, tag it and have it repaired or destroyed.



These minimum requirements are for your protection and safety. Contact with power lines is extremely dangerous and could result in injury or property damage.

- Danger Zone (unknown voltage) Equipment must **NOT** be operated within 7 meters of any overhead power line without notifying power supply company. (Refer to Occupational Health & Safety Legislation for the region you are working in for Safe Limit of Approach Distances)
- Prohibited Area (voltage confirmed by power supply company)
  - No unqualified worker or equipment can enter the Prohibited Area.
  - All work within the 7 meters Danger Zone, but outside the Prohibited Area requires a designated signaler who can communicate by verbally or by air horn with all workers and equipment.

NEVER ALLOW WORKERS OR EQUIPMENT TO ENTER THE PROHIBITED AREA!

If work cannot be done outside the Prohibited Area contact power supply company for assistance

- Work near power lines must be done during daylight hours only.
- Worker to install a minimum of two 50.8 cm x 71 cm "Danger Overhead Line" signs when operating equipment near the lines. (These can be purchased through most safety supply companies.)
- The signs must be installed on both sides of the line — at a height of 1.8 m and a distance of 7 m from the line. (Refer to the diagrams above.)
- On-site workers must have a copy of the crossing agreement and all on-site personnel must be knowledgeable of its requirements. Any violation could lead to sanctions under the OH&S Act and Regulation

ELECTRICAL WORKERS

WESTRIDGE HOMES will permit only electrical workers to construct, install, alter, repair or maintain electrical equipment. WESTRIDGE HOMES may permit a competent worker who is not an electrical worker:

- to operate powered mobile equipment and perform non-electrical work on or near de-energized electrical equipment
- to extend a portable power cable for routine advancement by interconnection of approved cord connectors, cord caps or similar devices
- to change light bulbs or tubes
- to insert or replace an approved fuse, to a maximum of 750 volts, that controls circuits or equipment
- to connect small portable electrical equipment that operates at less than 750 volts to supply circuits by means of attachment plugs, where the connection does not overload the circuit conductors, or to use or operate small portable electrical equipment that is connected in that way

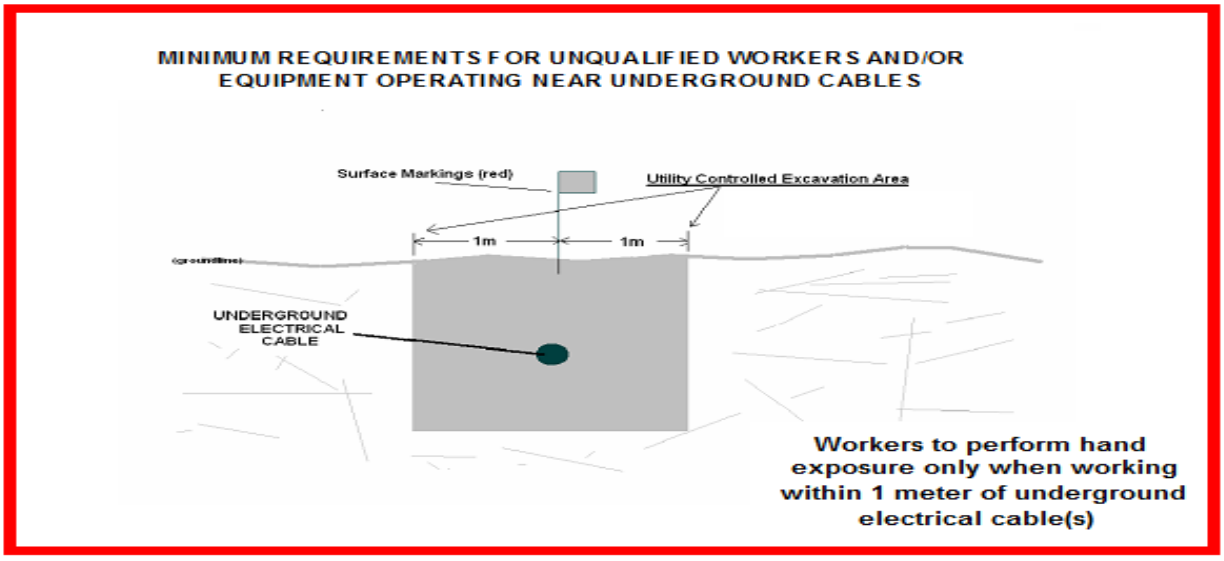
TRAINING

All employees shall be provided basic electrical safety training. Employees should be provided training on working safely with electricity, recognition of electrical hazards, prevention of electrical shock and arc flash, and recognition of electrical shock and arc flash hazard labels.

PRIOR to WORK COMMENCING NEAR HIGH VOLTAGE POWER LINES and EQUIPMENT

- Examine the work area to establish that the safe limits of approach distances to overhead power lines or buried facilities contained in the table below can be maintained.
- Check the height of your equipment or load.
- Call for locates to determine the location and the operating voltage of buried line(s) and confirm the safe approach distance.
- Do not allow equipment or objects to approach the overhead or buried power line closer that the safe limit of approach specified.
- Plan your moves. Are there more power lines to pass under or avoid.
- Look out for uneven ground that may cause you vehicle to weave, bob or bounce.
- Think about the wind and temperature, they may affect the power lines height.
- Never ride or climb on equipment or a load when near a power line.
- Work around power lines to be done only during daylight hours.
- If work is being carried out near the safe limit of approach; use a trained signaler to act as an observer to ensure that the required distance is maintained.
- Remember electricity is invisible, don't take chances.
- Request assistance from the power line operator if the work must be performed at a distance that is less than those specified in the table.
- Do not place materials under or adjacent to the overhead power line if it reduces the clearance above ground required by Occupation Health and Safety Regulations. Maintain the required clearance between the power line and the ground.
- Do not allow excavations or any other earth moving equipment to reduce the support required for power poles. Contact the power line operator to determine support required. Request location in case of grounding grids buried at the base of power poles.
- Do not ground your equipment or objects around a power line.

Nobody should operate heavy equipment near or under a power line until they have obtained a permit and/or crossing agreement.



These minimum requirements are for your protection and safety. Contact with underground power cables is extremely dangerous and could result in injuries or property damage.

Prior to any ground disturbance WESTRIDGE HOMES or designate responsible for the excavation must contact the local power supply company for the region and have locates performed. These locates will be documented for future reference. The person responsible for an excavation must make sure that no excavation is undertaken within 1 meter of any underground power cable(s) unless the excavation work is done under the control of the power supply company and the excavation work method is approved by the power supply company.

IN AN EMERGENCY

Incidents can be prevented with "safety first" in mind. If you or a co-worker comes into contact with an overhead line, remember:

- Stay in the vehicle until help arrives - this is the safest place.
- Stay away or keep other workers away from the area.
- Try to break contact with lines by moving the vehicle at least 10 m (32 feet) away.
- Do not try to break contact if the cable or equipment appears to be welded to the line - this could cause the line to whip or snap.
- Contact the power company to turn off the power.
- If you don't have a radio and are alone, stay in the vehicle and wait.

FIRES and POWER

In the event of a life-threatening fire, jump clear and try to land as far away as possible (on both feet) without touching the equipment as you land. Jump with both feet together and hop as far away as possible. Remember - you are still in danger even if you have cleared the vehicle - shuffle away to minimize the danger of electrical currents in the ground passing through your body.

REPORTING

If you strike a power line, call the power company right away. Report the details of the incident. WESTRIDGE HOMES will inspect and repair the area. You also need to report the incident to Occupational Health and Safety Division for the region your are working in.

Saskatchewan Minimum Distances from Exposed
Energized High Voltage Electrical Conductors

Risk Factor		**Column 1**	**Column 2**	**Column 3**	**Column 4**	**Column 5**	**Column 6**
Voltage Phase to Phase	**Voltage to Ground**	**Non-electrical Workers, Material, Equipment**	**Qualified Electrical Workers**	**Vehicles and Load**	**Limit of approach for utility tree trimmers using conducting objects exposed to energized parts**	**Limit of approach for utility tree trimmers using rated tools to exposed energized parts**	**Limit of approach for utility tree trimmers using rated insulating booms**
kV	kV	Metres	Metres	Metres	Metres	Metres	Metres
230	133	6.1	1.4	1.83	2.4	1.41	1.85
138	79.8	4.6	1	1.22	1.9	0.92	1.35
72	41.6	4.6	0.6	0.8	1.6	0.61	1.05
25	14.4	3	0.3	0.6	1.2	0.12	0.55
15	8.6	3	0.3	0.6	1.1	0.12	0.55
4.16	2.4	3	0.15	0.6	1.05	0.04	0.50
0.75	0.75	3	0.15	0.6	1.05	0.04	0.05

SECTION 4.0
SAFE JOB PROCEDURES

A Safe Job Procedure (SJP) is a written, specific **step-by-step** description of how to complete a job safely and efficiently from start to finish. Written Safe Job Procedures are used to train new workers and workers that have moved to new jobs. Workers use Safe Job Procedures as a reference, especially for complex jobs, particularly hazardous tasks or for tasks that are not done very often. WESTRIDGE HOMES prepares a job inventory or similar listing of all the jobs that employees conduct. Hazardous jobs are identified by discipline (i.e. maintenance, operators, warehouse, etc.) and indicate the jobs which have the greatest potential to injure a member of our workforce. Jobs are to be ranked according to the health and safety risks associated with each of them.

Safe Job Procedures are developed using a blank Safe Job Procedure template designed to guide you through the basic stages in developing Safe Job Procedures.
Safe Job Procedures usually include:

- Regulatory requirements.
- Manufacturing requirements / procedure.
- Personal Protective Equipment requirements.
- Training requirements.
- Responsibilities of each person involved in the job.
- A specific sequence of steps to follow to complete the work safely.
- Permits required.
- Emergency procedures.

Safe Job Procedures are generally prepared for jobs that:

- Are critical (high-risk jobs where incidents have or could result in severe injuries).
- Are hazardous and where incidents occur frequently.
- Are new or have been changed.
- Have had new equipment added.
- Require many detailed tasks.
- Involve two or more workers who must perform specific tasks simultaneously.
- Are done infrequently.

DEVELOPING SAFE JOB PROCEDURE

To encourage employees to follow safe work procedures, WESTRIDGE HOMES involves them in the development of the procedure. Employees most closely involved with a task will be able to determine what will work within the limitations of the worksite, equipment and workers.
Safe Job Procedure development is a team effort involving:

- The supervisor.
- The worker most familiar with how the job is done and its related hazards.
- Other workers who perform the job.
- Expert or specialists.

Using the blank SJP template the team will develop the step-by-step Safe Job Procedure as follows:

1. Break the job down into a sequence of basic steps.
2. Identify potential hazards in each step.
3. Determine preventative measure(s) to overcome or control the hazard(s).
4. Create the SJP.

The SJP should clearly identify exactly what the employee needs to do and/or what the employee needs to know in order to perform the task safely. Avoid general statements such as "be careful" or "use caution." Identify ways to eliminate or reduce the hazards:

- Safer way to do the job.
- Describe each step or process.
- Be specific - don't use generalizations like "Be Careful".
- Equipment changes, or engineering controls, are the first choice because they can eliminate the hazard (i.e. machine guards, improved lighting, and better ventilation).
- Administrative controls or changes in how the task is done or can be used if engineering controls aren't possible (i.e. rotating jobs, changing the steps, and training).
- When engineering and administrative controls aren't possible or don't adequately protect the workers, use personal protective equipment (i.e. gloves, hearing protection).

The SJP form includes a section to list all the required PPE, tools and equipment the employee must wear or use when performing the job. Each SJP must specify when the employee needs to wear the protection based on the hazards of that task. Remember, injuries frequently occur because the employee selected the improper tool or equipment to perform a job. Identified hazards are addressed and mitigated by dedicated assignment, appropriate documentation of completion, and implemented controls.

SAFE JOB PROCEDURE

A SJP will be written for each job or operation.

- The SJP will identify the potential health and/or safety hazards associated with the typical work activities that occur in that job or operation.
- Each hazard identified will be rated A, B, or C according to the level of risk of an incident occurring while the employee is performing that duty, with A being the most likely to occur and D being the least likely to occur.
- Actions required in order to minimize the possibility of an incident occurring or the employee being exposed to a health hazard will be identified and recorded for each of the health and/or safety hazards.

Each employee will have access to a copy of the SJP for their areas of responsibility, and the originals will be kept in WESTRIDGE HOMES files.

WHEN IS A SAFE JOB PROCEDURE DEVELOPED

At the Pre-job planning stage or when new information or situation demands a procedure to be put in place. To help identify hazards on the job is to prepare a list of the occupations and subsequent jobs/tasks (job inventory) that would be conducted by our employees. Ideally, all jobs in the job inventory should be subjected to a review to identify the hazards and prioritize them according to the risks associated with performing the job.

This process is typically referred to as Critical Task Analysis.

1. Make a list of all the tasks that are done.
2. Examine each task to determine the potential hazards.
3. Identify any critical tasks that do not already have a developed SJP.
4. Select a suitable SJP team to create the Safe Job Procedure for each critical task that does not have a SJP in place.

CRITICAL TASK LIST

A critical task list shall be written for each work task this company performs. Each task is rated by the highest hazard to the lowest hazard. An assignment is made of who is responsible for the worker's safety and then a Job Safety Analysis is written for each task identified.
This list is found on the following page and it will be updated at least annually. However, the review can commence with the jobs/tasks that an organization has already identified as being critical or potentially hazardous to employees. Factors to be considered when assigning a priority for conducting the review of the jobs can include:

- **Accident frequency and severity:** Jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries.
- **Potential for severe injuries or illnesses:** The consequences of an accident, hazardous condition, or exposure to harmful substance are potentially severe.
- **Newly established jobs:** Due to lack of experience of these jobs, hazards may not be evident or anticipated.
- **Modified jobs:** New hazards may be associated with changes in safe work procedures.
- **Infrequently performed jobs:** Workers may be at a greater risk when undertaking non-routine jobs and a hazard review provides a means of reviewing hazards.

SAFE JOB PROCEDURE TRAINING

- WESTRIDGE HOMES will establish a department SJP file and shall make it accessible to employees for review when needed. Whenever possible, a copy of the SJP should be laminated and secured to the machine/equipment or at the permanent location where the job is being performed. When a job involves the use of highly toxic or extremely dangerous hazardous substances, it's a good idea to attach the SDS pages for these substances to the SJP.
- Employees will be trained in the hazard identification process including the use and care, use and maintenance of proper PPE. The SJP is used for the orientation and training of new or transferred employees who will perform the job and whenever the need for retraining is determined.
- To ensure that SJP is used at all times, each employee will receive hands-on training by his or her supervisor or a competent worker on each applicable SJP. To monitor the training a Safe Job Procedure Training Checklist will be completed for each employee.
- Before an employee is able to complete work that has a SJP assigned to it each employee will be trained by a supervisor or competent worker and then is required to complete a hand on evaluation for that specific SJP. Once the supervisor or competent worker feels that you have completed the SJP in compliance with WESTRIDGE HOMES' standards, you will be signed off on your checklist and then can complete the task unsupervised.

SAFE JOB PROCEDURE ANNUAL & INCIDENT REVIEW

- Annually by management and workers. Documentation must support annual review. All reviews will be tracked electronically. Each time a procedure is reviewed or revised.
- Whenever an incident occurs that involves a SJP, the procedure must be thoroughly reviewed by management and workers to ensure that it meets the needs intended and possibly revised if applicable.

PLEASE REFER TO THE SAFE WORK PRACTICES & SAFE JOB PROCEDURES MANAUAL FOR A COMPLETE LIST OF THE REQUIRED PRACTICES AND PROCEDURES

Special Note: Non-compliance with these regulations will result in disciplinary action.

Note: Access to the above-mentioned forms, will be listed under the form section.

CRITICAL TASK LIST

WORKING AT HEIGHTS
WORKING IN CONFINED SPACES
WORKING WITH HEAVY EQUIPMENT (PME)

REMEMBER: A Critical Task – is a task that is seldom done or has a high risk for incident, personal injury or property damage.

SECTION 5.0
COMPANY RULES

Rules and Regulations are an integral part of every safety program. A rule is a basic directive implemented by an organization that governs conduct or action. A regulation however, is a law or directive set by an outside governing agency. The rules outlined below are developed internally and are enforced by supervisors. Violations will be treated as performance issues and addressed through the progressive discipline process. The Regulations are detailed in *The Occupational Health & Safety Act & Regulations* for the area you are in and will be reviewed with every employee at initial orientation. In addition, each supervisor will have a copy for reference, which is accessible to any employee.

WESTRIDGE HOMES has a progressive warning policy for violation of the Occupational Health & Safety Legislation and/or WESTRIDGE HOMES' Health & Safety Management System. WESTRIDGE HOMES reserves the right to remove any worker or sub trade at any time that is in contravention of the Occupational Health and Safety Legislation and/or WESTRIDGE HOMES' Health & Safety Management System

PROGRESSIVE DISCIPLINE POLICY

Polices, rules, and regulations are based on past experience and knowledge. They benefit the specific individual, but also the other people working with that individual. This creates a healthy and safe work environment for everyone. In order for WESTRIDGE HOMES' Health & Safety Management System to be effective, there must be a consistent enforcement of the rules and regulations for each individual. The following progressive disciplinary actions will be followed for each employee's non-compliance of any polices, rules, and regulations will be tracked on the Employee Warning Notice which will be kept in the employee's employment folder. If an infraction is noted the procedure for disciplinary action will be conducted by your immediate supervisor.

The following steps outline the disciplinary action process, but if the infraction is of a serious nature any step(s) can be skipped for immediate dismissal.

1. Verbal Warning with written documentation of the verbal warning
2. Written Warning placed in individual's file and signed by worker
3. 1 day suspension without pay
4. 1 week suspension without pay
5. Dismissal

The personal health and safety of each employee of WESTRIDGE HOMES is everyone's responsibility. WESTRIDGE HOMES has established a set of rules that we believe will protect its employees, clients, visitors, subcontractors, public and the property from incidents.

President's Signature: 	Date: November 30, 2018

GENERAL RULES

- All unsafe acts or conditions are to be resolved with your immediate supervisor.
- All employees, guests, and visitors will wear CSA approved basic PPE, which consists of hard hat, work boots and safety glasses. The Personal Protective Equipment (PPE) requirements and site-specific safety rules of our customers' must be met and respected at all times while working on their property. Clothing shall be appropriate to duties being performed. All safety equipment must be worn and used as per manufacturer's intent, and not altered in any way.
- All site workers shall not wear any jewelry that may possibly become entangled in tools and equipment being worked on i.e. neck laces, rings, bracelets, watches, earrings or body piercings, or any other items that may pose a hazard while on the job site. Electrically conductive articles of clothing or jewelry, such as watches with metal bands, bracelets (except medical alert), necklaces, earrings, rings, etc. are strictly prohibited.
- Removing barriers and/or guardrails and not replacing them not using safety harnesses and lanyards when there is a potential for falling.
- Anyone operating a company motor vehicle must have a valid Driver's License and obey all rules and regulations under the Highway Act. You must operate all vehicles and mobile equipment in accordance with manufacture instructions, site rules. Seat belts are required in company vehicles at all times. No company vehicle shall be operated, at any time, while under the influence of alcohol or drugs.
- Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders.
- Check in and out with your supervisor on each shift. Never leave the job during the shift without first notifying your supervisor.
- Smoking and Vapping is permitted only in designated areas.
- Housekeeping standards require every worker to keep their work area clean and orderly. Waste material and debris should be removed from work and access areas at the end of every shift.
- Damaging, disabling or interfering with company equipment or tools is prohibited. Removing and/or making inoperative safety guards on tools and equipment or tampering with machine safeguards or removing machine tags, locks is prohibited. Hand tools and power tools shall not be used for any purpose other than that intended. Only authorized personnel shall operate power tools, with guards furnished by the manufacturer in place. All electrical hand tools shall be grounded or double insulated. All damaged or worn out tools shall be promptly red-tagged out of service and brought to the attention of your immediate supervisor for repairs or replacement. Only those tools and equipment that are in good repair shall be used.
- All unsafe acts and conditions, including incident and "near miss" shall be reported to your supervisor prior to the end of your shift and an incident form must be completed so the cause can be determined, and steps are put in place to prevent reoccurrence.
- First aid treatment is to be obtained promptly for any injury. Any supplies used from the first Aid kit must be documented on the form inside the kit.
- Damaging, disabling or interfering with safety, firefighting or first aid equipment is prohibited.
- Workers are to perform all work in accordance with company safe work practices and safe job procedures and their supervisor's direction.
- Consuming or under the influence of alcohol, cannabis or illegal drugs on company premises, business, job site, or vehicle is prohibited. You are prohibited from arriving for work or remaining at work when your ability to perform the job safely is impaired.
- Violence, horseplay, practical jokes or otherwise interfering with other workers is prohibited. Harassment of any sort will not be tolerated.
- Possession of firearms or weapons of any sort is prohibited.

- Theft, vandalism or any other abuse or misuse of company property is prohibited.
- Explosive/powder actuated tools shall be used only by persons who have been instructed and trained in their safe use.
- Welding and burning operations shall be carried out only by authorized personnel with appropriate individual protective equipment. Compressed gas cylinders shall be secured in an upright position. CSA approved safety glasses are to be worn at all times and a full-face shield when grinding or cutting.
- A refusal to follow safety rules and to use personal protective equipment when directed by a supervisor shall be considered cause for disciplinary action.

IMPAIRMENT IN THE WORKPLACE

WESTRIDGE HOMES recognizes the right to provide a safe and healthy working environment that minimizes any negative effects due to the use of alcohol or drugs. Each employee and subcontractor are contractually obligated to comply with the terms and conditions of the entire program and the related administrative guidelines.

WESTRIDGE HOMES recognizes that the use of illicit drugs and the inappropriate use of alcohol, cannabis, medications or other substances can have adverse effects on a person's health, safety and job performance. The objective of this program is to provide a safe workplace for all employees and persons by removing the risk of impaired performance due to the use of alcohol, drugs or being fatigued. Employees will be treated with respect and confidentiality and strongly supports rehabilitation activities and opportunities for reemployment. This applies to all positions within WESTRIDGE HOMES including management personnel. A violation of this is grounds for disciplinary action up to and including termination with cause.

Impairment, (whether the substance is alcohol, cannabis, illegal drugs, prescription or "over the counter" medications) is high-risk behavior and subjects the user and anyone in their vicinity to dangers that are fully avoidable. When workers are impaired on the job, whether by fatigue, use of drugs, or consumption of alcohol, it can have serious consequences. Being impaired at work is a hazard. It can affect your ability to focus, make decisions, follow instructions, and handle equipment and tools. Being impaired at work risks the lives of yourself and your co-workers. Impairment affects your ability to do your job.

Cannabis Does Not Belong at Work. Coming to work under the influence of cannabis (marijuana, weed, pot) is the same as coming to work under the influence (drunk). If you come to work impaired – whether by fatigue, use of drugs, or consumption of alcohol – it can have serious consequences

This includes WESTRIDGE HOMES employees who conduct company business in diverse locations-not necessarily their formal work facility-or on evenings and weekends, are considered "on the job", and subject to the same rigors of this policy. Therefore, the use, transportation, storage, or consumption, by any means, of alcohol, cannabis or non-prescription drugs in, or on any company facility and property, customer's property or in company vehicles or private vehicles used for company business is strictly prohibited.

This includes the misuse of prescription and "over the counter" drugs and medications. Misuse means exceeding recommended dosages and the unsanctioned mixing of different medications. Prescription medications, used as recommended, may also seriously impede an individual's ability to work safely. Any use of prescription drugs causing drowsiness or having performance influencing side effects must be disclosed to the individual's immediate supervisor.

CELL PHONE USAGE

For the purpose of these rules, the term "cell phone" is defined as any wireless electronic device with the ability to send or receive and / or transmit voice, voice mail, text, music, and or data files and messages including, but not limited to (digital wireless phones, black berry, I phone, I pads, I touches, I pods, E readers, MP3, MP4 players, PDAs (personal digital assistant device with wireless capabilities) walkie-talkies, telephone pagers and or any other electronic device that will temporary distract one's ability to focus on his or her task at hand. Cell phones may be supplied to management, supervisory staff as well as to field and service personnel for the exclusive purpose of maintaining communication with the office, clients and other personnel for business purposes.

- Excessive personal calls during working hours, interferes with employee's productivity and can be distracting to others. All personal cell phones are to be turned off or silenced during working hours.
- Personal cell phone calls or text messaging or use of personal electronic device is prohibited during work hours and should be made during non-work time. When this is not possible, personal calls may be allowed during allocated breaks or lunches.
- In the case of an emergency situation, legitimate safety situation or security purposes, employees may use personal cell phones during work hours to contact their immediate supervisor.
- Employees issued a cell phone device are responsible for its safe keeping at all times. Defective, lost or stolen hand-held devices are to be reported immediately to the office who will in turn notify the service provider. Cell phones issued to employees are to be returned to the office when requested.
- Cell phones are not to be used while operating any PME or vehicle. If you receive a phone call or text message while operating a vehicle and choose to answer or read it, you are required by law to pull over and park the vehicle to do so. Under this new legislation any and all violations or tickets are incurred by the employee and must be paid by the employee.

COMPANY VEHICLES

Some employees are provided with vehicles for use in their jobs. The following rules apply:

- WESTRIDGE HOMES requires all drivers of company vehicles to have current, valid licenses. WESTRIDGE HOMES' policy prohibits anyone without a valid driver's license from driving a company vehicle. An employee who becomes uninsurable by WESTRIDGE HOMES' insurance company may be subject to termination.
- WESTRIDGE HOMES' vehicles are to be used only for job-related activities. People who are not employed by WESTRIDGE HOMES or who are not assisting in work-related activities should not be transported in company vehicles as passengers because it presents a potential exposure to liability.
- All traffic laws and regulations are to be obeyed.
- All cargo must be adequately secured either in truck bed or when utilizing a trailer (i.e. strapping loads).
- Every effort should be made to keep mileage driven to a minimum by combining trips whenever possible. Special circumstances that may require deviation from this policy must first be cleared by your supervisor.

TRAINING

Education and training certainly has an impact on a worker's performance at work or even at home. Workers are informed of the rules at the time of orientation and supervisors will advise and mentor their workers in the field to help expand the safety culture WESTRIDGE HOMES has come to expect of all levels of the organization. When a worker takes on a safety culture, they can reduce the need for disciplinary action.

WESTRIDGE HOMES shall instruct employees in the importance of workplace health and safety and the need to develop a safety culture. Employees are encouraged to help informally in the enforcement of policies, rules, safe work practices and safe job procedures. The intent here is to foster a safety culture within WESTRIDGE HOMES. At WESTRIDGE HOMES it is everyone's responsibility to know and understand the Health & Safety Management System, it takes the involvement of everyone, every day in every task they perform to achieve the excellence that WESTRIDGE HOMES has come to expect.

SUPERVISION

Supervisors are responsible for the enforcement of this Disciplinary Action Program. Supervision includes both training and corrective action. Ongoing monitoring of WESTRIDGE HOMES' employees' work and safety habits gives WESTRIDGE HOMES' supervisors the opportunity to correct any problems before serious situations develop. In most cases, effective supervision means mentoring and coaching workers and if necessary, correcting a worker's performance before issuing any disciplinary action. Where the relationship between employees and their supervisors is open and interactive, concerns are discussed, and solutions are mutually agreed upon. This type of relationship fosters a work environment where the need for disciplinary action is reduced.

APPROPRIATE CONTROL MEASURES

All employees at every level of the organization must follow policies, rules, safe work practices and safe job procedures are a part of employment and if a contravention or violation of the above mentioned has occurred the appropriate steps will be administered for resolution. Disciplinary actions need to be proportionate to the seriousness of the offense and the frequency of its occurrence disciplinary procedures should not be instituted without explanation. WESTRIDGE HOMES will provide feedback to the employee that the behavior is unacceptable, why the corrective action is necessary and how the employee can improve. In addition, take time to recognize an employee who improves or corrects his/her behavior.

DOCUMENTATION

One key to ensuring fairness and consistency in a disciplinary system is keeping good records. It is in the best interest at all levels of the organization to have written rules and disciplinary procedures. It is just as important to document instances of good or poor health and safety behavior, including discussions with the employee and to place relevant information in the employee's personnel file. Documentation serves a variety of purposes. It helps management to track the development of a worker's performance it provides information to management about the progress the employee has made and where he or she can improve.

If warnings, retraining and other corrective actions fail to achieve the desired effect and if WESTRIDGE HOMES decides to discharge an employee with cause, then documentation becomes even more critical. Conversely, WESTRIDGE HOMES will conduct an annual clearing of the personnel files of employees whose good overall safety records are marred by minor warnings.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 6.0
PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

The purpose of this Policy is to minimize incidents to employees through the correct use of Personal Protective Equipment (PPE). Personal protective equipment use (other than listed below) is determined by the supervisor and competent worker after completing a Pre-Job Hazard Assessment. Personal Protective Equipment is the 5th and last means of controlling a hazard to protect workers from incidents. Your supervisor will employ basic or specialized PPE when elimination, substitution, administrative and engineering control measures are ineffective or insufficient. The purpose of wearing PPE is to reduce exposure to hazards.

COMMITMENT

WESTRIDGE HOMES will supply required basic and specialized PPE and ensure the workers, guests, visitors, and contractors are trained in its proper use, care and maintenance of PPE and shall wear appropriate PPE as outlined by WESTRIDGE HOMES, or the client's HSMS or the local Legislation as follows. Safe work practices and job procedures detail the appropriate PPE required for various activities or tasks.

MANAGEMENT

Management is responsible for ensuring that the following Policy is adhered to and ensures every worker shall wear and/or use suitable and adequate PPE, where it is not reasonably practicable to protect the health and safety of workers by eliminating the hazard, substituting a less hazardous process, engineering controls in design or administrative controls. All WESTRIDGE HOMES' safety equipment will be returned if the worker leaves WESTRIDGE HOMES.

POLICY

All PPE used shall conform to Occupational Health & Safety Legislation and relevant safety standards.

Eye Protection: Appropriate eye protection will be provided. Safety glasses are required for work on customers' sites and the shop floor. Goggles or face shields will be provided, and must be used when cutting, grinding, or using a chisel. Flash glasses should be used when performing electrical switching.
Safety Footwear: CSA approved steel toed footwear is to be provided by the employee, and is to be worn on all client sites and shop floors outside of marked cautioned routes.
Hard Hats: CSA approved hard hats will be provided and must be worn at all times on all sites and shops when the work environment requires it.
Hearing Protection: Hearing protection will be provided and must be worn where noise levels exceed 85 dBA.
Hand Protection: Full fingered gloves are to be used if there is a risk of hand injuies
Coveralls: Fire retardant coveralls will be worn for switching, and on all customers' sites that require FR clothing.

- All PPE shall be inspected by the employee prior to each use for reliability. Any personal protective equipment basic or specialized that is found to be defective, worn or unsafe must be reported to your immediate supervisor for repair, service or replacement. All PPE that is damaged or needs service or repair will be Red Tagged and removed from service until repairs, service or replacement is completed.

- All PPE when damaged or worn out will need to be returned to your supervisor in order to have new PPE issued. Your supervisor will need to examine in order to confirm if the PPE in service is correct and has serviceability.
- WESTRIDGE HOMES will maintain appropriate inspection and service logs for specialty PPE. No piece of PPE is to be modified or changed contrary to the manufacturer's instructions, specifications or OH&S Legislation and must meet all CSA/ANSI regulations.
- All employees, guests, visitors and contractors will wear basic and specialized CSA/ANSI approved PPE, when and where required by our safe work practices, safe job procedures, company rules or the rules of the client
- Enhanced worker visibility stripping may be required (Hi-Vis reflective vest or outer clothing)
- Gloves are a requirement for all workers in the field to have gloves on their person at all times. Gloves are to be used when there is a risk of hand injuries; this is to be decided during the FLHA and or Daily Task Meeting.
- Ensure the workers wear outer clothing and protective gloves appropriate to the tasks needs, operating conditions and weather factors to help protect them from injuries.
- All PPE is to be used as a last line of defense against a hazard.
- Cotton clothing will be worn next to the skin whenever a person is working in close proximity to live electrical equipment. Loose weave untreated cottons, polyesters, nylon and poly cotton blends are not allowed. Wear fire-resistant clothing when there is a potential for exposure to hydrocarbons, as well as all "live sites".

TRAINING

WESTRIDGE HOMES' workers will be informed of what the PPE requirements are for the site they are working on and/or relative to the work scope and where to obtain PPE during their orientation. Worker training for basic PPE will be provided during the workers orientation and will consist of:

- When PPE is necessary
- What PPE is necessary
- How to inspect their protective equipment
- How to properly don, remove, adjust, clean and wear their PPE
- The limitations of the PPE
- The proper care/maintenance, useful life, storage and disposal of PPE
- Consequences of failure to use PPE

Where specialized PPE is required, workers will be provided specialized training prior to use (i.e. fall protection, SCBA/SABA, respiratory fit testing etc.). Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE. Documentation of PPE training is required. Where a worker has been previously trained, WESTRIDGE HOMES will verify training records.

Note: All PPE must be worn in accordance with the training and instruction received; employees must not use PPE that is unable to perform the function for which it was designed.

President's Signature: 	Date: November 30, 2018

PERSONAL PROTECTION EQUIPMENT (PPE) HAZARD ASSESSMENT AND SELECTION

This section of the manual is to establish the process of PPE hazard assessments and equipment selection and describes requirements for Personal Protective Equipment (PPE) use in order to help protect employees from incidents from occupational hazards. The use and selection of PPE must meet the OH&S Legislation, and/or CSA/ANSI regulations.

PPE HAZARD ASSESSMENT PROCESS

At the beginning of every job a Site Hazard Assessment form is to be completed. Supervisors, with the assistants of all on site worker, are responsible of making everyone aware of all hazards. This is done by defining the workplace, reviewing the site layout and observing/evaluating all tasks that are to be completed. By doing so, the hazards become much more evident to the supervisor and all workers on site. Some examples of hazards that may arise on site are listed below.

General Hazard Categories	Examples of Specific Hazards
Environmental/Safety Issues	○ Spill mitigation or containment (plan) ○ Oxygen depletion (nitrogen, gas vapor, H2S) ○ Air borne contaminants (dust, fibers, asbestos, hantavirus) ○ Waste material generated
Work Area / Task Hazards	○ Housekeeping concerns ○ Potential for slips, trips and falls ○ Induced voltage potential ○ Wet, slippery, icy, muddy, etc.
Hot Work / Welding	○ O2 deficient ○ Ventilation concerns ○ Fire extinguisher / equipment ○ Grounding requirements
Energy Isolation	○ Breaker open and locked ○ Blocked in & Locked out (verification) ○ Function test required ○ Assured grounding
Working at Heights	○ Fall protection plan needed ○ Approved scaffolding ○ Proper tie off point ○ Full body harness and lanyard ○ Ladder (tied off on top and secured at bottom)
Driving/PME Safety	○ Condition of road or route

	○ Access unobstructed ○ Vehicle inspection (Contractor) ○ All loads secured
Heavy Equipment / Lifting	○ Front end loader/backhoe/crane swing radius ○ Lift plan in place / pre-job JHA ○ Weight known ○ Proper rigging and tag lines
Ground Disturbance	○ Ground disturbance permit obtained ○ Lines Located ○ Proper sloping ○ Area/Trench ribbon off (barricades in place)
Confined Space	○ Confined space permit filled out ○ Job procedure review ○ Communications addressed ○ Rescue plan developed
Technical Hazards	○ Bypass needed (bypass permit filled out) ○ Controller mode changes ○ Chance of equipment shutdown ○ Exposure to energized electrical systems.

The assessment of all potential workplace hazards and the selection of appropriate PPE for the employees who perform the hazardous tasks must be documented on the Site Hazard Assessment form. Whenever any aspect of the work environment changes a review of the Site Hazard Assessment form should be completed to identify any new hazards or changes in PPE. This form will serve as a written certification that the specific hazards have been evaluated and the proper PPE has been selected. This document must identify the work site and scope of work, the workers on site and the supervisor's signature that completed the assessment, as well as the date the assessment was completed. The Supervisor will ensure that all employees performing the hazardous tasks will be trained on the proper fit, care, use and maintenance of the designated PPE, understand the hazards of their tasks, and that the Site Hazard Assessment form is available for their reference.

SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT

It is our Policy that where PPE is required to complete the tasks, your supervisor will provide it to you. It is the supervisors' responsibility to ensure that all employees are aware of the hazards on site, the required PPE and that all workers are properly trained on the use of the PPE.

Supervisors must ensure that each item of PPE is appropriately selected for each employee, with consideration of regulatory requirements, and manufacturer's technical data and use recommendations. It is the worker's responsibility to be familiarized with the hazards on site, to participate in the training of proper use of PPE and to maintain all PPE in a sanitary and reliable condition.

All employees must use PPE when hazards may cause injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact. General guidelines for selecting PPE are listed below, for more details on what PPE to use refer to the OH&S Legislation and or manufactures instructions.

EYE AND FACE PROTECTION

Employees shall use appropriate eye/face protection and face shield, if necessary, when exposed to eye or face hazards from flying particles, sparks, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, radiant heat, electrical hazard, or potentially harmful light radiation.

When selecting eye and face protection, the manufacturer's description or technical data should be consulted to ensure that the selected items provide identified splash, impact, heat, electrical, and/or special light protection. Eye and face protective devises shall meet, at the least, the minimum of OH&S Legislation, CSA /ANSI standards.

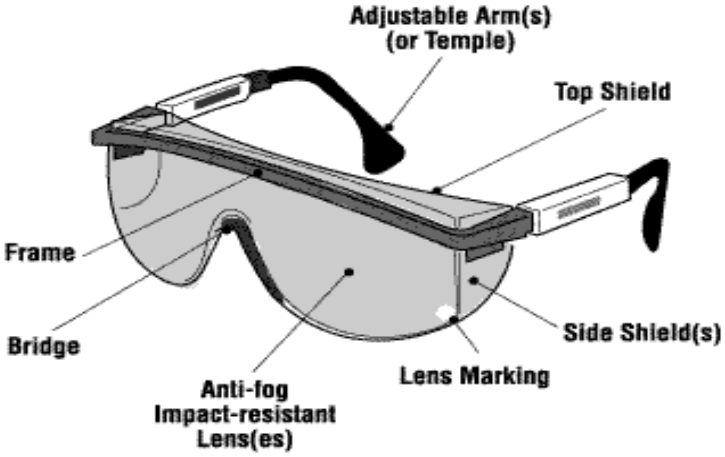
Face shields are only supplementary protective devices worn to shield the face from certain hazards. They must always be worn with safety glasses or goggles. Splash goggles and face shield are essential when there is a possibility of liquid splash; this is especially important for work with highly corrosive liquids. Safety glasses with side shields and full-face shields with throat protection should be worn when working in areas with flying objects, hot work being performed, explosive or highly hazardous materials.

HOW DO I RECOGNIZE SAFETY GLASSES

Lenses: The Canadian Standards Association (CSA)-certified safety glasses have plastic polycarbonate lenses. They are stronger than regular lenses, are impact-resistant, and come in prescription and non-prescription forms.

Markings on safety glasses: The manufacturer or supplier logo is marked (or etched) on all approved safety lenses, frames (front and temple), removable side shields, and other parts of the glasses, goggles, or helmets.

Frames: Safety frames are stronger than street-wear frames and are often heat resistant. They are also designed to prevent lenses from being pushed into the eyes.



To select the proper protectors follow the recommendations in the table.

Selection of Eye and Face Protection

Note: This table cannot cover all possible hazards and combinations that may occur. Examine each situation carefully and select the appropriate protector or combination of protectors. *indicates recommended protection	Spectacles (Class 1)		Goggles (Class 2)			Welding Helmet (Class 3)	Welding Hand Shield (Class 4)	Non-Rigid Hoods (Class 5)				Face Shields (Class 6)		
	A	B	A	B	C			A	B	C	D	A	B	C
Flying Objects														
Chipping, drilling, scaling, grinding, polishing, buffing, riveting, punching, shearing, hammer mills, crushing, heavy sawing, planning, wire and strip handling, hammering, unpacking, nailing, punch press, lathe work, etc.	*		*	*				*	*			*		
Flying particles, dust, wind, etc.														
Woodworking, sanding, light metal working and machining, exposure to dust and wind, resistance welding (no radiation exposure), sand, cement, aggregate handling, painting, concrete work, plastering, material batching and mixing	*		*	*				*	*			*		

Heat, sparks and splash from molten materials														
Babbiting, casting, pouring molten metal, brazing, soldering, spot welding, stud welding, hot dipping operations		*			*					*	*		*	*
Acid splash, chemical burns														
Acid and alkali handling, degreasing, pickling and plating operations, glass breakage, chemical spray, liquid bitumen handling				*					*			*		
Abrasive blasting materials														
Sand blasting, shot blasting, shot creting				*					*			*		
Glare, stray light (for reduction of visible radiation)														
Reflecting, bright sun and lights, reflected welding flash, photographic copying	*		*	*				*	*			*		
Injurious optical radiation (moderate reduction of optical radiation)														
Torch cutting, welding, brazing, furnace work, metal pouring, spot welding, photographic copying		*			*					*			*	
Injurious optical radiation (large reduction of optical radiation)														
Electric arc welding, heavy gas cutting, plasma spraying and cutting, inert gas shielded arc welding,						*	*							

atomic hydrogen welding														

From: "Z94.3.1-09 Selection, use and care of protective eyewear" by Canadian Standards Association, 2009.
Canadian Standards for Occupational Health and Safety
For specific requirements refer – Eye and face protectors of the OH&S Legislation.

CARE AND MAINTENANCE

- Clean your safety glasses daily. Follow the manufacturer's instructions. Avoid rough handling that can scratch lenses.
- Scratches impair vision and can weaken lenses.
- Store your safety glasses in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn.
- Replace scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide protection.
- Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.

HEAD PROTECTION

A hard hat is required for work in areas where there is a potential for injury to the head from falling or flying objects or bumps against fixed objects. A hard hat designed to reduce electrical shock hazard is required for work near exposed electrical conductors that could contact the head, in this instance the hard hat should be a Class E hard hat. Hard hats are to resist penetration by objects, absorb shock of a blow to the head, be water resistant and slow burning, and have an easily adjustable headband and suspension. A chin-strap is required when working at elevated heights. Hard hats must be inspected regularly and replaced when signs of wear, damage, or deterioration appear in the shell or the suspension. WESTRIDGE HOMES requires that all hard hats to be replaced every 5 years, as per manufacturer's recommendations, when there is a significant strike to the hard hat, or if the hard hat has fallen from a significant height.

WHAT SHOULD I KNOW ABOUT HEAD PROTECTION

- Choose the correct headwear for the job. Refer to CSA Standard Z94.1-05 "Industrial Protective Headwear - Performance, Selection, Care, and Use" or the OH&S legislation that applies in your jurisdiction.

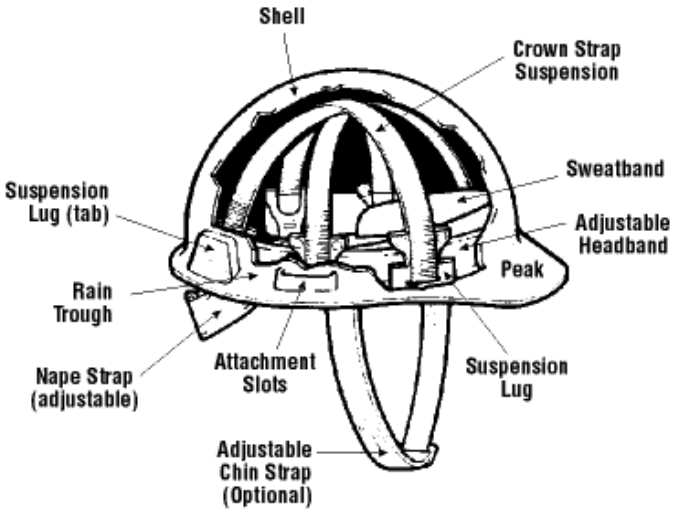
Classes of headwear can include:

- Type 1 - protection from impact and penetration at the crown (top) and
- Type 2 - protection from impact, penetration at the crown (top) and laterally (sides)

Each type is also available in the following classes:

- Class E (20 000 V electrical rating) - non-conducting material (electrical trades)
- Class G (2200 V electrical rating) - non-conducting material (general trades)
- Class C (no electrical rating)

- Headwear consists of a shell and the suspension. These work together as a system and both need regular inspection and maintenance.
- Do not transport headwear in rear windows of vehicles. Heat and UV light can damage the material, making it brittle and less protective.
- Inspect headwear before each use.
- Always check with the manufacturer when adding or using accessories (non-metallic stickers, tape, bandanas, handkerchiefs, etc.).
- Winter liners should be inspected to ensure they do not interfere with fit of headwear.



- Do not draw the chin-strap over the brim or peak of the headwear.
- Do not wear baseball style hats under the headwear as it interferes with the suspension.

WHAT SHOULD I KNOW ABOUT THE SHELL OF MY HEADWEAR

The shell is rigid and light, and is shaped to deflect falling objects. Correct maintenance is important.

DO:

- Inspect and replace a shell that shows signs of wear, scratches or gouges. Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in color or have a chalky appearance.
- Replace headwear when any of the above signs of wear start to appear.
- Replace headwear that has been struck, even if no damage is visible.
- Remove and destroy any headwear if its protective abilities are in doubt.

DO NOT:

- Do not drill holes, alter or modify the shell. Alterations may reduce the protection provided by the headwear.
- Do not paint the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Paint can also hide cracks that may develop. Instead, use reflective marking tape to make numbers or symbols for identification purposes. Some headwear may be painted, but check with the manufacturer for approval.
- Do not use winter liners that contain metal or electrically conductive material under Class G or E headwear.
- Do not use metal labels on Class G or E headwear.

WHAT SHOULD I KNOW ABOUT THE SUSPENSION OF MY HEADWEAR

The suspension system is as important as the shell. It holds the shell away from the head and acts as a shock absorber. It also holds the shell in place on the head and allows air to flow freely.

- Adjust headband size so that headwear will stay on when the wearer is bending over, but not so tight that it leaves a mark on the forehead.
- Ensure that the suspension is in good condition. The main purpose of the suspension is to absorb energy.
- Look closely for cracked or torn adjustment slots, frayed material or other signs of wear.
- Check the suspension lugs carefully. Long periods of normal use can damage the suspension.

Perspiration and hair oils can speed up the deterioration of suspension materials.
- Replace the suspension if it has torn or broken threads.
- Do not put anything between the suspension and the shell. There must be a clearance inside the headwear while it is being worn. In case of a blow to the head, that space helps absorb the shock.
- Do not use a suspension made by one manufacturer with products made by another manufacturer.
- Do not change or alter any of the suspension, liner or shell.

CARE AND MAINTENANCE

The care and maintenance of headwear are needed if the headwear is to protect as designed. Its lifespan is affected by normal use and by heat, cold, chemicals and ultraviolet rays.
- Clean the suspension and shell regularly according to the manufacturers' instructions.

For specific requirements refer – Protective headwear of the OH&S Legislation.

FOOT PROTECTION

Protective footwear is required for work in areas where there is a danger of foot injuries due to falling and rolling objects, electrical hazards, hot or slippery surfaces, molten metal, or objects piercing the sole.

WESTRIDGE HOMES requires that safety boots be worn at all times while on site. The safety boots shall be CSA approved (green triangle) provide protection to the toe and sole of the foot and will also carry the electrical shockproof symbol. Ankle support is required when lifting large objects, repeated kneeling is required or while climbing structures. All site personal are responsible for supplying their own approved protective footwear.

WHAT SHOULD I KNOW ABOUT SAFETY FOOTWEAR

If you are at risk for foot injury at your workplace, you should wear the appropriate protective footwear. Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression, and puncture are the most common types of foot injury.
- Choose footwear according to the hazard. Refer to CSA Standard Z195-09 "Protective Footwear".
- Select CSA-certified footwear. Ensure that it has the proper rating for the hazard and the proper sole for the working conditions.
- Use metatarsal protection (top of the foot between the toes and ankle) where there is a potential for injury.

HOW IS FOOTWEAR SELECTED

Footwear must be chosen based on the hazards that are present. Assess the workplace and work activities for: Materials handled or used by the worker.
- Risk of objects falling onto or striking the feet.
- Any material or equipment that might roll over the feet.
- Any sharp or pointed objects that might cut the top of the feet.
- Objects that may penetrate the bottom or side of the foot.
- Possible exposure to corrosive or irritating substances.
- Possible explosive atmospheres including the risk of static electrical discharges.
- Risk of damage to sensitive electronic components or equipment due to the discharge of static electricity.
- Risk of coming into contact with energized conductors of low to moderate voltage (e.g., 220 volts or less).

Also, evaluate the risk:

- To ankles from uneven walking surfaces or rough terrain
- Or foot injury due to exposure to extreme hot or cold
- Or slips and falls on slippery walking surfaces
- Or exposure to water or other liquids that may penetrate the footwear causing damage to the foot and the footwear
- Or exposure to rotating or abrasive machinery (e.g., chainsaws or grinders)

FIT

- Walk in new footwear to ensure it is comfortable.
- Boots should have ample toe room (toes should be about 12.5 mm from the front)
- Make allowances for extra socks or special arch supports when buying boots.
- Boots should fit snugly around the heel and ankle when laced.
- Lace up boots fully. High-cut boots provide support against ankle injury.

CARE AND MAINTENANCE

- Use a protective coating to make footwear water-resistant.
- Inspect footwear regularly for damage.
- Repair or replace worn or defective footwear.
- Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.

The following symbols, or markings, will help you determine which footwear is appropriate for the job.

Selection of Safety Footwear

Marking	Criteria	Use
	Green triangle footwear has sole puncture protection with a Grade 1 protective toe (withstand impact up to 125 joules).	Any industrial or heavy work environment, including construction, where sharp objects are present (such as nails).
	Yellow triangle footwear has sole puncture protection and Grade 2 protective toe (withstand impact up to 90 joules)	Light industrial work environments that need both puncture and toe protection.

	White rectangle with orange Greek letter "omega" footwear has soles that provide electric shock resistance.	Any industrial environment where accidental contact with live electrical conductors can occur. REMEMBER: Electric shock resistance is greatly reduced by wet conditions and with wear. Also know that conductive footwear as listed in CSA Z195-09 relates to an electrical discharge that might ignite volatile, flammable materials that are close to the wearer. Live electrical work should follow recommendations for an electrically conductive clothing ensemble (as specified under CAN/ULC-60895).

It is the employee's responsibility to ensure that their required foot protection is properly taken care of. All safety footwear must be replaced if the following occurs:

- Torn off or cracked uppers
- Separation between soles and uppers
- Holes or cracks in heel or soles
- Metal embedded in heels or soles in electrical safety foot wear
- The steel, or other protective material, is exposed on the boot.
- All worn, frayed or broken shoelaces must be replaced immediately to prevent tripping or entanglement into machinery/objects.
- Open toe shoes, clogs and cloth shoes are permitted in non-designated work areas.

For specific requirements refer – Footwear in the OH&S Legislation.

HAND PROTECTION

PPE for hand protection must be used whenever the potential exist for exposure to hazards, including skin absorption of harmful substance, severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes. The first line of defense against hand injuries shall be machine-guarding, barriers, and work procedures. If such measures fail to eliminate the hazards, then protective gloves shall be used to protect the worker's hands. When risk of injury includes the arm, protective sleeves are appropriate.

It is WESTRIDGE HOMES' Policy that safety gloves must be worn at all times while performing job tasks whether on site or while doing shop duties.

CARE AND MAINTENANCE

Always wear gloves designated for protection against the specific hazards encountered; be aware of limitations, chemical compatibilities, and incompatibilities. Different hand protection is required for different job tasks. The type of glove that should be used will be determined during the hazard assessment.

- Inspect gloves for discoloration, punctures, cracks, and tears before use.
- Immediately replace and discard defective, damaged, and contaminated gloves.
- Establish a replacement schedule for reusable gloves, depending on frequency and type of use, even if they do not appear to be contaminated or damaged.
- Do not reuse disposable gloves that have been exposed to hazardous materials.

- Wash reusable gloves that have been exposed to hazardous materials before removing from hands.
- Use cryogenic gloves for work at low temperatures. Select cryogenic gloves that are loose-fitting, insulated and impermeable for work with cryogenic fluids to avoid gloves freezing to hand.
- Wear gloves of appropriate cuff length, or gauntlets to protect wrists and arms.
- Use cotton of hypoallergenic Nitrite gloves as liners to avoid contact with latex gloves in case of latex sensitivity when latex gloves are designated.
- Do not use barrier creams or lotions as a substitute for gloves when working with hazardous materials; use only to supplement PPE or reduce skin contact to gloves.
- Use leather gloves only where protection from chemicals is not needed.
- Avoid wearing gloves with loose cuffs around moving machinery. Select Kevlar, steel mesh, or other appropriate gloves for mechanical hazards.
- Rubber insulating gloves for electrical or telecommunications work is subject to special requirement.

HOW DO I CHOOSE THE RIGHT HAND PROTECTION FOR THE TASK

Before deciding about which kind of glove or other chemical protective clothing to use, you should gather and analyze information on a number of factors such as:

- Complete, accurate description of the task.
- Identification of all hazards that may require hand protection. This should include a list of the chemicals involved as well as physical hazards such as abrasion, tearing, puncture and temperature. The kind of hazards will also affect the decision to use other chemical protective clothing in addition to gloves.
- Flexibility and touch sensitivity needed for the task. This need may significantly limit the thickness of glove material that can be used. The requirement for textured or non-slip surfaces to improve grip must also be considered.
- Type of potential contact (e.g., occasional contact or splash protection or continuous immersion of hands). This will also help in choosing the appropriate length of the glove.
- Contact period. How long the worker could be in contact with the chemical (and which chemicals) may also influence the selection of type and thickness of the glove material and the choice of lined or unlined gloves.
- Potential effects of skin exposure. The immediate irritation or corrosion of the skin must be considered in addition to the potential health effects to the entire body from absorbing the chemical through the skin.
- Decontamination procedures. Consider whether the gloves should be disposed of or cleaned after use. If they are cleaned, consider the cleaning method, how often they can be cleaned, and any special procedures required for disposing of the "decontamination wash waste"?

Training required. This includes:

- What are the hazards of skin contact with the chemical?
- What are limitations of the gloves?
- What could happen and what to do if the gloves fail?
- When to dispose of or to decontaminate gloves?

Suggested materials should be selected based on quantitative information such as permeation rate, breakthrough time, penetration and degradation, and the other considerations mentioned above.

Various factors like the thickness of the material, manufacturing methods, and product quality control can have a significant effect on these properties. For a few specific situations when it is impossible to predict the variety of hazards, multi-laminate gloves made of layers of several different materials are available.)

Selection Guide for Skin Protection		
Hazard	Degree of Hazard	Protective Material
Abrasion	Severe	Reinforced heavy rubber, staple-reinforced heavy leather
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Severe	Metal mesh, staple-reinforced heavy leather, Kevlar (TM) aramid-steel mesh
	Less Severe	Leather, terry cloth (aramid fiber)
	Mild with delicate work	Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Risk varies according to the chemical, its concentration, and time of contact among other factors. Refer to the manufacturer or product SDS.	**Dependent on chemical**. Examples include: Natural rubber, neoprene, nitrile rubber, butyl rubber, PTFE (polytetrafluoroethylene), Teflon (TM), Viton (TM), polyvinyl chloride, polyvinyl alcohol, Saranex (TM), 4H (TM), Barricade (TM), Chemrel (TM), Responder (TM), Trellchem (TM)
Cold		Leather, insulated plastic or rubber, wool, cotton
Heat	High temperatures (over 350 deg C)	Asbestos, Zetex (TM)
	Medium high (up to 350 deg C)	Nomex (TM), Kevlar (TM), neoprene-coated asbestos, heat-resistant leather with linings
	Warm (up to 200 deg C)	Nomex (TM), Kevlar (TM), heat-resistant leather, terry cloth (aramid fiber)
	Less warm (up to 100 deg C)	Chrome-tanned leather, terry cloth
General Duty		Cotton, terry cloth, leather

Product Contamination		Thin-film plastic, lightweight leather, cotton, polyester, nylon
Radiation		Lead-lined rubber, plastic or leather

WHAT ARE SOME OTHER POINTS TO REMEMBER ABOUT SKIN AND HAND PROTECTION

Since there are many hazards, hand protection can be provided in a variety of ways: finger guards, cots and thimbles, hand pads, mitts, and gloves.

- Choose hand protection that adequately protects from the hazard(s) of a specific job and adequately meets the specific tasks involved in the job (such as flexibility or dexterity).
- Follow the manufacturer's instructions for care, decontamination, and maintenance of gloves.
- Be aware that some materials may cause reactions in some workers such as allergies to latex. Offer alternatives where possible.
- Ensure the gloves fit properly.
- Ensure all exposed skin is covered by gloves. Gloves should be long enough so that there is no gap between the glove and sleeve.
- Do not wear gloves with metal parts near electrical equipment.
- Do not use worn or torn gloves.
- Clean gloves as instructed by the supplier.
- Inspect and test gloves for defects before using.
- Test all rubber or synthetic gloves for leaks by inflating them (see figures below).

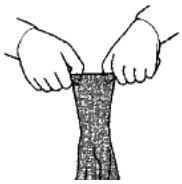


Figure 1

Hold cuff as illustrated, with thumbs inside, stretch cuff slightly.

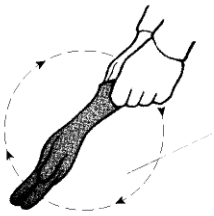


Figure 2
Swing glove outward and over towards the face,
two or three times, trapping air inside.

Figure 3
Squeeze inflated portion of glove with left hand, causing rubber to expand and magnify any defects.

Where a worker may contact an exposed energized high voltage electrical conduction, they are required to use approved rubber insulating gloves and mitts and approved rubber insulating sleeves.

For specific requirements refer – Hand protection in the OH&S Legislation.

PROPER CLOTHING

PERSONAL CLOTHING

Protecting workers from incidents associated with working around machinery or live moving parts with improper clothing, baggy or loose-fitting clothing, hooded sweaters, or hood-tie strings. Loose fitting or baggy clothing with any sort of loose dangling strings, loose sleeves, ties, lapels, cuffs, or other loose clothing and jewelry that can become entangled in moving machinery must not be worn when working with machine tools or with hazardous materials. Polyester clothing should not be worn for work with torches or other sources of ignition; cotton clothing next to skin is required.

Leather clothing should not be worn when working with chemicals, as leather will absorb the chemicals. If clothing is contaminated it must be removed and disposed of as hazardous waste.

PROTECTIVE CLOTHING

It is our policy that fire retardant coveralls are worn for switching and on all customers' sites that require them to be worn for general work purposes. Please refer to Arc Flash requirements for proper PPE while doing Arc Flash.

Other PPE requirements in regards to protective clothing will be discussed, and decided upon, during the hazard assessment at all job sites.

For specific requirements refer – Skin protection in the OH&S Legislation.

RESPIRATORY PROTECTION

Where a worker is likely to be exposed to dust, fumes, gas, mist, aerosol, vapor or any contaminant that may be present in any amounts that are harmful or offensive to the worker, they must wear a respiratory device.

WESTRIDGE HOMES will provide a suitable and adequate approved respiratory protective device for use by the worker from one or more airborne contaminants; with a face piece that is the proper size and where a tight fit is essential to the proper functioning of the respiratory protective device, makes an effective seal to the facial skin of the worker.

Where a tight fit is essential to ensure the worker is not exposed to an extent that may pose a risk of significant harm to the worker, the worker has been fit-tested by a competent person in an approved manner.

WHEN SHOULD A RESPIRATOR BE USED

Workers should use respirators for protection from contaminants in the air only if other hazard control methods are not practical or possible under the circumstances. Respirators should not be the first choice for respiratory protection in workplaces. They should only be used:

- When engineering or administrative controls are not technically feasible?
- While engineering controls are being installed or repaired.
- When emergencies or other temporary situations arise (e.g., maintenance operations).

HOW SHOULD YOU CONTROL RESPIRATORY HAZARDS

Respiratory hazards can include airborne contaminants such as dusts, mists, fumes, and gases, or oxygen-deficient atmospheres. Well designed and maintained engineering controls are the preferred methods of controlling worker exposure to hazardous contaminants in the air.

These control methods include:

- Mechanical ventilation
- Enclosure or isolation of the process or work equipment
- Proper control and use of process equipment
- Process modifications including substitution of less hazardous materials where possible.

Administrative controls may be used in addition to engineering controls. Administrative controls limit workers' exposures by scheduling reduced work times in contaminant areas or by implementing other such work rules. These control measures have many limitations because the hazard is not removed. Administrative controls are not generally favoured because they can be difficult to implement, maintain and are not reliable.

WHAT YOU SHOULD KNOW BEFORE CHOOSING A RESPIRATOR

Employers should have a written respirator program that describes the proper procedures for selecting and operating respiratory protective equipment. The correct use of a respirator is just as important as selecting the proper respirator. Parts of the respirator program deal with finding out what hazards are present and how much protection that the workers will need. Other parts should describe how to wear and look after the respirator. Without a complete respiratory protection program, people will probably not receive the best protection from a respirator even if it is the correct choice for a specific job. A respiratory protection program includes several components such as:

- hazard identification and control
- exposure assessment
- respirator selection
- respirator fit-testing
- training program
- inspection and record keeping
- cleaning and sanitizing respirators
- repairing and maintaining respirators
- proper storage of respirators
- health surveillance
- program evaluation
- standard operating procedures (available in written form)

A physician should examine the medical and psychological fitness of workers. This should be done before they are assigned to work in areas where respirators may be required. The workers must be physically fit to carry out the work while wearing respiratory equipment. They must also be psychologically comfortable (e.g., not claustrophobic) about wearing respirators.

Workers with beards, long sideburns, or even a two-day stubble may not wear respirators because the hair breaks the seal between the skin and the respirator mask. Wearing eyeglasses would also break the respirator seal. This means that the respirator mask will "leak" and will not provide the needed respiratory protection. Also, if a worker has facial scars or an acne problem, the facial skin may not be able to form a good seal with a respirator mask.

WHAT ARE THE DIFFERENT CLASS OF RESPIRATORS

The two main types are air-purifying respirators (APRs) and supplied-air respirators (SARs).

Air-purifying respirators can remove contaminants in the air that you breathe by filtering out particulates (i.e. dusts, metal fumes, mists, etc.). Other APRs purify air by adsorbing gases or vapours on a sorbent (adsorbing material) in a cartridge or canister. They are tight-fitting and are available in several forms:

- mouth bit respirator (fits in the mouth and comes with a nose clip to hold nostrils closed - for escape purposes only)
- quarter-mask (covering the nose and mouth)
- half-face mask (covering the face from the nose to below the chin)
- full face piece (covering the face from above the eyes to below the chin)

Respirators with a full face piece also protect the eyes from exposure to irritating chemicals.

Supplied-air respirators (SARs) supply clean air from a compressed air tank or through an airline. This air is not from the work room area. The air supplied in tanks or from compressors must meet certain standards for purity and moisture content (e.g., CSA Standard Z180.1-00: Compressed Breathing Air and Systems).
Supplied-air respirators may have either tight-fitting or loose-fitting respiratory inlets. Respirators with tight-fitting respiratory inlets have half or full face pieces. Types with loose-fitting respiratory inlets can be hoods or helmets that cover the head and neck, or loose-fitting face pieces with rubber or fabric side shields. These are supplied with air through airlines.

Examples of these classes of respirators include:

Air-purifying respirators (APRs)

- Particulate respirators (previously called dust, fume, and mist respirators or masks),
- Chemical cartridge respirators that can have a combination of chemical cartridges, along with a dust pre-filter: this combination provides protection against different kinds of contaminants in the air
- Gas masks (contain more adsorbent than cartridge-type respirators and can provide a higher level of protection than chemical cartridge respirators)
- Powered air-purifying respirators (PAPRs)

Supplied-air respirators (SARs):

- Self-contained breathing apparatus (SCBA)
- Airline supplied-air respirators
- Protective suits that totally encapsulate the wearer's body and incorporate a life-support system

There are some combinations of airline respirators and Self Contained Breathing Apparatuses (SCBAs) that allow workers to work for extended periods in oxygen-deficient areas or where there are airborne toxic contaminants. The auxiliary or backup SCBA source allows the worker to escape with an emergency source of air if the airline source fails.

There are also combination air-purifying and atmosphere supplying respirators. These will offer workers protection if the supplied-air system fails, if the appropriate air-purifier units are selected. These cannot be used in oxygen-deficient areas or where the air concentration of a contaminant exceeds the IDLH level (immediately dangerous to life or health).

HOW DO YOU SELECT THE RIGHT RESPIRATOR

Choosing a respirator is a complicated matter. Experienced safety professionals or occupational hygienists, who are familiar with the actual workplace environment, are the staff who should select the proper respirator. They can choose a suitable respirator only after they have evaluated all relevant factors. This includes considering the limitations of each class of respirator.
Before the proper respirator can be selected for a job, be sure you have already:

- Identified the respiratory hazard
- Evaluated the hazard
- Considered whether engineering controls are feasible

- There are too many types of situations to cover them all fully here. However, the following questions represent part of "decision logic" that a safety professional or occupational hygienist can use when selecting a respirator: Is it to be used in firefighting or emergencies?
- Is it to be used in oxygen-deficient atmospheres (less than 18% oxygen in air; some jurisdictions say below 19.5%)?
- What is the nature of the hazard (chemical properties, concentration in the air, warning properties)?
- Is the airborne contaminant a gas, vapor or particulate (mist, dust or fume)?
- Are the airborne levels below or above the exposure limit, or are they above levels that could be immediately dangerous to life or health?
- What are the health effects of the airborne contaminant (carcinogenic, potentially lethal, and irritating to eyes, can be absorbed through the skin)?
- What are the characteristics of the operation or the process (e.g., hot temperature, confined space)?
- What activities will the worker be doing while wearing the respirator (e.g., strenuous work)?
- How long will the worker need to wear the respirator?
- Does the selected respirator fit the worker properly?
- Where is the nearest safe area that has clean air?

The CSA Standard "Selection, Use and Care of Respirators" Z94.4-02 outlines a respirator selection decision logic model in more detail.

It is the employee's responsibility to keep all respiratory devices cleaned and maintained in a suitable working condition. It is the supervisor's responsibility to ensure that all employees are properly trained on when and how to use any and all required respiratory devices.

CARE AND MAINTENANCE

- Inspect the respirator before and after each use and during cleaning.
- Inspect equipment designated for "emergency use" at least monthly, and after each use.
- Replace all parts that are cracked, torn, broken, missing or worn.
- Follow the manufacturer's instructions and consult CSA Standard Z94.4-02 "Selection, Care and Use of Respirators" for information on the care, maintenance, and storage of respirators.

FACE PIECE

- Ensure that no holes or tears are present.
- Inspect for cracked, scratched or loose-fitting lenses. For a full-face piece respirator, check for missing mounting clips.
- Ensure that the metal nose clip forms easily over the bridge of the nose on disposable respirators.

HEAD STRAP/HARNESS

- Check webbing for breaks.
- Look for deterioration of elasticity.
- Test excessively worn head harness.

INHALATION AND EXHALATION VALVES

- Ensure the valve and valve seat are free of dust particles or dirt that may cause a poor seal or reduce efficiency.
- Replace any missing or defective valve covers.

FILTER ELEMENTS

- Ensure that the filter and mask are certified for use together.
- Check the filter to see that they are approved for the hazard.
- Inspect both the filter threads and face piece threads for wear.
- Check the filter housing for cracks or dents.
- Check the end of service life indicator for gas masks. Check the expiration date.

AIR SUPPLY SYSTEM

- Inspect the air-supply hose and end-fitting attachments for breaks, cracks, or kinks.
- Test the tightness of connections.
- Ensure the proper operation and condition of all regulators, valves or other airflow device
- Monitor the operation of air-purifying elements and carbon monoxide or high-temperature alarms.
- Check seams in suit or blouse for rips and tears.
- Ensure that protective screens are intact and fit correctly over face piece (abrasive blasting hoods and blouses).

RESPIRATORY BATTERY PACK

- Follow the manufacturer's instructions for charging/discharging.
- Before recharging nickel-cadmium (NiCad) batteries, fully discharge them with a discharger designed for those batteries. If this is not done regularly, the nicad batteries may not provide power for as long as the specifications state.
- Ensure that the batteries are fully charged before using them.

REPAIR, CLEANING AND STORAGE

- Do not clean with solvents.
- Follow the manufacturer's instructions.
- Wash with a mild dish detergent or a combination of detergent and disinfectant. Use a brush and warm water (49-60ºC or 120-140ºF).
- Rinse with clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse removes excess detergent or disinfectant that can cause skin irritation or dermatitis.
- Dry on a rack or clean surface or hang from a clothes line. Position the respirator so that the face piece rubber will not "set" crookedly as it dries.
- Store the respirator at the end of each shift to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals.
- Clean and disinfect shared respirators after each use.
- Permit only trained and qualified personnel to repair respirators.
- Do not mix parts from different manufacturers.
- Record all repairs and inspections.
- Remove dirt.
- Check for distortion caused by improper storage.

CARE AND MAINTENANCE OF SCBA

- Inspect the SCBA unit before each use. Test and clean after each use.
- Inspect the equipment designated for "emergency use" at least monthly and after each use.
- Follow the manufacturer's instructions and CSA Standard Z94.4-02 for care and maintenance.
- Permit only trained manufacturer-certified personnel to maintain SCBA.

- Do not mix parts from different manufacturers.
- Maintain a complete record for each SCBA face piece and cylinder.

FACE PIECE

- Disconnect the face piece from the breathing apparatus. Wash alone in warm (49-60 ºC or 120-140 ºF) soapy water using a mild dish detergent.
- Rinse the water through the face piece by placing the palm of the hand over the breathing tube connector on the exhalation-valve body.
- Remove excess water with a paper towel or lint-free cloth.
- Allow to air dry.
- Sanitize according to the manufacturer's instructions.
- Check for tears in the rubber.
- Check head strap for deterioration.
- Examine lenses for cracks, excessive scratching or other deformities.
- Check rings and clamps securing the lens for bends or bulges in the metal.
- Check the exhalation valve to ensure that it is properly located and that the valve cover is in place.
- Test the exhalation valve. Block the air intake opening and exhale gently. If the exhalation valve is not working properly, a heavy blow-by will be felt at the temples. Inhale and a partial vacuum will be formed.
- Do not mix demand and pressure-demand face pieces and regulators.

REGULATOR

- Check the regulator, breathing-tube threads, pressure gauge, and bypass and mainline valves for impact damage.
- Store with the cylinder valve completely closed.
- Bleed off air remaining in the regulator after each use, following manufacturer's instructions.

BREATHING TUBE

- Stretch the breathing tube and check for cracks, tears and punctures.
- Check gaskets, clamps and rings to ensure that they are tight, properly located, not dented and not excessively corroded.
- Wash the breathing tube separately and allow to air dry. If it is permanently attached to the face piece, allow the breathing tube to dry for several days before using.

HIGH-PRESSURE HOSE

- Check the hose for cuts, bubbles and abrasions.
- Check the fitting between the high-pressure hose and the regulator for damage.

AUDIBLE ALARM

- Check the audible alarm for damage inspect bell or whistles.
- Ensure that the alarm is working. If the alarm does not go off when the pressure reaches 20-25% of service time, the unit is defective. Remove the unit from service.

BACKPACK

- Inspect the straps of the backpack for excessive wear, broken stitching, and damaged or missing hardware.

CYLINDER

- Ensure cylinders are hydrostatically tested as set out in CSA Standard Z94.4-02, "Selection, Care and Use of Respirators".
- Inspect for cuts or gouges that can cause the unraveling of the composite fibers of the cylinder overwrap.
- Check unwrapped cylinders for impact damage.
- Check for evidence of exposure to heat. Look for discolored paint or melted gauge lenses.
- Ensure air meets air quality set out in CSA Standard Z180.1-00, "Compressed Breathing Air and Systems".

CLEANING THE REST OF THE UNIT

- Remove backpack, cylinder and regulator assembly.
- Clean with water, or soapy water.
- Wipe the regulator, high-pressure hose, audible alarm, air cylinder, backpack and harness with a damp cloth.
- Dry with a cloth.

For specific requirements refer – Respiratory protective devices, exposure to chemical substance and Respiratory protective devices, general requirements in the OH&S Legislation.

HEARING PROTECTION

HOW CAN I PROTECT MY HEARING

The surest method of preventing occupational deafness is to reduce noise at the source by engineering methods. However, in certain workplace conditions, there is very little or nothing one can do to reduce noise at the source. In such workplaces, workers wear hearing protectors to reduce the amount of noise reaching the ears.

HOW MUCH NOISE IS TOO MUCH

There are maximum limits for noise exposure in the workplace, both for loudness and duration. The length of your exposure to noise is as critical as the loudness. Continuous noise throughout a shift is more damaging than a few minutes at a time. If your ears ring, or sounds seem muffled after the noise stops, your hearing has been affected, at least temporarily. On a daily basis, a noise level greater than 85 decibels (dBA) averaged over eight hours can permanently damage your hearing.

NOISE CONTROL AND HEARING PROTECTION

It's the employer's responsibility to reduce workplace noise. Workplace design is the best way to decrease noise exposure. The source of noise can be housed in sound-muffling enclosures. If this isn't practical, a worker can be enclosed in a booth that protects him or her from noise. Another way to reduce noise is to install sound absorbent materials on walls or ceilings near noisy machinery.

Workers' noise exposure can also be reduced by decreasing the time spent in noisy areas through job rotation. Until noise can be reduced to safe levels, your employer must provide you with appropriate hearing protection.

HOW TO SELECT HEARING PROTECTION

People should wear a hearing protector if the noise or sound level at the workplace exceeds 85 decibels. Hearing protectors reduce the noise exposure level and the risk of hearing loss. The effectiveness of hearing protection is reduced greatly if the hearing protectors do not fit properly or if they are worn only part time during periods of noise exposure.

To maintain their effectiveness, they should not be modified. Remember, radio headsets are not substitutes for hearing protectors and should not be worn where hearing protectors are required to protect against exposure to noise. Select hearing protection that is:

- Correct for the job
- Provides adequate protection
- Check the manufacturer's literature
- Comfortable enough to be accepted and worn
- Choosing hearing protection

The Canadian Standards Association (CSA) currently rates hearing protection as Class A,B,C, or Grade 0, 1, 2, 3, or 4, depending on the amount of noise reduction the protector provides. The recommended protection for an eight-hour noise exposure is:

Lex,8 (dBA)	**Grade**	**Class**
≤ 90	1	C
≤ 95	2	B
≤ 100	3	A
≤ 105	4	A
≤ 110	Dual*	

** Dual hearing protection required. Use a minimum of a Grade 2 or Class B earmuff and a Grade 3 or Class A earplug.*

The recommended class or grade of protection increases with noise level. For example, Class C or Grade 1 protection is recommended for driving a heavy truck (89 dBA). Class A or Grade 4 is recommended for operating a pile driver (104 dBA). For extremely high noise levels, wearing double protection (earplugs and earmuffs) is recommended. **Note:** Grade 0 is not recommended for occupational use.

Other factors are just as important as the noise level of the job:

- Your hearing ability
- Your need to communicate on the job
- Other personal protective equipment worn, such as safety glasses or a hardhat
- Temperature and climate
- Size of your ear canal, shape of head and jaw

TYPES OF HEARING PROTECTION

Ear plugs are inserted to block the ear canal. They may be pre-moulded (preformed) or mouldable (foam ear plugs). Ear plugs are sold as disposable products or reusable plugs. Custom moulded ear plugs are also available.

Semi-insert ear plugs which consist of two ear plugs held over the ends of the ear canal by a rigid headband.

Ear muffs consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a head band.

SELECTION

The choice of hearing protectors is a very personal one and depends on a number of factors including level of noise, comfort, and the suitability of the hearing protector for both the worker and his environment.

Most importantly, the hearing protector should provide the desired noise reduction. It is best, where protectors must be used, to provide a choice of a number of different types to choose from. If the noise exposure is intermittent, ear muffs are more desirable, since it may be inconvenient to remove and reinsert earplugs.

LIMITATIONS OF EAR PLUGS AND EAR MUFFS

There are advantages and disadvantages associated with the use of either ear muffs or ear plugs. Ear plugs can be mass-produced or individually moulded to fit the ear, and they can be reusable or disposable. On the positive side, they are simple to use, less expensive than muffs, and more comfortable in hot or damp work areas.
On the negative side, they provide less protection than some muffs, and should not be used in areas having noise levels over 105 dB(A) (A-weighted decibels).

Ear muffs can vary with respect to the material and depth of the dome, and the force of the headband. The deeper and heavier the dome, the greater the low-frequency attenuation provided by the protector. The headband must fit tightly enough to maintain a proper seal, yet not be too tight for comfort. On the positive side, ear muffs can usually provide greater protection than plugs, although this is not always true. They are easier to fit, generally more durable than plugs, and they have replaceable parts. On the negative side, they are more expensive, and often less comfortable than plugs, especially in hot work areas. In areas where noise levels are very high, muffs and plugs can be worn together to give added protection.

The following table summarizes the differences between ear plugs and ear muffs.

Comparison of Hearing Protection	
Ear Plugs	**Ear Muffs**
Advantages: • small and easily carried • convenient to use with other personal protection equipment (can be worn with ear muffs) • more comfortable for long-term wear in hot, humid work areas • convenient for use in confined work areas	**Advantages:** • less attenuation variability among users • designed so that one size fits most head sizes • easily seen at a distance to assist in the monitoring of their use • not easily misplaced or lost • may be worn with minor ear infections
Disadvantages: • requires more time to fit • more difficult to insert and remove • require good hygiene practices • may irritate the ear canal • easily misplaced • more difficult to see and monitor usage	**Disadvantages:** • less portable and heavier • more inconvenient for use with other personal protective equipment • more uncomfortable in hot, humid work area • more inconvenient for use in confined work areas • may interfere with the wearing of safety or prescription glasses: wearing glasses results in breaking the seal between the ear muff and the skin and results in decreased hearing protection

USER PREFERENCE

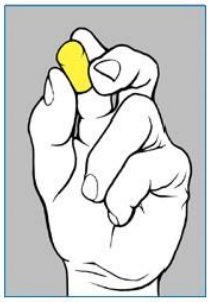
The human aspects of hearing protection are particularly important since the only useful kind of protection is the protection that is actually worn. Some people do not accept particular kinds of protectors; every human being is different, and the anatomy of the ear and ear canal can vary significantly from person to person. It is a good idea for the employer to provide a number of different types of hearing protection from which workers can choose, keeping in mind any safety or hygienic reasons for not providing a particular kind of protector. That is, a particular type of protector should not be used if noise levels are too high or if it proves to be inadequate from a hygienic point of view.

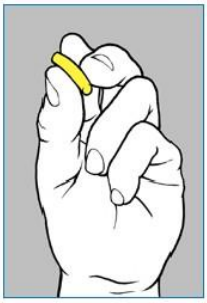
For example, ear plugs which are used in a plant setting where people reuse them throughout the day, often reinserting them with dirty fingers, can introduce dirt and bacteria into the ears, causing ear infections. The bottom line on hearing protection is worker preference. If the workers do not like the type of protection (for example, if it is uncomfortable, does not fit well, or is impractical), they will not wear it.

What should I know about the fit of my hearing protectors?

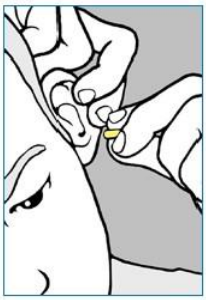
Follow manufacturers' instructions. With ear plugs, for example, the ear should be pulled outward and upward with the opposite hand to enlarge and straighten the ear canal, and insert the plug with clean hands.

- Ensure the hearing protector tightly seals within the ear canal or against the side of the head. Hair and clothing should not be in the way.

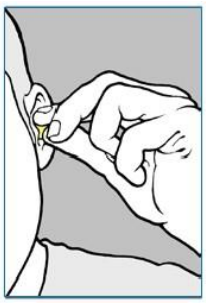




Using clean hands roll and compress the entire earplug into a thin cylinder.



To make insertion easier, pull back and up on the outer part of your ear.



Insert the earplug into your ear canal and hold, wait
If a few seconds until it expands and blocks out noise.

Check that your earplugs are correctly inserted.
they are in place you should not be able to see
them if you look directly into a mirror.

CARE AND MAINTENANCE

- Follow the manufacturer's instructions.
- Check hearing protection regularly for wear and tear.

- Replace ear cushions or plugs that are no longer pliable.
- Replace a unit when head bands are so stretched that they do not keep ear cushions snugly against the head.
- Disassemble ear muffs to clean.
- Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that sound-attenuating material inside the ear cushions does not get wet.
- Use a soft brush to remove skin oil and dirt that can harden ear cushions.
- Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry. (Check the manufacturer's recommendations first to find out if the ear plugs are washable.)

Hearing protection will be provided and must be worn where noise levels exceed 85 dBA. Ear protectors must be used **ALL THE TIME** to get full benefit.

ELECTRICAL PROTECTIVE DEVICES

Electricity can create three possible types of hazards:

- Exposure to electrical shock
- Exposure to electrical arc
- Exposure to static electricity

When energy hazards exist that cannot be eliminated through other means, PPE and training will be implemented. Results from the hazard assessment will determine which PPE should be used to reduce the electrical hazard; PPE is not the same for the three types of electrical hazards. Body areas that can be affected include entire body, head, face, eyes, arms, hands and feet. Safety foot ware, Class E hard hats, fire retardant coveralls, and insulated non-metallic framed safety glasses will fit the required standards in most cases. In some cases PPE made of rubber will have to be used. It is the supervisor's responsibility to let the workers know what PPE is required at the time of the hazard assessment.

CARE AND MAINTENANCE

It is the employee's responsibility to ensure that all PPE is being inspected, maintained and cleaned on a regular basis. If any PPE is found to be damaged, it must be red tagged, documented and disposed of. Supervisors must be notified of any damaged or misplaced PPE so arrangements for replacing PPE can be put in place. If you need replacement PPE, your old PPE must be presented to your supervisor in order to obtain new PPE.

Body Part	Hazard	Required PPE
Body 	Chemical(s) – splash or contact (liquids, solids, gases)	Chemical resistance coveralls
	Dust – heavy metals or hazardous fibers	Tyvek coveralls
	Electrical arc blast	Flash suit (jacket, pants & hood with integral face shield
	Electric shock	Rubber insulating mats
	Falls to a different level or into hazardous equipment	Body harness and lanyard (minimum additional equipment may be required)
	Hot metal, molten metal or sparks	Flame resistant cotton jackets/pants Leather welding clothing Flame retardant coveralls
	Impact – flying objects	Long sleeves, apron or lab coat
	UV light	Coveralls

		Long sleeve shirt and long pants
	Radiant heat	Aluminized apron
	Other	Other
Ears 	Exposure to noise levels (110 dBA TWA)	Ear muffs OR plugs with a NRR of ≥ 27
	Exposure to very high noise levels (100 dBA or higher)	Ear muffs AND plugs with a NRR of ≥ 29
	Impact noises (140 dB and above)	Ear muffs OR plugs with a NRR of ≥ 27
	Exposure to sparks	Leather welding hood
	Other	Other
Eyes and Face 	Chemical – splashing corrosive liquid	Chemical splash goggles AND face shield
	Chemical – irritating mists or splash	Chemical splash goggles
	Chemical – potential splashing liquid (non-corrosive and non-irritating)	Safety glasses with side shields Chemical splash goggles
	Electrical arc blast	Flash suit hood with integral face shield
	Glare, high intensity lights, sunlight	Shaded safety glasses
	Hot sparks – grinding	Safety glasses OR goggles AND face shield
	Impact – flying objects, chips, sand or dirt	Impact goggles Safety glasses with side shields Safety glasses OR goggles AND face shield
	Laser operations: specify OD	Laser spectacles or goggles
	Molten metal – splashing	Safety glasses OR goggle AND face shield
	Nuisance dust	Impact goggles
	Soldering	Safety glasses with side shields
	UV or IR light from welding, cutting, torch brazing	Welding goggles specify OD Welding helmet/shield AND safety glasses with side shields
	UV light (other than welding)	UV filtering glasses or goggles
	Blood or body fluids	Safety glasses (wrap around) and mask
	Radiant heat	Face shield (gold coated)
	Other	Other

Feet 	Chemical splash Compression or impact- heavy objects	Chemical resistant boots Steel toe safety shoes
	Electric shock	Electrically insulated socks
	Penetration – chemical	Chemical resistant boots
	Penetration – sharp objects	Puncture resistant soles
	Slippery surfaces	Slip resistant soles
	Other	Other
Hands 	Blood or body fluid	Disposable gloves
	Chemical(s) direct contact: Specify (solvents, fuels, corrosive toxins, paints, adhesives, other) Chemical(s) incident splash only. Specify (solvents, fuels, corrosive toxins, paints, adhesives, other)	Neoprene, nitride, PVA, PVC or other Neoprene, nitride, PVA, PVC or other
	Electrical - > 1000 volts, ≤ 7500 Volts	Class 1 electrical gloves
	Electrical - >7500 Volts, ≤17000 volts	Class 2 electrical gloves
	Electrical - >17000 Volts, ≤26500 volts	Class 3 electrical gloves
	Penetration – sharp objects	Leather/cut resistant gloves
	Penetration – rough objects	General purpose work gloves
	Vibration – power tools	Cotton, leather or anti-vibration gloves
	Cryogenic/freezing temperatures	Cryogenic gloves
	Hot temperatures on objects/surfaces	Thermal gloves
	Radiant heat	Aluminized gauntlet gloves
	Other	Other
Head	Electrical – contact with exposed wires/conduction	Class ABC hard hat
	Struck by falling object	Class ABC hard hat

	Struck against fixed object	Class ABC hard hat
	Other	Other
Respiratory System 	Acid gases	Respirator with acid gas cartridges
	Asbestos	Respirator with HEPA filter
	Heavy metal (lead, silver)	Respirator with HEPA filter
	Nuisance dust	Disposable dust mask (limited protection)
	Organic vapors (solvent)	Respirator with organic cartridges
	Spray paint	Respirator with organic cartridges with paint pre-filter
	Welding fumes	Respirator with HEPA Filter
	Toxic or sensitizing chemicals (Specify)	Air supply (Airline or SCBA respirator)
	Other	Other

SECTION 7.0
PREVENTATIVE MAINTENANCE PROGRAM

PURPOSE

The purpose of WESTRIDGE HOMES' preventative maintenance program is to ensure that all tools, personal protective equipment, facilities, powered mobile equipment, vehicles and machinery is maintained in accordance to manufacturers specifications to ensure the safety of our employees, sub-contractors, clients, visitors and the public. Preventive maintenance of vehicles and other mechanical, electrical and hydraulic equipment allows you to spot and correct weaknesses before they present a problem. Through preventive maintenance incidents and costly breakdowns can be prevented and equipment life span can be extended.

PROGRAM REQUIREMENTS

It is WESTRIDGE HOMES' policy that workers are trained in the proper care and use of tools, equipment and vehicles. It is equally important that all tools, vehicles, equipment, facilities and personal protective equipment owned, leased, and or otherwise operated on behalf of WESTRIDGE HOMES shall be properly inspected and maintained to reduce risk of injuries to employees, sub-contractors, clients, visitors and the public or damages to property. Employees shall not knowingly work with, be allowed or expected to work with or operate defective tools or equipment.

All employees shall regularly check all tools, vehicles, power mobile equipment and PPE that they are working with, and remove from service any tools, power mobile equipment, vehicles and PPE that pose a hazard due to a need for repair. Anything that is taken out of service must be red tagged and be reported to your supervisor for the purpose of repair or replacement. The maintenance must be done in accordance with applicable regulations, standards, and manufacturer's specifications and only qualified individuals must perform the maintenance work.

Supervisors and Managers shall over see that all preventative maintenance is carried out by all employees. Records of power mobile equipment and vehicle maintenance inspections are kept and up to date and only qualified personnel to service the equipment accordingly to manufacture recommendations. All powered equipment and machinery shall be inspected prior to use depending on the type of equipment or machinery. The operator may be required to complete a pre-startup inspection prior to use. If during the inspection or operation of the equipment or machinery, defects are identified, or a malfunction occurs, the powered equipment or machinery shall be tagged out of service immediately. The importance of well-maintained tools, equipment, vehicles, facilities, etc. is the responsibility of every employee, and requires all employees to participant in formal and inform inspections of all tools, equipment, vehicles, etc. prior to use and when returned if necessary. If an item is red tagged the condition of the tool or equipment must be tracked on the Equipment/Tools Repair Tracking Sheet.

Note: All owners' manuals are supplied with all WESTRIDGE HOMES' equipment; if you find one misplaced please notify the office. Also, a documentation of specified vendors is on file in the office if WESTRIDGE HOMES employees are unsure of who to contact for repairs.

RESPONSIBILITY

MANAGEMENT
Management will be responsible for the implementation of the Maintenance Program and will be directly accountable to WESTRIDGE HOMES for the safe operation and maintenance of all equipment, tools and vehicles in WESTRIDGE HOMES' control.

SUPERVISORS
Supervisors, upon notification of damaged or faulty equipment, tool or vehicle will be lock and/or tag the equipment out of service until repairs or replacement needs are met (to manufacturer's specification). Supervisors will verify that damaged equipment, tool or vehicle is removed from further use until repairs or replacement is made.

WORKERS
The operator of any equipment, tools or vehicles will be directly responsible for the safe operation of that equipment, tool or vehicle. When the operator has reasonable cause to believe that the equipment, tool or vehicle or the load is hazardous, they will take the necessary action to remove it from use. The operator will examine their equipment, tool or vehicle before initial daily operation and thereafter as required and report any defects or conditions affecting the safe operation of the equipment, tool or vehicle to the supervisor or other authorized persons.

FREQUENCY

As a whole, workers will use a wide variety of power mobile equipment, hand tools and power tools, test equipment and safety equipment. From time to time we may rent this equipment and will be required by the competent operator to inspect prior to use. With some of the rental equipment (i.e. Aerial Platforms) an inspection form or log will typically come with the piece of equipment for workers to use in their pre-vehicle startup inspection. For company owned tools and equipment we must supply our own method of inspection and maintenance. All hand tools, power tools, vehicles, power mobile equipment and safety equipment maintenance schedules and records will be documented. A maintenance schedule shall be set up for all hand tools and power tools and will be conducted as prescribed for each piece of equipment in accordance with Legislation and manufacture recommendations.

RECORDS

Maintenance and service records are maintained by the crew or department responsible for the tools equipment or machinery for the duration of the tool, equipment or machinery's service life. WESTRIDGE HOMES has established an inventory list of WESTRIDGE HOMES' machinery/equipment and is kept current. When new machinery or equipment is acquired, it must be added to the inventory.

MAINTENANCE SCHEDULES

All equipment, tools and vehicles will be maintained in accordance with manufacturer's specifications and requirements as well as meeting all legislated requirements. Inspections of equipment, tools and vehicles are to be done at each servicing as well as before use each day. WESTRIDGE HOMES maintains detailed schedules for each piece of equipment that requires maintenance. The schedules should itemize parts and systems to check, how often the work should be done and who is responsible. They should include all critical parts or systems, which are those parts or systems that would inflict severe injuries or damage if they fail. Schedules should be based on manufacturers' recommendations.

UNSCHEDULED REPAIRS

When problems arise outside of regular scheduled maintenance, repairs should be done immediately. If accidental damage occurs to any piece of equipment, it should be reported and investigated before any repair work is done. All maintenance, whether scheduled or not, should be recorded and records kept on file

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 8.0
SAFETY TRAINING & COMMUNICATION POLICY

PURPOSE

WESTRIDGE HOMES is committed to providing continuous training and development to improve skills and competence of its entire workforce enabling top notched focused execution and delivery of construction projects to our clients. We encourage your personal development and growth through education and training based on your individual needs and the needs of WESTRIDGE HOMES. Training gives you:

- Knowledge and skills.
- The opportunity to improve your current work performance.
- Become better equipped to meet future organizational needs.
- Become a greater asset to your team.

WESTRIDGE HOMES recognizes that effective communication throughout all levels of the organization is essential for our workers, clients, subcontractors, visitors and the general public to relay the right information to the right people at the right time for effective project management. Through effective communication WESTRIDGE HOMES can distribute and receive valuable feedback from all parties involved with the HSMS.

POLICY

WESTRIDGE HOMES will provide an organizational chart or list of the job titles/roles in WESTRIDGE HOMES. Employees will be responsible to participate in safety related training that will ensure a safe and productive workplace. By providing employees, clients, subcontractor, visitors with the knowledge and tools to complete tasks safely. Management's commitment to eliminate and or control foreseeable hazards that may result in incidents will be achieved. WESTRIDGE HOMES will provide a forum for communications to all levels within the organization to assist with workers concerns, tool box talks, safety meetings, JHSC meeting and the process of hazard identification and corrective actions.

DEFINITIONS

Instruct: To give information and direction to a worker with respect to particular subject-matter.
Train: To give information and explanation to a worker with respect to a particular subject-matter and require a particular demonstration that the worker has acquired knowledge or skill related to the subject-matter.
Competent: Possessing knowledge, experience and training to perform a specific duty.
Competent worker: With respect to a particular task or duty, includes a worker who is being trained to perform that task or carry out that duty and who is under close and competent supervision during the training.
Qualified: Possessing a recognized degree, a recognized certificate or a recognized professional standing and demonstrating, by knowledge, training and experience, the ability to deal with problems related to the subject-matter, the work or project.

President's Signature: 	Date: November 30, 2018

ORIENTATION

All workers on site new or existing will go through a site-specific orientation. An orientation checklist will be completed and any and all required certifications will be verified and collected. This document will be kept in the Employee Training Records.

TRAINING

Management will provide safety training that is necessary to minimize risk to the worker, public, environment or equipment. The training will include job specific or specialized training and safety training as required. WESTRIDGE HOMES will determine the minimum qualifications required and verify by a Manager or Supervisor that the worker is competent to perform said task independently for each role. This may be a combination of education and work experience.

TRAINING COURSES

WESTRIDGE HOMES will provide standard training to all workers as required in the following areas. This training will include, but not be limited to:

- Health and Safety orientations for newly-hired personnel.
- WHMIS.
- Job specific training.
- Health and safety training for supervisors and management.
- Task and trade specific training and certification.
- Refresher and updated training as required.

WESTRIDGE HOMES will offer specialized training to workers but not all will be offered or required to take this training.

This training includes and is not limited to:

- FIRST AID / CPR
- FIRE EXTINGUISHER TRAINING
- FALL PROTECTION
- CONFINED SPACE/RESPIRATORY PROTECTION
- AERIAL BOOM LIFT/ SCISSOR LIFT
- SKID STEER
- DEFENSIVE DRIVING

It is the combined responsibility of everyone to maintain up-to-date certification in these areas at all times.

COMMUNICATION

Supervisors are to communicate and document safety issues, worker concerns, and activities during regular safety meetings. All documents from any and all meetings and other activities conducted under the HSMS will be available for all site personal to access and review.
These meetings and activities may include:

- Safety Meeting Minutes
- Field Level Hazard Assessments (FLHA)
- Hazard Assessments and Site Inspections
- Tool Box Talks

- Incident / Near Miss Reports
- First Aid Logs
- Safety Audits
- Safety Activity Summaries
- Orientations and Training Records
- OH&S Committee Meeting Minutes
- General Safety Meetings
- Safety Drills

MEETINGS

Safety meetings are conducted and documented on a regular basis and consist of four different formats as follows:

- Daily Task Meeting (completed on FLHA)
- Tool Box Talks
- General Safety Meetings
- OH&S Committee Meeting

DAILY TASK MEETINGS

A Daily Task Meeting is conducted daily on each job. The meeting is conducted with Supervisor prior to starting work on a job for the day or when a major change in work activity is planned. The Daily Task Meeting involves all the workers and supervisors on the job site and is documented on the FLHA. The purpose of the meeting is to inform all on the job site what tasks are going to take place for the day and if there are any concerns with the crew or the activities.

TOOL BOX TALKS

Sub-contractors will conduct a tool box talk when on site at a frequency that is meets the needs of OH&S legislation and their own company requirements. WESTRIDGE HOMES' personal will participate in said tool box talk if available that day on site. The meeting is conducted by the Supervisor and involves workers on the job site. The purpose of the meeting is to inform all of the hazards on the site and have an open forum to review previous meeting minutes, a safety topic, any incidents or near misses and an avenue for worker to have an opportunity to bring up any safety concerns or suggestions. These meetings are also an opportunity for on-site training of SWP, SJP, and the operation of a new tool or even to have a worker demonstrate the proper function to another worker of an existing process or tool.

GENERAL SAFETY MEETINGS

General Safety Meetings are held with workers, supervisors, clerical staff, managers, sub-contractors and even the client. Monthly General Safety Meeting will be held for office and shop staff. The purpose of the meeting is to review and exchange safety information on reported incidents / near misses, up and coming training requirements or scheduled training, any new information or processes / past safety performance, worker concerns, safety issues, and an open forum for any other business that may arise.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEETINGS

OH&S Committee Meetings are held quarterly by the OH&S Committee. The purpose of the OH&S Committee Meeting is to give all workers a venue to actively participate in the control of workplace health and safety hazards, investigate work refusals, and to deal with workers' concerns about workplace health and safety. These minutes are recorded on the Occupational Health Committee Minutes Form supplied by OH&S. Any and all communications pertaining to the site shall be posted.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 9.0
INSPECTION POLICY

PURPOSE

The purpose of this Policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions. Through regular inspections, WESTRIDGE HOMES can effectively monitor worksite conditions and work procedures. Inspections enable us to ensure company safety standards and regulatory requirements are being followed (e.g.: log books for hoisting equipment) as well as meeting inspection requirements recommended by equipment manufacturers. They also enable us to identify unsafe act(s) or condition(s) before they become problems by revealing where improvements to equipment, work procedures, worker training and worksite conditions are needed.

The primary role of any loss prevention program is to identify any unsafe acts or conditions that may develop into an incident if left unresolved. Also by conducting an inspection one can measure the performance of each section of the Health & Safety Management System to recongize leading and lagging indicators. Management will maintain a comprehensive program of safety inspections at all facilities and job sites.

POLICY

WESTRIDGE HOMES recognizes that inspections are an essential tool for identifying and correcting deficiencies in the workplace. WESTRIDGE HOMES conducts regular jobsite inspections to identify, prevent, and correct unsafe acts or conditions. WESTRIDGE HOMES' supervisors and or field safety advisors are to conduct regular inspections related to the people, equipment, materials and the environment. The frequency of inspections shall be dictated by the job conditions, risk level and total manpower on site. Immediately Dangerous to Life and Health conditions or behaviors found during the course of inspection with serious potential shall be corrected immediately. All other hazards discovered during the course of an inspection shall be prioritized and corrected in a timely manner. Management & Supervisors committment to conduct formal and informal inspections of work sites in an effort to identify unsafe acts or conditions and immplement corrective measures.

DEFINITIONS

Act: Is a specific task being performed by a worker(s)
Condition: Is the physical state of a work area that may or may not have the potential of causing an incident.
Formal: Is a planned event that is scheduled for a team to be assembled on site which includes workers, managers and or supervisors that will conduct a visual tour to examine the site and work being performed to identify unsafe act(s) and condition(s). This inspection is documented to identify the unsafe act(s) or condition(s). Corrective actions or strategies are developed and implemented and assigned to a worker or workers to complete with a specific time frame to be completed by.
Incident: Any unplanned and unwanted event, which results in property damage or injury, or which could have resulted in property damage or injury (close calls / near misses)
Informal: Is an unplanned event where the supervisor during the course of the work day will perform a visual examination of the condition(s) or act(s) being performed by a worker and may or may not require intervention to correct the act(s) or condition(s). If the act(s) or condition(s) is/are unsafe, the supervisor can correct the problem by discussing the unsafe act(s) or condition(s) with a worker(s) or by issuing instructions to have the act(s) or condition(s) corrected. This inspection is usually not documented, but if the act or condition requires additional corrective action the action must be documented by the supervisor and follow-up accordingly.

Inspection: An observation exercise for the specific purpose of determining the level of compliance with the safe work practices, procedures, rules, and legislation.
Inspection Form: Formal inspections will be conducted by the inspection team and are aimed to search out opportunities for improvement, and give positive feedback on correct actions. Inspections will be documented for review at safety meetings and will be posted for all workers to review.

RESPONSIBILITY

Inspections are part of the job and are the responsibility of the Supervisor to perform in the field. While not always necessary, it should involve both the supervisor and workers when possible. This approach often yields the best results, as they are most familiar with the potential hazards on site. Also if available on site new workers should be involved as they will bring a new set of eyes and may identify a new act or condition that may or may not be over looked.

- The supervisor is responsible for the overall operation of the program and will participate in regularly scheduled inspection. And will involve all workers at every level.
- Workers are responsible for participating in, and contributing to, the inspection program.
- Every person regardless of job or title has the responsibility to come forward and intervene if they identify an unsafe act or unsafe condition.

FREQUENCY

- Supervisor & Workers – shall participate in inspections at project milestones

President's Signature: 	Date: November 30, 2018

CONDUCTING AN INSPECTION

While conducting a Site Inspection an inspection team consisting of Supervisor and worker(s) will observe to see that a task, tool, piece of equipment, safety equipment, process or procedure are performed in accordance with Health & Safety Management System. Also, each of the following must comply with the Regulatory Legislation for the area you are working in. When conducting a Site Inspection as well as when conducting hazard assessments four major components of a workplace must be examined, sub-divided, and evaluated to see what risks are present.

These components are:

1. People (employees, customers, subcontractors, etc.).
2. Environment (the workplace and surrounding conditions).
3. Materials (the process or materials you work with).
4. Equipment (the tools you work with or equipment you work on).

PEOPLE

WORKERS

- Do the workers have skills for the assigned work and knowledge of associated hazards?
- Is training of workers adequate for the job?
- Are workers familiar with Safe Work Practice and Safe Job Procedures?
- Are workers physically and emotionally stable?
- Could workers be caught in between or on objects?
- Could workers fall from heights, into openings, slip or trip on objects or surfaces?
- Do workers adhere to established safe work practices and procedures?
- Is the workers' performance influenced by drugs or alcohol?

MANAGEMENT

- Is management committed to the Health & Safety Management System?
- Is orientation conducted for new or transferred workers?
- Is management following and enforcing Safe Work Practices and Safe Job Procedures?
- Does proper supervision of workers take place?

VISITORS

- How frequently are visitors on site?
- Is orientation conducted for visitors to the work place?

SUPPLIERS

- Are there purchasing controls in effect?

SUB-CONTRACTORS

- Are there safety pre-qualifications or requirements?
- Are there policies regarding sub-contractor's safe work procedures?

ENVIRONMENT

- Are there potential problems with housekeeping?
- Are workers exposed to extreme cold, heat or adverse weather conditions?
- Is there insufficient lighting?
- Is there dust, vapors, fumes or mist in the air?

MATERIALS

- What harmful agents are workers exposed to?
- Are Workplace Hazardous Materials Information System (WHMIS) regulations in place?
- Are there electrical hazards?
- What specific problems arise involving material handling?
- How could materials affect safety, quality or productivity?
- Are personal protective equipment (PPE) policies in place?

EQUIPMENT/ TOOLS

- Is safety equipment and personal protective equipment provided? Are they trained in the use?
- Is the right tool for the job available, and are workers trained in proper use?
- Is there suitable equipment and tools provided; are they in good condition and of good quality?
- Are equipment and tools inspected on a regular basis?
- Is there a maintenance program in place?
- How could equipment/tools affect safety, quality, or productivity?

INSPECTION TEAM SHALL

- Complete a walk-through/observation of the work area.
- Identify any hazards, deficiencies and/or unsafe behaviors identified.
- Identify commendable practices and positive behaviors.
- Immediately intervene and address any serious unsafe act(s) or condition(s)and coach workers where applicable.
- Address any hazards or deficiencies found by the inspection team.
- Designate people to complete the corrective actions and ensure they are corrected in a timely effective manner.
- Present the findings of the inspection during the next tail gate meeting.
- Communicate summarized findings of all daily and monthly inspections during Weekly Safety Meetings.

INSPECTIONS

To ensure WESTRIDGE HOMES inspections are thorough, we should use checklists. Checklists help direct the inspector and ensure nothing is missed. In addition, checklists create a detailed record of the findings of an inspection and corrective measures needed. Checklists should be available for all applications, which would include all facilities, systems, equipment and job sites. General sites inspections include all field and office worksites, maintenance shops, work camps and company leisure areas such as employee lounges and cafeterias. These sites should be regularly inspected for any possible hazards, including unsafe act(s) or condition(s). Inspections should be scheduled according to the hazards at the sites and the hazardousness of the work (i.e. a gas processing facility may require weekly inspections while a seismic campsite may require monthly inspections).

POWERED MOBILE EQUIPMENT and VEHICLE INSPECTIONS

All vehicles and power mobile equipment should be thoroughly inspected daily by their operators to monitor wear and tear.

If more than one person is responsible for the power mobile equipment or vehicle, responsibility for inspections will fall on the person who first utilizes the power mobile equipment or vehicle for the shift. This type of inspection is commonly called a Pre-use Inspection.

EMERGENCY AND FIRE EQUIPMENT INSPECTION

All emergency equipment must be routinely inspected to ensure it is kept in usable condition, is easily accessed and in its pre-determined location. All fire, rescue and emergency equipment is inspected as required under provincial regulatory requirements and the manufacturer's recommendations. Emergency equipment can either be included in other inspection processes or be a separate process, with its own checklist. Either way, this equipment should be inspected monthly.

GOVERNMENT OFFICAL INSPECTIONS

To ensure our worksites comply with regulatory requirements, Occupational Health and Safety Officers can inspect our worksites. OH&S Officers can be useful sources of information and may be able to help you improve our safety performance. Their prime objective is to ensure WESTRIDGE HOMES' worksites are safe and as a result, they can advise us on a number of topics related to health and safety. OH&S Officers may assess records, plans, policies, equipment or work procedures. The Officers may interview anyone on the worksite and they have the right to remove any item they need to inspect further. Anyone on the site at the time of the inspection must cooperate with governing officials. If upon inspection by the governing official identifies an immediately dangerous to life and health act or condition exist on site the official will immediately place a stop work order until the act or condition has been remediate. On the other hand smaller contravention to the OH&S legislation may result in coaching from the official or a contravention.

CORRECTIVE ACTION OR MEASURES

After every inspection, we should specify who is responsible for and completion of the corrective action, also placing a time frame to be completed by.
Some control measures are:

- Performing maintenance on equipment and vehicles
- Informing workers of the hazards - marking hazards with signs, flags, lights, alarms, barricades, fences, labels, placards or other materials
- Providing protective and other safety equipment to workers
- Using engineering controls to eliminate or reduce the impact of hazards
- Using purchasing controls to replace unacceptable or faulty items
- Putting administrative controls in place (i.e. SWP or SJP)

TRAINING

Managers, supervisors, employees and safety committee members that are asked to participate in conducting inspections should be provided with appropriate training. The training should cover the pre-planning required, how to conduct the inspection, identification of hazards, assigning corrective action, follow-up and close-out of deficiencies identified as part of the inspection. Training is documented to confirm attendance at training sessions and the content of the training.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 10.0
INVESTIGATION POLICY

PURPOSE

The purpose of an investigation is to uncover the direct and indirect causes of the incident in an attempt to prevent a re-occurrence in the future. Investigations also help measure the effectiveness of the Health and Safety Management System. The examination of actual events can reveal hazards not discovered through other processes. It is WESTRIDGE HOMES' policy to investigate all incidents so corrective actions can be implemented to prevent further occurences. An incident, for the purpose of this Policy, is defined as any accident that is OH&S reportable or results in an injury/illness, property damage, enviromental, financial or production losses. All near miss incidents must also be reported.

All personnel have a responsibility to report incidents or near misses to their Supervisor immediately or as soon as possible. WESTRIDGE HOMES will investigate incidents so that the causes can be determined, and corrective actions can be implemented to prevent reoccurrence. In an incident investigation it is not really the injury or the damage that you are investigating rather the underlying causes (direct and root) that allowed the incident to occur. A dangerous situation could affect other workers; as such, under no circumstances should a person leave the site without reporting the incident to their supervisor. Each person privy to or experiencing a dangeous situation are required to participate in the Incident/Near Miss Report investigation and a further detailed investigation if one is required. The investigation process is not to point blame, but to put in place corrective actions to prevent further loss.Incident investigations are to be reviewed by a WESTRIDGE HOMES' Supervisor, Department Manager, HSE Manager, President, Workers, and OH&S Committees.

POLICY

Where require all personnel and subcontractors are to complete an Incident/Near Miss Reports for all incidents. WESTRIDGE HOMES will conduct detailed investigations for the following types of incidents:

- Incidents that result in injury or illness requiring medical aid.
- Incidents that cause equipment or property damage.
- Incidents that have the potential to result in either of bullet points one or two above, such as close calls or near misses.
- Incidents that cause occupational illness (dust, smoke, fumes, noise, stress, etc.).
- All incidents that fall under Dangerous Occurrences.

DEFINITIONS

Incident: An unplanned undesired event that results in property or equipment damage, injury, illness or death.
Near Miss: An unplanned undesirable event that could have resulted in property or equipment damage, injury, illness or death.
Incident Investigation: The determination of the facts of an incident by inquiring, observation, examination and collection of items.
Investigation/Near Miss Report: A document containing the information and facts about a specific incident. The events are put into chronological order to give a complete picture of what occurred. Causes and preventive measures are identified.
Detailed Investigation: A continuation of the Incident/Near Miss Report. A further look into the incident for the purpose to identify indirect causes.
Direct Cause: The immediate hazard/action that caused the incident. The hazard(s) that exist immediately prior to an incident. The causes are broken into unsafe conditions and unsafe practices.

Indirect Causes: Personnel and job factors which contribute to the direct causes of an incident. The reasons why the causes exist. What events lead up to or contributed to but did not complete the action for the incident. (Underlying condition unsafe acts or conditions).
Substandard Practices: The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to either themselves, another person or equipment (Unsafe Acts).
Substandard Condition: A condition in which something exists that varies from normal accepted safe condition and, if not corrected, could cause injury, death or property damage. (Unsafe Conditions).
Unsafe Act: An unsatisfactory or hazardous behavior. (i.e. risk taking, short cuts, carelessness, lack of attention, horseplay, not using the proper tool, not following rules / policies etc.).
Unsafe Condition: An unsatisfactory or hazardous physical condition existing in the workplace environment. (i.e. slippery floor, broken glass, unguarded machine, trailing cable, low lighting levels, housekeeping, damaged tool or PPE etc.).

RESPONSIBILITY

- All employees and subcontractors shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when required.
- Supervisors shall conduct initial investigations and submit their reports to their Manager, HSE Manager and President promptly.
- Supervisors and Managers shall determine the need for, and if necessary, shall direct detailed investigations. They shall also determine direct and root causes and recommend corrective actions.
- HSE Manager shall review all reports, determine what corrective actions to be taken are appropriate, recommend such actions to the President for approval and upon approval and ensure that such actions are implemented.

TRAINING

Any Manager, Supervisor or Employee investigating an incident should be trained in investigation techniques. The investigator should also know in what instances insurance or government investigators should be called in. Training ensures the investigator knows how to look for the underlying cause of the incident. Ideally, worksite supervisors should be trained in investigation techniques because they will most likely be on site when incidents occur. They also know more about the worksite and work in progress than would an investigator from head office.

INVESTIGATION PROCEDURES

WESTRIDGE HOMES utilizes the following steps listed below as part of our own investigation procedure:

a. After being notified of an incident, the on-site company investigator should survey the area to determine if the work must be stopped to prevent injuries and preserve evidence. (In a major emergency, work should be stopped immediately. It is not necessary to wait for the investigator to make this decision.
b. The on-site investigator should notify management, or the designated manager or supervisor who is responsible for the coordination of the investigation process, to ensure all steps in the emergency response plan are being carried out. The designated manager should determine if government and insurance investigators should be called if they have not already been notified as a part of the emergency response.
c. The on-site investigator should gather evidence and interview witnesses and people involved in the accident. The investigator should also photograph the site to record evidence and damage on film.
d. If insurance or government investigators are called in, the on-site company investigator should assist them as required.

e. Once all the evidence is collected, then the investigator can complete the investigation process, which includes:
    - Determining the contributing factors and root causes of the incident.
    - Completing the Incident Report Form.
    - Develop recommendations to prevent a recurrence and a list of actions required, along with identified responsible parties and target dates for completion.
    - Present the report and recommendations to management and, if required, to the insurance company and government.
    - Discuss the report and recommendations with everyone who was working on the site at the time of the accident and all other employees that are affected by the accident.
f. The individuals assigned action items should then carry out the investigator's recommendations and provide feedback to management until all actions are completed and signed-off.
g. Management, or the designated manager or supervisor who is responsible for the coordination of the investigation process, should verify that all corrective action is completed, and the incident report is closed out.

When conducted properly, an investigation will provide you with much more than just the cause of the incident. It may also provide you with a new practice or procedure, new equipment or PPE requirements or additional or updated training to perform the task. Even though an investigation is a means to find out what went wrong, it is also a tool used to identify lagging indicators with the overall performance of a Health & Safety Management System.

President's Signature: 	Date: November 30, 2018

REPORTING INCIDENTS/NEAR MISSES

All incidents and near misses must be reported to your Supervisor immediately or as soon as possible. This is necessary to ensure important evidence is not lost or disturbed and details are not forgotten by those involved. Reports of incidents must be provided and kept on file to ensure regulatory compliance. Your Supervisor will then report the incident to the Department Manager, HSE Manager and President. The Incident/Near Miss Report should be completed as soon as possible following the incident. The target to complete this report, which comprises of the initial investigation, is within 24 hours of the occurrence. All completed Incident/Near Miss Report forms will be sent in to your Department Manager, HSE Manager and President for review. Workers and the OH&S Committee, if required, should assist in the investigation and review incident reports to improve safety practices/procedures. An incident will be reviewed at the next Tool Box Talk.

To ensure incident reporting is consistent report forms are available at all worksites. The report form provides sufficient information for supervisors and management to make a preliminary evaluation of the potential consequences of the incident and determine the extent to which the actual investigation will be carried out. The form requests the following information:

- Names of everyone involved
- Location, date and time of incident or accident
- Names of victims and descriptions of illnesses or injuries (if applicable)
- Descriptions of damage (if applicable)
- Description of incident or accident (including diagrams, if appropriate)
- Description of events immediately prior to the incident or accident
- Preliminary determination of cause

Incident reporting is very useful because it:

- collects information you can use to calculate statistics and other information for tracking incident trends
- helps identify
    - training needs
    - concerns with work practices and procedures
    - the need for personal protective, safety gear and emergency equipment
- collects information necessary for completing investigation and insurance reports and complying with regulatory requirements
- provides an opportunity to improve WESTRIDGE HOMES' HSMS

INVESTIGATION OF CERTAIN ACCIDENTS

WESTRIDGE HOMES will ensure that every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible by representatives of the OH&S Committee and WESTRIDGE HOMES' Management. Where there is no OH&S Committee the investigation shall be done by WESTRIDGE HOMES' Management.

After the investigation of an accident, WESTRIDGE HOMES in consultation with the representative for the OH&S Committee will prepare a written report that includes:

- a description of the accident
- any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident
- an explanation of the cause or causes of the accident
- the immediate corrective action taken

- any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action

ACCIDENTS CAUSING SERIOUS BODILY INJURY

WESTRIDGE HOMES shall give notice to Occupational Health and Safety as soon as is reasonably possible of every accident at a place of employment that:

- causes or may cause the death of a worker
- will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more

The notice required must include:

- the name of each injured or deceased worker
- the name of the employer of each injured or deceased worker
- the date, time and location of the accident
- the circumstances related to the accident
- the apparent injuries
- the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information

An employer or contractor shall provide each representative of the OH&S Committee with a copy of the report.

DANGEROUS OCCURRENCES

Dangerous occurrence: Any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in previous information and includes:

- the structural failure or collapse of:
  - a structure, scaffold, temporary false work or concrete formwork
  - all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation
- the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment
- an accidental contact with an energized electrical conductor
- the bursting of a grinding wheel
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance
- a premature detonation or accidental detonation of explosives
- the failure of an elevated or suspended platform
- the failure of an atmosphere-supply respirator

WESTRIDGE HOMES shall give notice to the division as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.

A notice required must include:

- the name of each employer, contractor and owner at the place of employment
- the date, time and location of the dangerous occurrence
- the circumstances related to the dangerous occurrence
- the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information

WESTRIDGE HOMES shall provide each co-chairperson or the representative of the OH&S Committee with a copy of the notice required.

INVESTIGATION OF DANGEROUS OCCURRENCES

WESTRIDGE HOMES will ensure that every dangerous occurrence is investigated as soon as is reasonably possible by representatives of the OH&S Committee and WESTRIDGE HOMES' Management. Where there is no OH&S Committee the investigation shall be done by WESTRIDGE HOMES' Management.
After the investigation of a dangerous occurrence, WESTRIDGE HOMES, in consultation with the representative of the OH&S Committee will prepare a written report that includes:

- a description of the dangerous occurrence
- any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence
- an explanation of the cause or causes of the dangerous occurrence
- the immediate corrective action taken
- any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action

PROHIBITION RE-SCENE OF ACCIDENT

Unless expressly authorized by governing official (OH&S Officer), no person will, except for the purpose of saving life or relieving human suffering, interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene of or connected with an accident causing a death until an OH&S Officer has completed an investigation of the circumstances surrounding the accident. Where an accident causing a death occurs and an OH&S Officer is not able to complete an investigation of the circumstances surrounding the accident, an OH&S Officer may, unless prohibited by statute, grant permission to move the wreckage, articles and things at the scene or connected with the accident to any extent that may be necessary to allow the work to proceed, if:

- Graphics, photographs or other evidence showing details at the scene of the accident are made before the officer grants permission.
- The co-chairpersons of a Committee or the representative for the place of employment at which the accident occurred or a designate have inspected the site of the accident and agreed that the wreckage, article or thing may be moved.

CONDUCTING AN INVESTIGATION

GET an OVERVIEW of the SITUATION
Find out briefly what happened, and who saw it**.** Gathering the basic information for the incident often uncovers the unsafe act or condition (direct cause), which directly contributed to the event. By conducting a thorough investigation it will allow the investigator to uncover the indirect causes that contributed to the event (unsafe acts / unsafe conditions).

GATHER PHYSICAL EVIDENCE
Make a record of conditions at the scene. When gathering evidence one will take notes at the scene that will help paint a picture of what happened (i.e. position of workers, equipment, physical factors of the scene, lighting, indoor or outdoor work, housekeeping, noise levels, safety devices and PPE in place or lack of, improper equipment or lack of, objects physical locations and impact points and angle of trajectories).

INTERVIEW WITNESSES
Talk with everyone who was in the area at the time of the incident, just before or just after it happened. Witnesses can also include other supervisors, maintenance staff and other crewmembers.

Ask open-ended questions that require the interviewee to answer with an explanation instead of closed question that only requires a “yes” or “no” answer. This process may trigger the interviewer to ask additional question or lead the interviewer towards a different line of questions. (Who, What, When, Where, Why and How)

CHECK BACKGROUND INFORMATION

Check for additional information that might be relevant to the equipment, people, or conditions involved in the incident i.e. safety inspections or calibrations, type of PPE and protection level, criteria used to select PPE, or training for workers on the use, care and maintenance of the PPE. What information is available to workers on site to help make informed decisions on a process or task? What training has the worker received or if they are competent to perform a specific task.

DETERMINE CAUSES

Your investigation needs to identify not only what happened, but also what caused it to happen. Most tend to focus on the direct cause of the incident but in reality, it is a sequence of indirect causes that play the biggest part in the final outcome of an incident. So, you will be required to pay attention to every detail.

RECOMMENDED CORRECTIVE ACTION

Determine the corrective action(s) for each of the causes both direct and indirect. You will be required to assign an action that will eliminate or reduce the risk to the worker for the hazards associated with the process or task. Also, part of the corrective action process is that you will be required to assign someone responsible to complete the corrective action and a specific time frame for it to be completed by (date & time).

INVESTIGATION FOLLOW-UP

The investigator, with the assistance of the HSE Manager or Advisor and WESTRIDGE HOMES will follow up to confirm corrective actions take place as scheduled. This is also to make sure that the specified action is working effectively to correct the situation.

Incident investigation and follow-up allow you to determine why incidents occurred and how to prevent them from recurring. Without investigation, one can only guess at the causes and solutions. All incidents regardless of their severity should be investigated. From our findings, we will recommend changes to work procedures, worksite conditions, training programs, communication systems or equipment.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 11.0
EMERGENCY PREPAREDNESS POLICY

WESTRIDGE HOMES is dedicated to the protection of its employees from emergencies such as environmental or site specific WESTRIDGE HOMES has a written emergency plan, appropriate to the hazards of the workplace that addresses the Legislated requirements. The plan addresses emergency conditions which may arise from within the workplace and from adjacent workplaces.

All employees, clients, subcontractors and visitor should be aware of all site emergency response plans and follow prescribed instructions. Training will be provided to all personnel to assist with providing emergency preparedness on all sites.

Emergency response plans are in place to limit damage to people, property and the environment in the event of any emergency situation. Emergency preparedness plans and procedures recognize needs of its employees, clients, subcontractors, and visitor and the community at large. WESTRIDGE HOMES has established and maintains processes to prevent, prepare for, and respond to emergencies.

This Emergency Action Plan (EAP) developed and implemented must be annually reviewed in consultation with the OH&S Committee or the worker health and safety representative, as applicable. The EAP communicates to employees, policies and procedures to follow in emergencies. This written plan is available, upon request.
This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions.
- Notifying the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the facility.
- Taking security measures to protect employees, property and the environment.
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied.
- Distributing procedures for reporting emergencies, the location of safe exits, emergency equipment location(s) and evacuation routes to each employee.
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid.
- Deciding which emergency response to initiate (evacuate or not).
- Maintaining records and property as necessary and ensuring that our facility meets all local fire codes, building codes, and regulations.
- WESTRIDGE HOMES will post the emergency telephone numbers near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies.

WESTRIDGE HOMES' Management and Supervisors have full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. WESTRIDGE HOMES must ensure that an assessment is conducted of the risks posed by hazardous substances from accidental release, fire or other such emergency.

The following potential emergencies might reasonably be expected at this facility or work areas and thus call for the implementation of this EAP:

- Fire emergencies (process area fires, non-pressurized tank fires, pressurized tank fires, fires at loading facilities, warehouse fires, office building fires and electrical fires)
- Toxic gas releases
- Flammable gas releases
- Hazardous liquid spills
- Oil spills
- Release of radiation
- Tornadoes
- Winter storms
- Flooding
- Earthquakes
- Civil disturbance
- First-aid emergencies

HSE Manager can be contacted regarding further information about duties under this written Emergency Action Plan.
These processes include:

- Identification of potential emergency situations where there is risk of illness or injury.
- Outlines the specific responsibilities of WESTRIDGE HOMES' employees including supervisors and management in dealing with an emergency situation. This plan also outlines the recommended steps to be taken to manage WESTRIDGE HOMES' response to any type of emergency,
- Plans to respond to emergency situations and to prevent or minimize any illness or injury.
- Identification of the necessary resources to implement the plan effectively.
- Site Specific Emergency response Plans must include rescue and evacuation procedures.
- Periodic testing of emergency plans through drills and similar activities (i.e. evacuation drills)
- Periodic review and updating of procedures (especially after the occurrence of an emergency situation or a drill).
- Emergency Response alarms and communication is readily available to notify emergency services of an emergency and must be identified.
- Communication and training with workers so they can fulfill their duties and responsibilities identified in the plans and procedures.
- Communication with employees, clients, subcontractors, and visitor relevant emergency response services, government authorities, and the local community, as appropriate.

WESTRIDGE HOMES' President is designated as WESTRIDGE HOMES' spokesperson. Therefore, all media inquiries to other persons will be courteously declined and referred to the President.

ALARMS

Different emergencies call for different alarms to indicate what actions employees should take. WESTRIDGE HOMES has established an employee alarm system (Air Horn).

- 1 Blast of the air horn – means to evacuate the area and convene at the muster point.
- 2 Blasts of the air horn – means there is a medical emergency and help is required.
- 3 Blasts of the air horn – means there is serve weather approaching and to take shelter but do not leave the work site.

President's Signature: 	Date: November 30, 2018

DEVELOPING an EMERGENCY RESPONSE PLAN

In the event of a fire, explosion, release of hazardous material or other emergency, an emergency response plan will allow for a prompt, organized and effective response and will help minimize fatalities, injuries and damage to equipment and the environment.
For each worksite, follow these steps when creating emergency response plans:

- List all potential hazards (e.g. fire, explosion, sour gas release, well blowout or failure of structural components, natural disasters such as flood, hail, tornado, etc.).
- Identify the possible consequences of each hazard (e.g. fatalities, serious injuries, equipment damage or environmental damage).
- Determine appropriate response (e.g. evacuation, rescue, fire-fighting, or spill containment).
- Prepare an inventory of resources needed for emergency response (e.g. medical supplies, rescue equipment and personnel).
- Prepare a written description of all the steps to be taken in the event of each type of emergency at the site.
- Define responsibilities of all on-site personnel.
- Distribute a copy of the emergency response plan to everyone working on the site.
- Post emergency telephone numbers near telephones at the worksite (e.g. RCMP or local police, hospital, paramedics or ambulance, fire department).
- Train all employees in emergency procedures.
- Ensure all employees know locations of emergency equipment.
- Carry out periodic drills.
- Update emergency response plans whenever operations, work procedures, equipment or regulatory requirements change.

RISK ASSESSMENT

WESTRIDGE HOMES must conduct a risk assessment in any workplace in which a need to rescue or evacuate workers may arise. If the risk assessment shows a need for evacuation or rescue, appropriate written procedures must be developed and implemented, and a worker assigned to coordinate their implementation.
Written rescue and evacuation procedures are required for but not limited to:

- Work at high angles.
- Work in confined spaces or where there is a risk of entrapment.
- Work with hazardous substances.
- Underground work.
- Work on or over water.
- Workplaces where there are persons who require physical assistance to be moved.

EVACUATION AND RESCUE PROCEDURES

Some emergencies require evacuation or escape and rescue procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape and rescue procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Your Supervisor has the overall responsibility for the development and implementation of all evacuation and rescue procedures.
Written evacuation procedures appropriate to the risk must be developed and implemented to:

- Notify your Supervisor and workers, including the first aid attendant, of the nature and location of the emergency
- Evacuate workers safely

- Check and confirm the safe evacuation of all workers
- Notify the fire department or other emergency responders
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace

Our emergency escape procedures and assignments are designed to respond to many potential emergencies that require them, including: fire, tornado, bomb threat, and chemical release.
Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

- Cease work immediately and proceed to the nearest available exit.
- Go to a designated safe area (muster point) for a headcount and further instructions.

PROCEDURES to ACCOUNT for EMPLOYEES

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving and is safe to do so, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.
Supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee:

- Takes roll count of his or her group.
- Makes sure all persons are accounted for.
- Reports in to a central checkpoint manager.

Head count results should be given to the Fire Chief or firefighter, if requested. No employees are to return to their work area until advised by your supervisor or designee (after determination has been made that such re-entry is safe). Emergency means of escape must be provided from any work area in which the malfunctioning of equipment or a work process could create an immediate danger to workers and the regular means of exit could become dangerous or unusable. Emergency exit routes must be designed and marked to provide quick and unimpeded exit. At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept.

MAINTENANCE of EQUIPMENT

WESTRIDGE HOMES must ensure that safety equipment, tools, power mobile equipment and vehicles in the use for emergency procedures are capable of safely performing the functions for which it is selected for. A tool, machine or piece of equipment determined to be unsafe for use must be identified in a manner which will ensure it is not inadvertently returned to service until it is made safe for use. Any modification of a safety equipment, tools, power mobile equipment and vehicles must be carried out in accordance with:

- Manufacturer's instructions.
- Safe work practices and procedures.
- Meet the requirements OH&S Legislation.

Unless otherwise specified by this OH&S Legislation, the installation, inspection, testing, repair and maintenance of a tool, machine or piece of equipment must be carried out:

- In accordance with the manufacturer's instructions and any standard the tool, machine or piece of equipment is required to meet.
- As specified by a professional engineer.

TRAINING

WESTRIDGE HOMES must:

- Provide training in the appropriate emergency procedures to all workers who may be affected.
- Conduct drills to test the adequacy of procedures and to ensure that workers and supervisors are familiar with their roles and responsibilities.

Our Plan Administrator reviews with each of our employees at the following times, those parts of the Emergency Action Plan that employees must know to protect themselves in the event of an emergency initially when the plan is developed:

- Whenever an employee's responsibilities or designated actions under the plan change.
- Whenever the plan is changed.

TESTING

Drills are conducted annually. After a drill, WESTRIDGE HOMES' Supervisor will review the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective.
For Example:

- Workers may discover doors that would not open.
- Workers may enter storage closets instead of exiting.
- Workers may get lost and confused.

These are the types of things that WESTRIDGE HOMES' Supervisor needs to hear about after a drill. That way they can be addressed before a real emergency.

EMERGENCY ACTION DIAGRAM

Showing the following:

- Exit Locations
- Muster Point
- Fire Extinguisher Locations
- First Aid Station/Attendees
- Emergency Contact Numbers
- Location of nearest fire department/police service/ambulance/medical facility
- Storage Locations for Hazardous/Flammable Materials
- Storage Area for Spill Response Supplies and Personal Protective Equipment

NOTIFICATION OF FIRE DEPARTMENT

WESTRIDGE HOMES having at a workplace hazardous product covered by WHMIS, explosives, pesticides, radioactive material, consumer products or hazardous wastes in quantities which may endanger firefighters, must ensure the local fire department is notified of the nature and location of the hazardous materials or substances and methods to be used in their safe handling.

This section does not apply to a workplace:

- Where materials are kept on site for less than 15 days if WESTRIDGE HOMES ensures an alternative effective means for notification of fire departments is in place in the event of fire or another emergency.
- Which is not within the service area of a fire department.

FIRE

- Upon sounding the alarm, all personnel shall evacuate the work area by the most direct route. The routes are shown on the work place maps posted at the exits or on the bulletin boards.
- Prior to exiting, turn off machine at the work station or close the valves on gas operated equipment such as oxygen/acetylene carts if safe to do so. Do not try to retrieve items or tools.
- Prior to exiting the area and safe to do so the supervisor shall ensure that all equipment is secured, and all areas are checked to ensure that no employee remains in his area.
- All employees shall go directly upon sounding the alarm to the muster point with your Supervisor for a head count. At no time will you leave this area unless directed by management or supervision. Do not try to re-enter the work area to obtain personal items or tools. Supervisors will report to NCSO or his or her representative with the names of all employees counted and any unaccounted-for personnel as soon as the head count is completed.
- Any fire-fighting, rescue or medical duties will be performed by the fire department, police department, or hospital medical personnel. At no time will our personnel attempt on their own initiative, a rescue or fire suppression, after departing the area. The only fire-fighting attempted by our personnel will be in the incipient stage of the fire or to facilitate evacuation.
- Should an employee discover a fire, he or she will notify the Supervisor in that area who will advise his or her representative. At the same time the Supervisor will direct the use of fire extinguishers against the fire and evacuate when he or she deems it necessary.
- The supervisor will be responsible for furnishing any further information to the employees concerning this plan.

TORNADO

- Upon being advised of the distinct possibility that a tornado watch the supervisor shall sound the alarm. All personnel shall seek shelter immediately. Upon sounding the all clear signal which will be a voice signal and providing the tornado watch is over, all personnel shall resume normal production duties if safe to do so.
- Personnel in each building will be advised by voice communication as to what action is necessary. If evacuation is deemed necessary, those personnel to be evacuated will proceed directly to the muster point. Do not try to retrieve personal items or tools. Head counting procedures will be the same as for fires. At no time will you leave this area unless directed by management or supervisory personnel.
- The supervisor will be responsible for furnishing any further information to the employees.
- WESTRIDGE HOMES will monitor tornadoes by severe weather radio. When available, our backup method for monitoring tornadoes includes community sirens.

EARTHQUAKE

- Upon realization of an earthquake, get under the nearest workbench or equipment that will provide you overhead protection from falling objects. Try to stay away from electrical lines and overhead storage racks containing heavy objects.

- Upon sounding the alarm, all personnel shall evacuate the area by the most direct exit and proceed directly to the muster point. The routes are shown on the work place maps posted on bulletin boards. Prior to your exit and safe to do so turn off your machine at your work station and close the valves on gas operated equipment such as oxygen/acetylene welding carts. Do not try and retrieve personal items or tools.
- Your Supervisor prior to exiting the work area and is safe to do so, shall ensure that all equipment is secured and all areas are checked to ensure that no employee remains on the work area.
- All employees shall go directly upon sounding of the alarm to the muster point and assemble with your Supervisor for a head count. At no time will you leave the area unless directed by management or supervisory personnel. Do not try to re-enter the work area to obtain personal items or tools. Supervisors report to his or her representative the names of personnel counted and any unaccounted personnel as soon as the head count is completed.
- Any rescue or medical duties will be performed by fire departments, police departments, or hospital medical personnel. At no time will our personnel will attempt on their own initiative a rescue or fire suppression after departing the work area.

HAZARDOUS CHEMICAL RELEASE

WESTRIDGE HOMES must ensure that an assessment is conducted of the risks posed by hazardous substances from accidental release, fire or other such emergency. In the event of an accidental release of hazardous chemicals, an evacuation would be required if the release is in a significant amount to cause, or have potential to cause, harm to employees. If workers are required to control a release of a hazardous substance or to perform cleanup of a spill or to carry out testing before re-entry WESTRIDGE HOMES must provide the follow:

- Adequate written safe work procedures and procedures
- Appropriate personal protective equipment which is readily available to workers and is adequately maintained
- Material or equipment necessary for the control and disposal of the hazardous substance

After it is determined that there is a hazardous chemical emergency and evacuation process has been initiated, (ALL EMPLOYEES MUST LEAVE THE PLANT and proceed to the designated muster point). All unqualified employees should remain clear of any spill or release of any hazardous material.

NO ONE MAY ENTER THE RELEASE/SPILL/AFFECTED AREAS WITHOUT PROPER PERSONAL PROTECTIVE EQUIPMENT AND MANAGEMENT PERMISSION.

The worker will report the incident to his or her supervisor immediately at that time management will activate the Emergency Response Team if required. Management will implement the Emergency Spill Procedures if any hazardous material is released. PPE is required at all times until the hazard has been dissipated with proof by proper testing procedures. Notification of appropriate regulatory agencies may be required if a release of hazardous materials may threaten the environment. During an emergency your Supervisor will do the following:

- Take all necessary measures to contain the hazard and prevent its spread to other nearby areas, with the assistance of emergency personnel.
- If the emergency is a hazardous material spill, ensure that the hazardous material and any material with which in came into contact (gravel, soil, etc.,), will be scraped up using shovels and/or brooms. All this combined material will be considered hazardous waste unless analysis shows otherwise.
- Provide for collection, treatment, and disposal of the waste and contaminated material by the emergency crew or outside contractor, as appropriate.

- Ensure that contaminated soil, liquids, or other material is placed in drums and handled as a hazardous waste.
- Ensure that the emergency crew restores all emergency equipment to full operational status.
- Assisted by other qualified persons, begin to investigate the cause of the emergency and take steps to prevent a recurrence of such or similar incidents.
- Ensure that the cause of the emergency has been eliminated and that cleanup and restoration have progressed at least to the point of not jeopardizing the health and safety of the employees, and that proper authorities have been notified, if required.
- Ensure that for spills or releases involving a hazardous substance at or above its reportable quantity, the following necessary information is recorded and reported: name of chemical(s) involved, whether the substance is an extremely hazardous substances, estimated quantity of the released substance, time of the release and duration, medium into which the substance was released, health risks associated with the release, precautions taken to respond to the release, name and telephone numbers of persons who can be contacted for further information.

Note: Access to the above-mentioned forms, will be listed under the form section.

SECTION 12.0
RECORDS & STATISTICS

PURPOSE

Health and Safety Management System is a dynamic and constantly evolving process. The purpose is to keep an up-to-date view of all the current and past safety acitivities conducted throughout the saftey program on a weekly, monthly and yearly basis. Records must be kept to provide ready reference of program activities and results. Records provide the information necessary to assess the program, make necessary modifications and plan for future activities. It is designed to promote and communicate ongoing up-to-date safety information to all staff at all times. Examining summaries will help in determining trends and setting priorities for future program measures.

All documentation that is conducted under the Health and Safety Management System, will be completed. These forms will consist of the following:

- Safety Activity Summary (weekly, monthly, yearly)
- Pre-Job Planning
- Daily Task Meetings
- Field Level Hazard Assessments (FLHA)
- Hazard Assessments
- Tool Box Talks
- Site Inspections
- Incident/Near Miss Reports
- Employee Warning Notice
- First Aid Logs
- Orientations and Training Records
- OH&S Committee Meeting Minutes
- General Safety Meetings
- Safety Drills
- Safety Audits

STATISTICS

Statistical information is tracked on the Statistical Summary which summarizes the recordable activities throughout the year. A comparison is also provided from year to year to identify trends within the Health & Safety Management System. The Statistical Summary is populated and is reviewed by the Management, Supervisor and Workers.

TYPES OF STATISTICS

The following statistics should be calculated annually:

- frequency of lost-time injury accidents (including fatalities)
- severity of lost-time injury accidents

TERMINOLIGY

No. Of Lost Workday Cases (LWC) – is the number of recorded cases that a worker had lost workdays due to an injury
No. of Lost Workdays (LWD) – The accumulated days lost due to an injury, not including the day of the incident
Fatality (F) – death of a worker due to a work site injury
Medical Treatment (MT) – is an injury that meets certain criteria for medical treatment that a worker receives from a medical professional
Restricted Work Case (RW) – is a worker who has been injured on the job and cannot perform their regular duties.
Total Exposed Hours (EH) – the accumulated number of hours that workers, owners, and sub-contractors are employed which includes overtime and training
Lost Time Injury Cases (LTI) – is the total of LWC+F
Total Recordable Injuries (TRI) – LTI+MT+RW

CALCULATIONS

The Total Recordable Injury Frequency Rate and Lost Time Injury Severity Rate are calculated as follows.

The Lost Time Injury Severity Rate is calculated as

$$\frac{(\text{LWD}) \times 200{,}000}{\text{EH}}$$

Total Recordable Injury Frequency rate is calculated as

$$\frac{(\text{TRI}) \times 200{,}000}{\text{EH}}$$

The information needed to calculate these statistics are acuminated monthly by Department Managers and forwarded to the HSE Manager for review and recorded.

Note: A fatality accounts for 6,000 lost work days or 48,000 lost work hours. All workers, office and field, are included in our calculations. Our goal is to calculate our statistics consistently from year to year.

COST OF INJURY ACCIDENTS

Direct costs of accidents should also be monitored as part of our safety performance assessment.

- lost production from shut-downs and stop-work orders
- workers' compensation assessments, fines, legal fees and increases in insurance premiums
- equipment repair or replacement, property and environmental costs

Indirect costs, which are less obvious but are estimated to be two to four times higher than direct costs, are difficult to calculate.

- lower productivity and higher staff turnover due to low morale
- lost business due to tarnished image and failure to fill orders
- hiring and training time for replacement workers, overtime wages and salaries for replacement workers

CONFINED SPACE ENTRY POLICY

PURPOSE

The purpose of this Policy is to provide practices and procedures for the protection for workers from the hazards associated with confined space entry. The worker(s) will maintain a safe working environment in all confined spaces entered.

POLICY

To establish conditions which when combined with the appropriate work methods and control measures will provide a safe work environment for employees and contractors. Work protection shall be applied consistently to protect employees and contractors from all sources of energy hazards and environmental hazards that might be encountered in any confined space.

DEFINITIONS

Confined space: An enclosed or partially enclosed space that:

- is not primarily designed or intended for human occupancy, except for the purpose of performing work
- has restricted means of entrance and exit

Hazardous confined space: A confined space that is or may become hazardous to a worker entering the confined space due to:

- The design, construction or atmosphere of the confined space.
- The materials or substances in the confined space.
- The work activities or processes used in the confined space.
- Any other conditions relating to the confined space.

Isolate: To physically interrupt or disconnect pipes, lines and sources of energy from a confined space.

WESTRIDGE HOMES' policy establishes its commitment to the health and safety of its employees, sub-contractors, clients and visitors ensure that all worker(s) will be exposed to a health and safe work environment. Where the environment is presented with a hazard(s) certain precautionary measure will be developed and enforced for the safe guarding of all employees, sub-contractors, clients and visitors.

This Policy outlines the following:

- To Comply with Occupation Health and Safety Legislation pertaining to Confined Space Entry.
- To establish a safe work plan for entry and exit of a confine space.
- To identify and develop written practices and procedures for entry into each confined space for the sole purpose of performing work.
- To establish training requirements for workers.
- To prevent unauthorized entry into a confined space.
- To ensure a safe entrance to and exit from, the confined space.
- To establish emergency procedures for confined space entry.

President's Signature: 	Date: November 30, 2018

RESPONSIBILITIES

In accordance with The Occupational Health and Safety Legislation, all workers on site are responsible for protecting the health and safety of themselves and other workers. Where a Confined Space is to be entered by workers, the Supervisor of the work is responsible to ensure that:

- Adequate steps have been taken to eliminate/control all hazard(s) present.
- All applicable legislative requirements and safe work practices and procedures are followed.
- All employees including sub-contractors, clients and visitors who are required to enter a Confined Space have received Confined Space entry training.
- All Confined Space Entry Plans have been approved by the Supervisor and are reviewed with the issuing authority before any work commences.

WESTRIDGE HOMES shall ensure that employees, sub-contractors, clients and visitors comply with the requirements of this Policy and the practices, procedures and all other legislative requirements.

INTRODUCTION

The primary role of a confined space program is to identify any unsafe conditions that may be present or may develop from activites in a confine space. By identifing and preplanning for any confine space activities we can develop plans and procedures to help control or even eleminate associated hazards. Not all confined spaces may be identified and all spaces must be evaluated each time a request is made for access.

Note: In all cases a confined space shall be considered to be a “hazardous confined space” until physically proven otherwise. At this point it is still classified as a confined space but a non-hazardous confined space.

IDENTIFICATION OF CONFINED SPACES

Where a worker may be required or permitted to work in a confined space, WESTRIDGE HOMES’ Supervisor, in consultation with the HSE Manager, NCSO and or OH&S Committee, will identify:

- Types of confined spaces at the place of employment that a worker may be required or permitted to enter.
- Types of hazards that are or may be present at each confined space.
- Alternative means to perform the work to be performed in a confined space that will not require the worker to enter the confined space.
- Alterations to the physical characteristics of the confined spaces that may be necessary to ensure safe entrance to and exit from all accessible parts of each confined space.

When testing the atmosphere of a confined space a competent person will use appropriate and properly calibrated instruments that have been tested to ensure that the instruments are capable of operating safely and effectively.

AVOIDANCE OF ENTRY INTO HAZARDOUS CONFINED SPACE

Where reasonably practicable, WESTRIDGE HOMES will use an alternative means to perform work that will not require a worker to enter a hazardous confined space. WESTRIDGE HOMES will take all reasonably practicable steps to prevent any unauthorized entry into the confined space.

REQUIREMENTS BEFORE CONFINED SPACE IS ENTERED

Where a worker will be required or permitted to work in a confined space WESTRIDGE HOMES will before requiring or permitting the worker to enter the confined space:

- Ensure that there is a safe entrance to and exit from all accessible parts of the confined space.
- Make all practicable alterations to the physical characteristics of the confined space necessary to ensure a safe entrance to and exit from all accessible parts of the confined space.
- Will ensure that the structural integrity of the confined space is maintained.

Before a worker is required or permitted to enter a confined space, WESTRIDGE HOMES will appoint a competent person:

- to assess the hazards
- where a hazardous atmosphere has been identified, to test the atmosphere of the confined space for
    - oxygen enrichment or deficiency
    - the presence of flammable or explosive substances
    - the presence and hazardous concentration of airborne chemical substances and to determine whether the follow will be present:
        - work activities or processes will result in the release of toxic, flammable or explosive concentrations of any substances during the worker's occupation of the confined space
        - measures have been taken to ensure that a worker will not drown or become entrapped in any liquid or free-flowing solid present in the confined space
        - the entry of any liquid, gases, free-flowing solid or hazardous substance into the confined space in a quantity that could endanger the health or safety of the worker has been prevented
        - all energy sources that present a hazard to a worker entering into, exiting from or occupying the confined space have been locked out, with the energy sources being put in a zero energy state
        - any hazards from biological substances are present in the confined space
        - the opening for entry into and exit from the confined space is sufficient to allow safe passage of a worker who is using personal protective equipment required by these regulations

When testing the atmosphere of a confined space a competent person will use appropriate and properly calibrated instruments that have been tested to ensure that the instruments are capable of operating safely and effectively. A competent person who carries out the activities will prepare a report in writing that sets out:

- The results of the assessment, tests and determinations.
- Recommended special precautions and procedures to reduce the risk to a worker those are to be followed by a worker entering into, exiting from or occupying the confined space.
- Recommended personal protective equipment to be used by a worker entering the confined space.

HAZARDOUS CONFINED SPACE REQUIRMENTS

If the risk assessment identifies that the confined space is **"Hazardous"** then:

- A written Confined Space Entry Plan must be completed by the permit applicant and approved by designate station supervisor.
- Rescue equipment will be required readily available at the work site.
- A dedicated safety watch is required and communication requires direct visual contact with the worker at all times.

NON-HAZARDOUS CONFINED SPACE REQUIRMENTS

Where a confined space is identified as a non- hazardous confined space, WESTRIDGE HOMES will:

- Notify a worker who is required to enter the confined space verifying that the confined space is not hazardous.

- Arrange for a method of communication with a worker on entry to and exit from the confined space and at appropriate intervals while a worker is in the confined space.
- Prepare a procedure for the removal of a worker who has become injured or incapacitated while in the confined space.
- Ensure that the ventilation in the confined space is adequate to maintain safe atmospheric conditions.

CONFINED SPACE ENTRY PLANS

Where a worker will be required or permitted to enter a hazardous confined space, WESTRIDGE HOMES' Supervisor, in consultation with the HSE Manager, NCSO and or the OH&S Committee will develop a hazardous confined space entry plan to ensure the health and safety of workers who enter or work in the hazardous confined space. A hazardous confined space entry plan must be in writing and must include:

- The tests or measurements necessary to monitor any oxygen deficiency or enrichment or the presence and hazardous concentration of flammable or explosive substances.
- The identification of any other hazards that may be present in the hazardous confined space and may put the health or safety of workers at risk.
- The means, if any, of isolating the hazardous confined space.
- The means, if any, of ventilating the hazardous confined space.
- The procedures to enter work in and exit from the hazardous confined space safety.
- The availability, location and proper use of personal protective equipment.
- The rescue procedures to be followed, including the number and duties of personnel and the availability, location and proper use of equipment.
- The means to maintain effective communication with a worker who has entered the hazardous confined space.
- The availability location and proper use of any other equipment that a worker may need to work safely in the hazardous confined space.

WESTRIDGE HOMES will ensure that the following workers are trained in and implement a hazardous confined space entry plan:

- A worker who is required or permitted to enter the hazardous confined space.
- A worker who attends a worker in the hazardous confined space.
- A worker who may be required or permitted to implement the rescue procedures mentioned.

WESTRIDGE HOMES will make a copy of a hazardous confined space entry plan readily available at the entrance to the hazardous confined space.
Items on the confined space entry plan must include:

- Atmospheric monitoring requirements and results.
- The identification of other hazards that may be present in the confined space that may put the health and safety of the workers at risk.
- The means, if any, of isolating the confined space.
- The means, if any, of ventilating the confined space.
- The procedures to enter; work in and exit from the confined space.
- The availability, location and proper use of personal protective equipment.
- The rescue procedures to be followed, including the personnel and availability, location and use of equipment.
- The means of effective communication with the worker in the confined space.
- The availability, location and proper use of any other equipment that a worker may need to safely work in the hazardous confined space.

You must be informed of the confined space entry plan if you are a:

- Worker who is required to enter the confined space.
- Worker who is attending a confined space as a safety watch.
- Worker who may be required to implement the rescue procedures mentioned in the rescue plan listed on the hazardous confined space entry plan.

A copy of the confined Space Entry Work Plan MUST Be posted at the entrance of the confined space.

PRECAUTIONS WHERE SAFE ATMOSPHERE IS NOT POSSIBLE

Where a hazardous confined space cannot be purged and ventilated to provide a safe atmosphere or a safe atmosphere cannot be maintained, WESTRIDGE HOMES will ensure that no work is carried on in the confined space. WESTRIDGE HOMES will ensure that a competent person continuously monitors the atmosphere in a hazardous confined space. WESTRIDGE HOMES will ensure that a worker is provided with and required to use a respiratory protective device.

- The airborne concentration for any substance meets or exceeds the permissible contamination limits when:
  - oxygen deficiency or enrichment is detected
  - or the airborne concentration of any other substance may be harmful to the worker

WESTRIDGE HOMES will ensure that a worker in a hazardous confined space is attended by and in communication with another worker who:

- Has been adequately trained in the rescue procedures.
- Is stationed and remains at the entrance to the confined space unless replaced by another adequately trained worker.
- Is equipped with a suitable alarm to summon assistance.

If entrance to a hazardous confined space is from the top WESTRIDGE HOMES will ensure that:

- A worker uses a full-body harness and, where appropriate, is attached to a lifeline.
- If a lifeline is used, the lifeline is attended by another worker who is adequately trained in the rescue.
- Where reasonably practicable, a mechanical lifting device is available to assist with a rescue and is located at the entry to the confined space while a worker is in the confined space.

WESTRIDGE HOMES will ensure that an alternate method of rescue is developed and implemented where the use of a full-body harness or lifeline would create an additional hazard.

If any flammable or explosive dusts, gases, vapors or liquids are or may be present in a hazardous confined space WESTRIDGE HOMES will ensure that all sources of ignition are eliminated or controlled WESTRIDGE HOMES will ensure that:

- Equipment necessary to rescue workers is readily available at the entrance to the hazardous confined space and used in accordance with the rescue procedures developed.
- The holder of a class “A” qualification in first aid is available to provide immediate first aid.
- Personnel who are trained in the rescue procedures developed are fully informed of the hazards in the confined space and are readily available to assist in a rescue procedure.

ISOLATION OF CONFINED SPACES

Before workers enter a Confined Space it must be adequately isolated using a positive isolation device.

- Non-Hazardous confined spaces require a positive isolation and a safe work plan to ensure contaminants do not enter the confined space.

- Hazardous confined spaces require additional protection such as blinding, separation and plugging, drop spool, double block and bleed, or other equally effective method of positive isolation to prevent contaminants from entering the Hazardous Confined Space.
- All power driven internal equipment (such as mixers and agitators) shall be locked in the off position at the main fuse or breaker panel and tagged and locked out.
- As a double check, the machine control switch shall be operated to ensure that the power source is de-energized. Any rotating/agitation equipment shall be secured against accidental movement.
- Where it is not possible to positively isolate the Confined Space (e.g. sewer systems) a Safe Work Plan or Standard Work Procedure shall be developed that will ensure equal or greater protection to the workers than isolation.

PURGING AND VENTILATING OF UNSAFE ATMOSPHERE

Where a concentration of a toxic, flammable or explosive substance is present or an oxygen enrichment or deficiency exists in a hazardous confined space, WESTRIDGE HOMES will ensure that the hazardous confined space is:

- Purged and ventilated before a worker is allowed to enter the space, so that:
    - Any hazard associated with a toxic, flammable or explosive substance is reduced to the extent that is possible or eliminated.
- Oxygen content of not less than 19.5% and not more than 23% is ensured and continuously ventilated at all times during which the worker occupies the hazardous confined space, to maintain a safe atmosphere.

Where ventilation is used to reduce or eliminate a hazard WESTRIDGE HOMES will ensure that a competent person tests the atmosphere to determine that the confined space is safe for entry by a worker:

- Before a worker enters the confined space.
- Where all workers have vacated the confined space, before any worker re-enters the confined space.
- On the request of a worker who is required or permitted to enter the confined space.
- Continuously where any condition in the confined space may change and put the worker's health or safety at risk.

PIPING DISCHARGING HAZARDOUS SUBSTANCES

Where a worker may be required or permitted to work in a confined space into which piping may discharge a hazardous substance, WESTRIDGE HOMES will ensure that the piping:

- Has a blank installed that is sized for the proper pressure in the piping before the piping enters the confined space.
- Is equipped with two blocking valves and a bleed-off valve installed between the blocking valves located so that any bleed off does not contaminate the confined space.
- Is equipped with an approved safety device.

Where piping is equipped with two blocking valves and a bleed-off valve or an approved safety device WESTRIDGE HOMES will ensure that:

- The valves in the flow lines are locked out in the "closed" position and the bleed-off valve is locked out in the "open" position.
- The valves are tagged to indicate that the valves must not be activated until the tags have been removed by a worker designated by WESTRIDGE HOMES for that purpose.
- The worker designated:
    - monitors the valves to ensure that they are not activated while a worker is in the confined space
    - records on the tag mentioned the date and time of each monitoring and signs the tag each time the worker monitors the valves

TRAFFIC HAZARDS

WESTRIDGE HOMES must ensure that workers in a confined space are protected from hazards created by traffic in the vicinity of the confined space (i.e. exhaust fumes, vehicle movement, etc.)

QUALIFICATIONS AND TRAINING

WESTRIDGE HOMES must ensure that a worker assigned duties related to Confined Space is trained by a competent person in:

- recognizing hazards associated with working in Confined Spaces
- performing the worker's duties in a safe and healthy manner

WESTRIDGE HOMES must keep records of the training that the worker received. WESTRIDGE HOMES must ensure that competence in the following is represented in the workers responding to a Confine Space emergency.

The qualifications and training of workers required to enter, issuing authority, ERT, perform safety watch duties, perform rescue duties for Confined Space Entry shall be determined by the "risk assessment" of the space being entered. The minimum standards shall be as follows:

ISSUING AUTHORITY

The issuing authority is responsible to make sure that all conditions of the permit are met and has signed off on the permit authorizing entry into the confined space. The following items will be checked

- Site safety orientation
- WHMIS
- Radio/communication operation
- An understanding of the confined space Work Plan information
- Emergency evacuation procedures (ERT) & equipment
- Basic gas detection operation/interpretation
- Scope of work to be conducted
- Associated hazards and controls for the confined space
- Man count before and after work is completed
- Confined Space Permit and Entry and Exit Logs
- Signing off on Permit

EMERGENCY RESPONSE TEAM (ERT)

The ERT is responsible for all workers on site and ready to respond with appropriate measures. The following may be required

- First Aid Supplies for responding to situations
- Firefighting and extinguisher inspection
- Radio communication operation
- Confined Space course
- Self-contained breathing apparatus (SCBA)
- An understanding of the Confined Space Work Plan information
- Emergency evacuation procedures
- Basic gas detection operation and interpretation
- Rescue and recovery of injured persons
- Transportation and or Coordination of injured workers
- Documentation control and inspections

SAFETY WATCH (Attendant)
The safety watch (attendant) shall have received a Confined Space course of which shall have included but not be limited to the following:

- Site safety orientation
- WHMIS
- Radio communication operation
- An understanding of the Confined Space Work Plan information
- Emergency evacuation procedures
- Basic gas detection operation and interpretation

WORKER (Personnel Entering the Space)
The worker shall have received a Confined Space Entry course or equivalent experience and training of which shall have included but not be limited to the following:

- Site safety orientation
- Self-contained breathing apparatus (SCBA)
- WHMIS
- Radio communication operation
- Confined Space course
- An understanding of the Confined Space Work Plan information
- Emergency evacuation procedures

RESCUE PERSON(S) (personal Suited Up and Ready to Rescue)
The Rescue Personnel shall have received a Confined Space Entry course and Rescue course(s) of which shall have included but not be limited to the following:

- Site safety orientation
- Self-contained breathing apparatus (SCBA)
- WHMIS
- Basic gas detection, (knowledgeable in the operation of gas testing devices)
- Confined Space course
- Radio communication operation
- An understanding of the confined space Work Plan information

HAZARD ASSESSMENT

Hazard identification should be hazards inherent to the confined space and identified on the equipment Confined Space Work Plan. Hazards introduced by the work should be identified on the Work Permit and managed by the workers doing the work in coordination with all parties involved.

VENTILATION

The environment within a Confined Space must be controlled for the duration of the entry. This control can be effected by ventilation and or purging of the space to ensure the removal of any harmful gases, vapors, dust, smoke, fumes or other airborne contaminants or excessive heat from within the Confined Space.
Conditions are to be maintained below the applicable Occupational Exposure Limited (O.E.L.) where possible to do so. Where a flammable or explosive substance is present in the atmosphere of a confined space at a level that is more than 10% of the lower explosive limit of that substance WESTRIDGE HOMES shall not require or permit a worker to enter or work in the confined space. Where it is not possible to maintain the environment below the O.E.L., Safe Work Practices and Procedures shall be developed to ensure that the workers' exposure does not exceed the O.E.L.

Where it is considered impractical to ventilate, we will ensure that tests are carried out by a competent worker before a worker enters the confined space and periodically while the worker is in the confined space to identify oxygen content and any possible accumulation of harmful substances.

CLEANING

Where possible and practical to do so, Confined Spaces should be cleansed prior to entry. Dependent on the nature of the contents, the Confined Space should be emptied of residual material by being drained, pumped out, or floated off and made clean by hot or cold water washing, steam cleaning, chemical cleaning or neutralization, inert gas and or air purge. Sludge should be removed, when possible, by workers positioned outside the Confined Space. To reduce the possibility of electrical spark due to the buildup of static electricity, proper grounding procedures must be used during the cleaning process.

TESTING AND MONITORING

All Confined Spaces must be tested by the issuing authority for oxygen deficiency or enrichment, combustible gases, toxic and other airborne contaminants prior to issuance of a permit to enter. The Confined Space Work Plan will specify the frequency to be monitored based on the inherent hazards of the confined space. Exposure limits will be specified in the applicable documents. These tests shall be conducted by qualified personnel using portable testing devices.

When necessary to enter a Confined Space for testing, prior to issuance of an entry permit, self-contained or supplied air-breathing apparatus shall be worn and monitoring equipment shall be explosion proof.
The safe work process will be followed during the initial gas testing. For Work Permits involving confined space entries that extend over the course of one shift; the man watch will be required to conduct the new pre-entry gas test for that shift and record the results on the monitoring log.

Under no circumstances will entry or partial entry be permitted unless testing has been done!

RESPONSIBILITIES FOR GAS TESTING ISSUING AUTHORITY

Will conduct gas testing of the confined space at least 12 hours or less prior to the expected issuing of the Work Permit and will record the results and time of test on the permit under initial gas tests. The initial gas tests are to be taken after the confined space is deemed to be fully prepared or occupancy (meaning all necessary precautions have been initialized i.e. ventilation purging, cleaning, blocking, bleeding etc.).

PERMIT HOLDER

Will ensure gas testing is conducted and recorded on the Entry/Exit log sheet after the issuance of the permit at least two hours or less prior to entry on any work period and as identified on the Confined Space Work Plan during the period of occupancy.

Note: A work period is defined as the time the worker arrives on the site and then leaves the site for the day. After this a new entry/exit log will be started.

As a minimum to ensure the entire space is safe to enter, gas tests will be done at locations identified under "Gas Testing" section of each individual Confined Space Work Plan. If not specified in the "Gas Testing" section, then testing will be done at all points of access to the Confined Space identified on the Confined Space Work Plan.

PERSONAL PROTECTIVE EQUIPMENT

The personal protective equipment and emergency equipment required for the entry will be identified on the Confined Space Work Plan. The level of personal protective equipment and emergency equipment required (e.g. clothing, gloves, footwear, head, face, eye and ear protection, respiratory protection, harness, lanyard etc.) shall be determined by a competent person who is thoroughly familiar with the hazards that may be encountered. The personal protective equipment and emergency equipment requirements must be addressed as a part of the Confined Space Work Plan. All equipment necessary either basic or specialized PPE must be inspected prior to use by a competent worker and recorded.

Note: Air purifying respirator units must not be used in oxygen deficient or other Hazardous atmospheres.

For all entries where a safe atmosphere is not possible; both the worker(s) entered the Confined Space to do the work and rescue person suited up ready to effect the rescue shall be clean shaven (No beard or side burns that will prevent a positive face to mask seal.)

COMMUNICATION

Either a Safety Watch dedicated to one confined space entrance or a roving Safety Watch will be utilized. The Safety Watch will be equipped with a radio for direct communication with the site control room operator, or security etc. as may be applicable to the client. When the Safety Watch is assigned to watch more than one Confined Space the communication between the Safety Watch and the worker may be intermittent visual or audible communication that shall not exceed 15 minutes between each contact. The Safety Watch is restricted to the perimeter formed by the entrances of these occupied Confined Spaces.

Note: only for Confined Spaces in close proximity to each other

When a roving Safety Watch is utilized, workers inside the Confined Space will work in groups of at least two persons (buddy system) and will remain within audible and visual contact with one another while inside the Confined Space. One worker may not remain inside the Confined Space without another person being in the Confined Space or in the immediate vicinity to the entrance of the Confined Space.

Note: for Confined Spaces <u>NOT</u> in close proximity to each other

When workers are entering or exiting the Confined Space the time must be recorded on the Entry/Exit log sheet. The log sheet is good for only one work period.

RESCUE PROCEDURES

A list of the procedures for the safety watch will be detailed on the Confined Space Entry Plan. (i.e. call the plant control room indicating who, what, why, where and location of the caller.)

Note: The safety watch shall never attempt rescue on his or her own.

The emergency response team (ERT) will do the rescue and details of the procedure should be outlined. The safety watch should be advised not to attempt the rescue, but to standby to aid the E.R.T. as dictated by the situation.

Rescue Procedures and Equipment will vary depending on the physical characteristics of the confined space; as a guideline the rescue procedure shall include;

- The escape route from the Confined Space
- Rescue equipment to be worn by the workers (i.e. harness, lanyard)
- If required, the rescue equipment to be available at the entrance to the Confined Space (i.e. ropes, winches, respiratory equipment)
- Alarms and signals to be used for communication between the worker and the Safety Watch

This procedure must be reviewed with all workers associated with the job prior to commencement of work.

JOB COMPLETION

On completion of the job the work permit must be signed off with the issuing authority and all associated documentation submitted. Sign off will acknowledge that all persons are accounted for and that all tools and equipment have been removed from the space. Sign off is the responsibility of the supervisor (i.e. holder of the permit) in charge of the entry and must be done prior to leaving the work site. All record of the respecting entry and work in the Confined Space including entry permits and testing are retained for not less than:

- One year if no incident or unplanned event occurred during the entry
- Two years if an incident or unplanned event occurred during the entry

FALL PROTECTION POLICY

PURPOSE

To eliminate the hazards associated with working at heights for all workers.

POLICY

It is WESTRIDGE HOMES' policy that any worker who works at heights of 3 metres or more (2.4 meters in the case of federal work site) in the case of temporary installation or 1.2 metres or more in the case of permanent installation, be protected from the hazard of falling. Guardrails are used for fall protection whenever practicable. Engineering controls such as guardrails are the best method of fall protection and must be used whenever practicable. Hiring client fall protection requirements may be more stringent than WESTRIDGE HOMES or OH&S Legislated requirements and WESTRIDGE HOMES' employees must meet these requirements when working at client sites. For Industry Highest Standards fall protection must be used above 4 feet or the client's most stringent fall protection rule must be followed.

All fall protection fall protection equipment will meet CSA Standards. A fall arrest system shall be utilized where a worker may fall 3 meters or more (2.4 meters in the case of federal work site) or when there is a possibility of injury if a worker falls less than 3 meters (2.4 meters in the case of federal work site). A fall arrest system must prevent a worker from falling more than 1.2 meters without a shock absorber. No person shall use fall protection devices until they have received adequate training.

No worker is allowed to carry out any task where fall protection may be needed until such a time as the worker has been trained on the installation, limitations, inspection, fit, maintenance and use of applicable fall protection systems. A worker will not be issued fall protection equipment until said training has been completed by a competent instructor with a formal evaluation.

Fall protection plans shall be developed and implemented whenever a fall hazard exists. A Fall Protection Plan is intended to help prevent incidents and near misses from elevated fall hazards. To accomplish this, 100% tie off fall protection is required. It is the supervisor's responsibility to ensure that:

- fall protection plans are sufficient and/or developed, as required, specific to each situation
- all workers are instructed in the contents of any Fall Protection Plan
- all workers follow the Fall Protection Plan as directed

The plans will involve the education of all workers of site specific hazards, selection and use of appropriate fall protection equipment and its limitations and allow for a safe work environment and provide rescue procedures in the event of an emergency. A completed plan will identify fall clearance required and the equipment that will be used by the worker performing the tasks at heights. It will also identify the precautionary measures required in the case of an incident for rescue procedures. It is a tool that will increase awareness on the hazards associated with working at heights. All personnel, including managers, supervisors or workers, who violate any company safety Policy or directive shall be subject to disciplinary action.

President's Signature: 	Date: November 30, 2018

HAZARDS

The safety of workers using a fall protection system depends on the way the system is used and on the individual components of the system. Manufacturers certify components to a certain level of stress that may be imposed on them. This means the way the equipment is used is critical to the overall safety of the worker.

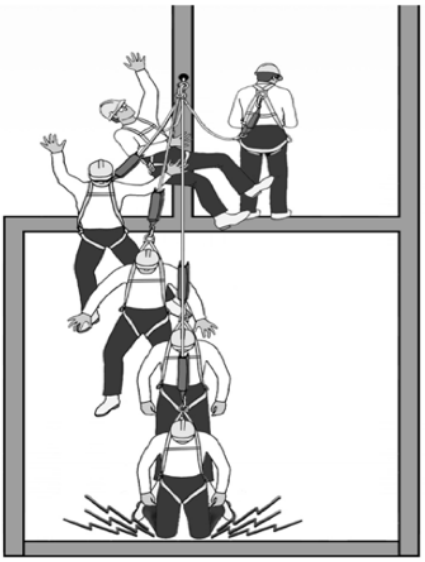
HAZARDS TO BE AWARE OF

Attaching to an Anchor Point
One of the greatest dangers facing a worker is how to protect themselves from falling when the desired anchorage point is located in an inaccessible area. A worker may have to climb to reach this desired anchor point and be exposed to a falling hazard while climbing.

Allowing a worker to climb without fall protection should only be allowed after <u>all steps</u> have been taken to eliminate or minimize that risk.

A hazard assessment should be conducted, the risks considered and ideas implemented on how to set up an anchor point in that specific location safely. Some suggestions are the use of ladders; aerial lifting devices or anchor attachment equipment such as poles that help to enable the remote attachment of anchors while minimizing the risk to a worker.

Bottoming Out, Clearance, Free Fall Distance, Fall Arrest Distance
Workers have been discovered with two broken legs hanging above the ground and fatalities hanging in midair. The reason is because the fall protection system in place allowed these incidents to occur. A falling worker hits a lower level, the ground or some other hazard before the fall is fully arrested. Consideration must be given to the height of the working platform to the surface below, the placement of the anchor, height of the worker's harness D-ring to their feet, the free fall distance, the fall arrest distance and clearance.


Bottoming Out

Bottom Out/Bottoming Out – Description applied when a worker strikes the ground, equipment or material on a lower level before complete fall arrest takes place. Bottoming out may be taken as a failure in the installation of the fall protection system as complete fall arrest did not take place until it was too late. Accurate measurements help to determine the falling distance. To prevent bottoming out clearance must be determined.

Free Fall Distance is the distance a worker falls before the fall arrest system starts to engage. OH&S Regulation maximum free fall distance is 1.2 m (4 ft) before fall arrest starts to occur.

Fall Arrest Distance (Deceleration Distance) is the distance between the point where the fall arrest system has been activated (begun to arrest the fall) to the point where the fall has been completely stopped. This distance may include a shock absorber opening, D-ring sliding on the harness, rope stretch, sliding of a rope grab, retractable device paying out some line before locking off, etc.

Clearance Is the safe distance required to prevent the worker from hitting the next level or any other object below. It includes taking into account the distance to the hazard below, the height of the worker's harness D-ring to their feet, free fall distance, fall arrest distance (deceleration distance) and includes a safety factor.

A safety factor should be included with any measurement of total fall distance for the purposes of determining the necessary clearance. A safety factor is an attempt to further protect a worker who may fall, by planning some additional, hazard free falling space, into the total fall distance measurements. This is done to avoid bottoming out and other possible distance miscalculations or unforeseen variables.

By adding together free fall distance and fall arrest distance you will obtain a worker's total fall distance, which will aid in establishing the necessary clearance. Remember to avoid bottoming out, include the height of the worker's harness D-ring to their feet and a safety factor. The D-ring on the back is what stops a worker, but their legs are still hanging underneath them.

Total Fall Distance is the distance from where the fall started to where it was completely stopped.

Free Fall Distance + Fall Arrest Distance = Total Fall Distance

The further the fall the greater the forces that are being placed on the worker and on the fall arrest equipment. The fall arrest equipment is designed within certain fall distance parameters. To subject a worker to a long fall before arrest takes place increases arrest forces on the worker's body and the risk that the equipment or anchor may fail.

It takes less than a second to fall several feet, less than 2 seconds to fall over 60 feet and at a 60 foot falling distance you are approaching highway speeds. Imagine the impact forces on your body when the fall arrest equipment engages. Injuries from falls of this distance can be fatal.

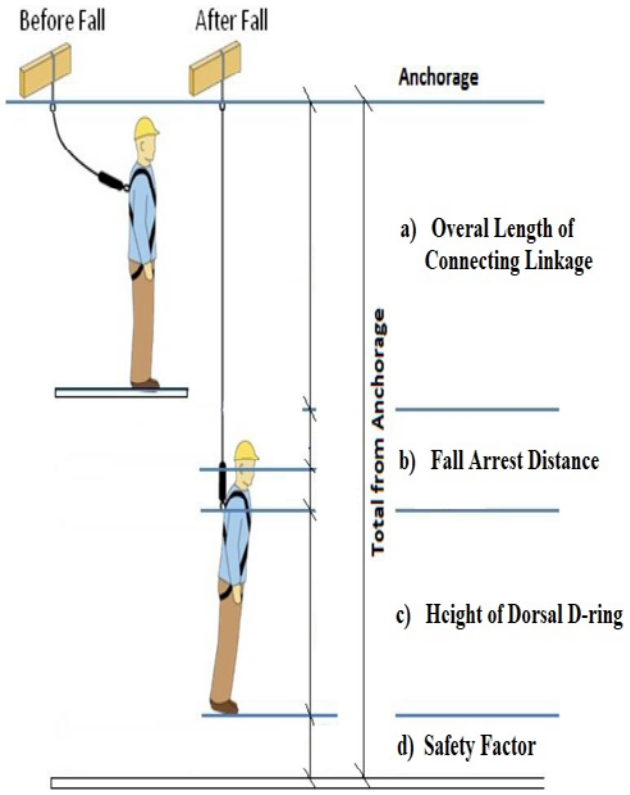
Clearance – Is the safe distance required to prevent the worker from hitting the next level or any other object below. It includes taking into account the distance to the hazard below, the height of the worker's harness D-ring to their feet, free fall distance, fall arrest distance (deceleration distance) and includes a safety factor. What may be overlooked when attempting to ensure the worker will not strike the surface below is the additional length of the activated fall protection equipment once it is used in a fall arrest situation.

This additional length is known as the Fall Arrest Distance, and it could include the opening and expansion of a shock absorber. Assuming the harness is properly fitted on the worker there will still be the sliding of the dorsal D-ring and further tightening of the harness on the worker. There will also be the stretching of the fall arrest equipment such as in the case of some lanyards, lifelines and slings. A grab device such as rope grab may also slide somewhat before grabbing. These additional factors will affect the Fall Arrest Distance, and should be considered prior to exposing workers to fall hazards.

NOTE: When Calculating Clearance – as there may be other variables to consider specific to each worksite, such as proper fitting of the safety harness or certain manufacturers fall protection equipment instructions. The following information is provided as a general guide for discussion purposes only.

Height of the Anchor – determined by calculating the distance from the anchor to the distant surface below (where a worker may fall onto or strike an object).

Formula:
Height of the Anchor minus (a + b + c + d) = Clearance



a) Overall length of connecting linkage in the fall arrest system (example – a lanyard), this is generally your free fall distance.

PLUS

b) Fall Arrest Distance – include the potential elongation of all equipment and connecting linkage (i.e. shock absorbers opening, safety harness and lifeline stretching, D-ring will slide on worker's harness, rope grab which will slide a little before grabbing, etc.) Always read manufacturer's instructions and labels as to deployment length of each piece of connecting linkage in the system or contact manufacturer for details.

PLUS

c) Height of dorsal D-ring – distance from the working surface (floor at worker's feet) to the D-ring on the workers back. This is done so that a worker does not bottom out.

PLUS

d) Safety Factor – varies, but one-meter minimum is a general guide.

Example using above formula:
Anchor point located 22ft from the surface below that a worker could fall onto or object they could strike, 22ft **minus** the following (**a + b + c + d)**

a) 6 ft lanyard w/attached shock absorber
b) + 5 ft elongation of all equipment and connectors
c) + 5 ft height of dorsal D-ring
d) + 3 ft safety factor
= 19 ft

This provides the following information: Height of Anchor 22ft – 19ft = 3 ft clearance.
Always refer to manufacturers guidelines and actual physical measurements by a competent person when determining length and elongation of equipment.

A **negative number** is not acceptable as it implies that a worker will possibly strike the ground (bottoming out). To assume your 'safety factor' is adequate can be misleading as you are relying on your calculations and safety factor to be absolutely accurate. A difference of zero feet (0 ft) should not necessarily be assumed to be an acceptable standard either.
Example of a Negative Distance: Anchor point 15ft from the surface below that a worker could fall onto, minus the following (**a + b + c + d)**

6 ft lanyard w/attached shock absorber
+ 5 ft elongation of all equipment and connectors
+ 5 ft height of dorsal D-ring
+ 3 ft safety factor

= 19ft

This provides the following information: Anchor 15ft – 19ft = -4 ft clearance. This indicates that a worker will strike the ground.

INSPECTIONS

Formal and informal inspections of fall protection equipment are nessesary and will be conducted by the trained worker to identify any issues or concerns that impeed the proper function of the equipment. An informal inspection is a quick look at your equipment without the assistance of documentation. Formal inspection are a more in-depth look at your equipment and the condition utilizing the Safety Harness Inspection Check Sheet. In both cases formal and informal inspection are nessesary to identify deficiencies with your fall protection equipment. If a deficiency has been identified you must Red Tag the equipment and bring the concern to your supervisor's attention immediately.

RESPONSIBILITY OF INSPECTION

A fall protection equipment inspection is part of a workers job and is the responsibility of the trained worker to perform in the field.

CONDUCTING AN INSPECTION OF HARNESSES AND LANYARDS

WEBBING *(Body of harness or lanyard)*

- Inspect the entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted "U" and pass over the hand to expose any damage or premature wear. Remember check both sides of the webbing.
- Check to see if keepers are in place and free from damage or excessive wear.
- Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage. Broken webbing strands generally appear as tufts on the webbing surface.
- Replace according to manufacturers' guidelines.
- Look to see that manufacturer tags are on each individual piece of equipment and are legible.

BUCKLES

- Inspect for loose, distorted or broken grommets. Do not cut or punch additional holes in waist strap or strength members.
- Check belt without grommets for torn or elongated holes that could cause the buckle tongue to slip
- Inspect the buckle for distortion and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the center bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
- Check that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material. Make sure the rivets are not bent.
- Inspect for pitted or cracked rivets that show signs of chemical corrosion.

ROPE LANYARD

- The older a rope is and the more use it gets, the more important testing and inspection become.
- Rotate the rope lanyard and inspect from end to end for fuzzy, worn, broken or cut fibers. Weakened areas have noticeable changes in the original rope diameter.
- Replace when the rope diameter is not uniform throughout, following a short break-in period.
- Look to see that manufacture tags are on each individual piece of equipment and are legible.

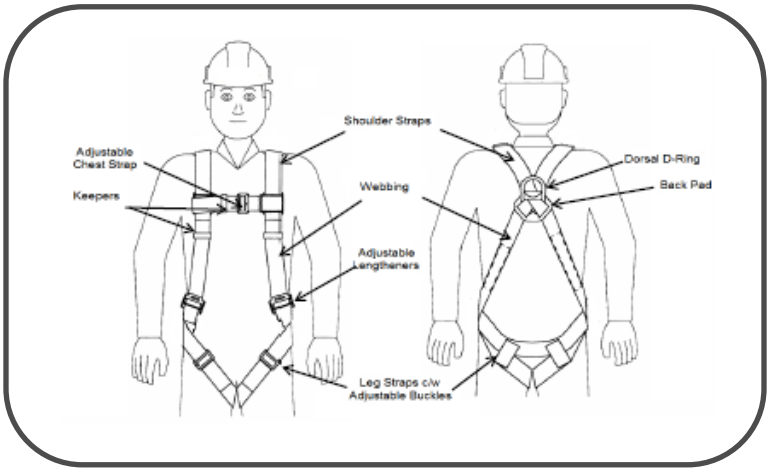
HARDWARE/CARABINEER *(forged steel snaps, "D" rings)*

- Inspect hardware for cracks or other defects.
- Inspect tool loops and strap sewing for broken or stretched loops.

- Check for thread separation or rotting, both inside and outside the webbing.
- Inspect the hook and eye for distortions, cracks, corrosion, or pitted surfaces.

SAFETY STRAP/DOG LEASH

- Inspect for cut fibers or damaged stitches inch by inch by flexing the strap in an inverted "U". Note cuts, frayed areas or corrosion damage.
- Check adjusting friction buckle for slippage and sharp buckle edges.
- Look to see that manufacture tags are on each individual piece of equipment and are legible.



FREQUENCY

Informal Inspection – Conducted prior to use every time the equipment is donned
Formal Inspection – Conducted on a monthly basis with assistance of the Safety Harness Inspection Check Sheet

FALL PROTECTION PLAN

A fall protection plan must be filled out where a worker may fall three meters or more and when not protected by a guardrail or similar barrier. A fall protection plan must describe the fall hazards at the worksite, the protection system to be used at the worksite and the procedures used to assemble, maintain, inspect, use and disassemble the fall protection system. It will also encompass the rescue procedures to be used if a worker falls or is suspended by a personal fall arrest system.
WESTRIDGE HOMES's Supervisor is responsible to ensure that:

- a copy of the fall protection plan is readily available before work begins at a worksite where a risk of falling exists
- workers are trained in the fall protection plan and the safe use of the fall protection system before proceeding with work in an area where a fall protection system must be used

If a fall has occurred, the equipment the worker was wearing or power mobile equipment the worker was anchored to (aerial lift, harness, lanyard, dog leash, and carabineer etc.) at the time of the fall, no matter how far the worker fell, must be red tagged and taken out of service.

The personal protective equipment will be brought back to the supervisor for replacement and the power mobile equipment must be inspected for damages and repaired, if required, by a certified technician before it is to be put back into service.

DEFINITIONS

Active Fall Protection: A fall protection system that protects specific workers and requires actions by the workers to actively protect themselves. A harness, lanyard, lifeline and anchor would be for a specific worker and thus active fall protection, as opposed to a guardrail which would affect all workers, and which would be considered passive fall protection. Active fall protection requires more training of workers than passive fall protection

Aerial Device: A vehicle-mounted telescoping or articulation unit that is used to position a worker at an elevated worksite, and includes a work basket or bucket, an aerial ladder, an extendable and articulating boom platform, a vertical tower and any combination of those devices.

Anchorage/Anchor Point: A secure, structural point of attachment for fall protection and rescue equipment that will safely withstand the forces that may be placed on it.

Anchor/ Anchorage Connector: The means by which the fall protection system is secured to the anchorage. For fall arrest, it is designed to suspend human loads and is capable of withstanding the forces of a fall. This connector should have been designed specifically for use as an anchor.

Arrest Force: The force applied to a fall arrest system and a worker during a falling incident. Typically measured in kilonewtons (KN) but may be in pounds (lbs) or pounds force (lbf). The fall arrest system must keep the arresting force that a worker receives to 8 KN or less (about 1800 pounds force). See also "Kilonewtons" and "Impact Force".

Body Holding Device: The full-body harness for fall restraint or fall arrest is the most common industry body holding device. The body holding device has a D-ring where a lanyard or connecting means can be attached.

Bottom Out/Bottoming Out: Description applied when a worker strikes the ground, equipment or material on a lower level before complete fall arrest takes place.

Carabineer: Metal connector comprised of a trapezoidal or oval body with a self-closing, self-locking keeper or gate. Remains closed until intentionally unlocked and opened. Provides a means of connecting to lanyards, lifelines and anchors in a personal fall protection system. Self-closing <u>non-locking</u> carabineers are not suitable for fall protection.

Clearance: The safe distance required to prevent the worker from hitting the next level or any other object below. It includes taking into account the distance to the hazard below, the height of the worker, free fall distance, fall arrest distance (deceleration distance) and includes a safety factor.

Connecting Linkage: A lanyard, safety hook, cable or connector inserted between a fall-arresting device and the D-ring on a full-body harness.

Control Zone: An area established a safe distance away from the unprotected edge of a structure that a worker must not enter unless wearing fall protection. The area must be marked, barricaded, taped off or flagged and must be placed 2 meters away from the edge of the structure.

Cross Gate Loading: Cross gate loading develops when the load is displaced and distributed on the gate of a safety hook (carabineer) instead of along its spine, or major axis. When this happens, strength is greatly reduced as the gate itself will be subject to the stress forces.

D-Ring: A connector component of fall protection equipment comprised generally of drop forged steel. It is somewhat ring-shaped resembling the letter "D" and is commonly found on full-body harnesses and some anchor devices. Most often used as a means of attaching a lanyard to the body holding device.

Elevating work platform: A work platform that can be self-elevated to overhead worksites, and includes an elevating rolling work platform, a self-propelled elevating work platform and a boom-type elevating work platform.

Fall Arrest: To bring to a controlled halt the descent of a worker in an effort to prevent impact with the ground or objects below.

Fall Arresting Device: Personal protective equipment that provides a means of safely arresting the fall of a worker and that, subsequent to the arrest of the fall, does not by itself permit the further release or lowering of the worker.

Fall Arrest Distance (Deceleration Distance): The distance between the point where the fall arrest system has been activated (begun to arrest the fall) to the point where the fall has been completely stopped.
This distance may include a shock absorber opening, D-ring sliding on the harness, rope stretch, sliding of a rope grab, retractable system paying out some line before locking off, etc.
Fall Protection/Fall Protection System: A general term used to encompass a variety of means regarding the protection of an individual from the hazards of a fall.
Fall/Travel Restraint System: A combination of components and connecting linkage that is designed to act as a travel limiting system that will prevent a worker from reaching an area where a fall may occur.
Free Fall Distance: The distance a worker falls before the fall arrest system begins to engage.
Full-Body Harness: A safety system that is capable of suspending a worker without causing the worker to bend at the waist and consists of straps that pass over the worker's shoulders and around the worker's legs, an upper dorsal suspension assembly and all integral hardware.
Gate/Keeper: A snap hook or carabineer closure mechanism that swings closed to lock in place.
Grommet: A reinforced eyelet through which a fastener may be passed.
Guardrail: A barrier consisting of a top rail and intermediate rail that is placed along the outside edge of an opening or building for the prevention of falling incidents.
Impact Force: The force applied to a fall arrest system and a worker during a falling incident. To reduce the force placed on a fall arrest system or a worker, the free fall distance must be kept as short as possible. A shock-absorbing device will also reduce impact force. See also "Arrest Force".
Kilonewton: A Kilonewton is a standard used to measure a unit of force A kilonewton of forces approximately the same as 225 lbs of force. The result of testing a piece of equipment regarding the amount of force it may withstand is often represented by kilonewton (KN) or pounds force (lbf).
Labels, Tags and Stamps: Fall protection equipment will have markings, tags or instructions generally stating some or all of the following: that it may be a component used in a fall protection system, date of manufacture, size, length, or that it has been tested to withstand the forces applied to it when used as directed. Other labels or tags are those seen only after deployment of fall arrest equipment indicating its activation.
Lanyard: A length of strong flexible material (rope, webbing, wire rope) with a self-closing locking snap hook at each end, which is used to secure a belt or full-body harness to a lifeline or anchor.
Passive Fall Protection: Fall protection systems that protect all workers in general. A guardrail, barrier or net, which would affect all workers, would be considered passive fall protection as opposed to a full body harness, lanyard, lifeline and anchor would be for a specific worker and thus active fall protection.
Personal Fall Arrest System: Personal protective equipment that provides a means of safely arresting the fall of a worker and that subsequent to the arrest of the fall does not by itself permit the further release or lowering of the worker.
Personal Fall Protection System: All necessary components of an individual worker's fall protection system.
Personnel lifting unit: A work platform suspended by rigging from a crane or hoist that is used to position a worker at an elevated worksite, and includes a man basket and work basket
Personal Protective Equipment: Any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.
Personnel Lowering Device: A device that provides a means of lowering a worker from a height at a controlled rate of descent.
Retractable Lanyard: A lanyard that is spooled on a mechanical self-retracting device, which must be attached to a sufficient anchor point. Operation is similar to a seatbelt mechanism as it allows worker mobility until a forceful reaction is applied in which case it locks and holds until force is removed.
Retractable Lifeline: A lifeline that is spooled on a mechanical self-retracting device, which must be attached to a sufficient anchor point. Operation is similar to a seatbelt mechanism as it allows worker mobility until a forceful reaction is applied in which case it locks and holds until force is removed.
Rollout: The unintentional release of a snap hook from its connection point, caused by the hook being twisted on its connection point and the gate binding against the connector. This force against the gate causes it to open and release.

Safeguard: A guard, shield, wire mesh, guardrail, gate, barrier, safety net, handrail or other similar equipment that is designed to protect the safety of workers but does not include personal protective equipment.
Safety Hook: See both "Snap Hook" & "Carabineer" respectively.
Safety Monitor: A person trained and given authority to ensure work activities in the area are performed in such a manner so as to reduce the potential for a worker to fall. They have no other duties except as related to preventing falls. They must at all times closely observe the work activities, maintain normal voice communication with workers in the area and inform workers when approaching an area where a falling risk has been identified. Note: This is a practice not normally followed in Saskatchewan.
Safety Strap: Used in conjunction with a work positioning suspension belt for climbing trees or structures such as utility poles.
Self-Rescue/Retrieval: The actions taken by an individual without aid from others in an attempt to get back onto a stable surface or "solid ground" after falling and activating a fall arrest system.
Shock Absorber: Placed between the worker and the anchoring device in a fall arrest system, these devices serve to lessen the deceleration forces placed on a worker or otherwise lessen arrest force during a fall. May be found on lanyards, lifelines, or anchors.
Skeleton Structure: Includes the main framework of the essential components which when erected give the structure its stand-alone support and stability. It does not include the accessory components (such as, but not limited to stairs, guardrails, grating, platforms, material handling systems and sheeting for floors, walls and roofs).
Sling: A length of strong flexible material (webbing, wire rope, etc.) with loops formed at each end. Used primarily for improvised anchors. Slings must not be used in a "choke" fashion for fall protection unless designated as such by the manufacturer because the strength of the sling is greatly reduced.
Snap Hook: Metal connector comprised of a hook-shaped body with a self-closing, self- locking keeper or gate with a fully enclosed eye at one end. The snap hook remains closed until intentionally unlocked and opened. Provides a means of connecting to lanyards, lifelines and anchors in a personal fall protection system. Self-closing non-locking snap hooks are not suitable for fall protection.
Softener: Padding or hoses that are used to prevent lanyards, or lifelines being cut or chaffed when extended over wall edges or around corners.
Swing-Fall Hazard or Pendulum Effect: The danger to a worker swinging and colliding with an obstruction after a fall and when connected to a lanyard or lifeline that runs at an angle that is not directly vertical.
Tie-Off: A general industry term often used to signify that a fall-protection system will be required and must be in place before performing any tasks that pose a falling hazard and/or referring to the anchor point itself.
Total Fall Distance – The distance between where the fall started and to where it was completely stopped. Free fall distance + Fall arrest distance = Total fall distance.
Travel Limiting Devices: Fall protection components designed and installed to keep a worker form accessing an area where a hazard exists, (i.e. to keep a worker from reaching and falling from a roof edge). If a worker cannot reach an area where a hazard exists, the risk is minimized. See also "Fall/Travel Restraint System" & "Travel Limiting/Restricting System".
Travel Limiting/ Restricting System: A fall protection system that will prevent a worker from reaching an area where a hazard may exist, (i.e. where a fall may occur). Also, sometimes used in conjunction with a control zone. See also "Fall/Travel Restraint System".
Traveling Systems: An active fall protection system that allows worker movement either horizontally or vertically.

FIRST AID

PURPOSE

First aid is emergency care provided for injury or sudden illness before emergency medical treatment is available. The first-aid provider in the workplace is someone who is trained in the delivery of initial medical emergency procedures, using a limited amount of equipment to perform a primary assessment and intervention while awaiting arrival of emergency medical service (EMS) personnel. WESTRIDGE HOMES is dedicated to the protection of its employees from on-the-job injuries and illnesses.

The purpose of the first aid program is to ensure that workers who sustain a job-related injury or illness, regardless of seriousness have timely access to competent first aid services to minimize the extent of the injury or illness.

WESTRIDGE HOMES is committed to providing and maintaining a first aid program for the purpose of minimizing the effects of job-related injuries and illnesses, increasing productivity, reducing absenteeism and meeting legislated requirements. WESTRIDGE HOMES will provide and maintain first aid services, supplies and equipment and will be made available to all workers. WESTRIDGE HOMES will ensure that workers receive training in first aid instruction in the procedure for summoning first aid and reporting injuries.

Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report it to the first aid attendant for treatment and recording, and must also report it to their immediate supervisor. If medical treatment is required, you are entitled to choose your own medical practitioner.

DEFINITIONS

Agency: A body, person, association, society or other organization that delivers first aid training courses and cardiopulmonary resuscitation training courses by one or more competent instructors.
Close: In relation to a place of employment or worksite, means a place of employment or worksite that is not more than 30 minutes' travel time from a hospital or medical facility under normal travel conditions using the available means of transportation.
Distant: In relation to a place of employment or worksite, means a place of employment or worksite that is more than 30 minutes' but less than two hours' travel time from a hospital or medical facility under normal travel conditions using the available means of transportation.
High-hazard work: Work regularly involving any activity set out below that relate to WESTRIDGE HOMES:

- Building construction
- Drilling for gas, oil and minerals
- Service for gas and oil wells and power tong service
- Iron and steel processing and fabrication
- Road construction, earthwork, tunnelling and trenching
- Local and provincial hauling and trucking
- Mining and smelting
- Power line construction and maintenance

Instructor: A person who has successfully completed first aid and cardiopulmonary resuscitation instructor training

Isolated: In relation to a place of employment or worksite, means a place of employment or worksite:

- That is more than two hours' travel time from a hospital or medical facility under normal travel conditions using the available means of surface transportation or for which transport by aircraft is the normal mode of transport.

Low-hazard work: Work of an administrative, professional or clerical nature that does not require substantial physical exertion or exposure to potentially hazardous conditions, work processes or substances.

Medical facility: A medical clinic or office where a physician or registered nurse is always readily available.

PROVISION OF FIRST AID

WESTRIDGE HOMES will:

- Provide the personnel, supplies, equipment, facilities and transportation required to render prompt and appropriate first aid to workers at every worksite.
- In consultation with the OH&S Committee or representative or where there is no committee or representative the workers review the program.
- If the provisions of the program are not adequate to meet any specific hazard at a place of employment, provide additional suitable personnel, supplies, equipment and facilities that are appropriate for the hazard.
- Ensure that, where a worker may be entrapped or incapacitated in a situation that may be dangerous to any person involved in the rescue operation:
    - An effective written procedure for the rescue of that worker is developed.
    - Suitable personnel and rescue equipment are provided.

MORE THAN ONE EMPLOYER

Where more than one employer has workers at the same place of employment:

- WESTRIDGE HOMES and any contractor or owner may agree in writing to provide collectively the personnel, supplies, equipment, facilities and transportation for injured workers required.
- The director may, by notice in writing, require all employers, contractors and owners to provide collectively the personnel, supplies, equipment, facilities and transportation for injured workers required.

Where applies, the total number of workers of all employers at the place of employment is deemed to be the number of workers at the place of employment.

FIRST AID PERSONNEL

WESTRIDGE HOMES will:

- Provide the personnel and supplies set out The OH&S Regulations.
    - The type of work carried out at the place of employment.
    - The distance of the place of employment from the nearest medical facility.
    - The number of workers at the place of employment at any one time.
- Ensure that the personnel are readily available during working hours.

WESTRIDGE HOMES will ensure that the personnel required pursuant will have the qualifications as the case may require. A person who possesses credentials in first aid that, in the opinion of the director, are equivalent to or superior to the credentials required for a place of employment may serve as a first aid attendant at that place of employment.

Where rescue personnel are required by these regulations to be provided at a worksite WESTRIDGE HOMES will ensure that at least one first aid attendant with a class A qualification is readily available during working hours whether or not WESTRIDGE HOMES is required to provide a class A first aid attendant.

Notwithstanding any other provision of this Part, where WESTRIDGE HOMES provides lodging for workers at or near an isolated or distant place of employment, WESTRIDGE HOMES will provide the personnel, supplies, equipment and facilities required pursuant to the total number of workers at or near the place of employment, whether or not the workers are all working at any one time.
WESTRIDGE HOMES will:

- Allow a first aid attendant and any other worker that the first aid attendant needs for assistance to provide prompt and adequate first aid to a worker who has been injured or taken ill
- Ensure that the first aid attendant and any worker assisting the first aid attendant have adequate time, with no loss of pay or other benefits, to provide the first aid

CERTIFICATES

No certificate issued by an agency is valid unless the certificate specifies the duration and content of the course for which the certificate is issued and the expiry date of the certificate.
A certificate may specify:

- A period not exceeding three years for which the certificate is valid.
- The conditions for the renewal of the certificate.

FIRST AID STATION

WESTRIDGE HOMES will provide and maintain for every worksite a readily accessible first aid station that contains:

- A first aid box containing the supplies and equipment.
- A suitable first aid manual.
- Any other supplies and equipment required by these regulations.

WESTRIDGE HOMES will ensure that:

- The location of a first aid station is clearly and conspicuously identified.
- At a first aid station, an appropriate emergency procedure is prominently displayed that includes:
    - An emergency telephone list or other instructions for reaching the nearest fire, police, ambulance, physician, hospital or other appropriate service.
    - Any written rescue procedure required.

FIRST AID REGISTER

WESTRIDGE HOMES shall ensure that:

- Each first aid station is provided with a first aid register.
- All particulars of the following are recorded in the first aid register for each first aid treatment administered to a worker while at work or referred for medical attention.
- A first aid register is readily available for inspection by the committee or representative.
- A first aid register no longer in use is retained at the place of employment for a period of not less than five years from the day on which the register ceased to be used.

FIRST AID ROOM

Where there are likely to be 100 or more workers at a distant or isolated place of employment at any one time. WESTRIDGE HOMES will provide a first aid room that is of adequate size, is clean and is provided with adequate lighting, ventilation and heating and is equipped with:

- A permanently installed sink, with hot and cold water.
- The first aid supplies and equipment required and a cot or bed with a moisture-protected mattress and pillows.
- Is readily accessible to workers.
- Is under the charge of a first aid attendant with the qualifications required who is readily available to provide first aid.
- Is used exclusively for the purposes of administering first aid and medical examinations and to provide rest for persons who are injured or ill.
- First Aid Room must be clearly identified of it location.

WORKERS BEING TRANSPORTED

Where a worker(s) are being transported by WESTRIDGE HOMES to or from work or at work, and a first aid station, medical clinic, physician's office, hospital or other health care facility is not readily available, WESTRIDGE HOMES will provide a first aid box that contains at least the supplies and equipment that is readily available to the workers being transported.

FIRST AID SUPPLIES AND EQUIPMENT

WESTRIDGE HOMES will ensure that:

- All first aid supplies and equipment are protected and kept in a clean and dry state.
- No supplies, equipment or materials other than supplies and equipment for first aid are kept in the first aid box.

At a distant or isolated place of employment, WESTRIDGE HOMES will provide and make readily accessible to workers two blankets, a stretcher and splints for the upper and lower limbs.

TRANSPORTATION OF INJURED WORKERS

WESTRIDGE HOMES will ensure that a means of transportation for injured workers to a medical facility or hospital is available. The following meet the requirements:

- An ambulance service that is within 30 minutes' travel time from the ambulance base to the place of employment under normal travel conditions.
- A means of transportation that is suitable, having regard to the distance to be travelled and the risks to which workers are exposed, that affords protection against the weather and is equipped, where reasonably practicable, with a means of communication that permits contact with the medical facility or hospital to which the injured worker is being transported and with the place of employment.

ASPHYXIATION AND POISONING

Where a worker is at risk of asphyxiation or poisoning, WESTRIDGE HOMES will ensure that all practicable emergency arrangements are made for the rescue of the worker and for the prompt provision of antidotes, supportive measures, first aid, medical attention and any other measures that are appropriate to the nature and probable effects of the asphyxia or poisoning.

HARASSMENT & VIOLENCE POLICY

PURPOSE

The purpose of this Policy is to ensure that all employees, clients, subcontractors or visitors have a safe work environment, which is free of harassment or violence of any kind. Ensuring a safe work environment is the collective responsibility of all employees, clients, subcontractors and visitors to the workplace.

POLICY

WESTRIDGE HOMES maintains a professional safe work environment that is free from all forms of harassment or violence. Has zero tolerance for harassment or violence in the work environment. Any act of harassment or violence in the work place against another person or the general public is unacceptable and considered a serious offence which is subject to disciplinary action, up to and including termination.

DEFINITIONS

Harassment

3-1(1) (l) Any inappropriate conduct, comment, display, action or gesture by a person:

(i) that either:

(A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

(B) subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker;

3-1(4) To constitute harassment for the purposes of paragraph (1)(l)(i)(B), either of the following must be established:

(a) repeated conduct, comments, displays, actions or gestures;

(b) a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker.

3-1(5) For the purposes of paragraph (1)(l)(i)(B), harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer's workers or the place of employment.

Violence

37(1) The attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

WORKER'S RIGHT

Every worker is entitled to a working environment that is free of harassment and violence.

WORKER'S OBLIGATION

No worker shall cause or participate in the harassment or violence towards another worker.

RESPONSIBILITIES

MANAGEMENT

- Allocating the necessary resources to establish, implement, maintain and continuously improve WESTRIDGE HOMES' Workplace Harassment and Violence Policy and Procedure.
- Ensuring that a hazard assessment has been conducted on all worksites to identify real and potential physical violence potential and develop controls that are an appropriate response to potential violent incidents.
- Ensuring compliance with this Policy and procedure.
- Ensuring all reasonable measures are taken to prevent harassment & violence in the workplace.
- Post a copy of the policy in a conspicuous place that is readily available for reference by workers.

SUPERVISORS

- Ensuring compliance with this Policy.
- Ensuring all personnel are adequately trained to recognize and report workplace harassment and violence incidents.
- Ensuring that all employees in their area of responsibility are aware of this Policy and Procedures
- Ensuring management is promptly informed of actual and high potential incidents and workers safety issues or concerns.
- Ensuring incidents are reported and investigated as required.
- Ensuring hazard assessments are conducted at their respective worksites.
- Monitor the worksite and correct any unsafe conditions or unsafe behaviors.

EMPLOYEES

- Take reasonable care to protect the environment and the health and safety of themselves and of co-workers on all worksites.
- Actively participate and cooperate in activities for the purpose of protecting the environment and the health and safety of personnel on all worksites.
- Complying with all safety requirements.
- Report all incidents of harassment and violence or potential harassment and violence.
- To participate in training.

President's Signature: 	Date: November 30, 2018

HARASSMENT

Harassment is unacceptable conduct or comment that undermines the employment relationship that might reasonably be expected to cause offence or humiliation to another person or might be viewed by an employee as placing an improper condition on employment. Harassment may take various forms but can be grouped into two broad categories.

Harassment of individual or group based on the prohibited grounds outlined in the definition. Harassment behaviors ought reasonable to be known to be unwelcome include but are not limited to:

- Unwelcome jokes, remarks, taunting, innuendoes via verbal, electronic or hard copies (i.e. posters or literature).
- Offensive electronic material including emails, web sites, chat rooms, pictorials, verbiage either on personal devices or companies' devices.
- Verbal abuse, threats or assaults on another.
- Mocking a person's appearance, abilities or personal limitation (i.e. person's accent or mannerisms)
  Harassment does not include:
    - Occasional compliments of a socially acceptable nature or behaviors generally considered acceptable by a reasonable person unless the recipient has indicated that it is not acceptable to him or her.
    - Appropriate direction, evaluation, appraisal or discipline by a supervisor or manager.

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature:

- That is likely to cause offense or humiliation to any employee.
- That might, on reasonable grounds, be perceived by that employee as placing a condition of sexual nature on employment or on any opportunity for training or promotion.

Types of behaviors that constitute sexual harassment include but are not limited to:

- Printed or electronic material of suggestive or sexually offensive nature (i.e. posters, comics, pictorials, jokes, gestures etc.).
- Leering (suggestive staring) or whistling.
- Unwelcoming sexual flirtations, advances, propositions.
- Sexually derogatory, degrading, suggestive or obscene remarks directed towards a worker's sexual orientation, sex, gender, sex life, etc.
- Unfair evaluations, reprimands or negative or unfair changes to the work environment, such as reduced work hours, overwork, dismissal or refusal to hire, in relation to sexual or request for sexual favors.

PROCEDURE

All complaints will be taken seriously while the rights of all concerned will be respected. WESTRIDGE HOMES will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigation or where law requires such disclosure. Complaints of harassment may be brought to the attention of the senior management in the following manner.

- A worker who believes that he or she has been subject to harassment is encouraged to first clearly and firmly make known, to the alleged harasser that the harassment or unacceptable conduct is objectionable and must stop. This can be done in person or in writing.

If a worker feels unable to deal with the alleged harasser directly, he or she can speak to his or her supervisor or a member of WESTRIDGE HOMES' management for assistance in communicating that the behavior is unwelcomed.

Say No – a worker should not ignore the harassment and should make it known his or her disapproval and uneasiness to the offender in an unmistakable manner.

- Where this cannot be done, or is unsuccessful, the worker should immediately contact senior management, who will investigate the circumstances in which the incident or incidents allegedly occurred. Workers are encouraged to address incidents of alleged harassment with their senior manager.

A worker should approach his or her WESTRIDGE HOMES's senior management or human resources to report the incident and seek guidance.

- Management will notify the alleged harasser of the complaint provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.
- Following the conclusion of the investigation, senior management will inform the complainant and the alleged harasser of the result of the investigation and comment regarding maintaining confidentiality.

RESOLUTION AND CORRECTIVE ACTION

Where harassment has been substantiated, WESTRIDGE HOMES' senior management will take appropriate corrective action respecting any person under WESTRIDGE HOMES's direction who subjects any worker to harassment. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

EXTERNAL COMPLAINTS

Nothing in this Policy is intended to prevent or discourage a worker from referring a harassment complaint to Occupational Health & Safety or from exercising any legal right they may have or feel entitled to under the Saskatchewan Human Rights Code or any Provincial or Federal legislation

VIOLENCE

Violence is unacceptable conduct or behavior in the work environment. All individuals that are subject to violence or threats are to immediately report the incident to their supervisor.
If you are a victim of a violent act or threat at work:

- Make aware the alleged offender verbally of the offensiveness of his or her behavior directly or with a third party present.
- Report the incident to your supervisor and document the details of the incident including the nature of the violence. This should be completed on an Incident Report.
- The investigation will include all parties involved in the incident and will be handled with care and discretion ensuring strict confidentiality unless disclosure is required for legal consideration.
- Call 911 if the physical violence is occurring in the workplace.
- Get to a safe area and remain close to the workplace if possible and assist if required for investigation purposes.

The for-mentioned sequence may not be in the order to every circumstance; one must dictate the course of action to the threat occurring.

RISK ASSESSMENT FOR WORKPLACE VIOLENCE

WESTRIDGE HOMES shall assess the potential for workplace violence by taking into account the following:

- the nature of the work activities
- the working conditions
- the design of the work activities and surrounding environment
- the frequency of situations that present a risk of workplace violence
- the severity of the adverse consequences to the employee exposed to a risk of workplace violence
- the observations and recommendations of the policy committee or if there is no policy committee the workplace committee or the health and safety representative and of the employees
- the measures that are already in place to prevent and protect against workplace violence

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

PURPOSE

The Occupational Health and Safety Committee is the main way workers participate in the workplace health and safety decisions. Joint worksite health and safety committees unite workers and management in discussions of worksite procedures and safety. They help foster a positive attitude toward safety among all members of a worksite. At some worksites, the committee is a legal requirement. At other worksites a representative is only required by legislation. It is a requirement of WESTRIDGE HOMES to establish a culture that encourages the active participation of all employees in the prevention of incidents and the promotion of health and safety in the workplace. Through joint education programs and the joint identification of unsafe acts & conditions, investigation and resolution of concerns; enhanced health and safety will result in the workplace.

A Joint Health and Safety Committee will function properly when the workplace parties are committed to their responsibilities. The Joint Health and Safety Committee can only function properly when members representing workers and the members representing employers (management) are committed to these responsibilities. Therefore, the parties must undertake to cooperate in ensuring that the legislated requirements are fully understood by all parties and followed as intended. A safety committee comprises of 2 to 12 employee-elected workers and management representatives (management must not outnumber worker members). The names of the Joint Health and Safety Committee members shall be posted at designated locations. OH&S Committee Meetings are held quarterly by the Safety Committee. The Safety Committee's main role is to:

- Participate in health and safety issues.
- Investigate work refusals and deal with worker's concerns in regard to workplace health and safety.

COMMITTEES

At designated worksites where the committee is required by law, the following membership requirements apply:

- To be a member, workers must be employed at that particular worksite.
- Employers' representatives must never outnumber workers' representatives.
- Both workers and employers must have a co-chairman or secretary on the committee.
- Members of the committee should appoint an alternate.
- When a worksite has workers from trade unions or associations, the union workers are selected according to union rules.

RESPONSIBILITIES

- Become familiar with provincial regulations and guidelines for worksite health and safety committees.
- Hold meetings quarterly, according to regulatory requirements.
- Review reports of unsafe acts or conditions and recommend corrective measures.
- Identify unsafe acts or conditions at the worksite.
- Review reports from investigations of incidents.
- Look into any safety concerns pointed out by persons on the site.
- Review written safe operating procedures and codes of practice before they are distributed.
- Review safety communications before they are distributed.

EMPLOYERS

- It is the employer's responsibility to establish an OH&S Committee in the workplace and appoint management representatives to participate.
- It is the employer's responsibility to consult and cooperate with the Committee and take appropriate action to deal with all the health and safety concerns the committee identifies.
- The employer will provide Committee training through the appropriate governing agency (Safety Committee training course).
- The employer must make sure committee members have enough time to carry out their duties and training during normal working hours, with no loss of pay or other benefits.

COMMITTEE

- The worker members of the committee will be elected by the employees of WESTRIDGE HOMES.
- The Committee will work in conjunction with management and be active participants in the development, implementation and monitoring of all phases of an effective HSMS.
- The committee will work to identify and bring all safety concerns to the attention of management.
- The committee will participate in any training required to function as a Committee member.
- Although the committee can identify and suggest solutions for the health and safety program the final responsibility for decisions about health and safety procedures rests with the employer.

RECORDS OF MEETINGS

Minutes of all committee meetings should be kept and distributed as follows:

- File the original report at the worksite
- Post a copy on the worksite bulletin boards
- Send a copy to the companies represented on the committee within one week of the meeting

Where government regulations require a worksite health and safety committee, the committee must also send records or minutes of their meetings to the appropriate government office.

ESTABLISHING OF THE JOINT HEALTH AND SAFETY COMMITTEE

A Joint Health and Safety Committee should be established on all projects where the number of regularly employed workers exceeds 10 or more and where the expected duration of the project is to exceed three 90 days. If workers numbers are nine or less than a representative will be appointed, this can either be a management member or a worker.

FREQUENCY OF JOINT HEALTH AND SAFETY COMMITTEE MEETINGS

The Joint Health and Safety Committee shall meet on a predetermined date as scheduled by the Committee, or as provincial legislation dictates. Upon establish of a committee must hold its first meeting within two weeks after being established and hold three subsequent meetings at intervals not exceeding one month. After that, the committee must hold regular meetings at intervals not exceeding three months. Meetings of the Joint Health and Safety Committee shall be held at a designated place on the project.

MEETING AGENDA

An agenda will be prepared and will contain the minutes of the previous meeting for approval and other item(s) pertaining to occupational health and safety on the project, including new business.
All items raised from the agenda will be dealt with on the basis of consensus. Formal motions will not be used.

MINUTES OF THE JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety Committee shall maintain and keep minutes as a record of its proceedings. Copies of the minutes shall be maintained on the project, throughout the duration of the project. A recording secretary shall be designated by the Joint Health and Safety Committee to record, prepare and distribute the minutes within two (2) working days. Meeting minutes will represent business transacted at the Joint Health and Safety Committee meeting. Minutes shall record situations and issues discussed and identify corrective action and recommendations to the Manager or General Contractor if any. The Manager or General Contractor shall be responsible for having the Joint Health and Safety Committee meeting minutes typed and available to members within a reasonable period of time following the meeting. Minutes shall be reviewed, edited, approved and signed by the Co-chairpersons prior to the distribution to the Committee members. Items appearing in the minutes shall be identified by a reference number. Names of the Joint Health and Safety Committee members shall not be recorded in the minutes but be referred to by title.

QUORUM

A quorum for the Joint Health and Safety Committee meeting shall consist of at least one (1) member representing management and one (1) member representing workers, and at least 50% of those in attendance must represent workers. One Co-chairperson must be in attendance in order to conduct business.

FUNCTIONS OF THE JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety Committee shall identify, evaluate and recommend resolutions with respect to occupational health and safety in the workplace to the Manager or General Contractor and/or appropriate subcontractor. The Joint Health and Safety Committee members representing workers shall designate a member or members to inspect, in the accompaniment of management representative(s), the physical condition of the workplace at least once a month or more frequently as scheduled by the Joint Health and Safety Committee. A report documenting the date and time of the inspection, and the occupational health and safety concerns raised, shall be filed and signed by the individuals conducting the inspection. A copy of the inspection report shall be initially reviewed by the Co-chairpersons and necessary corrective action be recommended to the Manager or General Contractor. Following the Co-chair review and recommendations, copies of the inspection report shall be posted on the safety board and forwarded to the Manager or General Contractor immediately.

REPORTING PROCEDURES

Any individual on-site who discovers a safety-related problem shall immediately report it to their supervisor without fear of reprisal or immediately correct the safety-related problem if it poses an immediate danger to the health and safety of any worker. The supervisor shall take the action necessary to correct the safety-related concern and or inform the Manager or General Contractor's Superintendent if assistance or direction is required. The General Contractor shall in turn report back to the Joint Health and Safety Committee if informed of the safety-related concern. All employees should discuss any occupational health and safety concern with their immediate supervisor before raising it with a member of the Joint Health and Safety Committee.

POWERED MOBILE EQUIPMENT

PURPOSE

To provide procedures for working with powered mobile and heavy equipment and to safeguard the health and safety of all employees required to operate any powered mobile equipment. Due to the nature of WESTRIDGE HOMES' business, the use of power mobile and heavy equipment is a necessary part of our day to day operations. WESTRIDGE HOMES places a high priority on human safety and is committed to meeting legislative requirements and exceeding the minimum standard.

DEFINITIONS

Competent: Possessing knowledge, experience and training to perform a specific duty.
Competent Worker: A worker who is being trained to perform that task or duty and who is under close and competent supervision during that training.
Instruct: To give information and direction to a worker with respect to particular subject-matter.
Operator: Any person who operates the controls while the heavy equipment in its motion or the engine is running.
Powered Mobile Equipment: A self-propelled machine or a combination of machines, including a prime mover that is designed to manipulate or move materials or to provide a work platform for workers.
Heavy Equipment: All excavating equipment including scrapers, loaders, crawlers or wheel tractors, excavators, backhoes, bulldozers, off-highway trucks, graders, mobile balers, mobile wood chippers, agricultural and industrial tractors and similar equipment.
Ground Personnel/Workers: Personnel performing work on the ground around heavy equipment (Note: operators are considered ground personnel when outside of the equipment cab).
ROPS: Rollover protective structures made from strong cages, frames, roll bars or other structures attached to certain types of powered mobile equipment.

RESPONSIBILITIES

Supervisor shall ensure that:

- all persons in a work area effectively implement the requirements of OH&S legislation
- all powered mobile equipment is in good working order
- daily pre-use inspections are being completed
- powered mobile equipment operators are qualified to operate the equipment they are assigned
- communications with other operators and workers in the area are clearly understood

Employees, Subcontractors and Visitors
WESTRIDGE HOMES shall ensure compliance with site requirements and the relevant Safe Job Procedures and Safe Work Practices covering the Do's and Don'ts of operating and working around powered mobile equipment.

Operators of power mobile equipment:

- will not operate powered mobile equipment unless the person has received adequate instruction and training in the safe use of the equipment and has demonstrated to a qualified supervisor or instructor competency in operating the equipment
- must be familiar with the equipment's operating instructions

- must be authorized to operate the powered mobile equipment
- will operate the equipment safely, maintain full control of the equipment and comply with the laws governing the operating of the equipment
- report all defects or damage as per WESTRIDGE HOMES' requirements

COMMUNICATION

Communication between supervisors, powered mobile equipment operators, and other personnel in the work area is a key method of preventing serious injury or death during powered mobile equipment operations. The following outlines the communication requirements during powered mobile equipment operations:

- Supervisors shall confirm that all operators are notified of when and where ground personnel are and will be in the area.
- Supervisors will inform all ground personnel before changes are made in locations of designated work areas.
- Prior to working at the facility or on client sites the Supervisor will confirm that all operators and ground personnel are trained in the hand signals that will be used to communicate between operators and personnel.
- Personnel working around powered mobile equipment operations are to maintain eye contact with operators to the greatest extent possible (i.e. facing the equipment). Never approach equipment from a blind spot or angle.
- All powered mobile equipment whose backup view can be obstructed shall be equipped with reverse warning devices (i.e. alarms) that can be significantly heard over equipment and other background noise. Reverse signaling lights shall be in working order.
- When an operator cannot adequately survey the working or travelling zone and any zone affected by the work (behind scrap piles) a guide shall use a standard set of hand signals to provide directions.

TRAINING

Persons will not operate powered mobile equipment unless the person has received adequate instruction and training in the safe use of the equipment and has demonstrated to a qualified supervisor or instructor competency in operating the equipment. WESTRIDGE HOMES will ensure that only competent workers are required or permitted to operate powered mobile equipment.

A "competent operator" means a worker who:

- has successfully completed a training program that is in compliant with the legislation for the type of powered mobile equipment that the worker will be required or permitted to operate
- is completing the practical training required by legislation under the direct supervision of a competent operator

WESTRIDGE HOMES will ensure that:

- the training required is provided by competent persons
- a written record of all training delivered to workers is kept readily available

STARTING ENGINES

WESTRIDGE HOMES will ensure that a worker does not start powered mobile equipment if the drive mechanisms and clutches of the equipment are engaged. A worker must not start the powered mobile equipment if the drive mechanisms and clutches of the equipment are engaged.

WESTRIDGE HOMES will ensure that no workers, including the operator, can be injured due to the movement of powered mobile equipment or any part of it, if:

- it is power unit can be started from a location other than the equipment's control platform or cab seat
- it is not reasonably practicable to disengage its drive mechanism or clutches

INSPECTIONS AND MAINTENANCE

- Before a worker starts any powered mobile equipment, WESTRIDGE HOMES will ensure that the worker makes a complete visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the start-up of the equipment.
- While the powered mobile equipment is in operation, the operator must complete a visual inspection of the equipment and surrounding area at intervals required by the manufacturer's specifications or, in the absence of manufacturer's specifications, the employer's operating procedures.
- No worker will perform any tasks with the powered mobile equipment until the inspection is documented and complete.
- All powered mobile equipment will be regularly inspected as required by legislation with the details of the inspection recorded on the pre-use inspection form. The operator will report defects and conditions affecting the safe operation of the equipment to his or her Supervisor through this process, or as soon as is possible.
- Any repair or adjustment necessary for the safe operation of the equipment will be made before the equipment is used and any changes or modifications will be communicated to the operator before use.
- All equipment will be inspected at a minimum to the manufacturer's recommendations prior to each shift work.
- Exposed moving parts on equipment, which are a hazard to the operator or other workers, will be guarded.
- Only competent persons at WESTRIDGE HOMES or a designated firm carry out maintenance.
- Operators will not take or use equipment that has not been formally cleared for use.
- Defective equipment shall be immediately taken out of service until repaired.
- All supporting documentation (i.e. inspection and maintenance records) must be kept at the work site and readily available to a worker who operates the powered mobile equipment.

MAINTENANCE ON ELEVATED PARTS

WESTRIDGE HOMES must ensure that elevated parts of powered mobile equipment are being maintained as required and that the parts and the powered mobile equipment are securely blocked in place and cannot move accidentally.

HAZARDS

- unsafe or poorly maintained machinery
- incompetent operators
- lack of established communication procedures
- lack of planning and safe work procedures
- lack of or poor maintenance of safety features
- electrical, (contact with power lines above or underground), personal injury (struck by/crushed by injuries), inhalation of airborne dust and vehicle exhaust, roll over, slipping of machine

CONTROLS

- Job Hazard Assessment (JHA). Vehicle inspection and maintenance by competent qualified worker, site traffic planning, CSA/ANSI approved PPE, audible back-up alarms, trained traffic control personnel.
- Equipment must be inspected by the operator prior to start up and at regular intervals according to the manufacturer's specifications.
- The surrounding area and operating area must also be inspected for potential hazards prior to start-up.
- Overhead hazards are just as important as what you don't see under the surface, make sure your hazard assessment is conduct for overhead hazards as well for underground hazards. (i.e. overhead power lines, low structures, trees etc.).
- The operator of powered mobile equipment must report to the employer any conditions affecting the safe operation of the equipment and operate the equipment safely and maintain full control of the equipment at all times.
- Proper access and egress must be available and maintained in good condition from the site or from the equipment.
- Use 3-point contact when climbing on or off construction equipment. Clean mud/snow/ice off boots before climbing onto machine to avoid slipping.
- All equipment must have brakes and a seat or other place for operator. All mirrors should be clean and free of cracks or other damage.
- All equipment must be equipped with an audible alarm that signals when the equipment is being operated in reverse.
- All personnel in the area of the equipment shall wear a Hi-Vis reflective clothing. The operator's cab must be clean of debris.
- When a machine is left unattended, it shall have its brakes applied and buckets, forks, blades, etc. shall be lowered to the ground.
- A signaler shall be used when required (i.e. operator's view obstructed when backing up, overhead power lines, heavy worker, pedestrian and vehicle traffic).
- Ensure exhaust from equipment is not gathering in areas such as trenches or excavations. If using mobile equipment indoors, the area must be adequately ventilated.
- Proper PPE must be worn (i.e. hearing protection). The immediate area must be kept free of clutter.
- Proper warning signs are required (i.e. Danger Due to Moving Equipment). Ensure all warning labels and tags are legible.
- Ensure manufacturer's manual is in the vehicle along with the most recent pre-use inspection. The inspection must indicate the vehicle was free from defects upon arrival at site.
- Seatbelts and/or other safety equipment must be in good working order and used at all times when operating or riding in equipment.
- Caution is to be used when operating on uneven ground. Do not lift loads if vehicle is not level.
- Caution is to be used when operating near overhead high voltage power lines a minimum 3meter must be maintain at all time with booms of power mobile equipment.

PRIOR TO WORK COMMENCING

An approved fire extinguisher should be available in all powered mobile equipment and safety clips on the connecting pins if the powered mobile equipment is equipped with a trailer hitch.
On client sites, seek confirmation on specific site rules or requirements concerning operation:

- does powered mobile equipment have the right-of-way

- ensure a signal person is available where the operator does not have a full view of the travel
- the person on the ground should have full view of the load, operator and the path

OPERATION

The operator of powered mobile equipment will not leave the controls unattended unless the equipment has been secured against inadvertent movement such as use of the parking brake, placing the transmission in parking position (for the model) and by chocking the wheels wherever necessary.
The operator shall maintain the floor of the cab free of material, tools, or other objects, which could create a tripping hazard, interfere with operation of the control or are a hazard to the operator or occupants in the event of an incident. Ground personnel should not enter the swing area of the machines (such as cranes and excavators) without making eye contact with the operator and receiving permission to do so. In short, avoid blind areas and be mindful of where they are. All powered mobile equipment shall be operated at safe speeds. Operators should slow down and sound horn when approaching a blind curve or intersection. Operators shall remain in cab when powered mobile equipment is being loaded.

PPE

At a minimum, all ground personnel and operators outside of powered mobile equipment shall wear the following:

- High visibility safety vest
- ANSI-CSA approved hard hat
- ANSI-CSA approved safety glasses with side shield
- ANSI-CSA approved work boots
- ANSI-CSA approved hearing protection as required

REQUIREMENTS FOR POWERED MOBILE EQUIPMENT

WESTRIDGE HOMES will ensure that each unit of powered mobile equipment is equipped with:

- a device within easy reach of the operator that will permit the operator to stop as quickly as possible any ancillary equipment driven from the powered mobile equipment, including any power take-off, crane and auger and any digging, lifting and cutting equipment
- a horn or other audible warning device
- seats that are designed and installed to ensure the safety of all workers required or permitted to be in or on the equipment while the equipment is in motion except where the powered mobile equipment is designed to be operated from a standing position
- an effective braking system and an effective parking device

Where a unit of powered mobile equipment is operated during hours of darkness or when, due to insufficient light or unfavorable atmospheric conditions, workers and vehicles are not clearly discernible at a distance of at least 150 meters, is equipped with lights that illuminate:

- a direction in which the equipment travels (headlights and backup lights)
- the working area around the equipment
- the control panel of the equipment

Where a unit of powered mobile equipment has a windshield, WESTRIDGE HOMES will ensure that the windshield or the glazing used as part of the enclosure for a cab, canopy or rollover protective structure on powered mobile equipment is safety glass or another non-shattering material providing at least equivalent protection.

If the windshield or glazing is broke or cracked and obstructs the operator's view WESTRIDGE HOMES will replace the windshield or glazing as soon as is reasonably practicable. WESTRIDGE HOMES will ensure that the power mobile equipment is equipped with suitable windshield wipers and washer. Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile, WESTRIDGE HOMES will ensure that the powered mobile equipment is equipped with a suitable and adequate cab, screen or guard.

CONSTRUCTION OR REPAIR OF POWERED MOBILE EQUIPMENT

WESTRIDGE HOMES will ensure that each unit of powered mobile equipment is constructed, structurally repaired, inspected, tested, maintained and operated in accordance with the manufacturer's specifications or an approved standard.

PROTECTION AGAINST SHIFTING OF LOAD

WESTRIDGE HOMES will install a bulkhead or other effective restraining device to protect the operator and any other worker who is required or permitted to be in or on powered mobile equipment used to transport equipment or materials that may shift under emergency stopping conditions and endanger the operator or other worker.

WARNING OF REVERSE MOTION

WESTRIDGE HOMES will ensure that a motor vehicle or unit of power mobile and heavy equipment that may be used in such a way that a worker other than the operator may be placed at risk by an unexpected reverse movement is equipped with a suitable warning device that operates automatically when the vehicle or equipment starts to move in reverse.

ROLL-OVER PROTECTIVE STRUCTURES (ROPS)

ROP systems are designed and built to provide crush protection for an operator during a rollover or accidental upset. WESTRIDGE HOMES recognizes the danger associated with equipment rollovers. In the event that WESTRIDGE HOMES requires the use of powered mobile equipment that is equipped with an engine rated at 15 kilowatts and or more weighing 700 kilograms or more, such as the following the equipment will be fitted or purchased with a roll-over protective structure, meeting all applicable requirements and specifications:

a. motor grader
b. crawler tractor, other than one that operates with side booms
c. wheeled or tracked dozer and loader, tractors or skidders other than one that operating with side booms
d. self-propelled wheeled scrapers
e. self-propelled roller
f. compactor
g. rubber-tired tractor
h. skidder
i. back hoes with a limited horizontal swing of 180 degrees
j. industrial, agricultural and horticultural tractors, including ride-on lawnmowers

WESTRIDGE HOMES will ensure that a roll-over protective structure:

- is designed, manufactured and installed to meet the requirements of an approved standard
- has the following information permanently and legibly marked on the structure
    - the manufacturer's name and address
    - the model and serial number
    - the make and model or series number of the machines that the structure is designed to fit
    - an identification of the standard to which the structure was designed, manufactured and installed

Where a unit of powered mobile equipment is fitted with roll over protective structures, WESTRIDGE HOMES will ensure that the equipment is equipped with:

- seat-belts for the operator and any other worker who is required or permitted to be in or on the equipment while the equipment is in motion
- shoulder belts, bars, gates, screens or other restraining devices designed to prevent the operator and any other worker from being thrown outside the roll-over protective structures if the work process renders the wearing of a seat-belt impracticable
- that the operator of a unit of powered mobile equipment uses the seat-belt or other restraining device

Where a roll-over protective structure is not available, WESTRIDGE HOMES will ensure that a unit of power mobile and heavy equipment is equipped with a roll-over protective structure that is:

- designed by a professional engineer
- designed and fabricated so that the structure and supporting attachments will support at least twice the weight of the equipment to which the structure is to be fitted, based on the ultimate strength of the metal and integrated loading of structural members, with the resultant load applied at the point of impact
- installed to have a vertical clearance of 1.2 meters between the decks and the structures at the point of operator entrance or exit

WESTRIDGE HOMES will ensure that all modifications or repairs to existing roll-over protective structures are certified as meeting the requirements of this section by a professional engineer. This section does not apply to equipment that is used underground in a mine and that is governed by The Mines Regulations.

TRANSPARENT MATERIALS USED IN CABS, ETC.

WESTRIDGE HOMES will ensure that any transparent material used as part of the enclosure for a cab, canopy or roll-over protective structure on powered mobile equipment is made of safety glass or another material that gives at least equivalent protection against shattering. WESTRIDGE HOMES will ensure that any defective glass or other transparent material in a cab, canopy or roll-over protective structure that creates or may create a hazard is removed and replaced.

REFUELING

Fuelling should only take place in well-ventilated areas. Portable fuel containers shall not be filled completely to allow expansion of the fuel when the temperature changes. Portable fuel containers shall not travel in the vehicle or carrier cab with personnel. The fuel nozzle should be kept in contact with the tank being filled to prevent static sparks from igniting the fuel.

WESTRIDGE HOMES must ensure that a worker does not:

- smoke within 7.5 meters of a powered mobile equipment or vehicle while being refueled
- refuel a powered mobile equipment or vehicle when there is a source of ignition within 7.5 meters of that powered mobile equipment or vehicle
- dispense flammable fuels into the fuel tank of a powered mobile equipment or vehicle while the engine is running

A person must not:

- smoke with 7.5 meters of a powered mobile equipment or vehicle while it is being refueled
- refuel a powered mobile equipment or vehicle when there is a source of ignition within 7.5 meters of the powered mobile equipment or vehicle
- dispense flammable fuels into the fuel tank of a powered mobile equipment or vehicle while the engine is running

WESTRIDGE HOMES must ensure that a worker dispensing flammable fuel:

- takes precautions to prevent the fuel from overflowing or spilling
- does not knowingly overfill the fuel system
- does not use an object or device that is not an integral part of the hose nozzle valve assembly to maintain the flow of fuel

FUEL TANKS IN ENCLOSED CABS

Where a unit of powered mobile equipment is equipped with an enclosed cab, WESTRIDGE HOMES will ensure that a fuel tank located in the enclosed cab has a filler spout and vents that extend to the outside of the cab.

BATTERIES

Batteries shall be serviced in well-ventilated areas. When disconnecting or installing a battery the battery shall be connected ground post last. When charging a battery, filler caps shall be loosened prior to charging to permit gas to escape. Spilled battery acid should be immediately flushed off skin or from the eyes with a continuous flow of water. In the case of eye splashes medical attentions should be sought immediately. To avoid battery explosions, the cells should be filled with electrolytes and only use flashlights to check water electrolyte levels. Open flames and lit smoking materials should be kept at least 25 feet away from battery-charging stations. Batteries should not be stored directly on concrete slabs.

DANGEROUS MOVEMENTS

Where a worker may be endangered by the swinging movement of a load or be caught between moving parts of a unit of powered mobile equipment, WESTRIDGE HOMES will not require or permit a worker to remain within range of the swinging load or part. Workers shall maintain a clearance distance of at least 600 millimeters between the powered mobile equipment and the object or loads. Where a worker may be required or permitted to perform maintenance, repairs or other work on or under an elevated part of a unit of powered mobile equipment, WESTRIDGE HOMES will ensure that the elevated part is securely blocked to prevent accidental movement. An operator of a unit of powered mobile equipment will not move or cause to be moved any load or part of the equipment when a worker may be endangered by that movement.

PEDESTRIAN TRAFFIC

WESTRIDGE HOMES will ensure that, if reasonably practicable:

- walkways are designated that separates pedestrian traffic from areas where powered mobile equipment is operating
- workers must use the designated walkways

If it is not reasonably practicable to use designated walkways, WESTRIDGE HOMES will ensure that safe work procedures are used to protect workers who enter areas where powered mobile equipment is operating.

TRANSPORTING WORKERS

WESTRIDGE HOMES will ensure that:

- no worker is transported on a vehicle or a unit of powered mobile equipment unless the worker is seated and secured by a seat-belt or other restraining device that is designed to prevent the worker from being thrown from the vehicle or equipment while the vehicle or equipment is in motion
- no worker is transported on the top of a load that is being moved by a vehicle or powered mobile equipment
- no worker places equipment or material in a compartment of a vehicle or powered mobile equipment in which the operator or another worker is being transported unless the equipment or material is positioned or secured so as to prevent injury to the operator or the other worker

Where an open vehicle or powered mobile equipment is used to transport a worker WESTRIDGE HOMES will ensure:

- that the worker is restrained from falling from the vehicle or powered mobile equipment and that no part of the worker's body protrudes beyond the side of the vehicle or powered mobile equipment
- that sufficient protection against inclement weather is provided for workers who are required to travel in a vehicle or powered mobile equipment and where a vehicle or powered mobile equipment with an enclosed body is used to transport workers
- that the exhaust outlet of the engine is located so that exhaust gases cannot enter the enclosed body

LADDERS ATTACHED TO EXTENDING BOOM

WESTRIDGE HOMES will ensure that:

- no worker is on a ladder that is attached as a permanent part of an extending boom on power mobile and heavy equipment during any movement of the equipment, including extension or retraction of the boom
- where outriggers are incorporated into power mobile and heavy equipment, no worker climbs a ladder attached to an extending boom unless the outriggers are deployed
- no worker operates any power mobile and heavy equipment equipped with an extending boom unless the powered mobile equipment is stable under all operating conditions

This does not apply to firefighting equipment.

FORKLIFTS/ZOOM BOOMS/SKID STEERS

WESTRIDGE HOMES will ensure that:

- every forklift, zoom boom and skid steer is:
  - provided with a durable and clearly legible load rating chart that is readily available to the operator
  - equipped with a seat-belt for the operator if the forklift is equipped with a seat
- the operator of a forklift, zoom boom and skid steer uses the seat-belt

- that no worker is raised or lowered by, or required or permitted to work on, a forklift, zoom boom and skid steer or any device mounted on a forklift, zoom boom and skid steer except as provided by this section
- a work platform mounted on a forklift, zoom boom and skid steer on which a worker may be raised or lowered or required or permitted to work is in compliance with the specific criteria of the legislation as follows:
    - designed and constructed to an approved standard or designed and constructed and certified safe for use by a professional engineer to support safely the maximum load that the platform is expected to support
    - securely attached to the forks of the forklift, zoom boom and skid steer to prevent accidental lateral or vertical movement of the platform
    - equipped with guardrails and toe boards that meets legislated requirements
    - equipped with a screen or similar barrier along the edge of the platform adjacent to the mast of the forklift to prevent a worker from contacting the mast drive mechanism

While a worker is on a work platform mounted on a forklift, zoom boom and skid steer and the forklift, zoom boom and skid steer is in the raised position, WESTRIDGE HOMES will ensure that the operator remains at the controls and does not move the forklift, zoom boom and skid steer. WESTRIDGE HOMES will ensure that a worker working from a work platform uses a personal fall arrest system that meets the requirements of the legislation.

LOAD AND SLOPE LIMITATIONS

The operator of an all-terrain or snow vehicle must ensure that if it is used to move a load, the load conforms to the weight, height and other limits specified by the manufacturer of the all-terrain or snow vehicle. If the manufacturer has not set limits for operation, then WESTRIDGE HOMES' safe work procedures for operating all-terrain or snow vehicles on sloping ground shall be followed.

RETURN TO WORK PROGRAM

PURPOSE

The program has been designed to take into account individual needs for the early return to gainful employment of workers who have been injured and/or ill due to occupational and/or non-occupational injury or illness. WESTRIDGE HOMES will actively manage the return-to-work of injured and/or ill workers, maintain open communication between all parties including the worker and the medical provider, and provide temporary modified work duties to meet the worker's capabilities.

WESTRIDGE HOMES is committed to providing a safe workplace for our employees. Preventing work related injuries and illness is our primary goal. WESTRIDGE HOMES and its employees are committed to cooperating and participating in their Return to Work Program and assisting workers who have been injured on the job to return to work in a timely and safe manner. It is based on the philosophy that many injured workers can safely perform productive work during their recovery. This in turn supports timely recovery, limits disruption to careers, reduces excess work for co-workers and limits financial liability for the employer.

WESTRIDGE HOMES' Return to Work Program strives to provide accommodation for an employee who are temporary or permanently unable to return to their duties as a result of an occupational injury or illness. The program provides opportunities to perform their regular job with modifications or when required, to perform alternate temporary work that meets the injured employee's functional abilities.

All members of the organization including managers, supervisors, employees, subcontractors and health care professionals are responsible for actively participating and cooperating in the return to work program when required. Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

PROGRAM OBJECTIVES

The primary goals of establishing an effective, well-managed, return to work program is to decrease costs associated with injuries and illness, improve outcomes through a speedy recovery and generally improve employee morale. WESTRIDGE HOMES' policy focuses on employees as the most valued asset. In keeping with this program, it is important for WESTRIDGE HOMES to make every attempt to accommodate an employee who is suffering from a work-related injury/illness. An effective program should benefit all employees, whether or not the disability is work-related.

WESTRIDGE HOMES is committed to the use of an early and safe return to work program for all injured workers. WESTRIDGE HOMES encourages the use of modified work programs, in order to:

- Bring injured workers back into the workforce quickly, safely and successfully.
- Control costs associated with injuries in the workplace.
- Use Human Resources more effectively.
- Meet legal obligations under the various Provincial Worker's Compensation legislation. A well-planned, modified work program benefits both WESTRIDGE HOMES and the employee.

WESTRIDGE HOMES benefits from:

- Rehabilitation of an injured worker.
- Retention of skilled workers.
- Reduced accident costs.
- Reduced unnecessary lost time.
- Enhanced good will and employee relations.
- Meeting legal requirements.

The employee benefits from:

- Enhanced rehabilitation.
- Minimized loss of physical fitness.
- Gradual re-adaptation to the physical demands of the workplace.
- Dignity and self-respect from remaining productive.

DEFINITIONS

Modified Work: Is any job or combination of tasks that a worker, who suffers from a disability, may perform on a temporary or permanent basis without risk of re-injury to themselves or risk to others. This work may consist of regular tasks from the pre-injury job that have been changed, redesigned or physically modified.

RESPONSIBILITIES

MANAGEMENT

- Establish goals and guidelines.
- Develop standard forms for use by line management or supervisors.
- To maintain all documentation related to an incident.
- Liaise with appropriate government agencies on policy matters.
- Develop a training program for management and supervision and an awareness model for workers.
- Review and audit the effectiveness of this standard on a periodic basis.
- Identify alternate work duties.

SUPERVISORS

WESTRIDGE HOMES' policy is made known to supervisors and indicates what their roles are within WESTRIDGE HOMES HSMS. Management and supervisory personnel must understand all the components of work injury, and they need to appreciate their role in the management of the injury.

At WESTRIDGE HOMES, it means the workers immediate supervisor must accompany the individual to their physician for the initial consultations immediately following the incident and supervise the restricted duties as laid out in the modified work plan. In general, the supervisory staff is taught how to stay in contact with the employee during the process of return to work is completed.

WESTRIDGE HOMES enlists the supervisor's involvement and cooperation and participation in:

- Supporting the employee's access to first aid or transportation to medical care (if needed) and following all required actions with respect to documentation, notification, RTW planning and follow-up.
- Ensure that employees are aware of the injury management/RTW program and their role in it.
- Knowing the facts surrounding the incident by being involved in the investigation.

- Knowing the nature of the injury, and how long any resulting disability or restricted duty is likely to last.
- Reviewing the return to work restrictions by consulting with others if necessary - nurse, treating physician, human resources, or safety personnel.
- Actively participate in developing Return to Work contracts with injured workers
- Ensure work assignments are within the physical restrictions defined by the physician.
- Ensure co-workers are aware if any accommodation that may impact them or their expectations of the injured employee.
- Maintain regular contact with workers within the program to ensure they are complying with the terms of the Return to Work contract.
- Being responsible for the identification of appropriate restricted duty, consistent with the physician's recommendations.
- The job or task should be meaningful and necessary, but need not be necessarily desirable in the employee's mind.
- Being responsible to see that the injured worker assigned to a restricted duty job understands his/her restrictions.
- Determining the source of any problems the employee experiences in the performance of the assigned, restricted duties; the supervisor should determine the source of these problems and deal with them accordingly.
- Update senior management on status of worker, including return to regular work date.

EMPLOYEES

Employees will also support the injury management/Return to Work process as follows:

- Employees are responsible for reporting workplace injuries or illnesses as soon as they occur seek appropriate care.
- Provide information to and from their treating physician.
- Actively participate in stay-at-work/RTW planning.
- Stay at work or return to work as soon as safely possible.
- Obtain a medical clearance when medical capable of returning to regular duties.

FIRST AIDERS

First Aid attendants need to be familiar with WESTRIDGE HOMES' injury management plan, particularly their duties within the plan. First aid attendants can provide information in regards to injuries that may require injury management and support supervision by providing forms and follow-up during the restricted work phase.

PROCEDURES

IDENTIFYING SUITABLE WORK

Each Division shall identify at least one modified duty job that could be performed, should an employee suffer a work-related injury or illness.

Three common types of work are usually considered:

- Pre-injury job
    - A pre-injury job involves work that is most familiar to the employee.
    - It may be necessary to modify the job, work location and work hours on a temporary or permanent basis to accommodate the worker's physical restrictions and work availability.
- Alternative jobs
    - Alternative jobs are comparable jobs, which involve work that is approximately the same as

the pre-injury job. Alternative or comparable jobs are considered when it is not possible to modify pre-accident work to accommodate the injured worker's needs.

- Other suitable jobs
  - Other suitable jobs are within the capacity of the worker and pose no health or safety risks. Such jobs may be quite different from the pre-accident job. Some examples of common types of modified duties include: answering telephones, clerical work, light clean-up, drive vehicles, assist co-workers, perform safety surveys of projects, repair or paint tools, security, safety patrols, etc.

TRAINING

The modified work program shall be reviewed with employees as part of WESTRIDGE HOMES' New Hire Orientation. Supervisors shall review the Return to Work Program with his /her team on an as needed basis. WESTRIDGE HOMES informs all employees which WESTRIDGE HOMES' representative will be following the medical case to ensure best possible care. WESTRIDGE HOMES will be assisting in a safety investigation to provide accurate information to the insurance carrier.

Many employees have the sense of being out of control and at the mercy of the system however, providing education and establishing responsibilities for return-to-work issues can put them back in control. Providing this information in a caring way can help their self-esteem and give them confidence that they are an important part of the team. WESTRIDGE HOMES focuses on the employee's well-being so that WESTRIDGE HOMES is not perceived as pushy or nosy, acting as a resource and a liaison, and allaying fears that they will lose benefits for asking questions.

INFLUENCING FACTORS

Multiple factors may potentially affect an employee's return to work following a work-related injury/illness. Work re-entry may be affected by the following:

- Medical status
- Physical capabilities and limitations
- Physical status
- Work tolerance
- Psychological/behavioral resources
- Worker traits
- Psychological readiness
- Pain management
- Work demands
- Bio-mechanical (physical)
- Psychological

WORKER SUPPORT

WESTRIDGE HOMES has a policy whereby management personnel or the immediate supervisor is on hand immediately after the injury. When the employee needs emergency medical treatment, his or her supervisor should accompany the employee to the hospital/physician's office, even if the employee is taken by ambulance, thus reassuring the injured worker that he/she will receive proper care. There may be urgent questions regarding the employee's work environment or exposure that WESTRIDGE HOMES' supervisor can provide for the medical provider. The supervisor can inform the provider that work restrictions will be accommodated whenever possible.

In the worst-case scenario if an employee is off work, the supervisor should maintain regular contact with the injured employee at least weekly, personal contact at the employee's residence is best. If it is not possible to maintain regular telephone contact.

This ensures the employee that he/she is obtaining appropriate, quality, timely and effective therapy. In addition, it assists the worker with any problems that have arisen concerning his/her care or compensation. Finally, this contact facilitates communication between WESTRIDGE HOMES and medical provider allowing for a smooth transition back to work.

COMMUNICATING WITH THE MEDICAL PROVIDER

Communication with the treating physician is one of the most important factors in modified work programs. WESTRIDGE HOMES will provide the attending physician and other medical providers with an oral or written summary of the physical demands of the employee's customary job and notification of the availability of restricted-duty assignments. The physician will need to complete function ability form pertaining to the worker's capabilities or restriction. This document will help in the competition of the modified return to work plan.

Following are some common categories of medical restrictions for which work accommodation are often sought:

- One-handed limitations
- Force and weight restriction
- Range of motion restriction
- Standing/sitting/walking
- Bending/twisting/stooping/squatting
- Climbing
- Limited work hours
- Repetition limitation

RETURNING TO NORMAL DUTIES

Before returning to normal duties, a doctor's certificate may be required to indicate that the employee is able to perform in his regular job. The worker's personal physician or the attending doctor shall sign the certificate. The employee shall report to the supervisor and hand-deliver the return to work certificate. The supervisor shall forward the return to work certificate to the HSE Manager.

MONITORING PROGRAM PARTICIPANTS

The supervisor shall monitor modified work activities to ensure that the employees work within the assigned limitations. The supervisor must set a positive tone for the rest of the workers that will come in contact with the returning worker. The employee must comply with all prescribed treatments, as well as keep the supervisor apprised of ongoing medical conditions or concerns. An effort must be made to return the employee to his/her customary job under the supervision of his/her usual supervisor; this accommodation will best use the employee's prior work experience. The transition back to work will be less stressful because the tasks, personnel, and work area will be familiar. In the event that the employee is unable to perform the customary job with/without job modification, place the employee in a transitional job within his/her department or customary surroundings and under the supervision of his/her usual supervisor. When a transitional job is unavailable within his/her department, place the employee in an alternate department or situation where acceptable transitional work is available. If an employee's condition worsens or the condition is not improving as planned, the worker will be required to obtain medical assistance and work will not be available until the employee's condition shows evidence as determined by a physician of improvement. Under no circumstances will a worker be permitted to return to work or continue to remain at work if their condition is not improving.

SUB-CONTRACTOR SAFETY POLICY

PURPOSE

Ensuring a safe and healthy working environment is the collective responsibility of all employees, Sub-Contractors and visitors in the workplace. This document is directed to Sub-Contractors whose activities directly impact the hazard potential on the project. Adherence to the Sub-Contractor Safety Policy will help to ensure that a uniform approach to safety is practiced by all Sub-Contractors in a way that complies with the policies contained within WESTRIDGE HOMES' Health & Safety Management System and *The Saskatchewan Employment Act* and *The Occupational Health & Safety Regulations.* WESTRIDGE HOMES must ensure Sub-Contractors must obtain proof of Workers Compensation coverage for their company. Sub-Contractors who are not required to have Workers Compensation coverage must obtain approval from their client(s) before they are allowed to enter the work site.

POLICY

It is WESTRIDGE HOMES' Policy that all work undertaken on the project is adequately planned, communicated to all affected parties and effectively coordinated/executed to ensure that the safety of all workplace parties is given the highest priority. Furthermore, that a well-constructed document trail is established to demonstrate that all workplace parties have executed the above steps in a consistent manner.

APPLICATION

The Sub-Contractor Safety Policy apply to all Sub-Contractors and sub Sub-Contractors performing work on WESTRIDGE HOMES' project. WESTRIDGE HOMES must ensure that Sub-Contractors are aware of the hiring client's Drug and Alcohol policy. Sub-Contractors must adhere to the requirements of the Drug and Alcohol policy at all times while at the work site.

PROCUREMET OF SUB-CONTRACTOR

During the awarding process of a bid to Sub-Contractors, a Sub-Contractor package is sent out to each of the companies being awarded. This package includes but not limited to the Sub-Contractor agreement and Declaration of Competent Supervisor. These documents describe the minimum requirements to be forwarded to WESTRIDGE HOMES. (I.e. WCB premium rate statement, Company Insurance, Training Records, HSE Stats, etc.) These documents will be used to determine if the Sub-Contractor are suitable for hire. Post job performance reviews will also be conducted for Sub-Contractors. A combination of factors may be considered including, but not limited to, housekeeping, cost, active participation in safety meetings, and quality of work. This review will be used when re-hiring Sub-Contractors.

SCOPE

The Sub-Contractor Safety Guidelines is a condensed version of WESTRIDGE HOMES' Health & Safety Management System focused on the requirements and standards as they apply to Sub-Contractors. It specifies documentation required prior to beginning work, as well as ongoing reporting/documentation processes to be followed. While WESTRIDGE HOMES believes that the standards and processes within the document reflect best work practices, each employer is ultimately responsible for the health and safety of its own workers and must uphold safety as their highest priority on our projects. Where work applications are not included in these guideline, each employer must establish its own protocols and standards to ensure that all workplace parties are effectively protected from potential hazards.

The goal of WESTRIDGE HOMES' Health and Safety Management System is to provide a healthy and safe working environment for all personnel as well as to protect the site and the environment to the best of our ability. If a conflict is identified between the Health and Safety Management System of WESTRIDGE HOMES, any Sub-Contractor, or the owner, the most stringent requirement shall prevail. It is the responsibility of each Sub-Contractor to implement and enforce the safety policies, practices and procedures identified here-in. All Sub-Contractors are responsible for the safety of all people under the Sub-Contractor's authority as per *The Saskatchewan Employment Act* and *The Occupational Health & Safety Regulations.* This consists of the Sub-Contractor's employees and all other workers who are doing work for the Sub-Contractor as a Sub Sub-Contractor. WESTRIDGE HOMES requires all Sub-Contractors to have a Health and Safety Management System which meets our standards and to comply with *The Saskatchewan Employment Act* and *The Occupational Health & Safety Regulations.* In the event that the Sub-Contractor fails to provide evidence of a Health and Safety Management System that meets above mentioned requirements, the Sub-Contractor will be required to utilize and follow WESTRIDGE HOMES' Health and Safety Management System while working on WESTRIDGE HOMES' project.

WESTRIDGE HOMES has produced safety Policies, practices, procedures and processes to help our Sub-Contractors perform effectively while working on our projects. The information in this Handbook is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not exempt the contractors/readers from their responsibilities under applicable legislation. Sub-contractors shall follow their own Health and Safety Management Systems (or if lack of WESTRIDGE HOMES' HSMS) and comply with any other verbal or written instructions from WESTRIDGE HOMES personnel and/or the Site Superintendent. These Policies, practices, procedures and processes are not all inclusive in scope. The full scope of WESTRIDGE HOMES' Health & Safety Management System can be found at WESTRIDGE HOMES' office or with the Site Superintendent. We are forwarding this information along with a copy of our Handbook to your company for your review and implementation when employed by WESTRIDGE HOMES. Please inform your employees of our general rules and minimum requirements for personal protective equipment (i.e. safety boots, safety glasses, hard hats, etc.) as well as any training certification must be shown prior to use of any equipment that is required by OH&S Regulations.

Communication and training is an integral part of the program and should be emphasized over the duration of the job. In order to facilitate the above, every employee on site shall follow the established policies, practices, procedures, and processes when working on WESTRIDGE HOMES' PROJECT. A site orientation will also be providing when workers arrive on site. All Sub-Contractors are to report hazardous conditions and mitigate "areas of concern" before an illness, injury, near miss or other incident is realized. Sub-Contractors as well as other persons on this site are obligated to follow the same rules and regulations that have been implemented for the Sub-Contractors in accordance with the requirements of, but not limited to *The Saskatchewan Employment Act, The Occupational Health & Safety Regulations* and any other applicable provincial and local regulatory requirements. Sub-Contractors must actively participate in every aspect of the Health & Safety requirements as per WESTRIDGE HOMES, *The Saskatchewan Employment Act, The Occupational Health & Safety Regulations,* and client requirements while on site (i.e. pre-job meetings, safety meetings, investigations, inspections, hazard assessment and control, to utilize SWP, SJP etc.) WESTRIDGE HOMES must ensure that Sub-Contractors are aware of incident reporting requirements. Sub-Contractors must report all incidents to your company. If a Sub-Contractor is involved in an incident, WESTRIDGE HOMES is responsible for reporting the incident to the hiring client. WESTRIDGE HOMES along with Sub-Contractor involved must ensure the incident is investigated and must participate in the investigation.

President's Signature: 	Date: November 30, 2018

SUBSTANCE ABUSE POLICY

PURPOSE

The purpose of this Policy is to provide a safe and healthy working environment that minimizes any negative effects due to the use of alcohol or drugs. Each employee and subcontractor are contractually obligated to comply with the terms and conditions of the entire program and the related administrative guidelines.

WESTRIDGE HOMES recognize that the use of illicit drugs and the inappropriate use of alcohol, cannabis, medications or other substances can have adverse effects on a person's health, safety and job performance. The objective of this program is to provide a safe workplace for all employees and persons by removing the risk of impaired performance due to the use of alcohol and drugs. Employees will be treated with respect and confidentiality and this Policy strongly supports rehabilitation activities and opportunities for reemployment. WESTRIDGE HOMES has adopted the Canadian Model as the foundation of this Policy. This Substance Abuse Policy applies to all positions within WESTRIDGE HOMES including management personnel. A violation of this Policy is grounds for disciplinary action up to and including termination with cause.

INTRODUCTION

As a responsible employer, WESTRIDGE HOMES have a compelling interest in establishing programs to promote and enhance health and safety in the workplace. WESTRIDGE HOMES' Substance Abuse Policy is directed at protecting the health and safety of employees, clients, subcontractors, visitors, general public and the environment. The Substance Abuse Policy combines drug and alcohol testing with education, training and access to assistance. The objective of this Policy is to reduce the potential for incidents where substance abuse may be a contributing factor and to provide guidelines while ensuring that all employees are treated equally, fairly and with respect.

GENERAL

This Policy applies to all divisions, employees, contractors and management of WESTRIDGE HOMES. Testing provisions of this Policy only apply to individuals in safety sensitive positions. While this Policy refers specifically to alcohol and drugs, it is intended to apply to all other forms of substance abuse.

Employees and subcontractors are expected to be fit for work and to perform their job or contracted duties in a safe manner and in all ways consistent with the established WESTRIDGE HOMES' HSMS. WESTRIDGE HOMES expect all employees and subcontractors to assist in maintaining a work environment that is free of alcohol and drugs.

The use of alcohol or drugs may be viewed as a breach of contract or a condition for termination of employment. Disciplinary action may be taken, up to and including termination of employment or contract for cause. The responsibility for successfully implementing this program is shared by WESTRIDGE HOMES' employees and subcontractors. Contractors and contract employees working on behalf of WESTRIDGE HOMES are subject to the provisions of this Policy or have policies that meet or exceed the provisions and guidelines of this Policy. The term employee applies equally to contract or contractor employees.

WESTRIDGE HOMES shall comply with all applicable Federal and Provincial related drug and alcohol laws and or regulations.

RESPONSIBILITIES

EVERY EMPLOYEE, INCLUDING SUBCONTRACTORS IS EXPECTED

- To report to and remain Fit for Duty at Work.
- To understand and comply with the substance abuse Policy and to follow appropriate treatment if deemed necessary.
- To take responsibility for their own safety and the safety of others.
- To ensure they comply with work standards as part of their obligation to perform work activities in a safe manner.
- To cooperate with the implementation of this Policy and with an investigation into a violation of the Policy, including any request to participate in testing when required under the Policy.
- Consult with their doctor or pharmacist regarding the proper use of medication they are using to determine if the medication may have a negative effect on their performance. To use medications responsibly and to be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable.
- To encourage their peers and co-workers to seek help when there is a potential breach or breach of Policy.
- Seek advice on appropriate counseling or treatment if they suspect they have a dependency or an emerging substance abuse issue.
- Take appropriate actions to ensure a co-worker does not remain in an unfit condition at work that may endanger the employee, co-workers or others. This may include contacting his or her Supervisor, Human Resources Representative or HSE Manager for confidential advice on what action to be taken.

MANAGERS AND SUPERVISOR ARE EXPECTED TO

- To be knowledgeable about WESTRIDGE HOMES' substance abuse Policy and procedures.
- To ensure they comply with work standards as part of their responsibility to perform their work-related activities in an effective and safe manner.
- To be able to recognize the symptoms of the use of alcohol and drugs.
- To treat worker(s) with respect, fairness and confidentiality.
- To provide prevention programs that emphasizes awareness, education and training with respect to the use of alcohol and drugs.
- To ensure the Policy is aligned with and supports other performance management systems
- To provide supervisory training and awareness in dealing with the use of alcohol and drugs in the workplace.
- To ensure that all employees understand the existence of and content of the Policy as part of the employee's orientation to WESTRIDGE HOMES.
- To ensure that the alcohol and drug testing is performed according to industry standards.
- To ensure effective employee assistance services are available to employees.
- To actively support and encourage rehabilitation activities and reemployment opportunities where applicable.
- Monitor and evaluate work performance with an objective of early identification and handling of all performance issues.
- Ensure that investigations of work-related accidents are carried out in accordance with WESTRIDGE HOMES incident investigation procedures.
- Refer an employee for a drug and or alcohol test when required to do so under this Policy.
- Monitor Policy compliance and take appropriate action as required under this Policy.

- Confer with the Human Resources Representative or HSE Manager on substance abuse issues as appropriate.

HUMAN RESOURCES WILL

- Act as a confidential and objective resource within WESTRIDGE HOMES on matters related to the Substance Abuse Policy.
- Communicate with the Medical Review Officer and Substance Abuse Professionals as required.
- Advise the employee's supervisor, where appropriate of work limitations, suspension or termination considerations.
- Provide confidential service to all employees regarding drug and alcohol information and referral to the Employee Assistance Program or Government Agency but not to provide any counseling.
- Maintain confidential records of all test results, including refusals to test and correspondence from the Medical Review Officer and or Substance Abuse Professional.
- Maintain records of all training/education of managers, supervisors and employees.

HSE MANAGER WILL

- Act as a confidential and objective resource within WESTRIDGE HOMES on matters related to the Substance Abuse Policy.
- Undertake periodic reviews and revisions of the Substance Abuse Policy.
- Coordinate all training and education of managers, supervisors and employees.

DEFINITIONS

Accredited Laboratory: Meets guidelines and standards of the Substance Abuse and Mental Health Services Administration which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Collection and testing processes follow the U.S. Department of Health and Human Services guidelines.
Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol, and has an alcoholic content in excess of 0.5 percent by volume.
Alcohol concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath.
Alcohol Use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
Approved Third Party Administrative Provider: The entity retained by WESTRIDGE HOMES to provide Alcohol and Drug testing services.
Breathe Alcohol Technician or BAT: An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.
Canadian Model: The Alcohol and Drug Policy Model - for the Canadian Upstream Petroleum Industry (September 2007) as published by Enform, the Safety Association for Canada's Oil and Gas Industry.
Chain of Custody: The process of documenting the handling of a specimen from the time a donor gives the specimen to the collector, during the testing at the laboratory and until the results are reported by the laboratory.
Collector: Non-medical and medical personnel contracted by an agency who have received training in collecting urine samples in accordance with guidelines that would be acceptable to the regulatory agencies.
Company: WESTRIDGE HOMES
Confirmation Test: In drug testing, means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screening test and uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.
In alcohol testing, a confirmation test means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Controlled Substances and Drugs: Any substance other than food which is taken to change the way the body or mind functions. Drug testing refers to marihuana, cocaine, opiates, phencyclidine and amphetamines with cutoff levels as per the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States.

Evidential Breath Testing Device (EBT): Capable of measuring the alcohol content of deep lung breath samples with sufficient accuracy for evidential purposes. The Evidential Breath Tester must be on the conforming products list as per the U.S. National Highway Traffic Safety Administration.

Fit for Duty/Work: that an individual is in a state (physical, mental and emotional) which enables them to perform the assigned tasks competently, and in a manner that does not threaten or endanger the safety or health of themselves or others.

Licensed Medical Practitioner: a person who is licensed, certified, or registered, in accordance with applicable federal, provincial, and local regulations, to prescribe controlled substances and other drugs.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test result, medical history and any other relevant biomedical information.

Performing A Safety-Sensitive Function: Any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

Positive Test Result: In drug testing, means a drug test result reviewed by an MRO and verified to have evidence of prohibited drug use. In alcohol testing, means a confirmation test result in excess of that set out in the Alcohol and Drug Policy Model for the Canadian Upstream Petroleum Industry: Implementation Tools - Alcohol and Drug Testing Guide.

Reasonable Grounds: Information established by the direct observation of the employee's conduct or other indicators, such as the physical appearance of the employee, smell associated with the use of alcohol or drugs on his or her person, his or her attendance record, circumstances surrounding an incident or near miss and the presence of alcohol, drugs or paraphernalia in the vicinity of the employee or the area where the employee worked.

Rehabilitation Program: A program tailored to the needs of an individual which may include education, counseling and residential care offered to assist a person to comply with the alcohol and drug work rule

Safety-Sensitive Function: A position or function where an individual has a key and direct role in an operation where safety is a bona fide occupational requirement at the job, in that safety is necessary to assure the efficient and economical performance at the job without endangering the employee, their fellow employees or the general public. This includes employees where there is no direct or limited supervision available to provide frequent operational checks.

Significant Incident: Incidents involving a fatality, disabling injury, significant property damage, spill or abnormal discharge that may cause long term health effects to employees and or the public, public evacuation or serious environmental damage or an event or near miss that could have had potential serious consequences.

Screening or Initial Test: For drug testing, an immunoassay screen to eliminate "negative" urine specimens from further consideration. In alcohol testing, means an analytic procedure to determine whether an employee may have an alcohol concentration of 0.02 or greater.

Screening Test Technician (STT): An individual who instructs and assists an individual in the alcohol screening testing process and operates a non-evidential screening device.

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, social worker, employee assistance professional or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity).

President's Signature: 	Date: November 30, 2018

TRAINING

WESTRIDGE HOMES recognize that employee education on substance abuse and on WESTRIDGE HOMES' Substance Abuse Policy is a critical step in achieving the objectives of the program. Employees will receive awareness education in regards to how this Policy applies to everyone including:

- The risks of drug and alcohol use and their potential impact on safety in the workplace.
- Consequences for Policy violation.
- Available resources for employee assistance services
- Explanation of the testing procedures and situations when testing will occur.

Supervisors/Managers will be given the above training as well as more specific training on how to recognize signs and symptoms of drug and alcohol use in the workplace and appropriate responses.

WHEN TO TEST

Alcohol and drug testing will be conducted under the following circumstances and be conducted by certified professionals.

PRE-EMPLOYMENT or PRE-ACCESS

Successful applicants may be drug tested after a conditional offer of employment. Employment is conditional to the successful completion of the pre-employment drug test.

- Potential employees who are positive on pre-employment drug tests will have their offer of employment rescinded.
- Potential employees who are positive on the pre-employment drug test will be encouraged to seek assistance from a Substance Abuse Professional and to reapply for available positions when they can meet WESTRIDGE HOMES standards.

Testing may occur to gain and or to maintain access to WESTRIDGE HOMES' sites. WESTRIDGE HOMES' employees and subcontractors sent to work at different worksites (Client required) or returning to the worksite after an absence of sixty (60) calendar days or more, may be requested to complete a pre-access drug and alcohol testing prior to accessing the worksite and according to the following requirements:

- Test must be completed, and results received prior to employee going on site.
- Test must not be taken more than fourteen (14) days prior to arriving onsite.

Exceptions to the above requirements are limited to:

- An employee shall not be required to complete a pre-access test for initial access or for return access after an absence of sixty (60) days or less to the worksite if.
- The employee has been in continuous employment for one year or more with WESTRIDGE HOMES.
- The employee has been continuously employed for less than one year with WESTRIDGE HOMES deploying such employee to the worksite.
    - The employee has completed a drug and alcohol test with respect to work on another worksite while employed with WESTRIDGE HOMES.
    - That the test was in compliance with this program.
    - The employee has remained in continuous employment with WESTRIDGE HOMES since the date of the last test.

A person shall not be required to be tested if that person is present on the worksite for temporary short-term, day-by-day access such as vendor representatives, visitors, government agents, or consultants that may from time to time attend to the worksite for visits, tours, inspections or deliveries.

Such persons must be authorized by the Owner or Contractor to be present on the worksite, and while on the worksite must be escorted at all times by the Owner or Contractor personnel or other personnel so designated by same.

An employee or contractor must accept the site-specific requirements of a Customer's workplace, including alcohol and drug testing, as a condition of assignment to the Customer's workplace.

- When interviewing potential employees or contractors it must be emphasized that the position is located on an owner site and that access to the site requires an alcohol and drug test.
- To ensure that the potential employee or contractor is fully informed of the alcohol and drug test requirements, each is to be provided with an alcohol and drug fact sheet which advises of the testing procedures, the substances for which they are being tested, and information regarding the effects of each substance on the human body.

POST INCIDENT TESTING (INCIDENTS OR NEAR MISSES)

A supervisor or manager of an employee or contractor must request an employee or contractor to submit to an alcohol and drug test if the supervisor or manager and the next level of management present at WESTRIDGE HOMES' workplace, if any, have reasonable grounds to believe that an employee or contractor was involved in or contributed to a recordable incident or a high potential near miss. A supervisor or manager of an employee or contractor must provide to the employee or contractor the reason for the request.
The following procedures will apply to all post-incident testing:
Generally, a "significant work-related incident" or "high potential incident" will include all incidents which resulted or could have resulted in:

- a fatality or serious personal injury to an employee, contract worker, member of the public or any other individual
- an environmental incident with significant implications
- significant loss or damage to sites, equipment or vehicles (with a corporate minimum threshold of $5,000)
- significant loss of WESTRIDGE HOMES or customer revenues (with a corporate minimum threshold of $20,000)

A supervisor or manager must make a request immediately following an incident or near miss unless it is not practicable or reasonable to do so until a later time. All post incident and near miss testing must be done as soon as reasonably practicable.

A supervisor or a manager of an employee or contractor need not request the employee or contractor to submit to an alcohol and drug test if the supervisor or manager and the next level of management present at WESTRIDGE HOMES' workplace, if any, conclude that there is objective evidence to believe that the use of alcohol and drugs did not contribute to the cause of the incident or near miss (i.e. act of God).

REASONABLE CAUSE TESTING

An employee or contractor will be tested for alcohol and or drug use where a WESTRIDGE HOMES' supervisor or other official, who is trained to identify drug and alcohol use by an employee, makes observations which form a reasonable basis for suspecting that the employee or contractor is in breach of this Policy. Such observations must be documented, specific, clearly stated observations concerning the appearance, speech or body odors of the employee.

The observations may include indications of the chronic and withdrawal effects of drug and alcohol use. Observations which may lead to reasonable concern testing may include, but are not limited to:

General Appearance
- drowsy
- Tremors
- Odor of alcoholic beverage on breath
- Slurred speech
- Glassy eyes
- Unsteadiness in walking
- Standing
- Flushed faced
- Disoriented

Workplace Behavior
- Interrupts others at work
- Inflexible about procedures
- Argumentative
- Inappropriate emotional outbursts
- Physically threatening
- Alcohol consumption observed
- Drug consumption observed
- Involvement in an incident

Temperament at Work
- Withdrawn much more than usual
- Easily upset by every day events
- Agitated and on edge
- Excessively worried or fearful
- Extreme variation of moods

Job Performance
- Forgets normal instructions
- Not following procedures
- Works abnormally slow
- Erratic productivity
- Missed deadlines
- Poor judgment
- Failure to wear PPE

Relationship with Co-workers
- Abnormal reaction to criticism
- Imagines criticism where there is none
- Complaints received from co-workers
- Complaints from client

Absenteeism
- Excessive absence
- Unlikely excuses for absence(s)
- Excuses for absence proven false
- Absence(s) follow a pattern (e.g. Mondays, Fridays)
- Frequently returning from breaks later
- Excessive absence from workstation

If an employee or contractor is suspected of being in possession of alcohol and drugs, a representative of WESTRIDGE HOMES, who has reasonable grounds to believe an employee or contractor may not be in compliance with the Substance Abuse Policy, must:

- Request that employee or contractor confirms that he or she is in compliance with the Substance Abuse Policy.
- Request the assistance of appropriate authorities to confirm that employee or contractor is in compliance with the Substance Abuse Policy.

A representative of WESTRIDGE HOMES must provide to the employee or contractor the reason for the request.

- A supervisor or a manager of an employee or contractor must request an employee or contractor to submit to an alcohol and drug test, (if the supervisor or manager and the next level of management present at WESTRIDGE HOMES) workplace, if any, have reasonable grounds to believe that an employee or contractor is or may be unable to work in a safe manner due to suspension of use of alcohol and drugs.
- A supervisor or manager of an employee or contractor must provide to the employee or contractor the reason for the request.

RANDOM TESTING

Random testing may occur for safety positions. A safety sensitive position/function is a position where an individual has a role whose capacity, if affected by drugs or alcohol, could result in a significant risk of injury to the individuals or the environment. This may include positions where there is no direct or limited supervision available to provide frequent operational checks. WESTRIDGE HOMES' designate(s) that all operations in any remote area as a safety sensitive position.

TEST PROCEDURES

WESTRIDGE HOMES has contracted with an independent and certified testing company to perform alcohol and drug testing on its behalf. This test will usually be done by the "table-top" Panel 7 + Ethanol method of testing.

When it has been determined under the Substance Abuse Policy that an alcohol and drug test is to be performed:

- Human Resources or the immediate supervisor will notify the potential or current employee or contractor of the requirement to perform an alcohol and drug test.
- Human Resources or the immediate supervisor will have the potential or current employee or contractor sign the "Consent and Release" form.
- The completed "Consent and Release" form will be immediately delivered to WESTRIDGE HOMES' Designated Representative (CDR) in person or by fax or email.
- In the case of all testing, other than access testing, the employee/contractor will be provided with return transportation to the testing facility.
- The results of a confirmed negative test will be forwarded to the CDR who will in turn advise the supervisor involved. The supervisor will contact the employee/contractor to arrange for a return to work.
- Inconclusive results will be forwarded to an approved Laboratory for further analysis to determine whether positive or negative.

POSITIVE TEST

The results of a positive test will be forwarded by the testing laboratory to the Medical Review Officer (MRO) who will take steps to confirm the results. The MRO will contact the CDR with confirmation. Any individual whose alcohol or drug test result is confirmed positive will be removed from any safety sensitive position if applicable.

EMPLOYEES

- In the event of a positive test the CDR will advise the General Manager and the Supervisor of the alcohol and drug test results and explain the circumstances leading to the test.
- The employee must be directed to attend an assessment interview with a substance abuse expert at a prearranged time and location. As arranged by the CDR.
- The Supervisor and the CDR or designates, as approved by the Manager, will meet with the employee to advise of the alcohol and drug test result, and of the date, time and place of the assessment and determination as to any disciplinary action.
- The substance abuse expert shall make an initial assessment of the employee. The employee, through the substance abuse expert, shall provide to the CDR, a confidential report of his or her initial assessment and recommendations.
- Upon receipt of the assessment report, the CDR will contact the Manager and Supervisor to advise them of the assessment results and a decision will be made concerning the employee's continued employment, disciplinary action and/or the appropriateness of any remedial action.
- Any employee(s) testing positive has the right to consult with the Medical Review Officer, should the employee wish further clarification on the results.

A review of the SAP recommendation will be conducted with the employee, his or her supervisor and the Human Resources to determine the appropriate next steps. In the event that the he or she refuses to participate in and or follow the next steps determined bases on the SAP recommendations, the employee will be immediately dismissed with cause.

CONTRACTORS

- In the event of a positive test the CDR will advise the Manager of the alcohol and drug test results and explain the circumstances leading to the test.
- The Manager will determine an appropriate action plan.
- The Manager will meet with the Contractor to discuss the termination or continuation of the contract and any necessary conditions in the event of continuation.
- Any contractor(s) testing positive has the right to consult with the Medical Review Officer should they wish further clarification on the results.

CONSEQUENCES OF POLICY VIOLATION

Violation of this Policy is grounds for disciplinary action up to and including dismissal with cause. Disciplinary action may include different corrective actions depending on the nature and seriousness of the violation, prior violations, whether an employee is willing to participate in a rehabilitation program and the response to prior corrective programs. Prior to WESTRIDGE HOMES making a final disciplinary decision for the employee who has failed to comply with the rules, WESTRIDGE HOMES will direct the employee to meet with a WESTRIDGE HOMES approved SAP.

The SAP will make an assessment of the employee and make appropriate recommendations at the employees' cost. In order to be eligible for rehire, the person must undergo a substance abuse evaluation, at his or her own expense, from a WESTRIDGE HOMES approved SAP. Once a person has fulfilled the obligation to the Substance Abuse Program and WESTRIDGE HOMES has received a written report from the SAP program and presents WESTRIDGE HOMES with a passing test, that person may then be considered eligible for rehire after six (6) months. WESTRIDGE HOMES does not guarantee that the person will be rehired. In the event an employee is dismissed with cause it will be done in writing with reasons for the dismissal.

FAILURE TO COMPLY

No employee shall refuse to submit to a post incident alcohol or drug test, reasonable cause alcohol or drug test or pre-access alcohol or drug test. No supervisor shall permit an employee who refuses to submit for required testing to perform or continue to perform any duty(s) that put him or herself at risk or place any other worker(s) at risk of injury or illness.

Failure to comply with the Substance Abuse Policy for any of the above following reasons will be considered equivalent to a positive test result and the employee/contractor will be treated in accordance with the procedures outlined in the violation section.

REPORTING TO WORK FOR AN EMERGENCY

An employee or subcontractor required to report to work for an emergency (emergency is deemed safety sensitive activity) must not accept a work assignment if they have reason to believe that their performance may be negatively affected by reason of the consumption of alcohol, cannabis, illicit drugs, prescription drugs, or over-the-counter medication. An employee or subcontractor contacted to report in such circumstances must advise the person contacting them that their refusal is based on a belief that they may be impaired and why they may be impaired. An employee or subcontractor refusing a work assignment on this basis will not be subject to discipline for their refusal, although may be referred to a Substance Abuse Professional after three occurrences of refusal of an assignment.

TRANSPORTATION

An employee or subcontractor, who reports to work unfit for duty because their performance may be impaired by drugs and/or alcohol, must be offered transportation to their place of residence and or accommodations (e.g. camp lodging).

PROHIBITIONS

ALCOHOL USE

Employees and subcontractors in safety sensitive positions will not report for duty or remain on duty if they have consumed alcohol within 12 hours of the time they are to report for work. Supervision having actual knowledge that an employee or subcontractor has used alcohol within this time period will not permit the employee or subcontractor to continue to perform safety sensitive functions. Employees and subcontractors in all positions will not use alcohol while working. Supervision having actual knowledge that an employee or subcontractor is using alcohol while performing a safety sensitive position or function will remove the employee or subcontractor from performing or continuing to perform safety sensitive functions.

- Alcohol concentration: No employee or subcontractor shall report for duty or remain on duty while having a confirmed alcohol concentration
- On-duty use: No employee or subcontractor shall use alcohol while on duty.
- Pre-duty use: No employee or subcontractor shall perform safety sensitive functions within 12 hours after using alcohol.
- Use following an accident: No employee or subcontractor required to take a post incident alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes a post incident alcohol test, whichever occurs first.

DRUG USE

Employees and subcontractors will not intentionally misuse prescription or over-the-counter medications in such a manner as to render them unfit to safely perform their duties. No employee shall report for duty or remain on duty when the employee uses any drug, (including cannabis) except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the substance will not adversely affect the employee's ability to work safely at the job site. If a licensed medical practitioner advises the employee that the substance will affect the employee's ability to work safely, the employee will notify his or her immediate supervisor. The supervisor will advise senior management of the circumstances. Upon notification, supervision shall be directed to remove the employee or subcontractor from safety sensitive duties immediately. The circumstances will be considered, and employee or subcontractor accommodation may include work restrictions, modified duties, sick or disability leave. Senior management shall ensure that the employee is accommodated to meet safety concerns. Accommodation may include work restrictions, modified duties, sick or disability leave.

POSSESSION

Possession use or offering and sale of alcohol, drugs or drug paraphernalia on WESTRIDGE HOMES or client sites or WESTRIDGE HOMES' vehicle is prohibited. Employees who violate this provision may be subject to immediate dismissal with cause and referral to law enforcement agencies when applicable.

SEARCH PROVISIONS

WESTRIDGE HOMES reserve the right to conduct searches of its own property and vehicles as part of the overall focus on safety and prevention. WESTRIDGE HOMES will work with jurisdictional law enforcement authorities when violations of Canadian law occur on WESTRIDGE HOMES property or jobsites.

MAINTAINING A VALID OPERATOR'S LICENSE

All individuals that operate a motor vehicle on behalf of WESTRIDGE HOMES are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor and the individual will no longer be allowed to drive on behalf of WESTRIDGE HOMES. The supervisor will notify the HSE Manager or applicable safety designate.

COLLECTION OF SPECIMENS AND ANALYSIS

A designated drug testing company will collect and process urine specimens for drug testing as required. All testing must meet or exceed guidelines and standards of the Substance Abuse and Mental Health Services Administration which is the certifying agency for forensic urine drug testing laboratories in Canada and the United States. Drug testing refers to marihuana, cocaine, amphetamines, opiates and phencyclidine.

Alcohol screen testing will be with an approved saliva tester or breathe alcohol test. All alcohol screening tests at .02 or higher will be confirmed with an approved Evidential Breath Alcohol Testing Device listed on the U.S. DOT Conforming Products List.

Following proper chain of custody procedures, a Substance Abuse and Mental Health Services Administration accredited laboratory will perform required testing with test results forwarded to a Medical Review Officer.

REMOVAL FROM DUTY

Employees removed from duty / suspended having a positive drug test verified by an Medical Review Officer and or a confirmed alcohol concentration of .040 or greater will be required to attend a meeting with Senior management who will review each case and provide written correspondence of the resources available in evaluating and resolving problems associated with the misuse of alcohol and or drugs, including the names, addresses and telephone numbers of Substance Abuse Professionals. Where practical management will endeavor to meet or contact the employee the next working day and direction will be provided regarding the suspension and return to work choices. Any employee who was removed / suspended from duty having a positive drug test result verified by a Medical Review Officer and or a confirmed alcohol concentration of .040 or greater shall be evaluated by a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving substance abuse issues. In order for this Policy to be effective in ensuring that WESTRIDGE HOMES' employees will perform their duties unimpaired by alcohol or drugs, the provisions of this Policy must be enforced. Accordingly, where an employee violates any provision(s) of this Policy, the employee may be subject to corrective disciplinary action, as appropriate, up to and including dismissal with cause.

RETURN TO WORK / POST TREATMENT TESTING

Any employee or contractor, following suspension of work due to the results of an alcohol and drug test, and have undergone appropriate rehabilitation aftercare to address alcohol and drug related disability will be required to consent to a Return to Work test prior to returning to work.An employee cannot be returned to duties until he / she has been evaluated by a Substance Abuse Professional, complied with recommendations, and has a negative result on a return to duty test and or a breath alcohol concentration less than .020. The employee must provide a written report from the Substance Abuse Professional verifying the evaluation and any required treatment or provide a release document for the required information. The Substance Abuse Professional will only release relevant information which will assist in returning the worker to their duties.

FOLLOW UP

Follow-up testing of an employee or subcontractor may occur as part of an ongoing rehabilitation program. This may include follow-up on an unannounced basis for a period of time determined by an SAP. The SAP assessment identifies the need to resolve an issue with alcohol or drug use. Frequency of testing is determined by the SAP in consultation with Human Resources Manager & HSE Manager.

SELF-DISCLOSURE

WESTRIDGE HOMES understand that an alcohol or drug dependency is a preventable and treatable condition and recognizes that an individual may want assistance. Employees are encouraged to voluntarily come forward or seek assistance on their own, without fear of reprisal. WESTRIDGE HOMES will do its utmost to assist the employee. An employee who comes forward seeking assistance will be treated as if they had a positive drug and or alcohol test. Once an assessment has been completed a return to work plan can be formulated.

CONFIDENTIALITY OF RECORD KEEPING

An employee or contractor's signature on the Acknowledgement, Consent and Release Form, provides acknowledgement that the employee or contractor being tested has received WESTRIDGE HOMES Substance Abuse Policy instruction, understands its terms and agrees to comply with its requirements.

All drug test results are confidential and are released by the Medical Review Officer to the Human Resources Manager & HSE Manager. Human Resources Manager & HSE Manager may release relevant information to WESTRIDGE HOMES' Management and Supervisors for the purpose of decision making. Confidential information from a Substance Abuse Professional will be handled in a similar manner.

All records will be maintained in a locked and secure manner. Records will be kept separate from personnel files. Negative test results will be maintained for no less than one year with positive test results and Substance Abuse Professional assessments maintained for a five-year period.

STANDARDS

MEDICAL OFFICER REVIEW

The role of the MRO requires a physician who is not only knowledgeable about substance abuse problems, but one who also has skills in understanding medico-legal issues, Policy development issues, clinical medicine and occupational medicine. They must also possess investigation, problem-solving skills and must have the ability to communicate effectively with employees, managers, senior officers, physicians, unions and government representatives. The MRO's single most important function is the review of laboratory positive test results and the determination an alternate medical explanation for the positive result. The MRO must be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate positive drug test results.

WESTRIDGE HOMES recognize that Breath Alcohol Testing accurately measures a current level of impairment while drug testing does not measure impairment but only measures if an individual has a drug present at or above an established cut off level. As safety is the issue any individual testing positive (below established levels) will be removed from site and will be denied access until certain conditions have been met. The course of action an employee takes will be at the direction of WESTRIDGE HOMES Policy however at a minimum a returning employee who had a positive test result must be assessed by a Substance Abuse Professional, comply with recommendations and have a negative return to duty test.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015

PURPOSE

Due to the nature of WESTRIDGE HOMES business the use of Hazardous Materials is necessary in our daily operations. The requirement for the management of WHIMS is set out in Occupational Health and Safety Legislation. WESTRIDGE HOMES places a high priority on health and safety of our people, along with the protection of our communities and the environment and is committed to meeting these legislative requirements as a minimum standard. When possible, WESTRIDGE HOMES will substitute a safer product or less hazardous product when practicable for workers to use.

This WHMIS 2015 Program provides detailed safety guidelines and instructions for receipt, use and storage of chemicals at our facility by employees and contractors. A Program will be developed, implemented & maintained at each workplace.

DEFINITIONS

Bulk Shipment: A shipment of a hazardous product that is contained without intermediate packaging in:

- A container with a water capacity of more than 454 liters
- A freight container, road vehicle, railway vehicle or portable tank, a freight container on a road vehicle, railway vehicle, ship or aircraft or a portable tank carried on a road vehicle, railway vehicle, ship or aircraft
- The hold of a ship or a pipeline

Container: Includes a bag, barrel, bottle, box, can, cylinder, drum, storage tank or similar package or receptacle.
Hazardous Products Regulations: Any product that meets the criteria for one or more of the six WHMIS hazard classes; means the Hazardous Products Regulations.
Fugitive Emission: A gas, liquid, solid, vapor, fume or dust that escapes from any process or emission control equipment or from a product.
Hazard Information: Information on the proper and safe use, storage and handling of a hazardous product, and includes information relating to the product's toxicological properties.
Hazardous Material: Any substance, which can cause illness, disease or death to unprotected people.
Hazardous Waste: A hazardous product that is intended for disposal or is sold for recycling or recovery.
Laboratory Sample: A sample of a hazardous product that is intended solely to be tested in a laboratory but does not include a hazardous product that is to be used:

- by the laboratory for testing other products, materials or substances
- for educational or demonstration purposes

Manufactured Article: An article that is formed to a specific shape or design during manufacture, the intended use of which when in that form is dependent, in whole or in part, on its shape or design and that, under normal conditions of use, will not release or otherwise cause a person to be exposed to a hazardous product.
SDS: The Safety Data Sheet (SDS) contains detailed information about a product's properties, its hazards, first aid measures and how to prevent overexposure.
Product Identifier: With respect to a hazardous product, the brand name, code name or code number specified by a supplier or the chemical name, common name, generic name or trade name.
Readily Available: Present in an appropriate place in the form of a paper copy that can be handled by a worker.

Risk Phrase: With respect to a hazardous product or a class, division or sub-division of hazardous products. A statement identifying a hazard that may arise from the nature of the hazardous product or the class, division or sub-division of hazardous products.
Supplier: A supplier as defined in the Hazardous Products Act (Canada).
Supplier Identifier: With respect to a hazardous product, the name of the supplier of the hazardous product.
Supplier Label: A label provided by a supplier that discloses the information and displays the hazard symbols. These labels provide basic information on how to handle a product safely. Information on a supplier label include the name of the product, what the hazards are, how to protect yourself from the hazards, hazard symbols, first aid measures, the name and address of the supplier and reference to the SDS for more information.
Supplier Safety data sheet: A safety data sheet provided by a supplier that discloses the information about the Hazardous Products Act (Canada).
Workplace Label: A legible label that discloses:

- A product identifier that is identical to that found on the safety data sheet of the corresponding hazardous product
- All necessary information for the safe handling of the hazardous product
- And the fact that a safety data sheet, if supplied or produced, is available

RESPONSIBILITIES

WESTRIDGE HOMES Manager shall ensure that all persons in our work areas effectively implement the requirements of this plan. WESTRIDGE HOMES shall ensure that all employees, sub-contractors, visitors and clients are provided with and use PPE to the required standards and appropriate to the work;

- PPE is provided where risk to the safety of employees cannot be avoided or sufficiently limited by use of more effective control methods
- Where it is necessary for employees to wear more than one item of PPE that the items are compatible with each other and continue to be effective against the risk involved
- Provide the employee with adequate information and training on all required PPE at WESTRIDGE HOMES work areas
- Complete regular reviews of PPE selection for effectiveness and suitability throughout the project
- To make sure workers may not be exposed to a concentration of a harmful substance that exceeds its Occupational Exposure Limits.
- Atmosphere testing will be conducted to limit the exposure of workers to Occupational Exposure Limits
- Emergency and first aid supplies and equipment will be readily available for workers i.e. eyewash station, emergency wash areas etc.

SDS MANAGEMENT SYSTEM

SDS will be maintained in a master binder located in the Health and Safety office. WESTRIDGE HOMES Site Supervisor or the Client, via site-specific orientation, will identify the location of SDS'. An SDS should accompany any hazardous products obtained from the client. The product should be returned to the client at the conclusion of the project, prior to leaving site. SDS will be continuously updated in accordance with legislation and will be no less than three years old. In the event of a SDS being over 3 years old, a letter will be sent to the supplier requesting confirmation that there are no changes to the product since the last SDS was issued.

SDSs will be readily available to all employees working with hazardous products.

Certain Products Exempted

With respect to a supplier label and a safety data sheet do not apply to a hazardous product that is:

- an explosive within the meaning of the Explosives Act (Canada)
- a cosmetic, device, drug or food within the meaning of the Food and Drug Act (Canada)
- a control product within the meaning of the Pest Control Products Act (Canada)
- a prescribed substance within the meaning of the Atomic Energy Control Act (Canada)
- a product, material or substance that is packaged as a consumer product in a quantity normally used by the public

This Part does not apply to a hazardous product that:

- is a wood or a product made of wood
- is a tobacco or a product made of tobacco
- is a manufactured article
- is being transported or handled pursuant to The Dangerous Goods Transportation Act and the Transportation of Dangerous Goods Act (Canada)

WESTRIDGE HOMES will ensure the safe storage and handling of hazardous waste generated at a place of employment through a combination of identification of the hazardous waste and worker training. The worker training must include all hazard information of which WESTRIDGE HOMES is aware, or ought to be aware, concerning the hazardous waste.

RESTRICTION ON USE OF HAZARDOUS PRODUCTS

WESTRIDGE HOMES will ensure that a hazardous product is not used, stored or handled in a place of employment unless all the applicable requirements of WHMIS 2015 with respect to labels, identifiers, safety data sheets and worker training are complied with. WESTRIDGE HOMES may store a hazardous product in a place of employment while actively seeking information required. If a hazardous product is a hazardous waste generated at the work site, WESTRIDGE HOMES must ensure that it is stored and handled safely using a combination of any means of identification and instruction of workers on the safe handling of the hazardous waste?

WORKER TRAINING

WESTRIDGE HOMES shall communicate training requirements to all persons through our orientation. All entities shall provide suitable training and awareness to employees in the selection on Hazardous Substances and conducting regular toolbox talks shall reinforce this. All entities are expected to hold a valid WHMIS 2015 certificate or equivalent to i.e. (CSTS, PSTS, and SCOT). CSTS training meets WESTRIDGE HOMES requirements for generic WHMIS 2015 training as it includes the purpose of WHMIS 2015, labels, SDS, hazard symbols and protecting oneself. Additionally, WESTRIDGE HOMES employees will be trained in site-specific hazardous products via site-specific orientations to ensure employees are able to understand the information on WHMIS labels and SDS:

- the meaning of information and its application to their work
- identify the hazards of the hazardous products used and understand the procedures for safe use, handling, storage and disposal of for the hazardous products that workers encounter
- relate how an individual protects themselves
- what to do, in case of an emergency
- where to get more information

HANDLING AND STORAGE

Hazardous products will be labeled in accordance to provincial legislation. All hazardous products will have Supplier or workplace labels. When a Supplier label on a hazardous product is missing or unreadable, a new supplier label or a workplace label will be affixed. Any and all hazardous products which are transferred or decanted from their original container will be identified with a workplace label:

- including the name of the product
- information on how to use the product safely
- reference to the SDS

CHEMICAL OR BIOLOGICAL HAZARDOUS WASTE

When hazardous waste is produced from a hazardous product used at a WESTRIDGE HOMES facility or at a jobsite, worksite labels will be affixed to its container clearly identifying the contents of the containers. A list will be kept of all chemical and biological hazardous waste. This will be done in accordance with Provincial legislation and Client requirements.

PPE

Personal Protective Equipment will be selected and provided based on a risk analysis carried out and the SDS for each hazardous substance.

EMERGENCY

Standard emergency procedures and site-specific emergency procedures must take into consideration the SDS' for each hazardous substance used at that facility or work site.

INFORMATION

WESTRIDGE HOMES will ensure that a worker who works with, or in proximity to, a hazardous product is informed about:

- All hazard information received by WESTRIDGE HOMES from a supplier concerning that hazardous product
- Any further hazard information of which WESTRIDGE HOMES is aware, or ought to be aware, concerning the use, storage and handling of that hazardous product

Where a hazardous product is produced in a place of employment WESTRIDGE HOME will ensure that a worker who works with or in proximity to that hazardous product is informed about all hazard information of which WESTRIDGE HOMES is aware or ought to be aware

- Concerning the use
- Storage and handling of that hazardous product

WESTRIDGE HOMES will ensure that a worker who works with or in proximity to a hazardous product is trained in the specifics outlined in this section of the legislation as follows:

- The content required on a supplier label and workplace label for the hazardous product and the purpose and significance of the information contained on those labels
- The content required on a safety data sheet for the hazardous product and the purpose and significance of the information contained on the safety data sheet
- All necessary procedures for the safe use, storage, handling and disposal of the hazardous product;
- All necessary procedures to be followed where fugitive emissions are present
- All necessary procedures to be followed in case of an emergency involving a hazardous product

WESTRIDGE HOMES will ensure that the training required is developed:

- For that employer's place of employment
- In consultation with the committee, if there is a committee

WESTRIDGE HOMES will ensure that:

- The training required results in a worker being able to apply the information as needed to protect the health and safety of that worker or any other worker
- The necessary procedures are implemented

WESTRIDGE HOMES, in consultation with the OH&S committee or representative or, where there is no OH&S committee or representative, the workers, will review the training provided to workers concerning hazardous products at least annually or more frequently if there is a change in work conditions or available hazard information.

SUPPLIER LABEL SDS

A hazardous product or its container at a work site has a supplier label or a work site label on it in accordance with legislative requirements. WESTRIDGE HOMES will ensure that a hazardous product or the container of a hazardous product that is received from a supplier at a place of employment is labeled with a supplier label. No employer will remove, deface, modify or alter the supplier label on the container of a hazardous product as long as any amount of the hazardous product remains at the place of employment in the container in which it was received from the supplier.

Where a label applied to a hazardous product or a container of a hazardous product becomes illegible or is accidentally removed from the hazardous product or container WESTRIDGE HOMES will replace the label with either a supplier label or a workplace label. Where WESTRIDGE HOMES receives a hazardous product in a multi container shipment in which the individual containers have not been labeled by the supplier, WESTRIDGE HOMES will affix to each container a label that meets the requirements of the Hazardous Products Regulations. Where a hazardous product imported pursuant to the Hazardous Products Regulations is received at a place of employment without a supplier label WESTRIDGE HOMES will affix a label that meets the requirements of the Hazardous Products Regulations. WESTRIDGE HOMES who receives a hazardous product transported as a bulk shipment will affix to the container of the hazardous product or to the hazardous product at the place of employment:

- A supplier label
- Where pursuant to the Hazardous Products Regulations, the supplier is not required to label a hazardous product transported as a bulk shipment, a workplace label

WORKPLACE LABEL FOR EMPLOYER-PRODUCED PRODUCTS

Where a hazardous product is produced at a place of employment WESTRIDGE HOMES will ensure that a workplace label is applied to the hazardous product or the container of the hazardous product. This does not apply to the production of fugitive emissions, or does not apply to a hazardous product in a container that:

- Is intended to contain the hazardous product for sale or disposition
- Is or is about to be appropriately labeled within the normal course of business and without undue delay

WORKPLACE LABEL FOR DECANTED PRODUCTS

Where a hazardous product at a place of employment is in a container other than the container in which the hazardous product was received from a supplier WESTRIDGE HOMES will ensure that a workplace label is applied to the container.

This does not apply to a portable container that is filled directly from a container that has a supplier label or workplace label applied to it if all of the hazardous product in the portable container is required for immediate use or:

- The hazardous product is:
  - Under the control of, and used exclusively by, the worker who filled the portable container
  - Used only during the shift in which the portable container was filled
- The content of the container is clearly identified

Required labels and decanted products do not apply to a hazardous product at a work site if the hazardous product is contained or transferred in a piping system that includes valves, a reaction vessel, or a tank car, tank truck, ore car, conveyor belt or similar conveyance.

IDENTIFICATION OF HAZARDOUS PRODUCTS IN PIPING SYSTEMS AND VESSELS

WESTRIDGE HOMES will ensure the safe use, storage and handling of a hazardous product in a place of employment through worker training and the use of color coding, labels, placards or any other mode of identification where the hazardous product is contained or transferred in or on:

- A pipe
- A piping system, including valves
- A process vessel
- A reaction vessel
- A tank car, tank truck, ore car, conveyor belt or similar conveyance

PLACARD IDENTIFIERS

WESTRIDGE HOMES will post a placard in accordance where a hazardous product:

- Is not in a container
- Is in a container or form intended for export
- Is in a container that is intended to contain the hazardous product for sale or disposition, and the container is not yet labeled but is to be labeled

A placard required:

- Must disclose the information required for a workplace label
- Must be of an appropriate size and must be placed in an appropriate location to make the information on it conspicuous and clearly legible to workers

SUPPLIER SAFETY DATA SHEETS

If WESTRIDGE HOMES acquires a hazardous product for use at a place of employment shall obtain a supplier safety data sheet with respect to that hazardous product. Where a supplier safety data sheet obtained Is more than three years old, an employer shall, if possible, obtain from the supplier an up-to-date supplier safety data sheet with respect to that hazardous product If WESTRIDGE HOMES is unable to obtain an up-to-date supplier safety data sheet, the employer shall add to the existing supplier safety data sheet any new hazard information applicable to the hazardous product on the basis of the ingredients disclosed in the existing supplier safety data sheet.

Note: If a SDS has expired (3 years from issued date) and a new SDS is not available from the suppler and the information on the existing SDS is current and there are no changes a worker may write on the SDS the date reviewed and state that the SDS is current with supplier.

WESTRIDGE HOMES may provide a safety data sheet that is in a format different from the format provided by the supplier or that contains additional hazard information if:

- The safety data sheet provided by the employer contains no less information than the supplier safety data sheet, or any lesser information that is acceptable to the committee, the representative or, where there is no committee or representative, the workers
- The supplier safety data sheet is available at the place of employment and the employer's safety data sheet indicates that fact

EMPLOYER SAFETY DATA SHEETS

Where WESTRIDGE HOMES produces a hazardous product in a place of employment, the employer shall prepare a safety data sheet with respect to the product that discloses the information required pursuant to the Hazardous Product Regulations. Produces does not include the production of a fugitive emission or of intermediate products undergoing reaction within a reaction or process vessel. WESTRIDGE HOMES shall update the safety data sheet mentioned

- Where new hazard information becomes available to the employer, as soon as is practicable but not later than 90 days after the new information becomes available
- At least every three years.

AVAILABILITY OF SAFETY DATA SHEETS

WESTRIDGE HOMES shall ensure that a copy of a safety data sheet required and is made readily available:

- At a worksite to any worker who may be exposed to the hazardous product
- To the committee or the representative

Where a hazardous product is received at a laboratory and the supplier has provided a safety data sheet, WESTRIDGE HOMES shall ensure that a copy of the safety data sheet is readily available to any worker in the laboratory.

Where a hazardous product is received or produced at a laboratory and the employer has produced a safety data sheet, the employer shall ensure that the safety data sheet is readily available to any worker in the laboratory.

A safety data sheet may be made available on a computer terminal at a worksite if the employer:

- Takes all reasonable steps to keep the terminal in active working order
- Makes the safety data sheet readily available on the request of a worker
- Provides training in accessing computer-stored safety data sheets
- To workers working at a worksite where the safety data sheet is available on the terminal
- To members of the committee or to the representative

The graphic below shows hazard pictograms. The bold type is the name given to the pictogram; the words in the brackets describe the hazard.

	**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.